

Guidelines and Assessment

1. GRANT OBJECTIVE

As part of the implementation of Indigo Shire Councils Active Indigo Recreation Plan 2018 – 2026 a community focused grants program was created to encourage and enable residents of Indigo Shire to be more active more often!

The Get Active Indigo Grants Program is back again and aims to:

- Get more people moving more often
- Provide access to funding for groups who may be unable to secure funding through other grants streams and sources
- Increase Indigo Shire residents' participation in physical activity
- Improve Indigo Shire residents' access to physical activity opportunities
- Support local clubs, groups, committees and service providers in their efforts to get the community more physically active
- Trial local physical activity project ideas by responding to place-based needs
- Fund a diverse range of physical activity project ideas across the Shire
- Increase awareness of opportunities to be physically active via targeted communication and promotion

2. FUNDING AVAILABLE

A total program funding pool of \$30,000 is available. Grants of up to \$5,000 will be awarded.

3. GUIDING PRINCIPLES

Indigo Shire Council is committed to working in partnership with local clubs, community groups, committees, service providers and individuals to deliver projects that consider:

- Broad community access and inclusion;
- Child safety;
- Gender equity;
- Cultural awareness

This practice ensures the broad engagement, participation, enjoyment and safety of community members in the program.

4. GRANT ELIGIBILITY

Your project is eligible if:

- It can respond to one or more of the aforementioned program objectives, specifically to increase physical activity of the residents of Indigo Shire;
- Your funding request supports the delivery of an activity. Minor equipment purchases that supports the activity are eligible.
- To apply you need to:
- Be an Indigo Shire-based incorporated body or be auspiced by an Indigo Shire-based incorporated body. Organisations from outside Indigo Shire need to be auspiced by an Indigo Shire based body.
- Have appropriate public liability insurance.
- Demonstrate a contribution to the project in the form of cash, voluntary service or other in-kind support.
- For projects that include a coaching element you will need to include supporting documentation of the coaching credentials.

Projects that won't be funded:

- Projects that have already started or been completed.
- Projects that are only available to existing sporting club members.
- Groups already in receipt of significant Council support.
- Applications from commercial or private organisations.
- Applications from educational institutions.
- Recurring funding for projects awarded in previous Indigo Shire grant rounds.

5. ASSESSMENT

The assessment of Get Active Indigo Grant applications is the responsibility of the Get Active Indigo Grants Assessment Panel who is made up of representatives from the following organisations:

- Indigo Shire Council – Councilor (Non-voting)
- Indigo Shire Council – Community Development Manager
- Sport North East
- Beechworth Health Service
- Indigo North Health
- Up to two community members (appointed by Council annually)

The Panel will use the following criteria to assess applications:

- Does your project get more people moving more often (0-3)
- Age demographics targeted for your project (0-3)
- Financial contribution to the project (0-3)
- Community access and inclusion (0-3)

The Panel will make a recommendation to Council on the distribution of the grant fund.

Conflict of Interest

For the protection of grant applicants and those involved in the assessment process, including Council officers, community members and other external parties involved in the grant assessment process are required to identify and declare their interest prior to assessing any grant applications or reviewing project evaluations and reports. A panel member who declares a conflict of interest in a matter being considered in a meeting must absent themselves from any discussion of the matter. All declared interests will be recorded in the meeting Minutes and provided to Council in writing.

6. GRANTS GOVERNANCE POLICY

These grant guidelines align with Indigo Shire Council's Grants Governance Policy <https://www.indigoshire.vic.gov.au/Council/Council-documents/Policies/Grants-Governance-Policy>

Alternatively, the policy can be accessed in hard copy at our customer service centres.

7. HOW TO APPLY

Indigo Shire Council uses the online portal Smarty Grants for all grant applications. This grants management platform is used by local councils, State and Federal Governments to streamline the grants process from Application through to Acquittal.

You simply need to set up a login, choose the Grant round you are applying for and follow the instructions to answer the questions.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with ✖ must be completed.

To register and begin your application please click on the link:

<https://indigoshire.smartygrants.com.au/activeindigo2025>

8. TIMELINES

Applications Open	Monday 2 March 2026
Applications Close	Monday 30 March 2026
Applications Assessed by Panel	Week of 13 April 2026
Recommendation considered by Council	May Meeting 2026
Applicants Notified	June 2026
Payments	June 2026
Acquittal	June 2027

9. SUCCESSFUL APPLICANTS

All applicants will be notified regarding the outcome of their application following the May Council meeting.

Indigo Shire Council will not exceed the maximum funding amount. Any extra project costs incurred will be the responsibility of the applicant responsible for the project. Indigo Shire Council will transfer grant funding electronically into a nominated Australian Bank Account in accordance with agreed milestones.

Successful applicants will be required to produce a brief report that demonstrates project outcomes and grant expenditure. A template will be issued to applicants at the conclusion of their project.

Please keep all receipts and document participation and engagement. Failure to complete the acquittal may impact ability to obtain future grants.

10. ACQUITTAL AND REPORTING REQUIREMENTS

Successful grant recipients will be required:

To fill out and submit an acquittal form to Council by June 2027, failing to do this may impact your ability to obtain grants in the future.

to submit appropriate invoice/proof of expenditure documentation and photos to demonstrate project delivery.

Any changes to the grant or funded project need to be in writing and will be approved at the discretion of the Director Community and Economic Development.

11. CONTACT US

For more information regarding the Get Active Indigo Grants Program, including discussing your project idea, requesting help with your online application or how to consider and incorporate the guiding principles please contact Indigo Shire Councils Community Development Coordinator via the details below:

Ellen McNeil

Recreation Officer

Email: activeindigo@indigoshire.vic.gov.au

Phone: 03 5728 8000