



Falls Creek Community Fund Scheme Guidelines

V5.0 April 2024



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Acknowledgement of Country

We acknowledge the Traditional Owners of Country throughout the Alpine Region of Victoria. We recognise the connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islander cultures; and to Elders past, present and emerging.

Document Version Control

Date	Version	Author	Summary of changes	Approved by
August 2023	V1.0	Rhona Weir		
December 2023	V2.0	Rhona Weir	Updated email addresses and contact details to ARV addresses	
December 2023	V3.0	Rhona Weir	Updates to reflect Community Recovery Hub Grant Program Guidance supplied by Emergency Recovery Victoria ('ERV')	
January 2024	V4.0	Rhona Weir	Updates to reflect feedback from ERV	Annie Waterworth, Grants Delivery Officer, Emergency Recovery Victoria
April 2024	V5.0	Rhona Weir	Minor updates to reflect updated to value of Scheme: <ul style="list-style-type: none"> • Total value is now \$75,000 (previously \$50,000) • Composition of available grants will be tiered to reflect the following: <ul style="list-style-type: none"> • 3 x \$10,000 • 4 x \$5000 • Remaining \$25,000 to be allocated in funds up to \$3000. 	

1. Purpose

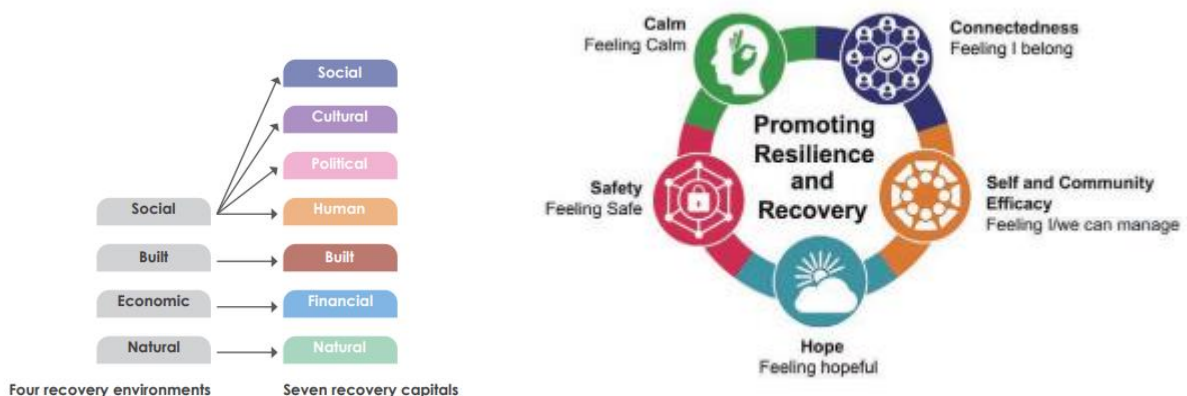
In order to promote connections, wellbeing and recovery throughout our community, and to support our local business operators, Falls Creek Alpine Resort (‘FCAR’) are opening the Falls Creek Community Fund Scheme (the Scheme) in order to equitably distribute a portion (**\$75 ,000**) of the Disaster Recovery Funding Arrangements afforded jointly from State and Commonwealth Governments to FCAR following the October 2022 Bogong High Plains Road Landslip (AGRN 1037).

The Scheme allows Falls Creek Alpine Resort (FCAR) to work hand in hand with members of our community and promote their self-efficacy in their recovery.

Research shows us that a connected community is one which has a greater capacity to thrive. The compounding adverse experiences of the last several years felt by Falls Creek has evidently taken its toll and impacted the connections of those within our community. Through development of the Community Fund Scheme, FCAR have an opportunity to support and foster the re-strengthening of friendship bonds, building on the social capital which exists and enhance resilience, readiness and preparedness within the community.

The role of the Scheme is to ensure that there is a transparent, equitable and trackable allocation of recovery funds. A fair, equal and transparent application process allows FCAR to demonstrate their community development values and will serve as a conduit to deepen relationships between FCAR and Community and therefore broaden the political capital within Falls Creek.

Enhancing and promoting the psychosocial support of the Falls Creek community through hope, safety, calm, self-efficacy and connectedness works to decrease the stress response and increase a positive recovery. The Community Fund Scheme aims to provide an avenue for community members or business operators to access funding for events, activities or resources which in turn will build their recovery.



https://www.phoenixaustralia.org/disaster-hub/wp-content/uploads/2021/05/ReCap_2022.pdf

2. Governance and Structure

2.1 Introduction

The Falls Creek Community Fund Scheme will be afforded \$75,000 from the Community Recovery Hub Program (the Hub Program), which itself is jointly funded by the Commonwealth and Victorian Governments under the Disaster Recovery Funding Arrangements (DRFA) in relation to the Bogong High Plains Road Landslip Event (AGRN 1037), which commenced October 2022.

Recovery is a collaborative process and the Falls Creek Community Recovery Committee hold a valuable place in representing the voice and values of the community. With this in mind, in addition to the endorsement process undertaken by FCAR for each application, further endorsement by the Falls Creek Community Recovery Committee will be sought to ensure that the Funds support an initiative which aligns with the CRC.

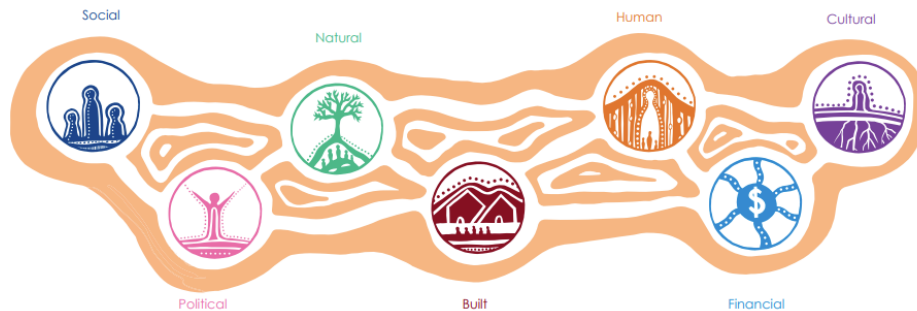
2.2 Responsible Persons

Position	Organsiation	Role/ Responsibility
Chief Executive Officer	Falls Creek Alpine Resort	Assess applications – decision making ability in review of applications against eligibility criteria.
Municipal Recovery Manager	Falls Creek Alpine Resort	Assess applications – decision making ability in review of applications against eligibility criteria.
Committee Members	Falls Creek Community Recovery Committee	Review and vote on approved applications.
Community Recovery Officer	Falls Creek Alpine Resort	<p>Provide effective communication of the Scheme.</p> <p>Support and encourage applications to be submitted.</p> <p>Provide information and support regarding guidelines.</p> <p>Ensure guidelines and application process kept up to date.</p> <p>Monitor Scheme funds.</p> <p>Promote successful initiatives and communicate benefits of the Scheme.</p>
Recovery Hub Community Liaison Officer	Falls Creek Alpine Resort	<p>Provide effective communication of the Scheme.</p> <p>Support and encourage applications to be submitted.</p> <p>Provide information and support regarding guidelines.</p> <p>Ensure guidelines and application process kept up to date.</p> <p>Monitor Scheme funds.</p> <p>Promote successful initiatives and communicate benefits of the Scheme.</p>

2.3 Who is the Falls Creek Community Fund for?

Community members, community groups or Falls Creek Business Operators who have a community-minded idea that they would like some financial assistance with to get it off the ground are encouraged to submit an application. Ideas which fit within the Recovery Hub Guidelines Eligibility Criteria and look to support and enhance any of the seven recovery capitals will be considered.

The Seven Recovery Capitals



https://www.phoenixaustralia.org/disaster-hub/wp-content/uploads/2021/05/ReCap_2022.pdf

2.4 Aims and Benefits

- To provide a transparent and equitable accessibility stream for community members/ groups/ business operators to apply for a small allocation of funds to support their community-minded initiative/ business idea/ event.
- To strengthen community engagement and collaboration between Community members, the Community Recovery Committee and FCAR to enhance community-led recovery through the provision of funds to assist in areas which have been identified by the community as needs and priorities.
- To promote individual and collective community wellbeing, support economic recovery of local business and operators and support delivery of facets of Falls Creek Alpine Resort's Community Recovery Plan in each of the identified recovery pillars – People & Wellbeing, Economic, Aboriginal Culture & Healing, Building and Infrastructure, Creative, Environment and Biodiversity.
- To promote and encourage inclusivity and diversity to strengthen the wellbeing of the Falls Creek Community through distribution of funding to support community-minded initiatives.
- Aboriginal Culture and Healing is supported and kept front of mind in all community approaches and initiatives.
- Tracking, promoting and celebrating successful applicants and their initiatives supports positive recognition of the Scheme.
- The FCAR Community Fund Scheme will support the Community Recovery Hub Program Objectives to:
 - ensure community recovery needs are well understood so evidence-based recovery interventions can be targeted
 - provide trauma-informed navigation of recovery services, information, and programs to support communities in recovery
 - support self-determination principles in recovery with Aboriginal and Torres Strait Islander communities

3. The Scheme

3.1 How much total funding is available in the Community Benefit Fund Scheme?

A total of \$75,000 is available to support Community-led Recovery.

3.2 How much can you apply for?

The following grants are available:

3 x \$10,000 grants

4 x \$5000 grants

5 x \$3000 grants

5 x \$2000 grants

3.3 How long will the Scheme run?

All activities funded through the Community Fund Scheme, including expenditure, must occur by 30 April 2025

To align with the DRFA timelines for the Hubs program, all activities funded and funding expenditure, under the Hub program must be completed by 30 June 2025.

To ensure Hub Funding recipients can acquit their Hub program funding in line with the DRFA timelines, ERV recommends the completion of any community recovery grant programs at least two (2) months prior to the Hubs program completion date (30 June 2025). This will ensure all required documents can be submitted to ERV in a timely manner in line with the required final report and financial acquittal dates set out in the Victorian Common Funding Agreement (VCFA).

Given the DRFA timelines, the following timeline conditions apply to any Community recovery grant programs, including the FCAR Community Fund Scheme, funded under the Hub program:

All activities funded through the FCAR Community Fund Scheme, including expenditure must occur by 30 April 2025.

3.4 Documentation, Audit and Acquittal

FCAR are required to provide ERV with evidence of expenditure and activity from the Community Fund Scheme as part of the Hub funding recipients in-line with DRFA acquittal and audit standards. FCAR will fulfill all documentation requirements as per those stated in the Hub Program Guidelines when requested from the State and Commonwealth auditors to ensure maximum cost sharing between the State and Commonwealth governments.

With this in mind, completion reports will be required from all successful recipients of the FCAR Community Fund Scheme within 30 days of completion of the project, along with appropriate documentation to help make the acquittal and audit process easier. Below is a checklist supplied by ERV to facilitate this process:

Annual Acquittal Guidance for funding recipients

- The expenditure report that clearly identifies the financial year the expenditure was incurred, and
- The General Ledger transaction report for the expenditure which is claiming- this report
- Must show which financial year the expenditure was incurred and include the posting date of the expenditure in the general ledger

Examples of such evidence include but are not limited to:

- Invoices
- Purchase orders
- Internal journals and contracts
- Funding/Service agreements with external providers that identify the additional services/grants,
- Minutes of meetings, any emails, letters or reports developed on the initiatives, or details/dates of sessions undertaken.

3.5 Eligibility Criteria

The minimum eligibility criteria is set out below. Applicants are reminded that even if their applications meets the eligibility criteria, they may not be considered successful in receiving funding as this remains at the discretion of those responsible persons as outlined in section 2.2 above.

INCLUSIONS	EXCLUSIONS
<p>Submissions must demonstrate how funding will provide direct benefit to the Falls Creek Community in line with at least one of the recovery pillars:</p> <ul style="list-style-type: none"> - People & Wellbeing - Economic - Environment - ACH - Creative - Building and Infrastructure 	<p>Submissions which do not seek to promote any of the recovery pillars will not be considered:</p> <ul style="list-style-type: none"> - People & Wellbeing - Economic - Environment - ACH - Creative - Building and Infrastructure
<p>In the event that the submission is placed by a business or tour operator, the applicant must hold adequate and up to date insurances and ABN.</p>	<p>Submissions which do not represent the values of inclusiveness, diversity and tolerance.</p>
<p>If the project involves children, the provision of Working With Children Checks is required.</p>	<p>Submissions which do support a Falls Creek local business, operator, community group or member.</p>
<p>Have the ability to provide adequate risk assessments and management plans, if they are deemed to be required as part of the event or project – this will be determined upon application review.</p>	<p>Submissions which seek to access funding for personal gain will not be considered e.g. home or business building maintenance.</p>
<p>Comply with all relevant Local Laws, Federal and State legislation, including but not limited to:</p> <ul style="list-style-type: none"> – Equal opportunity and anti-discrimination laws – Human rights – Disability – Child Safety – Occupational Health and Safety 	<p>Submissions which are for the personal gain of an individual or group, which does not offer any benefit to the Falls Creek Community.</p> <p>Multiple submissions for the same project or event may not be considered.</p> <p>Multiple submissions by the individual/ organisation/ group may be subject to further scrutiny and will not be</p>

<ul style="list-style-type: none"> – Privacy, confidentiality and freedom of information – Registration or accreditation of professional employees – Accounting and auditing requirements – Preparation and dissemination of annual reports. 	<p>considered if it appears that applications are being submitted in an attempt to gain multiple funding access for the same project.</p> <p>Applications will not be considered by any individual or organisation currently in breach of any FCAR, State or Federal legislation.</p> <p>Applications for equipment or resources or funding for organisations which have other funding available such as State or Federal operated entities.</p>
<p>Further Eligibility Activities relating to the Hub Program Requirements (Applicants must fulfil at least one):</p>	<p>Further Ineligible Activities relating to Hub Program Requirements</p>
<p>Costs associated with providing on-site and outreach recovery services (including mental-health and wellbeing services)</p>	<p>Immediate relief needs of community evacuated from their homes that are eligible for support through Emergency Relief Centres (such as emergency food, shelter, relocation costs, and emergency payments).</p>
<p>Community recovery capability-building initiatives (for example: training, events, education, programs, facilities hire, facilitation, catering, promotional material, advertising)</p>	<p>Projects that may have a negative impact on the environment, heritage, existing businesses, services and/or communities.</p>
<p>Costs associated with running events to bring community together and enable social recovery by increasing social connection and social capital (venue hire, catering, community residents transport and logistics support within reason, equipment hire or lease).</p>	<p>Costs associated with activities not related to community recovery.</p> <p>Passing on funding in the form of a sponsorship or donation.</p> <p>Repair works or activities covered by insurance, unless required to meet safety, all access, privacy, community, or cultural requirements.</p> <p>Political and/or fundraising activities.</p> <p>Purchase of alcohol, gifts, prizes, rewards, or incentives.</p> <p>Project management or administration costs that are more than 5% of total funding.</p> <p>Purchase of assets.</p> <p>Purchase of land, buildings or existing infrastructure, including the costs associated with the sub-division of land.</p> <p>Projects requiring ongoing or recurrent funding to succeed or deliver benefit.</p> <p>Projects requiring ongoing or recurrent funding to succeed or deliver benefit.</p> <p>Offsetting of operating costs or salaries for existing (pre 6 October 2022) staff or contractors.</p> <p>Projects within the responsibility of another State, Federal or Local Government program and/or are more suitably funded (or have already been funded) under another program.</p> <p>Activities that will break any Federal, State, or local laws, including any current coronavirus (COVID-19) restrictions or health directions.</p>

3.6 What could the Scheme be used to fund to support recovery?

To assist Community members, below are some ideas to help demonstrate how the Community Benefit Fund Scheme may be put to work. This list is by no means exhaustive, nor does it guarantee the success of an

applicant who submits an application in one of these fields. Each application will be assessed on its own merit in line with the eligibility criteria and its ability to offer something to the benefit of the Falls Creek Community.

3.6.1 Promotion of Connection to Environment

Community engagement has revealed that there is a desire to promote wellness and wellbeing within the community. Falls Creek offers an outdoor playground like no other. This natural capital can be used to further pursue interconnectedness to the land, environment and community, whilst working with local operators to develop ways to enhance community wellness. Ways which the Scheme could be used to support the economic recovery of operators, through promotion of our social, cultural, natural and human capital include:

- Provision of funds to support weekly guided walks
- Provision of funds to support guided mountain bike rides
- Provision of funds to support guided children's nature walks
- Provision of funds to support guided mountain bike rides
- Provision of funds to support mountain bike shuttles
- Provision of funds to support pilates/ yoga in an outdoor or indoor environment

3.6.2 Promotion of Social Connection

Social connection and Community cohesion following the Landslip is one way which the community Fund Scheme may be used to promote recovery. Promoting the Community's self-efficacy to identify and drive initiatives which support this, specifically following the event, will have a greater impact on Community recovery. Ways in which the Scheme may assist with this include:

- Provision of funds for a Breakfast Club
- Provision of funds for community connections events – large or small scale
- Provision of funds for establishment or re-establishment of sporting or social tournaments
- Provision of funds for establishment of other identified social networks/clubs/ events
- Provision of funds for establishment of extra-curricular activity programs for the community

3.6.3 Promotion of Safety

A safe community is one which feels it has the tools in place to respond in the face of an adverse situation, be it a one-off incident, or an ongoing event or disaster. Ways in which the Scheme may support the Falls Creek Community to promote its safety may include:

- Provision of funds to deliver community training workshops in areas identified by the community
- Provision of funds to engage in Disaster Risk Reduction programs

3.6.4 Promotion of Hope

Supporting the community in the areas identified above, will lend itself to building the sense of hope and therefore improve overall wellbeing.

4. Funding Allocation and Assessment Process

4.1 How to Apply

All applications will be considered via a merit-based assessment criteria, in line with eligibility criteria (outlined in section 3.5 above), by both Falls Creek Alpine Resort and the Falls Creek Community Recovery Committee.

We encourage all applicants to take time to review and consider all aspects of the guidelines laid out in this document prior to submitting their applications and recommend reaching out to the Community Team for any advice or assistance regarding your applications (see section 4.2 below).

We welcome all our community members to consider any event or project, which they feel will boost the wellbeing, economy, environment, sense of hope or community connectedness in Falls Creek. Click the link or scan the QR code below to take you to the application.

[Click here to access the application form.](#)



4.2 We are here to help

For assistance with applications or to discuss your idea we welcome you to please reach out to your Community Team - Rhona Weir and Lisa Logan via the contact details below or pop in to the FCAR Admin Building.

Rhona Weir	Lisa Logan
Community Recovery Officer	Recovery Hub Community Liaison Officer
Rhona.weir@alpineresorts.vic.gov.au	Lisa.logan@alpineresorts.vic.gov.au
0416 575 426	0461 575 830

4.3 Reference Documents

These Guidelines have been developed in accordance with the following Emergency Recovery Victoria Reference Documents, which you may wish to review prior to your application.

[Approved Community Recovery Hub Program Guidelines](#)
[Community Recovery Hubs program - grants program guidance](#)

4.4 Application Process and Timeline



4.5 Funding Agreement

As per step 4 in the process above, applicants who have been endorsed by both FCAR and the CRC and are therefore deemed to be successful, will be notified by FCAR. At this time, all necessary insurance or relevant support documentation will be required by FCAR before then entering into a Funding Agreement with the recipient. This Funding Agreement is a legally binding contract which outlines the terms, conditions and reporting obligations of the grant recipient.

Upon completion of this Funding Agreement and receipt of all necessary supporting documentation as requested by FCAR, transfer of the grant amount, will be transferred to the recipient within 30 days. Funds are provided as a one-off allocation, with no implication of ongoing financial support. For funds greater than \$5000, it is up to the discretion of the FCAR COO as to this being delivered as a one off or if this will be sent in line with agreed milestones.

4.6 Project commencement, delivery timelines and reporting requirements

As per step 5 in the process above, applicants must commence their projects within 3 months of receiving funding from FCAR and all projects and expenditure completed by 30 April 2025.

Documentation in line with the requirements set out in section 3.4 must be kept in order to make the audit and acquittal process easier. Milestone reports may be sought by FCAR throughout the duration of the project to assist with tracking and outcome assessment.

A completion report must be submitted by the recipient within 30 days of the end of the Project. This report will provide written documentation which will seek to reflect on the project and its successes, challenges, expenditure – forecast and actual and overall outcomes and achievements.

5. Terms and Conditions

Successful recipients of any amount of funds distributed through the Falls Creek Community Fund Scheme must comply with the terms and conditions outlined below. Failure to comply will be of significant detrimental consequence to the Community and anyone found to be in breach of the agreement will be prosecuted.

1. Applications must be made through the Snap Forms Application Form. Interest of applications made via any other method will not be considered.
2. A clear business case/ project or event outline must be provided as part of the application process, demonstrating clearly why the project would be of benefit to the Falls Creek Community.
3. Community Organisations must provide relevant and up to date copies of insurances/ risk assessments/ management plans/ working with Children checks if requested by the application assessment team (responsible persons identified in section 2.4)
4. Community Organisations may be asked to provide the previous year's Financial Statements
5. All those who are successful in receiving funding must sign the Terms and Conditions prior to receiving funds.
6. Successful applicants must keep account of expenditures of grant money, keeping receipts and invoices throughout the project and providing a Completion Report upon completion of the project/ event.
7. Funds will be provided as a one-off allocation. There is no implication of ongoing financial support.
8. Any unaccounted-for funds may be recouped by FCAR.
9. The project/ event/ initiative must commence within 3 months of receiving funds.
10. Those involved in the decision-making process will look favourably at those applications which support healthy choices, including but not limited to events which do not support the provision and consumption of alcohol.
11. Those involved in the decision-making process will look favourably at those applications which are inclusive and engage in diverse groups in the community.
12. Successful applicants will be required to enter into a Funding Agreement.



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