

Bass Coast Shire Council Quick Response Grants

January 2026

Table of Contents

Overview	3
Purpose.....	3
Who to contact	3
Timetable	3
Funding Allocation	4
Who is eligible to apply?.....	4
The Project	4
What can be funded?.....	4
What can't be funded?.....	5
Supporting Documents	5
Application and Assessment	6
Project Budget	6
Project budget and GST	6
Notification and Payment	6
Grants and GST	7
Grant Acquittal.....	7

Disclaimer: these Guidelines are updated on a regular basis. Please ensure your application aligns with the latest Guidelines which are available on Council's Community Grants webpage.

Overview

The Community Grants Program provides funding to support not-for-profit organisations based in Bass Coast to deliver projects that benefit the Bass Coast community.

The objectives of the grant program align with the strategies in the [Council Plan 2025-2029](#).

The overall grant funding pool is \$294,000 and will be shared across two grant streams:

1. Quick Response Grant funding stream opens each month (except June), unless the funding pool is exhausted earlier, and provides funding up to \$2,000.
2. Community Grants funding stream offers funding twice a year and closes in March and August. Funding is from \$2,001 to \$5,000 with an opportunity to apply for one of three major projects, up to \$10,000, per round. This stream includes an additional funding of \$40,000 specifically to support projects that align directly with the Climate Action Plan 2020-2030. To apply for this funding please refer to the Community Grant Guidelines.

Purpose

The Quick Response Grants have been established to assist eligible groups who require small amounts of funding throughout the year to support:

- unforeseen expenses or urgent issues
- to take advantage of an unexpected opportunity
- to support the establishment of a new group / program.

Who to contact

For further information about these guidelines, or SmartyGrants, please contact the Grants Officer via phone 1300 BCOAST (226 278) or (03) 5671 2211 or email grantenquiry@basscoast.vic.gov.au.

Timetable

Time table	
July to May (not available in June)	Applications open on the first day of each month and close the last Friday of each month.
Assessment and funding recommendation	Council officers will assess applications the first week of the following month.
Applicant notification	Via email the second week of the next month.
Grant payment to successful applicants	Upon receipt of Tax Invoice / Payment Form via SmartyGrants.
Grant Acquittal	To be completed as soon as project has been completed or within 90 days of receiving funds.

Funding Allocation

Applicants can seek 100% of the total project cost, up to \$2,000. A contribution by the submitting organisation is not required.

Community organisations may receive one Quick Response Grant per financial year. There is no limit to the number of times an organisation may apply.

The total grant funding pool is \$294,000, once this amount has been expended Quick Response Grants will close until July in the next financial year.

Who is eligible to apply?

An applicant must:

- be based in Bass Coast or the project must be based in Bass Coast
- be registered as a not-for-profit legal entity, for example an incorporated association, or
- be a not-for-profit unincorporated group that is auspiced by a registered not-for-profit legal entity
- have an ABN or provide an ATO Statement by Supplier
- not have a debt with Council, including any previous unacquitted grants.

Community Asset Committees may apply but must obtain consent from Council's Cemeteries and Council Committees Officer prior to applying.

Unincorporated Organisations

An unincorporated organisation must have their application auspiced by an eligible incorporated organisation. Information on the auspicings body is required in the application including their ABN details, copy of current public liability insurance and a completed [Auspice Agreement](#) attached to the application.

If the applicant is successful, the auspicings body is legally responsible for the funds and grant payment is made into their bank account.

Further information on auspicings can be found at [Not for Profit Law – Auspicings](#).

The Project

What can be funded?

1. Materials, equipment and other items essential to a new or improved program/activity. Costs associated with an ongoing annual program that your club runs are considered a recurrent cost.
1. Printing, advertising, translations and promotional costs
2. Costs incurred in hiring a venue (excluding rental costs for business premises)
3. Costs associated with encouraging participation
4. Seeding grants for new groups formed in the 12 months prior to an application. A seeding grant allows for one off funding of materials, equipment and other items essential to setting up a new organisation (excluding normal business and operating expenses)

5. Training that provides a direct, lasting benefit to the community, such as accredited first aid or disability awareness, with skills that can be used across different community groups and settings (number limits apply). Training that mainly develops internal or trainer skills is not eligible. Council will contribute no more than half the cost of training. A group cannot apply for funding of the same training in a future application.
6. Emergency services, schools and other groups may be funded for projects that are of benefit to all community and outside the scope of their usual funding.

What can't be funded?

1. Projects/programs based outside of Bass Coast.
2. Items or activities that are part of an organisation's core business or their normal day to day operating expenses e.g. wages, insurances, utilities, rental of business premises etc
3. Office consumables and software, materials or advertising that is fundamental to the running of the group, or activities
4. General maintenance expenses. This includes the ongoing care of an existing asset eg painting, new roof, fence / driveway repairs etc.
5. Minor capital works on private land or privately owned assets
6. Awards, trophies or prizes, beverages and catering
7. Individuals, unless auspiced by an eligible organisation
8. Projects that are currently receiving, or have received, any other Bass Coast Shire Council support or funding
9. Projects or events that have commenced or been held, or equipment that has been purchased prior to the round closing date
10. Support for proselytising, religious worship or sectarian activities
11. Sporting uniforms, scholarships, subscriptions or attendance at sporting or cultural events
12. Projects based outside of Bass Coast
13. State-wide organisations or projects.

Supporting Documents

The following documents are required with your application.

- Current bank statement showing date and bank balance
- Quotes are required for each item you are requesting funding for and should clearly show the service or company where the item is being purchased, what is being purchased and how much each item is. A screenshot is sufficient so long as all the above are included. **Preference should be given to local suppliers.**
- Current certificate of public liability insurance to cover the project.
- If your group is being auspiced, please complete and attach an Auspice Agreement along with a copy of the Auspicor's public liability insurance certificate if it can cover your event/project. If it doesn't, you may apply for grant funding to cover insurance for the project only
- An Australian Tax Office Statement by Supplier if you do not have an ABN
- Permission from the asset owner to undertake the project (if applicable)

Application and Assessment

Applications are made through SmartyGrants which can be accessed on Council's Grants web page www.basscoast.vic.gov.au/grants

The following criteria will be used to assess applications:

- how well the request meets one of the purposes of the grant, and the evidence provided to support it (40%)
- the level of community benefit to the applicant group and the wider community (30%)
- demonstrated consideration of sustainability principles and practices, including actions to mitigate climate change risks (30%)

Council officers will review each application taking the above into consideration and recommend approval or not.

Council reserves the right to approve partial funding or refuse funding.

Project Budget

Project budget and GST

The application form contains two income / expense tables. Only one budget table will be available to you depending on if your group is registered for GST or not.

- If your group **is** registered for GST – the cost of the **GST must be excluded** from the proposed budget / funding requested amount.
- If your group **is not** registered for GST – the cost of **GST can be included** in the proposed budget / funding requested amount.

Please ensure the correct budget table is selected, as this will determine the grant payment should your application be successful. Taking the time to get this right now will help avoid any issues later, as inaccurate information may result in a request for the funds to be returned to Council.

Please refer to the ABN section of the application form if you are unsure of your group's GST status.

Notification and Payment

Successful and non-successful grant applicants are notified by email, via SmartyGrants.

Following notification of a successful application, a Tax Invoice/Payment Form will be uploaded into SmartyGrants which must be completed and submitted to enable grant funding to be paid. This Funding Agreement lists General Conditions of funding as well as any special conditions relevant to your application.

If you have issues completing the payment form for any reason, please contact the Community Grants Officer.

An unsuccessful applicant can request feedback from Council's Community Grants Officer and may re-submit an unsuccessful grant application to another round.

Grants and GST

If your group is registered for GST, the approved funding will include an additional 10% to allow for GST.

If your group is not registered for GST the approved funding amount paid will be the same as that requested.

If your group is a Community Asset Committee of Council, the funding amount will not include GST.

Grant Acquittal

The project should be completed within three months of receiving funds.

After you have completed your project you must tell us how you spent the money by acquitting the grant in SmartyGrants. You will need to provide copies of receipts, invoices and packing slips are not accepted. We also ask that you provide photos and any media promotion.

Please note that you are required to acknowledge Council's funding contribution within any media associated with the project.

If your project is delayed, please contact Council's Community Grants Officer as soon as possible to discuss your specific circumstances.

Failure to complete an acquittal report for any successful grant funding received through Council's Community Grants Program may result in applicants being ineligible for any further funding through the Community Grants Program.