



Assessment Criteria – Quick Response Grants

Introduction

This form is used to assess Sale Greyhound Racing Club Community Chest Grants under the Quick Response Grants Scheme. This form should be used as a reference when completing the application forms. The assessment criteria will be used by the Sale Greyhound Racing Club to assess your application.

Prior to being evaluated against the assessment criteria, applications undergo an initial eligibility check to determine whether they meet the funding guidelines.

Minor Community Facilities, Events and Projects

Applications for these categories will be assessed against the criteria on pages 3 - 6. Each application will be given an assessment score that will be used to determine if the application is successful or unsuccessful.

Assessing Community Outcomes

Applicants are asked to determine what community based outcomes will be achieved if they are successful in receiving grant funding. A large factor for assessing the criteria will be the applicant's ability to demonstrate the community benefit and how a community need will be achieved by delivering their event, project or completing the minor capital works upgrade.

Community benefit and community need has been defined in the table on page 2. A successful application will have a number of the points listed or could be particularly strong in one area. Not all points will apply to every grant application.

Please note:

- The not for profit community group applying for the grant will be referred to as the 'organisation'.
- The applicant is the organisation, not the individual representative.
- A community group does not have to be an official or legally recognised body, it can include any loosely affiliated community members joined by interest, geography or culture etc.
- The event, project and minor capital works upgrade is referred to as the project in the assessment criteria.

Assessment Criteria - Minor Community Facilities, Events and Projects

Section 1 - Planning and Capacity (out of 20)	
<p>Has the applicant:</p> <ul style="list-style-type: none"> • planned their project; • completed all sections of the application; • provided a realistic project timeline; • attached relevant support material; • Considered the needs of the community and user groups? • Does the applicant have the ability to deliver the project? • Is the project achievable? 	
<ul style="list-style-type: none"> • There has been minimal planning completed for the application, including large gaps of information missing from the application. • There is no identified need for the project. • The applicant has had difficulty with completing projects in the past. There are concerns about the operation of the applicant within the community. It would be difficult for the applicant to achieve the outcomes listed in the application. 	0-4
<ul style="list-style-type: none"> • The applicant has planned their project and the information provided in the application will be used by the applicant to guide planning. • The applicant wants to see the project completed but it is not identified as a priority. • The project is not the core business of the applicant. There are some concerns about the operation of the applicant within the community. The applicant will require extra support. The applicant may not deliver all outcomes listed in their application. 	5-8
<ul style="list-style-type: none"> • The applicant has planned their project well and the information provided in the application was additional to planning completed by the applicant. • The applicant is applying because they have identified a need for the project and the funding will help its success. The project has been recognised as a priority. • The applicant has completed similar size projects, or the same project in the past. There are no concerns about the operation of the applicant within the community. The applicant will complete the project with minimal assistance from council. The applicant will achieve their grant outcomes. 	9-12
<ul style="list-style-type: none"> • The applicant has completed extensive planning for the project and the applicant has provided additional evidence to support the project. • The applicant is applying because they have identified a need for the project and the funding will ensure its success. Internal planning has been undertaken and the project has been recognised as a priority. • The applicant has completed the same or similar or larger size projects in the past. The project is the core business of the applicant organisation. . The applicant organisation works well with the community. There are no concerns that the project will not be completed aligning to their proposed outcomes. 	13-16
<ul style="list-style-type: none"> • The application is the result of strategic planning completed by the applicant. The applicant has completed extensive planning for the project. • The applicant is applying for funding because it fits the project. Evidence and support material has been attached to support the project. • The applicant is applying because they have identified a strong need for the project and the funding will guarantee its success. Strategic planning involving the organisation and community has been undertaken and the project has been recognised as a high priority • The applicant has completed similar or larger size projects in the past and achieved outstanding results. This is the core business of the applicant organisation. The applicant organisation is important to the community. The applicant will complete the project with ease and achieve the long term outcomes listed in their application. 	17-20

Assessing Community Outcomes

Applicants are asked to determine what community based outcomes will be achieved if they are successful in receiving grant funding. A large factor for assessing these criteria will be the applicant's ability to demonstrate the community benefit and how a community need will be achieved by delivering their event or project or completing the minor capital works upgrade.

Community benefit and community need has been defined in the following table. A successful application will have a number of the points listed or could be particularly strong in one area. Not all points will apply to every grant application.

Community Need
<ul style="list-style-type: none">• Evidence<ul style="list-style-type: none">○ There is more than one source of evidence showing a need for funding e.g. ABS Stats, Community Newsletters, Local Paper, data from the organisation, community demographics, letters of support/community feedback etc.; and/or○ This project responds to changes in our community.• Solutions<ul style="list-style-type: none">○ The project provides a sustainable solution to a problem;○ The project is the best solution, and multiple solutions have been considered;○ The project improves the quality of service and/or introduces a new group or service;○ The project is an innovative solution that has not been tried before; and/or○ The project helps identify the solution.• Community<ul style="list-style-type: none">○ The community relies on the project. It is important for the community that the project goes ahead;○ The project enables the applicant to broaden or deepen its role in the community; and/or○ The project endeavours to engage diverse groups.
Community Benefit
<ul style="list-style-type: none">• Economic<ul style="list-style-type: none">○ The project will bring new visitors to the area;○ The project encourages people to stay overnight (Accommodation, food etc.); and/or○ The application encourages residents of the Wellington Shire to spend money in local communities or townships.• Skill Building for Community Members<ul style="list-style-type: none">○ Personal development as the result of direct or indirect involvement in the activity;○ Participating in the activity will increase an individual's skills;○ The project is educational in nature and aims to increase knowledge; and/or○ The project increases the understanding of social issues in the community.• Social<ul style="list-style-type: none">○ The project encourages networking and collaboration including the creation of partnerships and pooling of resources;○ The project encourages people who are not currently engaged in their community to become involved;○ The project encourages the community to continue to work together; and/or○ The partnerships developed through the project will be ongoing.• Facility Improvements<ul style="list-style-type: none">○ The project will result in increased usage of the facility;○ People with diverse needs will now be able to access the facility;○ The project provides a solution to underutilisation of a facility; and/or○ The project will bring the facility in line with current best practice principles, Universal Design principles or Occupational Health and Safety Requirements.

Section 2 - Community Outcomes (out of 20)

Does the project provide a community benefit and demonstrate a community need that will be filled through receiving the funds?

<ul style="list-style-type: none"> • The applicant is not working with community groups / user groups. The applicant is the only beneficiary. The project doesn't encourage networking and collaboration. • There is no community benefit. • The project does not fulfil a community need. 	0
<ul style="list-style-type: none"> • The applicant is working with 1 other community group / user group • There is no increase to community participation, benefits only those currently engaged in the organisation. There is no evidence of networking and collaboration between community groups to deliver project outcomes. • The project meets at least two Community Need/Benefit points. • There is minimal community benefit and impact on community need. • The applicant has not provided any evidence to support the project. • The project or equivalent is already accessible and available to the community. 	1-4
<ul style="list-style-type: none"> • The applicant is working with 2 other community groups / user groups. There is little evidence of networking and collaboration between community groups to deliver project outcomes. • Minimal increase to community participation. • The project meets at least four of the Community Need/Benefit points. • The project provides some benefit to the community, will have a community impact and there is a need in the community for the project. • The applicant has provided their own information to support the project. • The project is already available but it is not readily accessible to the community. Not everyone can participate. 	5-8
<ul style="list-style-type: none"> • The applicant is working with 3 other community groups / user groups • The project will increase community participation. Community groups and organisation will interact. There is evidence of networking and collaboration between community groups to deliver project outcomes. • The project meets at least six of the Community Need/Benefit points. • The project provides benefit to the community and will have a short term community impact. There is a need in the community for the project. • The applicant has provided more than one source of evidence to support the project. • The project has worked elsewhere, and will work for the community. 	9-12
<ul style="list-style-type: none"> • The applicant is working with 4 other community groups / user groups • The project increases community participation and promotes participation in other community activities. • The project meets at least eight of the Community Need/Benefit points. • The project has a large community benefit and will have a long term community impact. There is a strong need in the community for the project. The community expects the project to go ahead. • Community groups and organisations will work together to plan and deliver the project. There is evidence of networking and collaboration between community groups to deliver project outcomes. • Groups that currently don't work together will deliver the outcomes of the funding. • There are multiple sources of evidence to support the application. • The applicant has researched their community and identified a community need. The project fulfils a need for a specific group in the community. 	13-16
<ul style="list-style-type: none"> • The applicant is working with 5 other community groups / user groups. Community groups will continue to seek input from their community after the completion of their project 	17-20

- The project will make a significant impact to community participation. The project will make a long term increase to individual's participation in their communities
- The project meets at least ten of the Community Need/Benefit points.
- The project provides benefit to the community and will have a long term community impact. This project is sustainable and will continue to encourage people to work together there is an important need in the community for the project. The project is important to the community and will have an impact if it doesn't go ahead
- Community groups and organisation will work together to plan and deliver the project. As a result of funding long term partnerships will be developed between individuals, community groups and organisations. Groups will continue to work together following the completion of the project.
- There is a large evidence base to support the application. The project fulfils a need for a specific group in the community.
- The applicant has completed extensive research on their community and worked with other organisation and community members to identify a community need. The project fulfils a need for a specific group in the community and will be ongoing.

Contact

For general grant enquiries or if you require assistance in completing the application form please contact:

Sale Greyhound Racing Club

Email: sale@grv.org.au



Sale

Minor Community Facilities –
Application

Quick Response Grant Scheme

Introduction

This fund aims to fulfil Community and Sporting Groups needs by providing a quick turnaround for funding and provides an option for the community to access funding outside the Community Grant timeline.

We understand that there are circumstances where Community and Sporting Groups may need some financial assistance to complete a project, run an event or undertake some maintenance on their facility. This grant is provided to support minor initiatives that encourage partnerships, celebrate an occasion and assist with maintenance of community assets.

The total fund is \$30,000 to be spent within the Wellington Shire each financial year.

All monies must be spent on projects that will be a benefit to the wider Wellington Shire Community.



Sale

Applicant & Organisation Details

Applicant Organisation

Title

First Name

Last Name

Position		
Email		
Telephone		
Mobile		

Organisation Postal Address *(Correspondence will be sent to and from this address)*

Suburb

Postcode

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Is your organisation Incorporated? Yes No **Number**

Has your organisation applied for any Yes No

other grants before and were they Yes No

Does your organisation have an ABN? Yes No **Number**

Is your organisation GST registered? Yes No

Auspice Information – If Applicable

Is a third party auspicing your application? If your organisation is not incorporated or doesn't have an ABN you will be required to provide the details of an auspice organisation. The auspice will receive the grant funding on your behalf and will ultimately be responsible for the acquittal.

Auspice Organisation

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Title First Name Last Name

Position		
Telephone		
Is your organisation Incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number
Does your organisation have an ABN?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number
Is your organisation GST registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Signed:

Date: / /

Project Details

1. How much are you applying for? Grants for up to \$5,000 can be applied for.	\$
2. Title of the Facility Project?	
3. Please provide a brief description of the Facility Project. Max 25 words. This description will be used for promotion.	
4. Please include a longer description of your facility project, including any specific activities.	
5. Where is the facility located? Please provide address, and details of the site location.	

Section 1 - Planning and Capacity

Applicants will receive a score out of 20 for the answers to the questions below. Please refer to the 'Assessment Criteria' form.

Project Timeline

6. What is the planned commencement date for the project?	
7. What is the planned completion date for the project?	
8. In the table below, please complete an estimated timeline for the works. List the key tasks that need to be undertaken and the proposed deadlines.	
Key Task	Date – To be completed by
9. Who owns the facility?	
10. Is it located on Council owned/controlled property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Is the land leased or licensed?	<input type="checkbox"/> Leased <input type="checkbox"/> Licensed <input type="checkbox"/> NA
12. I have attached written permission from the land owner/manager to complete works on the facility.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Access & Inclusion

The Sale Greyhound Racing Club supports projects that are accessible and inclusive. Please take this opportunity to look at the 7 Principles in Universal Design especially 'Equitable Use' <http://universaldesign.ie/exploreampdiscover/the7principles>

13. Has access and inclusion been considered in the development of your project?

Yes No

14. How will this project work towards access and inclusion of all people especially by people with a disability, their families and carers in the community?

In-Kind Support & Volunteer Labour

15. Does your project include any In-Kind Support or Volunteer Labour?

Where in-kind contributions have been included in the budget you must complete the below table.

You need to explain the nature of the in-kind contribution being provided, which organisation is making the contribution and how you have calculated the value based on the commercial cost of the materials.

Rates for basic labouring work are normally calculated at \$20 per hour whilst specialist contributions should be valued at \$45 per hour. Costs need to be based on “reasonable” commercial rates.

If you have included in-kind support in the budget, remember to include it in both the income and expenditure columns to ensure your budget balances.

Goods/service to be provided		Supplier	Number of Hours	Rate per hour	Total Value \$
Example	10 x 2 metre planks of wood (\$15 each)	Building Business	-	-	\$150
	Professional Labour for painting hall (2 people)	Painting Business	4	\$45	\$360
	Volunteer labour for painting hall (6 people)	Committee of Management	4	\$20	\$320
	Venue hire for event (\$100 cleaning fee + 4 hours hire at \$100/hr)	Community Hall	4	-	\$500
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Total					\$
<p><i>Copy this total into the Income and Expenditure tables on page 6, against item 'Group Contribution (in-kind support and volunteer labour)'</i></p>					\$

Budget

16. Please complete the budget tables below:

- Total **A** and Total **D** must match.
- Total **B** plus Total **C** = Total **D**.
- Use the items listed to guide the budget, further items should be included.

Income Item	\$
Club Funding – How much are you applying for?	\$
Group Contribution (<i>Monetary \$</i>)	\$
Group Contribution (<i>in-kind support and volunteer labour</i>) <i>Include total from 'In-Kind Support and Volunteer Labour' table on page 4.</i>	\$
Sponsorships or donations (<i>outside the organisation</i>)	\$
State or Federal Government Funding	\$
	\$
	\$
	\$
Total Income	A \$

Expenditure		
The 'Club \$' column should indicate what you are using Club funds. This can be for the full or part cost of the expenditure item. Total C must equal the amount of funding requested from Club.		
Item	Organisation \$	Club \$
<i>Example: Fence Posts</i> <i>(The total cost of fence posts is \$700)</i>	\$500	\$200
Group Contribution (<i>in-kind support and volunteer labour</i>) <i>Include total from 'In-Kind Support and Volunteer Labour' table on page 5.</i>	\$	
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	B\$	C\$

Total Expenditure (B + C) (should also equal A) D \$

17. Have you included a quote for the works to be undertaken?
All applications must include a quote for expenditure items of \$1,000 or more listed against Club expenditure. In addition all facilities applications must include a quote for the whole project that is being completed.

Yes No

Authorisation

Ensure that the application is authorised by two representatives for your organisation. An application with one signature will not be accepted.

I have read the guidelines relating to the Community Assistance Grant Scheme and certify to the best of my knowledge the information provided in this submission is true and correct and discloses a full and accurate statement of the organisation's income and expenditure. If successful in gaining funding I agree to abide by the Funding Agreement outlining further conditions and will submit a grant acquittal at the completion of my event.

Name: _____ **Position:** _____

Signed: _____ **Date:** / /

Name: _____ **Position:** _____

Signed: _____ **Date:** / /

Application forms can be submitted by one of the following methods;

Applications close on Friday 13th of April 2018 at 4pm.

Email: sale@grv.org.au

Mail: Sale GRC Community Grants
PO Box 44
Sale 3850