



murray river
council

Quick Response Grants Program GUIDELINES

Murray River Council

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1. QUICK RESPONSE GRANTS OVERVIEW

The purpose of Council's **Quick Response Grants (QR Grants)** is to provide Council with an opportunity to fund worthy and extraordinary opportunities that were not able to be considered for funding, as part of the Community Grants process.

Quick Response Grants offer financial support to not-for-profit community organisations and groups for extraordinary and worthy projects, equipment, events, exhibitions, or performances which contribute positively to the Murray River community.

The Quick Response Grants aims to:

- Enable Council to fund projects that have not previously been considered for funding.
- Enable Council to support opportunities that are one-off, or which have arisen outside of application periods for other financial assistance options offered by Council.
- Assist Council to deliver identified objectives, priorities and strategies that align with the CSP.

Quick Response Grants funding will only be considered on behalf of Council by the Mayor and CEO if:

- (a) The funding opportunity is a one-off, that was not able to meet the application timeframes for other programs within the Murray River Council Community Financial Assistance Program (e.g. Community Grants Program rounds); or
- (b) The funding opportunity is worthy or extraordinary and will provide significant benefit to the community.

2. GENERAL CONDITIONS

The following conditions apply to all applications for financial assistance from Council:

- Council will only enter into a grant agreement with an organisation/group whose reputation and image is consistent with the values, objectives and policies of the Council.
- Financial assistance will only be granted by Council in accordance with s356 of the Local Government Act 1993 for the purpose of exercising Council's functions.
- Grant applications under the Community Grants Program will be accepted only during the advertised application period (one per year).
- Grant approval will be limited to the defined funding period. Approved applications will not automatically apply to subsequent years.
- Applications will be assessed on merit using the assessment matrix.
- All grantees are required to publicly recognise Council's contribution.

3. ELIGIBILITY

To be eligible for funding through the QR Grants Program, applicants must:

- apply online using the specified application form,
- demonstrate how funds will be used for community benefit
- have no outstanding debts to Murray River Council,
- have acquitted any previous community grants by the due date;
- if successful, comply with the conditions of funding outlined in the letter of offer,
- if successful, provide any required acquittals to Council for grant funding received, by the specified date.

4. WHAT WILL NOT BE FUNDED?

The following will not be considered for funding:

- Retrospective funding;
- Recurrent costs, salaries, and on-costs;
- Insurance, such as (but not limited to) Public Liability insurance;
- Social excursions, e.g. bus trips or picnics;
- Applicants applying to another council funding stream for a grant for the same activity;
- Late or incomplete applications.

5. WHO CAN APPLY?

Community groups seeking to apply for funds through the Community Grants Program must meet the following eligibility criteria:

- Be submitted by a not-for-profit community organisation, group, or association that has its own bank account (please note, groups who do not have their own bank account may organise for an auspice organisation to receive the grant on their behalf, should they be successful);
- Provide direct benefits to the residents of the Murray River Council Local Government Area (MRC LGA);
- Be able to demonstrate capacity and competence to deliver the proposed project;
- Have adequate insurance and appropriate health and safety policies, relevant to the proposed activity;
- Be able to demonstrate a contribution in the form of funds, services, or in-kind support;
- Be based in the MRC LGA or have significant benefit for the MRC residents;
- Be able to plan effectively and be well organised;
- Have no outstanding grant acquittals or outstanding debts owing to council;
- Be submitted by the due date.
- Only one application can be submitted by each entity per funding round.

6. HOW MUCH CAN BE REQUESTED?

The QR Grants Program provides funding generally up to a **maximum amount of \$2,500**. Matching funding is not compulsory however a cash or in-kind contribution from the applicant will be looked upon favourably.

7. WHAT SHOULD BE INCLUDED IN THE APPLICATION?

- All sections of the application form must be completed.
- If your project is to take place on a public or private site or venue, you must obtain the consent and support of the landowner (include a letter of support with your application).
- If relevant, please attach a copy of current public liability insurance.
- All applicants have the option to attach additional material in support of the application such as letters of support, photos, or recent media coverage.

NB: Applications need to be completed in full. All supporting documentation requested; including public liability insurance, quotes etc, if relevant, must be submitted at the time of the application. Applications that do not include all the required information will not be accepted.

8. OTHER IMPORTANT INFORMATION

- Multiple applications from the same group will not be assessed.
- Applications to fund an event or a project that may be offensive to sections of the community, will not be considered.
- Applications submitted will be acknowledged via a confirmation email (from Smartygrants).
- Successful applicants will be sent an email to confirm the offer of funding, outlining any funding conditions. Council may make funding conditional and subject to specific conditions being met.
- Funding will be provided once the offer has been made and an invoice has been provided to Council.
- Successful applicants will be required to acknowledge council's support. For example, an official Murray River Council logo with the wording "Proudly supported by Murray River Council's through its Financial Assistance Program" must be used on any promotional material or at any official events associated with the activity and on any produced literature.
- Successful applicants will need to report on how the grant was spent (acquittal), refer below for details.
- Applicants must not spend money on the proposed activity before funding decisions are announced. This is considered retrospective funding, which is not eligible for support.
- Funding is not automatic on application. All requests are subject to consideration on their individual merits each year.

9. FUNDING ACQUITTALS

All recipients of financial assistance from Council are required to submit a funding acquittal via Council's Smartygrants system, within six weeks of the project's completion. Recipients must provide evidence of expenditure and evidence that the project has been completed as outlined in their application form. If the recipient wishes to alter the project from what was proposed in their original submission (including time delays), they must first seek approval, in writing, from the program manager.

Should a recipient not submit their acquittal on time, they will be issued a reminder notice and given two weeks to complete it. If it is still not received after two weeks, an invoice will be issued, requesting the funds be returned.

10. FUNDING PRINCIPLES

Priority will be given to applications that respond to identified community needs and align with Council's vision, corporate objectives, priorities, and strategies.

The QR Grants Program will prioritise support where:

- Applicants are based in the MRC LGA or the project must provide significant benefit for MRC residents
- The applicant is not already in receipt of substantial funding/in-kind support from MRC;
- The proposed activity or project is innovative or unique for the MRC LGA;
- The proposed activity incorporates collaboration/partnerships with other groups;
- The proposed activity maximises community benefit;
- The proposed activity or project meets any identified council priorities; and
- The proposed activity demonstrates sustainability;
- The proposed activity addresses gender inequality, and enables access and inclusion in accordance with council's *Disability Inclusion Action Plan*.

11. APPLICATION ASSESSMENT

- Applications will be reviewed to ensure they are eligible for consideration and that all sections of the application have been completed and all documents are attached.
- QR Grant applications will be assessed by the Mayor and CEO, or delegate, to enable a quick turnaround time for application assessment.

12. LODGING YOUR APPLICATION

Applications are open throughout the year, with no closing date. However, the program will close once the budgeted funds for that financial year have been expended. The program will re-open the following financial year, from 1 July.

Application forms **must be** submitted using **the online application form** on the Murray River Council Smartygrants webpage, via this link <https://murrayriver.smartygrants.com.au/22-23QRGP>

To be eligible for assessment, applications must be completed in full with all questions answered and documents attached where requested. Applicants must hit the SUBMIT button at the end of their application to ensure it is submitted. An email notification will be sent to the applicant to confirm the application has been submitted.

13. FURTHER INFORMATION

Help and advice in relation to Council's Community Financial Assistance Programs is available by contacting:

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