**Cobram Community Enterprise**

**Grants Policy**

**Purpose:**

To provide a grant program that assists community groups to grow and prosper with providing better services and facilities to our communities.

**Scope:**

This policy applies to the allocation of funding for community groups through Cobram Community Enterprise grants.

**Definitions:**

Community Groups - A “not for profit “group or organisation within a 20km radius of Cobram.

**Grant funding – All applicants must have a BENDIGO BANK ACCOUNT or Willing to open**

**BENDIGO BANK ACCOUNT for their Organisation.**

**Policy:**

1. **About the community grants program**
	1. In recognition of its role as a provider of funding for community groups Cobram Community Enterprise will endeavour to allocate funding **twice {2 times} a year being in May and November of each year.**
	2. The program seeks to:
	3. Support community groups projects which provide diverse and effective local services and activities.
	4. Contributes to as many projects and services as possible.
	5. All being dependent on the funds available for distribution, by Cobram Community Enterprise at the time of the grant allocation.
2. **Grant categories**
	1. Funding will be allocated under the following three {3} categories and be distributed over two funding rounds during the financial year. **The full board of Cobram Community Enterprise has the discretion to make a grant at any time should it decide to do so.**
	2. Small grants (up to $2000)
	3. Medium grants (up to $10.000)
	4. Major Capital grants ($10.000 plus)
	5. Applicants must clearly state which category of grants they are applying for and state clearly that this is for promotional purposes or general purposes grant.
	6. Promotional purposes grants will require a 50% contribution from the applicant with full details of the event and any other contributions from other funding organisations.

**2a. GRANT MONIES**

 **If your application is above $5000.00 then your group must present your submission to the full board of Cobram Community Enterprise.**

1. Detailed design of your project demonstrating that you have Qualified persons to do the work (as required).
2. That there is a minimum of 2 (two) Quotations for your project.
3. That all other finances are in place to start the project.
4. That there is a clear starting and finishing date for the project
5. Clearly set out what your project hopes to achieve also.
6. **Funding criteria**
	1. All applicants will be assessed against the following funding criteria:
	2. Clearly identified community projects
	3. Demonstrates the project will solve risk and safety issues
	4. Involves a range of stakeholders
	5. Has clearly defined project management, ensuring qualified trades or professional services are used
	6. Any in-kind contributions {voluntary labour or goods and services} are noted in the application
	7. Community support for the project.{Your organisation and the membership you have} also should you have others who will benefit from you project.
	8. Outcomes of what this project will do for your community or organisation.
	9. Will this increase membership or participation in your organisation.
	10. Any previous funding, equity and alternative funding options available to your organisation.

* 1. Applications for mobile or portable objects which do not have a permanent fixed position must have a minimum cash contribution of 50%. Re Computer, Technology or Transportable items.
	2. Cobram Community Enterprise may apply Conditions a to your project
1. The grant application must be able to demonstrate progress of their project to receive progressive payments of their project
2. Submit progress Invoices e.g.1.Start of project

 2: Bulk of Works, Labour & Materials

 3: Finish of project

This will be stated on Successful letter of notification

1. All problems must be reported to CCE.
2. Should the grant application not be able to demonstrate clearly the above THIS GRANT APPLICATION LAPSES
3. Be willing to promote the joint venture with photo opportunities, plaques, signage and at an appropriate meeting CCE members speak to your members on the benefit of CCE.
4. **Funding exclusions**
	1. Cobram Community Enterprise will **not fund:**
	2. Groups that receive direct income from electronic gaming machines.
	3. Groups that have not satisfactorily acquitted any previous grants or sponsorship from Cobram Community Enterprise.
	4. Politically based organisations or those who operate principally as a pressure group.
	5. Projects that are clearly a duplication of existing services.
5. **Application process**
	1. Funding rounds will be advertised in the local paper and on Cobram Community Enterprises website.
	2. Funding guidelines and an application form will be provided to applicants.
	3. **MUST SUPPLY 4 COPIES OF GRANT APPLICATION** TO COBRAM COMMUNITY ENTERPRISE
6. **Evaluation of applications**
	1. Applications received from funding rounds will be,
	2. Evaluated by a sub committee of Cobram Community Enterprise board and scored against the funding criteria. This will then go to the full board for ratification.
	3. Ranked in order, with a cut off point determined by the amount of funding available.
	4. Applicants of their organisation who are able to demonstrate that they can assist Cobram Community Enterprise to grow and do more for their community as well as others will receive bonus points for their application.
	5. Cobram Community Enterprise reserves the right to fund any project at its sole discretion.
	6. When Cobram Community Enterprise issue grants /investments, applicants need to demonstrate that they are ***Bendigo bank customers*** or are prepared to commit or transfer their business to the Bendigo bank.

**For further information please contact:**

**Cobram Community Enterprise Inc**

**The Secretary**

**P.O.Box 154.**

**COBRAM VIC 3644.**