

## Guidelines and Application Instructions 2017–2018 Annual Grants Round

The Nillumbik Community Fund Annual Grants provide community groups with the resources to enhance and strengthen their own neighbourhoods and townships across two grant streams.

- Arts and Culture
- Community Projects

All applications are assessed by the Nillumbik Community Fund Assessment Panel (NCFAP). The NCFAP is a panel made up of Council officers and community members who provide recommendations to Council for all annual grant applications.

Funds of up to \$5000 per project are available.

### Objectives

The objectives of the Nillumbik Community Fund are to support projects that:

- Reflect the strategic objectives of the Council Plan.  
[nillumbik.vic.gov.au/Council/Council-publications/Strategies-policies-and-legislation](http://nillumbik.vic.gov.au/Council/Council-publications/Strategies-policies-and-legislation)
- Are supported by community and respond to a genuine community need.
- Will have a lasting impact beyond the life of the grant.

**Applications should be made to one of the two grant streams:**

#### GRANT STREAM

### Arts and Culture

Grant pool \$10,000

#### Priorities

The Arts and Culture stream of the Nillumbik Community Fund gives priority to projects that support the delivery of the Arts and Cultural Plan 2018-2022 goals:

- Innovative opportunities to participate in active and creative lifestyles.
- Development and growth of creative industries.
- Arts and cultural activities that maximise access across Nillumbik.



#### GRANT STREAM

### Community Projects

Grant pool \$10,000

#### Priorities

- New and innovative projects.
- Projects that encourage a sense of local pride and belonging.
- Projects that are broadly inclusive and community driven.



## Eligibility

To be eligible to apply for an annual grant, you must:

- Be an incorporated association or be auspiced\* by an incorporated body.
- Be based in Nillumbik or have a substantial Nillumbik membership or user group.
- Demonstrate that there are financial and/or in-kind contributions toward the project.
- Have a minimum of \$10 million public liability insurance.
- Not have any outstanding grant acquittals from a previous Nillumbik Shire Council grant.

\* The applicant is the 'auspicee' and an incorporated association is the 'auspisor'. The auspisor receives funding on behalf of the auspicee and enters into an agreement with the auspicee. Refer to [nfplaw.org.au](http://nfplaw.org.au) for more info.

## Funding exclusions

Funds will not be issued for:

- Late or incomplete applications.
- Core operating costs.
- Repeat projects or events if previously funded by a NCF grant.
- Retrospective funding or projects due to commence prior to the notification of the grant application outcome.
- Projects fully funded by another source.
- Individuals.
- Fundraising projects.
- Attendance at conferences or seminars.
- Research and surveys.

## Assessment criteria

Your application will be assessed on the following criteria:

- Alignment with the Nillumbik Community Fund objectives and the grant stream priorities.
- An intention for the project to contribute to new community connections.
- Responds to a genuine community need
- Likelihood that there will be a lasting positive impact beyond the life of the project.
- The timeline is achievable and the project meets budget eligibility criteria.

## 2017-18 Timeline

- **Annual Grants open** – Monday 5 February 2018
- **Annual Grants close** – 5pm, Sunday 18 March 2018
- **Announcements** – Mid May 2018
- **Projects to be completed and acquitted** – By 30 June 2019

## How to apply

1. Read the guidelines and assessment criteria for the grant stream you are applying for.
2. Check you are eligible to apply and check the funding exclusions.
3. Discuss your project with a Council officer if you have any questions or are unclear about any aspect of the application process
4. Complete and submit an online application form online by 5pm 18 March 2018.

Guidelines and application instructions located at [nillumbik.vic.gov.au/Living-in/Grants/Community-Grants](http://nillumbik.vic.gov.au/Living-in/Grants/Community-Grants)

## Required support material

You must submit the following with your application:

- Evidence of your incorporated association status.
- A certificate of currency for your public liability insurance.
- Quotes for any service or products required for the project.
- Letters of support from partner organisations (email letters acceptable).
- Arts and Culture only: artist biographies and relevant samples of artist's work.

## Submitting your application

1. All 2017-18 annual grant applications must be submitted online.

Guidelines and application documents are located at [nillumbik.vic.gov.au/Living-in/Grants/Community-Grants](http://nillumbik.vic.gov.au/Living-in/Grants/Community-Grants)

All applications will be acknowledged.

**Late or incomplete applications will not be accepted.**

## Enquiries

Customer Service – (03) 9433 3111  
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