



Floods Community Recovery Fund

Funding Guidelines
For Community Organisations and Local Councils

February 2011

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What is the Floods Community Recovery Fund?

Heavy rains in Victoria over January 2011 have created a flood crisis for Victorians not seen for 100 years. It is one of the worst floods the State has experienced in history.

The Victorian State and Commonwealth Governments are committed to supporting flood affected communities with their recovery, and have jointly established a \$4 million Floods Community Recovery Fund (hereon the 'Floods CRF' or 'the Fund').

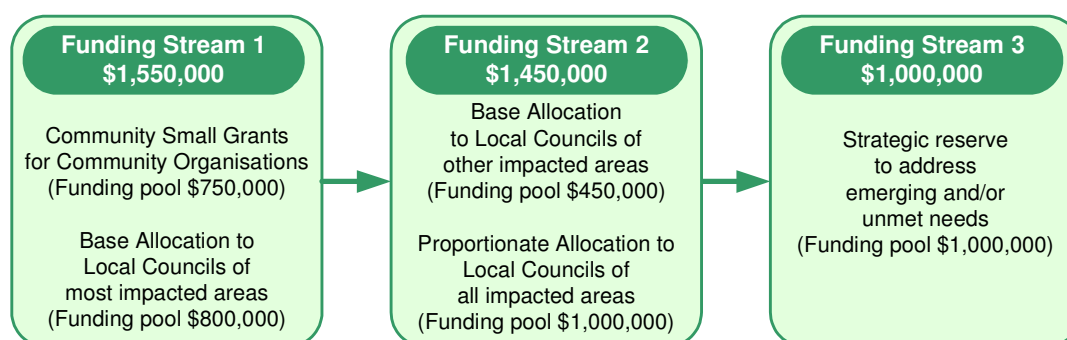
The Fund will operate in line with the Commonwealth *Natural Disaster Relief and Recovery Arrangements (NDRRA)*.

The Victorian Government's Department of Planning and Community Development (DPCD) is managing the Fund. A Panel has been established to make allocations from the Fund, with representation from the Victorian State and Commonwealth Governments, as well as local government through the Municipal Association of Victoria.

How is funding being allocated?

The flood crisis is an unfolding event and the full extent of impact is still to be confirmed. As such, a flexible overarching model is required and funds are being allocated over a period of time through three funding streams to:

- be able to address immediate recovery needs; and
- be prepared to respond to communities that have been most impacted and/or to emerging needs.



Both community organisations and local councils in floods affected areas will be allocated funding.

	Who	Process	Funding available	Closing dates
Funding Streams 1 and 2	Community organisations	<i>Expression of Interest</i>	Up to \$5,000	22 March 2011
	Local councils	Notional allocation: <ul style="list-style-type: none"> initial base amount further amount proportionate to impact 	At least \$50,000	30 June 2011
Funding Stream 3	Community organisations and/or local councils	Negotiated funding towards targeted activities as determined by the CRF Panel.	Determined upon need	30 June 2011

Application and assessment information is outlined separately for community organisations (see p5-6) and local councils (see p7-8).

What will be funded?

Funding is available to assist with community recovery, community development and community capacity building under two categories:

Category	What funding can be used for	Examples of projects that might be funded
Restoring social networks and functioning	<ul style="list-style-type: none"> • Hold a community event or social activity that brings people together and enhances well being. • Keep communities informed, including community members who have been displaced. • Record the flood event as part of community history. • Develop skills and networks that build community capacity for the future. 	<ul style="list-style-type: none"> • A local 'thank you' function for volunteers who have helped with the flood clean-up and emergency relief effort. • A local festival that provides social networking and community participation opportunities. • A community arts project that explores, records and exhibits experiences from the floods. • A fundraising event where proceeds go back to flood affected community members. • A newsletter provided over 12 months to keep people regularly informed about recovery activities and resources. • An initiative to build capacity of volunteer-based organisations to coordinate volunteers for the future.
Restoring community facilities	<ul style="list-style-type: none"> • Repair and reinstate the structure of a damaged community facility. • Repair or replace damaged fittings and equipment integral to the function of a community facility. <p>Both community owned/operated and Council-owned facilities can be supported.</p>	<ul style="list-style-type: none"> • Supply and installation of new floor coverings. • Re-fitting of damaged kitchen cabinetry and associated appliances of a kitchen servicing a community social space. • Reinstatement of a local hall or other community meeting space. • Repair of wiring and electrical fittings. • Repair to a community sports facility.

What will not be funded?

The Floods CRF is unable to fund:

- individuals, businesses or primary producers
- facilities that are not open to the whole community
- clean-up costs
- losses covered by insurance or claimable through other funding sources
- privately owned cultural assets, including collections, buildings and spaces
- places/objects owned by a State or Commonwealth Government department, agency or authority
- purchase of land or property
- existing staff positions
- salaries or general operating costs not directly associated with delivering a project
- cash prizes or commercial gifts
- civil infrastructure such as roads or bridges
- environmental restoration
- covering existing debts or budget deficits
- projects that are not related to recovery from the January floods
- reimbursement for work or activities already completed
- projects that have a political or religious outcomes focus
- projects that may have a negative impact on existing businesses/services (refer National Competition Policy).

How does a **community organisation** apply?

Victorian community-based clubs and organisations affected by the floods can make a request for immediate assistance of up to \$5,000 for recovery activities through an *Expression of Interest* to the Floods CRF Community Small Grants funding round. A funding pool of \$750,000 is available.

Your club or organisation must:

- be non-government and not-for-profit
- be registered as an incorporated body. If not, you must arrange for a legally constituted not-for-profit organisation to manage the funds
- have an Australian Business Number (ABN) or provide written advice from the Australian Tax Office that no withholding tax is required from the funding payment.

Only one *Expression of Interest* can be submitted per club or organisation.

Projects can commence only once the club or organisation has been notified by DPCD of the outcome of their *Expression of Interest*.

How to submit an **Expression of Interest**

An *Expression of Interest* can be submitted at any time until close of business Monday, 22 March 2011.

The following steps are recommended:

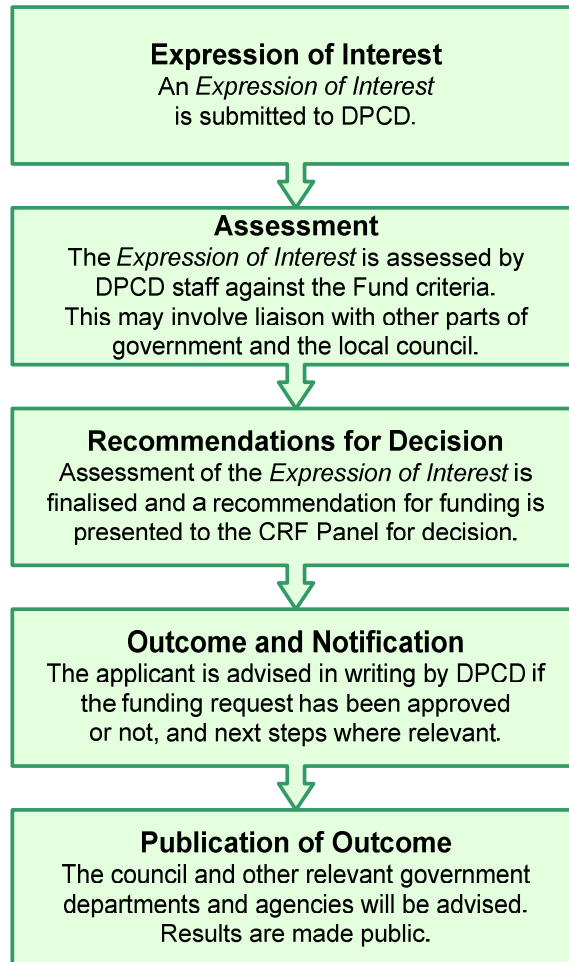
- ☑ **Check** the detailed information in these guidelines to ensure you are eligible and that any project you are considering requesting financial assistance for meets the intent of the Fund.
- ☑ **Contact** your Flood Recovery Officer or Municipal Recovery Officer in your local council, or your DPCD regional team if you have a project idea. This will help with coordinating efforts for flood recovery locally and ensure you have the right advice at hand. See the 'Need More Information?' section at the end of these guidelines for contact details.
- ☑ **Consider** if the Floods CRF is the best avenue of support for your project or if another program is better suited to your needs.
- ☑ **Complete** your *Expression of Interest* using the form provided with these guidelines, or download the form from DPCD's website, www.dpcd.vic.gov.au.
- ☑ **Submit** your *Expression of Interest* to DPCD, attention 'Floods CRF' by:
 - **Email** to grantapplications@dpcd.vic.gov.au
NB. Attachments should be in word, excel, pdf or jpeg format and be no more than 2MB each
 - **Post** to
Community Investment Services
GPO Box 2392
Melbourne VIC 3001
 - **Fax** to
Community Investment Services
(03) 9208 3680

How requests for funding will be assessed

Requests to the Floods CRF Community Small Grants funding round will be considered against the objectives and requirements of the Fund with the CRF Panel to make the final decision on funding.

As an indication, DPCD anticipates that advice on the outcome of an *Expression of Interest* assessment will be provided approximately two weeks after it is received.

DPCD will coordinate the assessment process as follows:



In addition to the Community Small Grants process, community organisations may be considered for further direct assistance in the allocation of Funding Stream 3 following consideration of emerging and unmet needs for flood recovery.

How does a local council access funding?

Local councils of flood affected areas will be considered for a notional funding allocation to be administered on behalf of their communities.

A total funding pool of \$2.25 million has been made available from the Fund as follows:

- Municipalities deemed to be most impacted will receive a base amount of \$50,000 each under Funding Stream 1. These councils are: Ararat, Buloke, Campaspe, Central Goldfields, Corangamite, Gannawarra, Hepburn, Hindmarsh, Horsham, Loddon, Mildura, Mount Alexander, Northern Grampians, Pyrenees, Swan Hill, and Yarriambiack.
- Base funding of \$50,000 to other affected municipalities plus further allocations to all affected municipalities proportionate to impact sustained will be considered under Funding Stream 2.

Notionally allocated funds that are not needed can be returned for potential redistribution to other areas where there are unmet needs that align with the Fund.

Local councils will need to enter into a funding agreement with DPCD before funding is released.

Councils will be notified in writing by DPCD of their notional allocation. An application is not required however councils receiving funding are required to work with their communities, DPCD and other relevant agencies to identify and prioritise recovery projects. Projects need to have DPCD endorsement before work begins.

Further funding may be available to local councils under Funding Stream 3 following consideration of emerging and unmet needs for flood recovery.

How to submit details of priority projects

Priority project details can be submitted as soon as they are ready but no later than Thursday, 30 June 2011.

The following steps are recommended:

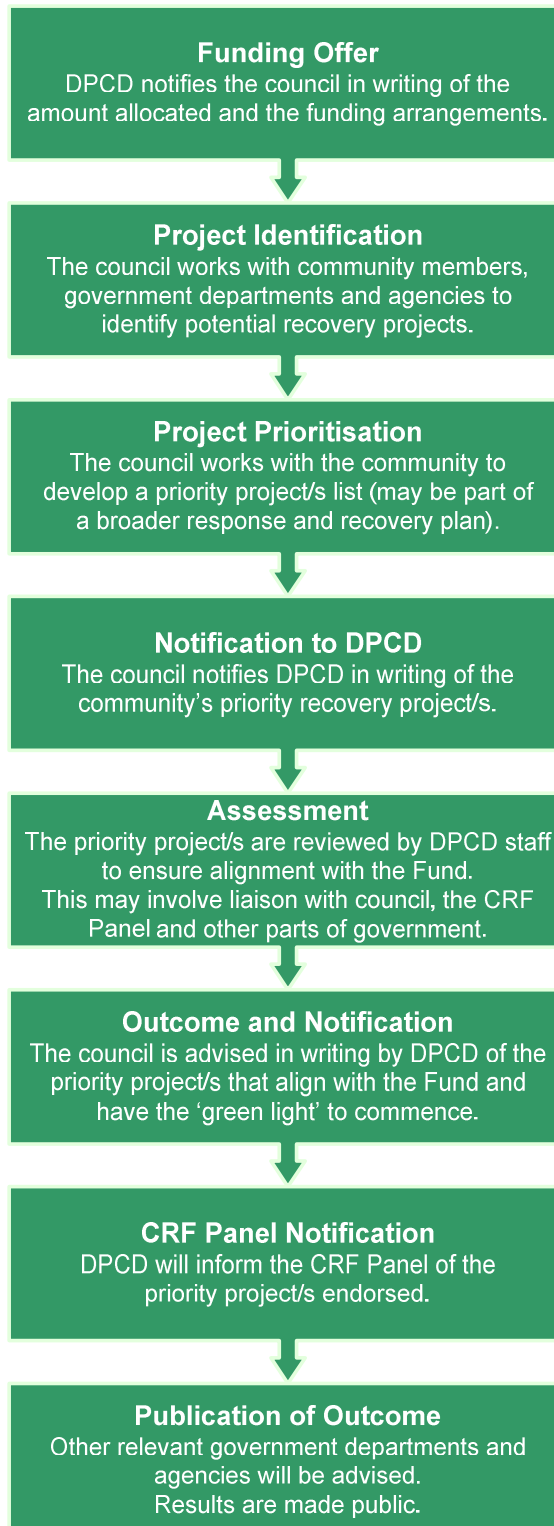
- Check** the detailed information in these guidelines to ensure you are eligible and that any project you are considering requesting financial assistance for meets the intent of the Fund.
- Consider** if the Floods CRF is the best avenue of support for your project or if another program is better suited to your needs.
- Ensure** you have worked with your DPCD regional team and community to identify and prioritise recovery projects.
- Complete** a list of priority projects (DPCD can provide you with a template) with:
 - the project name
 - brief description (max. 50 words)
 - brief statement of how the project relates to flood recovery (max. 50 words)
 - who is delivering the project
 - basic project budget (income and costs)
 - anticipated project start and end dates
 - the name of the DPCD contact your council has liaised with
 - certification from the authorised delegate of your council.
- Submit** the list of priority projects to the DPCD contact nominated in your funding agreement.

How priority projects will be considered

Requests to the Floods CRF to support prioritised local recovery projects will be considered against the objectives and requirements of the Fund and noted by the CRF Panel.

As an indication, DPCD anticipates that advice on the endorsement of priority projects will be provided within approximately four weeks after details are received.

DPCD will coordinate the assessment process as follows:



Need more information?

More details about the Floods GRF can be found at DPCD's website, www.dpcd.vic.gov.au. Additional web-based information includes Frequently Asked Questions (FAQs), fact sheets, media releases, and allocation updates.

Alternatively you can find out more through the following contacts.

DPCD Regional Services

Call Information Victoria on 1300 366 356 to be put in touch with your community's DPCD regional team representative.

Local Councils*

Call your local council to speak to your Flood Recovery Officer or Municipal Recovery Officer.

Ararat Rural City Council	5355 0200
Ballarat City Council	5320 5500
Buloke Shire Council	1300 520 520
Campaspe Shire Council	1300 666 535
Central Goldfields Shire Council	5461 0610
Corangamite Shire Council	5593 7100
Gannawarra Shire Council	5450 9333
Glenelg Shire Council	5522 2200
Golden Plains Shire Council	1300 363 036
Greater Bendigo City Council	5434 6000
Greater Shepparton City Council	5832 9700
Hepburn Shire Council	5348 2306
Hindmarsh Shire Council	5391 4444
Horsham Rural City Council	5382 9777
Loddon Shire Council	1300 365 200
Macedon Ranges Shire Council	5422 0333
Mildura City Council	5018 8100
Murrindindi Shire Council	5772 0333
Mount Alexander Shire Council	5471 1700
Moyne Shire Council	5568 0555
Northern Grampians Shire Council	5358 8700
Pyrenees Shire Council	5349 1100
Swan Hill Rural City Council	5036 2333
Warrnambool City Council	5559 4800
West Wimmera	5585 9900
Yarriambiack Shire Council	1800 065 647 (Free call) or 5398 0100

*This list covers communities known to have been affected by flooding over January 2011. This list is for further contact purposes only and does not confirm a funding allocation from the Fund. Please visit the DPCD website or contact DPCD Regional Services (see above) for allocation updates.

Expression of Interest Form:

Floods Community Recovery Fund Community Small Grants

This form is for community organisations only seeking funding assistance of up to \$5,000 from the Floods CRF. Please read the funding guidelines before completing this form.

Section 1 – Contact information

Fields marked (*) are mandatory

Part A: Applicant organisation details

* Name of organisation:							
* Main street Address:							
* Town / suburb:		* Postcode:		* State:			
Postal address (if different from above):							
Town / suburb:		Postcode:		State:			
Authorised person (This is the person who is authorised by the organisation to make the application on their behalf)							
* Title:		* First name:		* Last name:			
Position:							
Telephone:		Mobile:		Fax:			
Email:							
* Type of organisation:		<input type="checkbox"/> Incorporated <input type="checkbox"/> Unincorporated <input type="checkbox"/> Other (please specify)					
Applicant organisation's incorporation number: Organisations not incorporated must arrange for an incorporated organisation to manage the grant funds (see below).							
Applicant organisation's Australian Business Number (ABN), if you have one:							
Do you need an auspice for this application? If your organisation is not incorporated, you must arrange for an incorporated not-for-profit organisation to manage the grant funds. This organisation will be the 'auspice' organisation for the application and you will need to provide their details in Part B. Yes, I need an auspice organisation for this application <input type="checkbox"/> (Complete Part B: Auspice organisation details) No, I do not require an auspice organisation for this application <input type="checkbox"/> (Go to section 2: Project overview)							

Part B: Auspice organisation details

Name of auspice organisation:							
Main street address:							
Town / suburb:		Postcode:		State:			
Postal address (if different from above):							
Town / suburb:		Postcode:		State:			
Authorised person							
Title:		First name:		Last name:			
Position:							
Telephone:		Mobile:		Fax:			
Email:							
Type of organisation:		<input type="checkbox"/> Incorporated <input type="checkbox"/> Unincorporated <input type="checkbox"/> Other (please specify)					
Organisation's incorporation number:							
Organisation's Australian Business Number (ABN):							
Has the auspice organisation agreed to manage the grant on your behalf?		<input type="checkbox"/> Yes <input type="checkbox"/> No					

Section 2 – Project overview

* Project name	We will use this name on all correspondence. Please use 10 words or less.		
* What are you going to do?	Describe the project in 50 words or less. We will use this in reports and other publications.		
* When will your project happen? Please provide the anticipated start and end dates for your project			
Anticipated start date	DD/MM/YYYY	Anticipated end date	DD/MM/YYYY
Which communities will benefit from your project?			
* Describe the place or places that will benefit. Provide the suburb or postcode for each place that will benefit. If your project has a wider benefit (eg statewide) please provide detail here. (Responses are limited to 200 words)			
Where will your project happen? Please provide the address of your club/organisation including town/suburb and postcode.			
Address:			
Local government area:			

Section 3 – Project details

* Describe your project How does your project relate to flood recovery? How does the project meet the objectives of the Fund? (Responses are limited to 200 words)
* Benefits Please provide details of approximately how many people will directly benefit from the project.
Number of participants
Please tick if people from any of the following groups will be a focus of your project. If not, please leave blank.
<input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Indigenous community <input type="checkbox"/> Refugees <input type="checkbox"/> Culturally and linguistically diverse people <input type="checkbox"/> Young people <input type="checkbox"/> Seniors (aged 50+) <input type="checkbox"/> People with a disability <input type="checkbox"/> Socio-economically disadvantaged

Section 4 – Project budget

Please provide income and cost details for your project, excluding GST. Note that total income **must** equal total expenditure.

Income		Expenditure	
* Amount of funding requested from the Fund	\$	* Item(s)	\$
* Amount from other source(s), including any insurance cover, and if confirmed			
<input type="checkbox"/> C / <input type="checkbox"/> NC	\$		
<input type="checkbox"/> C / <input type="checkbox"/> NC	\$		
<input type="checkbox"/> C / <input type="checkbox"/> NC	\$		
*Total income	\$	*Total expenditure	\$

* Which project expenses would you put this funding towards? Please attach quotes if available.

Declaration

I state that the information in this Expression of Interest and attachments is to the best of my knowledge true and correct. I will notify DPCD of any changes to this information and any circumstances that may affect this Expression of Interest. I acknowledge that DPCD may refer this funding request to external experts or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. I understand that DPCD is subject to the *Freedom of Information Act 1982* and that if a Freedom of Information request is made, DPCD will consult with the applicant before any decision is made to release the Expression of Interest or supporting documentation. I understand that this is a funding request only and may not necessarily result in funding approval.

* Signature:	* Date:
* Print name:	* Position:
(To be signed by a person with delegated authority to apply - i.e. Chairperson, Secretary, Public Officer or Treasurer)	

Supporting Documents

If they are available and relevant, please provide supporting attachments with your Expression of Interest. If you don't have supporting documents available you can still submit an Expression of Interest without them.

<input type="checkbox"/> Quote/s for repairs/replacement supplies and labour
<input type="checkbox"/> Quote/s for professional services eg. a trainer, facilitator, or artist
<input type="checkbox"/> Images of damage sustained
<input type="checkbox"/> Copy of insurer's claim outcome