

# GRANTS PROGRAM 2025/26

# Guidelines

Colac Otway Shire  
Grants Program



Colac Otway  
SHIRE

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### Acknowledgement

Colac Otway Shire Council proudly acknowledges the Gulidjan and Gadubanud peoples, past, present and emerging, as the traditional custodians of the Colac Otway region.

### 1. Objective

The Colac Otway Shire Grants Program provides one-off financial assistance grants to assist community organisations, event organisers and businesses in delivering projects and programs that benefit the wider community and help in achieving outcomes consistent with the 2021-2025 Council Plan.

The Grants Program supports projects and programs that improve strong and resilient economies, natural and built environments and healthy and inclusive communities.

## 2. Funding Streams

Colac Otway Shire Grants Program offers three funding streams:

Funding Stream	Grant Name	Grant Details	Amount
<b>Community Grants</b>	<b>Community Grants</b>	<p>Assist community groups to fund a broad range of community development projects, services, activities, equipment or new initiatives across Colac Otway Shire.</p> <p>These may address the following:</p> <ul style="list-style-type: none"> <li>• Environment</li> <li>• Arts &amp; culture</li> <li>• Sport &amp; recreation</li> <li>• Health &amp; wellbeing, access, equity &amp; Inclusive</li> <li>• Strategic Planning &amp; Training</li> <li>• Community placemaking, Streetscape, Open Space infrastructure</li> <li>• Equipment</li> <li>• Facility upgrades</li> </ul>	\$10,000 max \$500 minimum
<b>Events Grants</b>	<b>Community Events</b>	<ul style="list-style-type: none"> <li>• Established community events</li> <li>• New one-off or start-up event</li> </ul>	\$5,000 max \$2,000 max \$500 minimum
	<b>Tourism Events</b>	<p>Established tourism event</p> <ul style="list-style-type: none"> <li>• Major community organised</li> <li>• Commercial event organiser</li> <li>• New event held by experienced major event organiser</li> </ul>	\$10,000 max \$ 5,000 max \$ 5,000 max \$500 minimum
	<b>COPACC Hire Assistance</b>	50% standard room hire for eligible schools within Colac Otway Shire.	\$5,000 max \$500 minimum
<b>Business Grants</b>	<b>Building Façade Improvement Grant</b>	<p>Façade improvements may include:</p> <ul style="list-style-type: none"> <li>• External Painting</li> <li>• Replace signage in poor condition</li> <li>• Replace hoardings</li> <li>• Cleaning the façade</li> <li>• Minor repairs, maintenance or reinstatement of missing elements</li> <li>• Minor repairs to existing façade tile or stone accents</li> <li>• Minor repairs to structural façade elements and awnings</li> <li>• New, repairs and replacements of verandah</li> </ul>	\$3,000 max \$500 minimum

### 3. Align with the Council Plan 2021-2025

Applications must align to at least one of the following themes in the Council Plan 2021-2025.

#### THEME 1 – STRONG & RESILIENT ECONOMY

- Key infrastructure investment supports our economy and liveability.

#### THEME 2 – VALUING THE NATURAL & BUILT ENVIRONMENT

- Mitigate impacts to people and property arising from climate change
- Protect and enhance the natural environment
- Reduce waste going to landfill
- Provide and maintain an attractive and safe built environment

#### THEME 3 – HEALTHY & INCLUSIVE COMMUNITY

- All people have the opportunity to achieve and thrive in our shire
- People are active and socially connected through engaging quality spaces and places
- We are a safe, equitable and inclusive community

4. Important General Information	
One application can be submitted per organisation. Apply to the most relevant stream: 1. Community Grants 2. Event Grants 3. Business Grants* *Businesses may apply for one grant in a five-year period.	✓
The Grants Program is a competitive funding program. Submission of an application does not guarantee funding. Often more applications are received than the funding pool available.	✓
All applications require a dollar-for-dollar matching contribution of cash &/or in-kind.	✓
Applications that address gender equity are highly encouraged and prioritised through the assessment stage.	✓
Applicants are highly encouraged to use local trades and suppliers located in the Colac Otway Shire and will be prioritised in the assessment stage.	✓
Applications will only be received through Smartygrants - the online grant management program.	✓
Applications will not be considered for projects or events that have already received funding from Council.	✗
Applications received after the closing date/time will not be considered	✗
Requests for retrospective funding are not eligible. The project cannot commence, or equipment be purchased prior to signing the funding agreement.	✗
Canvassing or lobbying of Councillors, Council employees or members of the Assessment Panel is strictly prohibited.	✗
Colac Otway Shire reserves the right to decline any application that does not meet the eligibility criteria.	✗
Grant funds are released once funding conditions are met E.g., landowner consent conditions met &/or permits are obtained.	✗

If the applicant receives full funding for the project or event from another funding body, the Colac Otway Shire reserves the right to withdraw the grant. Applicant must contact Colac Otway Shire to discuss.	✘
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## 5. To Apply

Funding round	Applications open	Applications close
2025-2026 financial year	<b>28 February 2025 at 9.00am</b>	<b>11 April 2025 at 5.00pm</b>

The application link to apply is available on Council’s website when the funding round is open.

### Prepare early for your application.

1. Read the Guidelines and check your eligibility
2. Start early and prepare for your application by making sure you have the required information on hand including documents.
  - **A quote** is required for ALL applications to cover the value of the grant request and the matching dollar-for-dollar contribution. The quote must be prepared within the past three (3) months, must be itemised, and show GST if applicable.
  - **Landowner’s consent** is required if you do not own the land or facility, and the proposed works are outside of the conditions in the lease or landowner’s management agreement.
  - **Public liability insurance** is required for all projects and events (excluding equipment purchases). A Certificate of Currency (CoC) must be submitted with your application.
  - **Letter(s) of support** from organisation(s) involved or partnering in the proposed project or event, if applicable, to demonstrate community support.
  - **Permits and approvals may be required** for proposed projects or events. Obtaining relevant permits and approvals is separate to the grant application process and may require additional time and budget to be allocated in the project plan. You do not need to secure permits or approvals before applying, however if your funding application is successful, securing them will be a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in your application that you are aware of the relevant permits and approvals that may apply to your project or event. If you are unsure about permits, please contact the Grants Officer to discuss your project or the Events Officer to discuss your event requirements.

Online applications are accepted through Smartygrants only. Applicants will be required to register or log in to Smartygrants to start a submission. Attachments can be uploaded in acceptable formats (refer to Applicant’s Help Guide) and recommended size is 5mb, however 25mb is the limit.

**Smartygrants Help Guide for Applicants:** <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

### Receipt of Application acknowledged

A Smartygrants acknowledgement email will be sent when your application has been submitted. Check that emails delivered from '[noreply@smartygrants.com.au](mailto:noreply@smartygrants.com.au)' are not blocked or directed to your junk/spam folder.

## 6. Timelines

**Applications open:** 28 February 2025

**Applications close:** 11 April 2025

**Notification of outcome:** Late June/early July 2025

**Funding agreements signed:** July 2025

**Projects commence:** July 2025 onwards

**Grants Presentation Ceremony:** July 2025

**Project completed:** June 2026 or earlier (as per timeframes indicated in the application)

Please note dates are subject to change. Applicants will be notified of any changes if they arise.

## 7. Application Process

The Grants Program is a competitive process and applying does not guarantee funding. Eligible applications will be assessed by a panel of Council officers, based on the responses against the relevant assessment criteria.

If the grants program is over-subscribed, consideration of previous funding awarded will be applied.

## 8. Budget

All applications require a matching eligible dollar-for-dollar in-kind or cash contribution. The budget must accurately reflect the project or event's income and expenditure. Provide details of all income sources and list all expenditure costs involved in the project or event. Check if any permits are required and include the permit fee/s in the budget.

The budget must include the matching contribution required for your project or event which may include cash and/or in-kind (if relevant). Any other source of funding provided by Colac Otway Shire towards your project cannot be used as a matching contribution.

Quote/s must be included in the application to cover the value of the grant requested and the matching contribution.

The budget income and expenditure totals must balance.

### Cash contributions

Cash contributions can be confirmed by providing a copy of a current Bank Statement or other evidence of bank balance for grant requests up to \$5,000. A Treasurer's report is also required for grant requests over \$5,000.

### In-kind contributions

An in-kind contribution means support, other than cash, provided by your organisation towards the project. This can include voluntary labour or donated goods and services. In-kind contributions should be calculated from activities that directly contribute to the delivery of the project or event.

#### Eligible for In-kind contribution:

- Project management
- General maintenance or activities directly related to the project (eg painting, site preparation, landscaping)
- Donated goods & services

#### Ineligible for In-Kind contribution:

- Activities undertaken prior to the project are deemed ineligible for in-kind contribution including but not limited to:
  - Research, planning and application writing (undertaken prior to the commencement of the project)
  - Fundraising activities for a project. These should be completed prior to the application.
- Applicant's core operational maintenance (Eg Recreation reserve or public hall grounds maintenance)
- Official project opening
- The use of equipment purchased is not considered as in-kind. (it may be considered where an equipment purchase is part of a program or an element of a larger project).
- Operational costs and staff salaries such as:
  - Voluntary labour for time or services 'donated' should be additional & not part of the person's normal job at the applicant organisation.
  - Time or service or any employee whose role is funded, or for whom the funded activity would be within the usual scope of their job at the applicant organisation.
  - Expenditure items & use of equipment which form part of the core operational costs of the applicant organisation (eg insurance, printer)

#### **An in-kind contribution** will be:

- Recorded in the Budget table under income and under expenditure.
- Recorded in the in-kind table for voluntary labour, donated goods and services.
- Calculated at \$45 p/hour for volunteer professional/trade services.
- Calculated at \$25 p/hour for general volunteer labour.

#### **In-kind contributions received**

A record of the actual volunteer labour, donated goods and services contributed to the project or event delivery (calculated at the relevant provisional hourly rate) will be required in the Acquittal Report at the completion of the project or event. It is the applicant's responsibility to keep written records (e.g. letter of donations or receipts, volunteer hours) of the in-kind support committed or received.

## **9. Funding Details**

- The grant recipient (or the Auspice that will manage the funds) will enter into a funding agreement with Colac Otway Shire Council which sets out the terms and conditions, payment details and reporting requirements.
- Depending on the proposal, specific funding conditions that relate to the project or event may be included in the Funding Agreement. For example: planning permit required, landowner's consent required, building permit required, Event in a Public Place permit required etc.
- Council may offer funding to a lesser amount than requested Eg. when parts of an application do not meet eligibility criteria, or there are limited funds remaining in the funding pool.
- The project must be completed within the financial year in which the grant is received. Any unspent funds must be returned to Colac Otway Shire Council.
- Funds must be spent on the activity as described in the application. Any variation to the approved activity must be submitted in a Variation Request form for approval prior to implementing changes.

- Grant recipients (or Auspice) without an Australian Business Number (ABN) must provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- **If you (or Auspice) are registered for GST**, you should not include GST in the budget expenses. Where applicable, Colac Otway Shire will pay the grant amount plus GST. A Tax Invoice must be provided to Colac Otway Shire. The budget provided in your application should be exclusive of GST. For example, if Contractors have quoted \$9,900 including GST, then you will request \$9,000 only.
- **If you (or Auspice) are not registered for GST**, ensure that the budget provided in your application covers the total cost of your expenses including GST where applicable (Eg include the impact of any GST on your purchase).  
Ensure that the budget in your application covers your total costs so you are not out of pocket. Therefore, the budget provided in your application should be inclusive of GST.  
For example, if contractors have quoted \$9,900 including GST, then request the full \$9,900.
- For grants above \$5,000, payments will be made in two instalments:
  - 90% paid upfront on signing the Agreement or when specific funding conditions have been met. Specific funding conditions may apply to your project or event, and these must be met prior to the release of the grant funds.
  - 10% paid upon satisfactory completion of the acquittal report.

## 10. Acknowledging Council's support and promoting success

Grant recipients are required to acknowledge the support from the *Colac Otway Shire Grants Program*.

Promotional guidelines form part of funding agreements and include the requirement that all activities acknowledge Colac Otway Shire Council's support through:

- Logo presentation on any activity-related publications
- Media releases
- Promotional material
- Social media
- Written or verbal acknowledgement at presentations or 'openings' and/or
- Installation of a Colac Otway Shire endorsed sign at the site of larger infrastructure activities.

Approval must be obtained to use Council's logo on any promotional material, website, social media etc. A proof of the promotional material should be sent along with the request to use the logo. Please contact Colac Otway Shire to obtain the current logo for use.

All grant recipients must provide an opportunity for a Councillor to attend the event/project for promotional purposes if requested. This may include handing out prizes after a sporting event, or a photo opportunity at the opening of a completed construction project.

## 11. Acquittal

At the completion of the project, an Acquittal Report must be submitted through Smartygrants. The report must include (where relevant):

- A summary of the project including comments on the things that went well and that you have learnt from the project.
- Project outcomes, achievements and how they align with Council Plan objectives.
- A project budget must be completed, including receipts or evidence of how the grant funds were expended.



- A record of In-kind labour &/or donated goods & service (if applicable).
- Details of local suppliers and contractors used.
- Copies of project promotional materials, social media posts, photographs, or video if available.
- Photographs of new equipment or completed works.
- Evidence of acknowledgement of Council's support e.g. club newsletter, media articles, social media etc.
- Business Grants Acquittal Form will be submitted at the completion of the project that demonstrates the improvements have the level of impact to the building facade as described in the application.

### **Outstanding Acquittal**

Applicants that have an outstanding acquittal from any previous grant round will not be eligible to apply for any future grant round. Contact the Grants Officer to discuss if your current project will not be completed prior to the application closing date.

## **12. Privacy**

The Colac Otway Shire Council is committed to protecting your privacy. We collect and handle any personal information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications.

For us to administer your grant application effectively and efficiently, we may need to disclose your personal information with others for the purpose of assessment, consultation, and reporting. This can include Council staff or Councillors.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed, or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.

The Colac Otway Shire Council's Privacy Policy can be found at [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) Enter a search for Privacy Statement.

Council uses an online grant application program called Smartygrants.

[Click Here](https://www.ourcommunity.com.au/privacy) to view Smartygrants Privacy Policy <https://www.ourcommunity.com.au/privacy>

## **13. Contact us**

For queries relating to the grants program or assistance with the online application or further information, contact the Grants Officer between 8.30am and 5.00pm Monday to Friday.

Grants & Development Officer  
Colac Otway Shire, 2-6 Rae Street Colac  
T: (03) 5232 9400  
E: [ing@colacotway.vic.gov.au](mailto:ing@colacotway.vic.gov.au)



# Community Grants



The grants program supports community and recreation infrastructure improvements, community programs and activities, local community and tourism projects that contribute to community strengthening and bring a wide range of social and economic returns across the Shire.

Grants from \$500 up to \$10,000 maximum.

Grants are provided on a matching dollar for dollar cash and/or in-kind basis.

14.1 Who can apply?	
Applicant organisation located within the Colac Otway Shire boundary	✓
<p>Any of the following applicant organisations:</p> <ul style="list-style-type: none"> <li>• <b>Community Group</b> <ul style="list-style-type: none"> <li>○ Applicant organisation must meet the definition of a community group. A community group is defined as a group or organisation which works for the public benefit. Voluntary &amp; Community Groups have the following characteristics: <ul style="list-style-type: none"> <li>○ <u>Organised</u>. A voluntary and community group has a structure with rules about how the group is organised and run. This is called a ‘governing document’ or ‘constitution’.</li> <li>○ <u>Self-governing and independent</u> from any other organisation. Voluntary and Community groups are independent and are free to appoint their own management committee.</li> <li>○ <u>Not for Profit</u>. No one from within the group will profit from the group. For example, committee members should not be paid for their work and any profits generated should be reinvested in the group.</li> <li>○ <u>Voluntary</u>. Voluntary and Community Groups are governed by a voluntary management committee and rely on the support of volunteers to carry out their activities.</li> <li>○ <u>Public/community benefit</u>. The group will carry out activities which benefit a particulate group of people within the community.</li> </ul> </li> </ul> </li> <li>• <b>Community Asset Committee</b> established by Council (formerly called a Section 86 Committee) for the purpose of managing a community asset in the Colac Otway Shire. E.g. Recreation Reserve Committee, Public Hall committee</li> <li>• <b>Not-for-profit, non-government</b> organisation.</li> </ul>	✓
<p>Incorporated Organisations.</p> <p>If not incorporated, must arrange an eligible incorporated organisation to Auspice the grant, and include the Auspice’s consent letter in the application.</p>	✓
<p>Applicants with an Australian Business Number (ABN).</p> <p>Or that have completed an Australian Tax Office form (Statement by a Supplier) so that no withholding tax is required from the grant payment.</p>	✓

## 14.2 Who cannot apply?

<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Businesses</li> <li>• Event organisers</li> <li>• Schools or Parents &amp; Friends or similar groups affiliated with schools</li> <li>• Churches or other religious organisations</li> <li>• Non-incorporated groups who do not have an Auspice</li> <li>• Elected members (Councillors), Council employees (staff)</li> </ul> <p>Note: Guidance and advice for grant applicants is available through Council's Grants Officer.</p> <ul style="list-style-type: none"> <li>• Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to):             <ul style="list-style-type: none"> <li>○ any illegal activity</li> <li>○ any activity not in accordance with relevant legislation; permitting; regulations etc.</li> <li>○ tobacco</li> <li>○ offensive or sexually explicit material</li> <li>○ discrimination on the grounds of race, gender or religion</li> <li>○ activities violating human rights</li> <li>○ political parties</li> <li>○ gambling</li> </ul> </li> </ul>	✗
Applicants with an overdue Acquittal Report from a previous round. Contact Council's Grants Officer if you need to check.	✗

## 14.3 What may be funded?

Environmental projects – natural or built	✓
Energy Audits Type 1 for community facilities	✓
Arts & cultural projects	✓
Sport & recreation programs & projects	✓
Community programs and projects that encourage physical activity, health and wellbeing, improve equity, access and inclusion	✓
Strategic Planning activities e.g. master plans, feasibility plans, action plans or business plans for: <ul style="list-style-type: none"> <li>• Community Asset Committees of Council facilities/land/infrastructure</li> <li>• Other not-for-profit organisations on land /assets which are not owned or managed by Council, Government or other Authority may be considered.</li> </ul>	✓
Workshops, training, specialist skills programs, education or coaching courses for officials, administrators or general community members.	✓
Community infrastructure - Place making, streetscape and open space	✓
Equipment purchases that enhance the facility, are designed to remain part of a facility or which provide general benefit to the applicant organisation.	✓

Facilities upgrades - minor capital improvements of community and recreation facilities (up to \$20,000)	✓
Projects that address gender equity	✓
Minor repairs and works	✓
<b>14.4 What may not be funded?</b>	
Standard Council infrastructure e.g. footpaths, bins, drainage and road construction.	✗
Consumable items (e.g. sports balls, uniforms)	✗
Compliance related upgrades to Council owned buildings or requirements within the current lease or management agreement.	✗
Ongoing operational expenses and administrative costs e.g. rent, utility costs, salaries etc.	✗
Public liability or other insurance	✗
Capital expenditure projects over \$20,000 to Council buildings and assets	✗
Project management costs	✗
Projects undertaken outside of the funding period (financial year)	✗
Projects considered the responsibility of other Agencies	✗
Fundraising activities, prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers	✗
Purchase of alcohol	✗
Activities and events held in a licensed gaming venue	✗
Food & Drink are not eligible expenditure. Consideration may be given if demonstrated to be integral to the delivery of a project.	✗
Requests for retrospective funding are not eligible. The project activity cannot commence, or equipment cannot be purchased prior to approval.	✗
Equipment purchased to undertake the works (e.g. ladders, gurneys, scaffolding, and safety barriers). Hiring of equipment is permitted when directly related to the project.	✗
Proposed works where landowner's consent or a permit has been refused.	✗
Strategic planning on land or assets owned by another Government entity or Authority	✗
Applications for projects that have already received funding from Council.	✗
Activities that could be considered core business i.e. those associated with the applicant organisation's normal or day-to-day operation (including regular projects, programs and activities, administration, staffing costs, insurances and permits.)	✗
Contingency costs	✗

#### Information you will need to provide as part of your application

You will need to provide the following documents as part of your application:

- Itemised quote(s) for the proposed works or equipment to cover the value of the grant requested and the matching contribution.
- Photographs of 'Before', if applicable. 'After' photos will be required in the Acquittal Report.

- **Permits and Approvals** Proposed projects may require permits or approvals. These processes are separate to the grant application process and require additional time and budget in the project plan. You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them will be a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in your application that you are aware of the required permits and approvals if required for your project. If you are unsure about permits, please contact Council's Grants Officer to discuss your project.
  - Planning Permit may be required for proposed works or use.
  - Building Permit may be required if proposed works include any structural works.
  - In principle support from Council may be required for any project on Council owned or managed land.

## 14.5 Assessment Criteria – Community Grants

### **Assessment Criteria 1 – What benefits will the project provide to your organisation and the broader community and alignment to Council Plan objectives? (Weighting 50%)**

In your response, please describe:

- Alignment to Council plan objectives
- How is the project supporting the local community?
- Who is the target market to benefit from the project?
- Details of short term and long-term benefits.
- The expected number of people who will benefit from the project.

### **Assessment Criteria 2 – Why is this project needed? (Weighting 20%)**

In your response, please describe:

- What demand exists that has created the idea for this project?
- The evidence to show why this approach will work?
- Provide support letters to demonstrate support from the community for your project and detail any discussions held with related groups in the area. (if applicable)
- Will the project be an innovative and creative response to the issue?
- Will the project address gender equity? Describe how. Priority will be given to projects that address gender equity.

### **Assessment Criteria 3 – How will the project be delivered? (Weighting 15%)**

Applications must clearly demonstrate the capacity of the applicant to deliver the project.

In your response, please describe:

- Who will manage the project?
- What planning has been undertaken to complete this project?
- Detail the stages involved in your project and how you will deliver it.
- Details if it involves knowledge and skills development.
- Will it be sustainable? Explain how you intend to fund this project into the future.

- Demonstrated experience of the Applicant organisation to deliver and acquit the project within timeframes.

**Assessment Criteria 4 – Who is involved?** (Weighting 15%)

In your response, please describe:

- Are suppliers based in the Colac Otway shire? What percentage of suppliers or contractors are located in Colac Otway Shire? Priority will be given to the use of local trades and suppliers.
- Who are the partners?
- Will there be voluntary or in-kind contributions? Who is involved?
- How many people from your organisation will be involved?
- Does the project actively involve a range of stakeholders?



# Events Grants





**An event** is any organised activity held on public or private land where an open area, facility, venue, road or temporary structure is to be used by more people than are usually found in that location.

Events can include but are not limited to:

- Cultural, Historical, Artistic (theatre, visual), Culinary, Sporting, Environmental
- Festivals, Live music events and performances
- Markets, Cinema in the park, Carnivals, Exhibitions, Community fair/shows

### 15.1 Community Events

Events must benefit Colac Otway Shire’s residents and businesses and have a strong community focus. Events should enhance the region’s profile, develop community cooperation and cohesion, build local skills, provide social opportunities or in other ways have a positive impact on the local community.

- Grants from \$500 up to \$5,000 to provide support for established events
- Grants from \$500 up to \$2,000 to provide support for new or one-off events
- COPACC Hire Assistance grants available for up to 50% of the cost of standard room hire for the provision of performing arts and cultural activities.  
Grants from minimum \$500 to maximum \$5,000.

Grants are provided on a matching dollar-for-dollar cash and/or in-kind basis. In-kind contributions should be calculated from activities that directly contribute to the delivery of the event.

### 15.2 Tourism Events

Major events which attract a significant number of out of area visitors, with major branding/promotional opportunities for the host town & Colac Otway Shire.

- Grants from \$500 up to \$10,000 for major tourism events organised by local community
- Grants from \$500 up to \$5,000 maximum for major tourism events organised by commercial event organisers
- New tourism events, grants from \$500 up to maximum \$5,000. Event organiser must demonstrate previous experience in major events delivery.

Grants are provided on a matching dollar for dollar cash and/or in-kind basis. In-kind contributions should be calculated from activities that directly contribute to the delivery of the event.

15.3 Who can apply?	
<i>Event Organiser</i> definition - any individual, community group or entity who undertakes the planning, control, management and/or implementation of an event.	✓
Community groups/Clubs/Not-for-profit organisations based within Colac Otway Shire are eligible to apply for a Community Events grant, which may include COPACC venue hire.	✓
Applicant organisation must be one of the following: <ul style="list-style-type: none"> <li>• <b>Community Group</b> Applicant organisation must meet the definition of a community group. A community group is defined as a group or organisation which works for the public benefit. Voluntary &amp; Community Groups have the following characteristics:</li> </ul>	✓

<p><u>Organised.</u> A voluntary and community group has a structure with rules about how the group is organised and run. This is called a ‘governing document’ or ‘constitution’.</p> <p><u>Self-governing and independent</u> from any other organisation. Voluntary and Community groups are independent and are free to appoint their own management committee.</p> <p><u>Not for Profit.</u> No one from within the group will profit from the group. For example, committee members should not be paid for their work and any profits generated should be reinvested in the group.</p> <p><u>Voluntary.</u> Voluntary and Community Groups are governed by a voluntary management committee and rely on the support of volunteers to carry out their activities.</p> <p><u>Public/community benefit.</u> The group will carry out activities which benefit a particulate group of people within the community.</p> <ul style="list-style-type: none"> <li>• <b>Community Asset Committee</b> established by Council (formerly called a Section 86 Committee) for the purpose of managing a community asset in the Colac Otway Shire. E.g. Recreation Reserve Committee, Public Hall Committee</li> <li>• <b>Not- for-profit, non-government</b> organisations</li> <li>• <b>Commercial Event Organiser</b> who is a legal business entity holding an event with <b>substantial</b> community benefit in the Colac Otway Shire.</li> </ul>	✓
<p>Must be incorporated (<u>except</u> for Commercial Event Organiser legal business entity) If not incorporated, must arrange an eligible incorporated organisation to Auspice the grant, and include the Auspice’s consent letter in the application.</p>	✓
<p>Applicants with an Australian Business Number (ABN). Or that have completed an Australian Tax Office form (Statement by a Supplier) so that no withholding tax is required from the grant payment.</p>	✓
<p>Primary/Secondary Schools based within Colac Otway Shire are eligible to apply for COPACC Hire Assistance only. Schools may apply for venue hire at their local Hall for annual school production performance if not feasible to attend COPACC.</p>	✓

15.4 Who cannot apply?	
<ul style="list-style-type: none"> <li>• Elected members (Councillors), Council employees (staff)</li> <li>• Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to): <ul style="list-style-type: none"> <li>○ any illegal activity</li> <li>○ any activity not in accordance with relevant legislation; permitting; regulations etc</li> <li>○ tobacco</li> <li>○ offensive or sexually explicit material</li> <li>○ discrimination on the grounds of race, gender or religion</li> <li>○ activities violating human rights</li> <li>○ political parties</li> <li>○ gambling</li> </ul> </li> </ul>	✗
<p>Applicants with an overdue Acquittal Report from a previous round. Contact the Grants Officer if you need to check.</p>	✗

15.5 What may be funded?	
<b>Community Events</b> that benefit Colac Otway Shire's residents and businesses and have a strong community focus.	✓
<b>Tourism Events</b> that attract significant numbers of out of area visitors, with major branding/promotional opportunities for the host town & Colac Otway Shire.	✓
Performing arts and cultural activities/events at COPACC	✓
Hire of entertainers & performers	✓
Traffic management plans and personnel for the event	✓
Promotional material for the event	✓
Event infrastructure and equipment hire costs (e.g. sound equipment, lighting, staging, portable toilets, fencing etc.). Use of local suppliers is encouraged	✓
Events that are inclusive and embrace, celebrate and promote diversity to connect our community.	✓
Commercial events subject to <b>substantial</b> community benefit in the Colac Otway Shire	✓
Events must include: <ul style="list-style-type: none"> <li>• Environmentally sustainable initiatives to restrict use or distribution of single use plastics or products, including but not limited to bags, straws, cups, cutlery, balloons, bottled water.</li> <li>• Waste management plans that demonstrate a level of excellence in event management from an environmental aspect (includes rubbish removal, waste reduction, recycling)</li> <li>• Consideration of the environmental impact on the site selected.</li> </ul> Events that include environmental waste initiatives to address waste reduction will be prioritised in the assessment stage.	✓
Hire of Council's Events Trailer	✓
Venue Hire	✓
15.6 What may not be funded?	
Applications received after the closing date/time will not be considered	✗
Requests for retrospective funding. The event expenditure cannot have occurred prior to signing the funding agreement.	✗
Activities that could be considered core business i.e. those associated with the applicant organisation's normal or day-to-day operation (including administration, staffing costs, insurances and permits.)	✗
Public Liability or other Insurance	✗
Events conducted completely outside of the Colac Otway Shire boundary	✗
<b>Fundraising Events</b> Events that are held primarily for the purpose of fundraising with the majority of profit generated distributed to a third-party organisation, agency or charity and that provide limited direct benefits to Colac Otway Shire residents/visitors, are not eligible for grant funding.  Applications may be considered where fundraising is a secondary purpose and the proposed event: <ul style="list-style-type: none"> <li>• will attract substantial local/visitor attendance,</li> <li>• provides direct benefit to Colac Otway Shire residents and</li> <li>• aligns with the Council Plan.</li> </ul>	✗

A second or subsequent element of an Event or Festival will not be funded where the main Event or Festival is to receive funding	✗
Event management costs	✗
Events held outside of the funding (financial year) period	✗
<ul style="list-style-type: none"> <li>• Weddings</li> <li>• Private / Family events</li> <li>• Events do not open to the general public</li> <li>• Prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers</li> </ul>	✗
COPACC Hire Assistance does not include: <ul style="list-style-type: none"> <li>• Additional Cleaning fee</li> <li>• Box office fees</li> <li>• Security</li> <li>• Catering</li> <li>• Piano Tuning</li> <li>• Additional Labour charges</li> <li>• Specialised lighting</li> </ul>	✗
Events which are accepting sponsorship from companies that Council deem are not suitable or do not align with the Council Plan 2021-2025	✗
Contingency costs	✗
Purchase of alcohol	✗
Activities and events held in a licensed gaming venue	✗
Food & drink is not usually eligible, however, it may be considered for funding if demonstrated to be integral to the delivery of a project.	✗

### Information you will need to provide as part of your application

You will need to provide Itemised quote(s) as part of your application to the value of the grant requested and the matching contribution.

## 15.7 Assessment Criteria - Community Events

### Assessment Criteria 1 – Social opportunities (Weighting 50%)

Detail the community benefits provided by the event – short and long-term including:

In your response, please describe:

- How the event will create social gathering opportunities.
- The level to which people of diverse groups and ages are brought together.
- Evidence of how the event will positively impact the host community.
- Identify if the social opportunities are short (event specific) or long term (ongoing spin offs) in nature.
- Level of involvement by local volunteers (no. of people and hours).
- How the event caters for needs of all abilities (accessibility etc.)
- How will the event address gender equity? Priority will be given to events that address gender equity.
- The expected number of people who will attend the event, estimating:
  - Local resident numbers within Colac Otway Shire
  - Visitor numbers from outside of Colac Otway Shire

- New events should comment on why the event is needed? What demand exists?
- Does the event actively involve a range of stakeholders?
- Demonstrate support from the community & detail any discussions held with related groups in the area. (Letters of support may assist)

### **Assessment Criteria 2 - Environmental Sustainability (Weighting 20%)**

In your response, please describe:

- How will you manage and reduce waste generated by the event?
- How your waste management plan includes recycling options and waste mitigation strategies?
- How the event will restrict use or distribution of single use plastics or products, including but not limited to bags, straws, cups, cutlery, balloons, bottled water?
- How the site will be returned to pre-event condition?

### **Assessment Criteria 3 – Event delivery (Weighting 15%)**

Application must clearly demonstrate the capacity of the applicant to deliver the event.

In your response, please describe:

- Who will manage the event?
- Demonstrated experience of the Applicant to deliver and acquit the event within timeframes.
- What planning has been undertaken to deliver this event? Detail landowner consent and permits required.
- **Permits and Approvals** Events may require permits or approvals. These processes are separate to the grant application process and require additional time and budget in the event plan. You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them is a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in the application that you are aware of the necessary permits and approvals required for your event.

If you are unsure what permits and other approvals your event may require, please contact Council's Events Officer on 5232 9400 or [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) to discuss your event.

Approvals required may include any of the following:

- [An Event in a Public Place Permit](#)
- [A Place of Public Entertainment \(POPE\) permit](#)
- [Consumption of Liquor in a Public Place permit](#)
- [Temporary Limited Liquor License](#)
- A Planning Permit for the event (or specific elements related to the event) that is held on private land
- Detail the elements involved in your event and how you will deliver it.
- Will it be sustainable? Explain how you intend to fund this event into the future.

#### **Assessment Criteria 4 – Economic return and who is involved** (Weighting 15%)

In your response, please describe:

- The level of involvement of local businesses in the event both pre (supply chain expenditure in event set up) or during (stall holders). Priority will be given to the use of local trades and suppliers.
- What other key stakeholders in the community are involved in the event? Describe their level of involvement. (Letters of support may assist)

### **15.8 Assessment Criteria - Tourism Events**

#### **Assessment Criteria 1 - Community Economic development opportunities** (Weighting 40%)

Describe how the event will stimulate the economy including:

- Boosting off peak visitation, overnight stays and expenditure
- The amount of visitation/tourism from people attending from outside Colac Otway Shire and the length of stay during the event
- The level of pre training or visitation that the event will generate in the lead up to the event
- The level of expenditure these visitors will generate (or have generated historically)
- The opportunities where Colac Otway Shire or the host township can be promoted, the nature of this promotion and the marketing reach
- The level of involvement of local businesses in the event both pre (supply chain expenditure in event set up) or during (stall holders)
- The ability of the event to trigger repeat visitation to Colac Otway Shire
- Reinforce and/or strengthen the desired 'brand' of the host township or Colac Otway Shire in a positive way.

#### **Assessment Criteria 2 - Social opportunities** (Weighting 25%)

Detail the community benefits provided by the event – short and long-term including:

- How the event will create social gathering opportunities
- The level to which people of diverse groups and ages are brought together
- Evidence of how the event will positively impact the host community
- Identify if the social opportunities are short (event specific) or long term (ongoing spin offs) in nature
- Level of involvement by local volunteers (No. of people and hours)
- How the event caters for needs of all abilities (accessibility etc.)
- How will the event address gender equity? Priority will be given to events that address gender equity.
- The expected number of people who will attend the event, estimating:
  - Local Colac Otway Shire resident numbers
  - Visitor numbers from outside of Colac Otway Shire (e.g. 2000 – 5000 attendees or above)

#### **Assessment Criteria 3 - Environmental sustainability** (Weighting 20%)

Does the event plan for and contribute to:

- Positive environmentally sustainable outcomes in the short (event specific) or longer term
- Provide an element of environmental education or awareness for attendees

- A level of excellence in event management from an environmental aspect (includes rubbish removal, waste reduction, recycling, techniques that minimise the carbon footprint of the event)
- Restricted use or distribution of single use plastics or products, including but not limited to bags, straws, cups, cutlery, balloons, bottled water.

#### **Assessment Criteria 4 – Event delivery?** (Weighting 15%)

Must clearly demonstrate the capacity of the applicant to deliver the event.

In your response, please describe:

- Detailed Event Program
- What planning has been undertaken e.g. meeting with Events officer, detail Landowner consent & what permits will be required?
- **Permits and Approvals** Events may require permits or approvals. These processes are separate to the grant application process and require additional time and budget in the event plan. You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them is a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in the application that you are aware of the necessary permits and approvals required for your event.
- Detail the stages involved in your event and how you propose to deliver it.
- Demonstrated experience of the Applicant organisation to deliver and acquit the event within timeframes.
- Who will manage the event and relevant experience?
- Will it be sustainable? Explain how you intend to fund this event into the future.

**All applicants should discuss their event with Council's Event Officer** between Monday to Friday, 9.00am - 5.00pm on (03) 5232 9400 or [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au).



# Business Grants





Council supports local businesses through Business Grants.

The **Building Façade Improvement Program** supports businesses to revitalise the shopping strips across the Shire.

Grants from \$500 up to \$3,000 maximum available. Grants require a matching dollar-for-dollar cash contribution.

## 16.1 Building Façade Improvement Program

The Building Façade Improvement Program assists businesses to improve the appearance of their building facades and increase the overall attractiveness of the shopping strips in Colac, Apollo Bay and the small towns throughout the Shire.

16.1.1 Who can apply?	
Businesses located in the commercial area of towns within the Colac Otway Shire	✓
Business must have street frontage	✓
Building owner or Lessee/Business owner	✓
16.1.2 Who cannot apply?	
Elected members (Councillors), Council employees (staff) Note that guidance and advice for Applicants is available through Council's Grants Officer.	✗
Applicant organisation (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to): <ul style="list-style-type: none"> <li>any illegal activity</li> <li>any activity not in accordance with relevant legislation; permitting; regulations etc.</li> <li>tobacco</li> <li>offensive or sexually explicit material</li> <li>discrimination on the grounds of race, gender or religion</li> <li>activities violating human rights</li> <li>political parties</li> <li>gambling</li> </ul>	✗
Applicants with an overdue Acquittal Report from a previous round. Contact the Grants Officer if you need to check.	✗

16.1.3 What may be funded?	
Commercial building façade improvements may include: <ul style="list-style-type: none"> <li>Exterior painting of retail business building façade</li> <li>Cleaning the existing façade</li> <li>Removal or replacement of redundant signage, air conditioning units and hoardings</li> <li>Replacement of signage in disrepair</li> <li>Minor repairs, maintenance or reinstatement of missing elements</li> <li>Minor repairs to existing façade tile or stone accents</li> <li>Minor repairs to structural façade elements and awnings</li> </ul>	✓

<ul style="list-style-type: none"> <li>New, repairs and replacements of verandahs</li> </ul>	
Proposed works must be visible from the street	✓
The use of local trades and suppliers is strongly encouraged & will be prioritised in the assessment stage.	✓
<b>16.1.4 What may not be funded?</b>	
Re-branding of existing signage that is in good condition	✗
Proposed works where a permit has been refused	✗
Requests for retrospective funding. The project cannot commence prior to approval.	✗
Equipment purchased to undertake the works (e.g. Ladders, gurneys, scaffolding, and safety barriers). Hiring of equipment is permitted when directly related to the project.	✗
Internal works or works which are not visible from the street.	✗
Contingency costs	✗
Activities that could be considered core business i.e. those associated with the Applicant organisation's normal or day-to-day operation (including regular projects and activities, administration, staffing costs, insurances and permits).	✗
Residential based businesses, including Airbnb or similar type accommodation	✗

### Information you will need to provide as part of your application

You will need to provide the following documents as part of your application:

- An itemised quote for the proposed works to cover the value of the grant request and the matching contribution.
- If proposing the painting of a building, the colour palette will need to be provided for approval by Council.
- Photographs of the building 'Before'. 'After' photos will be required in the Acquittal Report.
- Permits and Approvals** Proposed projects may require permits or approvals. These processes are separate to the grant application process and require additional time and budget in the project plan. You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them will be a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in your application that you are aware of the required permits and approvals for your project. If you are unsure about permits, please contact the Grants Officer to discuss your project.
  - Planning Permit may be required for proposed building facade works e.g. signage, painting, verandahs and works on a heritage listed building or a building in an area covered by a heritage overlay.
  - Building Permit may be required if the proposed facade improvements include any structural works.
  - Public Protection (Hoarding) Permit may be required.
- An Acquittal Form will be submitted at the completion of the project that demonstrates the improvements have the level of impact to the building facade as described in the application.

## 16.1.5 Assessment Criteria - Building Façade Improvement

### Assessment Criteria 1 – Description of works (Weighting 75%)

Provide a detailed description of the proposed works and specify the area of the façade to be worked on.

- Are the works visible from the street? What street will the works be visible from?
  - works above the verandah e.g. painting, replacement signage, replace heritage elements, cleaning.
  - works below the verandah? e.g. painting, tile repairs
  - Works along the verandah / awning fascia? e.g. replace rusted fascia & signage
  - Works on the shop window? e.g. replacement signage, replacement window frames
- Describe the level of visual impact expected as a result of the façade works?
- What percentage of the façade will be included in the improvement works?

### Assessment Criteria 2 – Economic Return (Weighting 10%)

- Will local suppliers and contractors (within the Colac Otway Shire) be engaged to undertake the works?
- What percentage of the works will be procured locally?

### Assessment Criteria 3 – Capacity to deliver (Weighting 15%)

Must clearly demonstrate the capacity of the applicant to deliver the project.

- Has the project been fully scoped and costed as part of the project plan?
- Applicant has researched and demonstrated awareness of permit requirements?
- Is the timeframe to complete the project within the funding period?