

The COVID-19 Community Relief Provider Grants Program is available to support established community groups and not-for-profit service providers in the Cardinia Shire to undertake specific COVID-19 relief provision to the community.

Objectives

The key objective of the grants program is to support relief providers working with the community with an aim to:

- Improve resident health and wellbeing during the COVID-19 Emergency
- Increase capacity of services to provide relief during the COVID-19 Emergency
- meet the emergency relief needs of residents during and arising from the COVID-19 pandemic

Grant eligibility

Applicants must be:

- not-for-profit;
- locally based and/or servicing Cardinia Shire residents;
- Incorporated or auspiced; and
- providing or planning to provide a COVID 19 relief service.

The definition of relief to be used for this document is per [the State Relief and Recovery Plan: Part 4 Emergency Management Manual Victoria](#) which is the provision of assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency.

Applicants for a COVID-19 Community Relief Provider Grant may apply for funding to support the provision of COVID-19 related relief services to Cardinia Shire community as well as a range of ad hoc costs that cannot be met through other funding sources associated with provision of relief services related to COVID-19 pandemic emergency.

Examples include:

- training and development of volunteers (where not mandated by regulation, nor within the scope of training that is provided by the organisation)
- promotion of volunteering opportunities.
- purchase of small items of equipment
- uniforms and personal protection equipment/items (hand sanitiser, gloves etc)
- additional operating costs due to provision of COVID-19 relief service (ie utilities, vehicle costs, consumables, goods and materials etc. Evidence must be provided to demonstrate these cost are above normal and are related to COVID-19 relief provision)
- events or activities that support provision of COVID-19 relief service

Funding will not be allocated to:

- individuals
- private, profit-making organisations
- political organisations

- capital works projects (as defined in Council's Community Capital Works Grants Policy)
- replacement of existing equipment and/or furnishings at community and recreational facilities
- maintenance of community or recreational facilities
- events (excludes those related to provision of a COVID-19 relief service)
- business as usual operating costs
- existing salaries.
- Items or activities which can be met through other funding sources specific to the COVID-19 emergency

Grant criteria

All applications must:

- demonstrate how their group provides or intends to provide COVID-19 related relief services within the Cardinia Shire
- demonstrate that expenditure items requested as part of the grant cannot be met through other funding sources
- provide evidence to support expenditure within the grant application (Invoices/quotes – March 1st 2020 onwards)
- address how the application fits within the scope of the grant
- demonstrate commitment to work as part of the Cardinia Shire Relief and Recovery Committee

Grant Funding

Applicants must substantiate the grant amount requested. Only one successful application for funding per applicant is permitted each grant round.

COVID-19 Community Relief Provider Grant - maximum of \$5,000.

Council finalises funding agreements with successful applicants within two weeks of Council approval. You must enter into a funding agreement with us before funds are released and before the project can start. If you fail to finalise the contract within one month of receiving the draft contract from us, we reserve the right to withdraw the grant.

Grant opening date

Applications will open 9am on Wednesday 13th May 2020.

Assessment Process

Applications received will be assessed by a multidisciplinary panel of Council staff.

We will notify you in writing of the outcome of your application within 14 days of the submission of your application.

Dispute Resolution

If an applicant wishes to query a grants assessment, written requests for clarification may be sent by post or email:

Post

Pandemic Response and Emergency Management Unit
Cardinia Shire Council
PO Box 7
Pakenham VIC 3810

Email

mail@cardinia.vic.gov.au

All requests will receive due consideration and a written response will be provided.

Reporting and monitoring

You must report on and acquit the project as detailed in your funding agreement. Reports provide feedback to the Council on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt. This will include a financial report and documentation and evidence of expenses.

Final reports must be submitted no later than one month after the agreed completion date of the project as stated in the funding agreement unless otherwise agreed.

Evaluation and learning

We invite feedback at the end of each application and after the acquittal form has been completed. This helps us improve future grants and sponsorship programs and processes.

More information

For more information please contact Council Emergency Management and Pandemic Response Business Unit on 1300 787 624.