

Tiny Towns Fund

Fund Guidelines for Round 2

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Message from the Minister for Regional Development

I am pleased to launch Round 2 of the Victorian Government's Tiny Towns Fund. An initial commitment of \$10 million for the Fund was made in the 2023-24 State Budget. Through the \$2 billion Regional Package, a further \$10 million was committed to the Fund, providing a total of \$20 million over four years beginning in the 2023-24 financial year.

The Fund will support communities of up to 5,000 people in the 48 local government areas in regional Victoria, Alpine Resorts, and the 10 interface local government areas of Casey, Hume, Cardinia, Melton, Mitchell, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and the Yarra Ranges.

A key objective of the Tiny Towns Fund is to increase liveability, opportunity and prosperity by delivering better public places and spaces in these communities, providing facilities for local families, building community capacity and increasing visitation that benefits local businesses.

With the additional \$10 million funding through the Regional Package, the Tiny Towns Fund will focus on delivering economic development, social, environmental, sport and wellbeing outcomes in regional Victoria as well as supporting First Peoples, accessibility and inclusion.

The Tiny Towns Fund will complement other regional and suburbs initiatives including:

- engagement with local businesses, Regional Partnerships, local government and non-government organisations to revitalise towns and activity centres located in areas experiencing economic transition or social disadvantage, and
- competitive grants programs that support local community-building projects.

Our communities are known for their unique strength and determination. This has been demonstrated in countless ways over the past years. We are focused on making our regional and interface communities even better places to live, work, visit and invest – from our smallest towns to our biggest regional cities.

Round 1 of the Tiny Towns Fund supported over 200 projects, and I very much look forward to seeing more of the great ideas that I know can be generated when people work together to support and improve their local communities.



The Hon Gayle Tierney MP
Minister for Regional Development

1. Fund Overview

1.1. About the Fund

The Victorian Government has established the Tiny Towns Fund with investment of \$20 million over four years, starting in 2023-24.

The Tiny Towns Fund will support local projects in communities with a population of up to 5,000 people in the 48 local government areas of regional Victoria, Alpine Resorts, and the 10 interface local government areas of Casey City Council, Cardinia Shire Council, Hume City Council, Melton City Council, Mitchell Shire Council, Mornington Peninsula Shire Council, Nillumbik Shire Council, Whittlesea City Council, Wyndham City Council and the Yarra Ranges Shire Council.

The Fund will support the delivery of community infrastructure and facilities projects in Victoria's smallest towns.

The \$20 million fund comprises:

- \$10 million announced in the Victorian Budget for 2023-24 with \$2.5 million for projects in interface local government areas and \$7.5 million for projects in regional Victorian local government areas and Alpine Resorts.
- \$10 million allocated from the \$2 billion Regional Package, is exclusively for projects in regional Victorian local government areas and Alpine Resorts. It is focused on delivering economic, social, environmental, sport and wellbeing outcomes in regional Victoria as well as supporting First Peoples, accessibility and inclusion.

The Fund will be delivered by Regional Development Victoria, part of the Department of Jobs, Skills, Industry and Regions (DJSIR) for regional projects, and the Suburbs Team within the Department of Transport and Planning (DTP) for metropolitan interface area projects.

Applicants may apply for a minimum grant of \$5,000 and a maximum grant of \$50,000 (not including GST).

Applications for Round 2 open on Monday 26 August 2024 and close at 5:00 pm on Friday 25 October 2024.

1.2. Fund Objectives

The Tiny Towns Fund responds to the needs of local people and aims to increase liveability, opportunity and prosperity in small towns in Victoria.

The fund will:

- support economic development within small towns as places where local businesses can thrive
- address gaps in community infrastructure and facilities in Victoria's smallest communities
- build community pride and enhance living, working, socialising and recreation in small towns
- strengthen social cohesion and support the increased participation in community life and community inclusion of all residents, including Aboriginal and Torres Strait Islander Victorians, people living with disability, LGBTQIA+ communities and people from culturally and linguistically diverse (CALD) backgrounds and isolated communities
- increase the capacity of community groups and local organisations to provide leadership and connect, service and engage residents in small towns.

1.3. Fund Outcomes

The desired outcomes for the Tiny Towns Fund for the short and long term are:

- small towns have better public places and spaces for increasing social and economic interaction from improved local infrastructure and facilities
- small towns have increased potential to attract more visitation and gain economic benefit
- community groups in small towns have increased capacity to engage residents and visitors in social and economic activity
- residents of small towns have a more positive perception of place and enhanced liveability
- small towns have enhanced economic, social, environmental, sport and wellbeing outcomes in regional Victoria
- small towns have increased participation in community life and higher community inclusion for all residents.

2. Grant Funding

Applicants may seek **a minimum of \$5,000 and up to a maximum of \$50,000** in grant funding per project (exclusive of GST).

Applicants may apply for a minimum grant of \$5,000 and a maximum grant of \$50,000 (not including GST). Every project requires its own application.

A maximum amount of \$50,000 per town will be applied for Round 2 to enable an equitable and broad geographic spread of funding.

Where there are multiple applicants with projects from the same town, these applicants are encouraged to work together, including with local government, to put forward high-quality applications for agreed projects that strongly align with the program guidelines. This could be one agreed project or multiple projects that combined do not exceed \$50,000.

Grant amounts may be reduced if ineligible expenses are requested as part of the project budget or where co-contribution evidence does not cover the required amount.

2.1. Co-contribution requirements

All applicants are required to make a co-contribution towards the proposed project budget in line with the requirements outlined in [Section 2.3](#) below.

The co-contribution may come from the applicant organisation or from other sources but must not be from other Victorian Government programs or sources.

The value of land put towards a project is not considered in the calculation of a co-contribution.

Accepted sources of co-contribution may include:

- contributions from community groups, businesses, or philanthropic organisations
- grants/contributions from local government and Alpine Resorts
- contributions from utility/service providers, and
- grants from the Australian Government, or other state governments in the case projects benefiting cross-border communities.

Applicants must provide evidence that demonstrates, to the satisfaction of the relevant department, that the applicant has sufficient funds available for the required co-contribution amount. If the evidence is not provided, the application is likely to be deemed ineligible. See [Section 7.2](#) for evidence requirements.

2.2. In-kind contributions

An in-kind contribution is a contribution of a good or a service rather than money.

Local government and Alpine Resort applicants are not eligible to claim in-kind contributions.

All other applicants (other than local government and Alpine Resorts) can provide in-kind contributions towards a project budget up to 50% of the applicant's total contribution and at the following rates:

- professionals costed at \$80-\$150 per hour
- skilled labour costed at \$45 per hour
- unskilled labour costed at \$20 per hour, and/or
- equipment costed at standard commercial hire rates.

2.3. Project budgets and co-contributions

The proposed project budget must show the following co-contribution percentages:

Applicants other than local government and Alpine Resorts	20% of the total proposed project budget must be co-contributions (can include 50% in-kind)
Rural councils and Alpine Resorts (see Appendix 1)	25% of the total proposed project budget must be co-contributions (cannot include in-kind)
Regional cities and interface councils (see Appendix 1)	50% of the total proposed project budget must be co-contributions (cannot include in-kind)

Should you need assistance with calculating your co-contribution, including in-kind contribution, please contact your relevant RDV office or the Suburbs Team via the contact details in these program guidelines.

2.4. Example project budgets

Example One: For a community group, the co-contribution must be 20% of the total proposed project budget, as an example:

A community group applicant's total project cost is \$10,000. The applicant can apply for a \$8,000 Tiny Towns Fund grant but would have to contribute a further \$2,000 from other sources. The Applicant also has the option of nominating 50% of the contribution as in-kind contribution (being \$1,000).

The total proposed project budget could then be:

- \$8,000 – Tiny Towns Fund grant
- \$1,000 – other cash contributions
- \$1,000 – in-kind support

Example Two: For a rural council, the co-contribution must be 25% of the total proposed project budget, as an example:

A rural council applicant's total project cost is \$10,000. The council can apply for a \$7,500 Tiny Towns Fund grant but would have to contribute a further \$2,500 from other sources.

The total proposed budget would then be:

- \$7,500 – Tiny Towns Fund grant
- \$2,500 – other cash contributions (no in-kind support eligible)

Example Three: For a regional city or interface council, the co-contribution must be 50% of the total proposed project budget, as an example:

An interface council applicant's total project cost is \$10,000. The council can apply for a \$5,000 Tiny Towns Fund grant but would have to contribute a further \$5,000 from other sources.

The total proposed budget would then be:

- \$5,000 – Tiny Towns Fund grant
- \$5,000 – other cash contributions (no in-kind support eligible)

3. Applicant Eligibility

This fund is open to applications from incorporated not-for-profit community organisations and local governments that operate in Victoria. See [Section 3.2](#) for ineligible organisations.

3.1. Eligible Applicants

Applicant organisations must:

- hold an Australian Business Number (ABN)
- be an eligible legal entity type as at [Section 3.2](#); and
- operate in a Victorian location (irrespective of where the applicant is based)

3.2. Eligible entity types

Eligible applicants include:

- an Incorporated not-for-profit association
- a Victorian local government
- a Crown land Committee of Management¹
- a Victorian Alpine Resort²
- Australian public companies limited by guarantee whose governing rules demonstrate a not-for-profit purpose
- an indigenous organisation incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*
- an industry association or business chambers; or
- a co-operative, registered in Victoria under the Co-operatives National Law.

¹ Most voluntary committees of management are legally incorporated as organisations through the *Crown Land (Reserves) Act 1978*. A small number of committees are unincorporated. Some committees of management of Crown land reserves are organisations incorporated through legislation other than the Crown Land Reserves Act. For further information: www.deeca.vic.gov.au/boards-and-governance/committees-of-management

² Six alpine resorts are legally incorporated under the *Alpine Resorts (Management) Act 1997* and managed by [Alpine Resorts Victoria](#)

3.3. Auspice arrangements

Organisations that operate in a Victorian location who are not incorporated entities and/or do not have a current valid ABN, may apply using an auspice arrangement.

An auspice arrangement is where another organisation ('auspicor') agrees to enter into the grant agreement on behalf of the applicant ('auspicee') and be responsible for the acquittal of the agreement. The applicant organisation is still responsible for the delivery of the grant project. Only the auspicee can apply.

Only Victorian local governments may act as auspicors for applicants with projects in their jurisdiction. The auspicor accepts responsibility for the project and will agree to comply with all obligations under the grant agreement entered into to receive the grant.

3.4. Ineligible Applicants

Applicants that were successful under Round 1 are ineligible to apply for a project in the same town under Round 2.

The following types of applicants are not eligible to apply:

- unincorporated organisations, unless under an auspice arrangement where the auspice entity accepts legal responsibility for the grant funds (see [Section 3.3](#))
- Australian Government or Victorian or other state government agency or body
- a for-profit company
- an individual
- a sole trader
- an incorporated trustee on behalf of a trust
- an individual partner on behalf of a partnership
- pre-school, primary and secondary schools
- an incorporated joint venture; or
- a consortia application with a lead organisation.

4. Eligible Project Locations

The project must be located in one of the eligible 48 rural and regional Victorian council areas, or Alpine Resorts, or within one of the 10 interface councils of Casey City Council, Cardinia Shire Council, Hume City Council, Melton City Council, Mitchell Shire Council, Mornington Peninsula Shire Council, Nillumbik Shire Council, Whittlesea City Council, Wyndham City Council and the Yarra Ranges Shire Council (refer to [Appendix 1](#) for full list).

The project must be located in an eligible location with a population up to 5,000 people.

The project location cannot be a 'suburb' of a regional city or interface cities (e.g., Sebastopol which is part of Ballarat) or other larger regional towns (e.g., Colac West).

Applicants are encouraged to look at the ABS Census Population Data 2021 (suburbs and localities data set: abs.gov.au/census/find-census-data/search-by-area/) in relation to the population of a town/location, and also contact their relevant departmental office (see [Appendix 2](#)) if they are unclear on their location eligibility.

Applications can be submitted for projects in ineligible locations on the following basis:

- additional data or town population evidence is provided that may support further consideration of locational eligibility
- locations with a population of up to 5,500 (being 10% above the population limit) can request special consideration in acknowledgement that the population data used to assess applications (2021 Census data) may not reflect the current town population.

Applications with cross-border town implications for Victorian communities will be considered on a case-by-case basis. This is to ensure that cross-border communities can access the Tiny Towns Fund where the benefits may be shared between Victorian and South Australian or New South Wales locations.

Eligibility is assessed by the location of the **project** and not the location of the **applicant**.

The relevant department will make the final decision on what is considered to be an eligible project location under the Tiny Towns Fund.

5. What will be funded

Applicants will be asked in their application to describe a proposed project that shows a direct benefit to the town and its community through alignment with the Tiny Town Fund objectives at [Section 1.2](#).

5.1. Eligible Activities and Expenses

The grant amount and co-contribution may be spent on eligible activities and expenditure as listed below.

The relevant department will make the final decision on what is considered to be an eligible activity and what is eligible expenditure under the Tiny Towns Fund. Grant amounts may be reduced if ineligible expenses are included as part of a project budget.

Eligible infrastructure and facilities activities include:

- refurbishment and upgrades to community facilities and buildings including halls, libraries, community centres and sporting infrastructure and facilities, and hubs that will support local people and groups to connect better
- improvements of public spaces, activity centres and street beautification that encourage use including public art, street furniture, drinking fountains and greenery, the creation of community gardens, park upgrades and dog parks
- updates to local tourism attractions such as splash parks, hiking trails, paths and playgrounds to encourage visitation
- the improvement or creation of space to support community art, creativity and cultural spaces
- development or improvement of community gathering spaces, such as community gardens, amphitheatres or BBQ facilities
- enhancements to safety, accessibility and connections into and within shopping strips and activity centres to enable access for all including accessible paths and lighting

- refurbishment and upgrades to community facilities and/or public spaces that encourage inclusion of groups such as Aboriginal and Torres Strait Islander Victorians, people living with disability, LGBTQIA+ communities, and people from culturally and linguistically diverse (CALD) backgrounds
- planning projects, including community infrastructure feasibility plans leading to activation of community projects
- recovery projects to help communities recover from economic shocks such as bushfire, storms or industry closures and job losses.

Eligible community capacity building activities:

- networking and relationship building activities and projects that promote participation in community life such as community arts projects, community building days and community volunteer projects
- activities and projects that support community building and inclusion through celebrating culture, embracing diversity and building community cohesion and connection
- projects that support Traditional Owner communities and groups to enhance and promote Aboriginal and Torres Strait Islander culture, community and economic development, participation and leadership.

Trade services costs related to infrastructure and facilities upgrade, installation and development can be claimed as part of the grant amount provided the business/service provider has complied with all relevant permits, laws and regulations as applicable (for example, using licensed electricians).

Applications that request funding for activities that are part of a larger existing project that has previously received government funding for an earlier stage may still be eligible, as long as funding requested from this program is for new activities that have not been undertaken and do not duplicate expenses paid for with previous funding. This is not considered retrospective or duplicate funding.

5.2. Ineligible Activities and Expenses

The relevant department will make the final decision on what is considered to be an ineligible activity and what is ineligible expenditure under the Tiny Towns Fund.

The grant amount and co-contribution may not be spent on the following ineligible activities and expenditure:

- requests for retrospective funding where projects are completed or have commenced prior to receiving funding approval
- activities that are already supported by other Victorian Government funding (other than additional stages or separate discrete components of a larger overall project, as mentioned in section 5.1)
- single purchase of appliances such as fridges, ovens and other kitchen equipment (unless part of a broader refurbishment or upgrade project)
- routine replacement, minor upgrade or purchase of mobile plant and equipment (e.g., trailers, lawnmowers and vehicles, computers and hardware)
- single purchase of furnishings for general use such as tables and chairs (unless part of a broader upgrade or renovation project)
- the purchase of land and/or buildings
- operational expenditure, including existing staff costs, communications, travel, entertainment, accommodation and office equipment

- basic and routine professional services including legal and accounting fees
- building routine websites, sales and promotional activities, marketing or communications campaigns
- clothing (except for protective clothing used in projects)
- projects requiring ongoing funding from the Victorian Government when completed
- GST is an ineligible expense for organisations registered for GST.

5.3. Costings of expenses and GST

For organisations not registered for GST, the cost of GST **can be included** in the grant project expenses budget.

For organisations that are registered for GST, the cost of the GST **must be excluded** from the proposed budget. This means if project expenses are costed at \$6,600 including \$600 of GST, then the costs must reflect the excluded GST amount of \$6,000.

5.4. Project Timeline

Projects must be completed within 18 months from the execution of the grant agreement.

Applicants will be required to supply project start and end dates and preferred milestone due dates and proposed key deliverables as part of their application.

6. Key Dates

Grant Applications Open Date:	26 August 2024
Grant Applications Close Date:	25 October 2024
Assessment:	November 2024 – February 2025
Announcements from:	March 2025
Project completion:	Within 18 months from project approval

7. Applications

Priority will be given to applications for projects in towns that were not successful in Round 1. This aims to increase geographic spread and equity of funding across Victoria.

In addition, applicants that were successful under Round 1 will be ineligible to apply for a project in the same town under Round 2.

An applicant can submit multiple applications within Round 2, however given that individual towns can receive a maximum funding amount of \$50,000, towns with multiple projects and multiple potential applicants should work together to submit only one or more priority project/s up to this maximum funding amount.

Each project is required to have its own application (no 'multi-town' applications).

Applications must be submitted no later than 5:00 pm on 25 October 2024. Please note that late applications will not be accepted.

Applications that are still in 'draft' and have not been submitted by the closing date will not be assessed.

Applicants are encouraged to contact their relevant RDV office or the Suburbs Team to discuss their project if needed (see contact details at [Appendix 2](#)).

7.1. Preparing an application

Applicants should undertake the following steps to apply:

- carefully read these Program Guidelines (and 'Frequently Asked Questions' for the Tiny Towns Fund)
- compile necessary supporting documents to apply as detailed in the 'Documentation and Information Requirements' below

- submit an application online via the 'Apply now' button on the Tiny Towns Fund page that can be accessed via the RDV and Suburbs Team websites
- ensure an email confirmation of application submission is received by checking your nominated email account and check spam/junk mail if confirmation email cannot be seen in your inbox
- confirm submission of the application by checking your nominated email address for the confirmation email (or spam/junk mail).

For guidance on what information you should include in your application form, please visit the Tiny Towns Fund page on the RDV or Suburbs Team websites.

7.2. Documentation and Information Requirements

Applicants will be asked to provide supporting documents to strengthen the application. Please note:

- not all types of application support documents will be appropriate for each project
- information provided should be concise and directly support the proposal
- supporting material provided through links to non-public websites, or platforms where materials can be edited after submission will not be assessed
- the relevant department may contact an applicant to obtain further information where there is minor clarification required on submitted evidence
- an application may be deemed ineligible due to insufficient supporting documentation.

Document Type	Description	Requirement
Evidence of main budget costs	<ul style="list-style-type: none"> Cost estimates based on evidence where possible (e.g., may include quotations for goods and services to be purchased). It is recommended that applicants factor a 3 to 5 percent contingency allowance into their cost estimation. See Section 5.3 for note on GST. 	Mandatory
Evidence of co-contribution funds	<p>Co-contribution of funds cannot come from other Victorian Government programs or funding.</p> <ul style="list-style-type: none"> Written confirmation from the applicant organisation's board or authorised representative that the organisation can undertake the project and meet the required co-contribution amount and/or, A bank statement showing sufficient cash in the organisation's bank account to cover the co-contribution and/or, Written confirmation from another organisation confirming its contribution towards the project. <p>If the applicant does not provide this evidence, the application is likely to be deemed ineligible.</p>	Mandatory
Letters of support	<ul style="list-style-type: none"> Evidence of support for the project where relevant, for example from local councils, local business, tourism associations and Traditional Owner organisations. 	Optional
Approvals and permits	<ul style="list-style-type: none"> Identification of any permissions, permits, consents, licences, plans, certificates and approvals that are required or desirable to obtain to commence, carry out and complete the Project and the expected time frame for obtaining them. Evidence of support from the appropriate government authority, facility owner or landowner to use or upgrade the land/facility for the project if the organisation is not the owner of the land/facility. 	Mandatory where applicable
Auspice information	<ul style="list-style-type: none"> The application must include written confirmation from a senior position within the auspice organisation that they have reviewed the application and agree to it, and that they will be responsible for the acquittal of the grant (for example - Chief Executive Officer). 	If applicable

8. Assessment

The following assessment process will be undertaken:

- All applications will be reviewed against the eligibility criteria ([Section 8.1](#)).
- Applications that meet the eligibility criteria will be assessed through a multi-stage assessment process, including against the assessment criteria in [Section 8.1](#).
- Approval of a lesser amount than applied for may occur if part of the expenditure is deemed ineligible.
- Applicants will receive an email advising of the outcome of an application.

In making recommendations, the relevant department will consider the funding cap for each town (\$50,000) and the spread of funding across eligible areas of Victoria, to ensure that the benefits of the Tiny Towns Fund are shared across communities and geographies.

Funding recommendations will be made to either the Minister for Regional Development or the Minister for the Suburbs for final decision depending on the location of the project.

8.1. Assessment criteria

Eligible applications will be assessed on how well they meet the assessment criteria as outlined below. All supplementary attachments and information provided as part of the application will be taken into consideration during the assessment process.

Eligibility Criteria	Considerations	Requirement
Applicant is an eligible entity	<ul style="list-style-type: none"> • Eligible entity check 	Mandatory
Project eligibility	<ul style="list-style-type: none"> • The project is an eligible activity and expense as per Section 5.1 	Mandatory
Location eligibility	<ul style="list-style-type: none"> • The project is located in a town of up to 5,000 people in an eligible council area (see Appendix 1) <ul style="list-style-type: none"> – Population data could be obtained from recent ABS Census Population Data 2021 (abs.gov.au/census/find-census-data/search-by-area). – Applicants are also encouraged to contact their relevant departmental office (see Appendix 2) if they are unclear on their location eligibility. • Project must be located in a public space that allows public access (i.e., not residential). 	Mandatory
Evidence confirming co-contribution sources	<ul style="list-style-type: none"> • Evidence confirming co-contribution funding sources that demonstrates, to the satisfaction of the relevant department, that the applicant has sufficient funds available for the required co-contribution amount for the project. 	Mandatory

Assessment Criteria	Considerations	Weighting
Project alignment Project demonstrates alignment with the Tiny Towns Fund outcomes (Section 1.3)	The application demonstrates: <ul style="list-style-type: none"> • how well the project aligns with the Tiny Towns Fund outcomes as listed in Section 1.3 • how the project has local impact and community benefit. E.g., how the project is focused on supporting First Peoples, accessibility, inclusion, and delivering on economic, social and environmental and/or sport and wellbeing outcomes • how the project encourages and supports economic development outcomes for towns and communities. 	40%
Demand and need for the project The local opportunity, need or challenge the project is looking to address, the project's feasibility and likely future use.	The extent to which the applicant: <ul style="list-style-type: none"> • identifies, responds to and addresses an opportunity, need or challenge relevant to the town • demonstrate project need, for example through community engagement or support through local stakeholders. 	30%
Project readiness and capability of the applicant to implement and manage the project	The extent to which the applicant can demonstrate: <ul style="list-style-type: none"> • the project is ready to proceed and has identified outcomes, timelines, budget and delivery risks • that the applicant possesses the skills and capabilities to deliver the project • any required approvals are either in place or have an appropriate pathway to be achieved (if applicable). 	20%
Value for money	The extent to which the applicant can demonstrate: <ul style="list-style-type: none"> • costings for the project are reasonable and based on sound estimates, such as quotes • inability to fund the project from other revenue streams or grant programs. 	10%

8.2. Applicant checks

Applicants may be subject to due diligence assessments to enable the relevant department to assess financial and other non-financial risks associated with the application. Outcomes from such assessments may be considered in any decision to recommend or award a grant and in contracting with successful applicants. Such checks may include:

- the potential for reputational risk to the State
- where the proposal has already been fully funded by the applicant through other means
- the delivery performance of other grants previously contracted with the Victorian Government
- business regulator check.

The relevant department may, at any time, remove an applicant from the application and assessment process, if in the relevant department's opinion, association with the applicant may bring the relevant department, a Minister or the State of Victoria into disrepute.

Business regulator check

A business regulator check may be undertaken to verify business details provided with the Australian Business Register, Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulator.

9. Conditions of Funding

Successful applicants will be invited to enter into a legally binding grant agreement with the State of Victoria as represented by either the Department of Jobs, Skills, Industry and Regions or the Department of Transport and Planning, depending on the location of the project.

An offer of funding is not binding on the relevant department unless and until both the relevant department and the applicant execute the grant agreement.

The project must not commence until the grant agreement has been executed (signed) by both the relevant department and the applicant.

The grant agreement details all funding obligations and conditions such as:

- payments
- funding use
- grant activity deliverables
- monitoring and milestones
- project outcomes
- reporting and acquittals
- audit
- termination and refund conditions.

Once the grant agreement has been executed, the grant recipient (successful applicant) will be required to commence the project within the agreed timeframe. If a recipient does not commence the project by the commencement date, the relevant department may in its absolute discretion terminate the grant agreement.

9.1. Publicity/ acknowledgement of support

The relevant department requires grant recipients to acknowledge the Victorian Government's support by using the Victoria State Government logo or relevant government entity logo under the title 'supported by' on promotional materials for the grant project.

Acknowledgement of the Victorian Government's support in promotional material will depend on the grant given and will be specified in the grant agreement, e.g., required representation on channels or collateral such as websites, signage, advertisements, and brochures. Where required, the grant recipient will be supplied a logo suite and associated brand guidelines, as well as a guide on how to acknowledge government support.

The relevant department may include the name of the recipient organisation in its annual report.

Recipients must obtain written confirmation from the relevant department of a successful application before making public announcements about receiving the grant. The relevant department may promote the benefits of the grant and the State's support for the project, and recipients must cooperate with the relevant department in promoting the Tiny Towns Fund. These requirements will form part of the Grant Agreement with successful applicants.

9.2. Program Surveys

As a condition of funding, grant recipients will be required to participate in evaluation activities. This may include completing surveys throughout the delivery of the funded project and for a nominated period after project completion to measure progress towards achieving outcomes.

Evaluation is critical to the Victorian Government in understanding the impact of the Tiny Towns Fund, supporting continuous improvement in program design and delivery, and for delivering effective outcomes for Victoria.

10. Privacy Statement

Any personal information provided in an application for this program will be collected and used for the purposes of assessing eligibility, program administration, program review and evaluation.

The relevant department completes a range of eligibility assessments that may include data matching to clarify the accuracy and quality of information supplied. This is part of our auditing and monitoring processes and for confirming eligibility across this program.

In the assessment of an application, it may be necessary to share personal information with State and Commonwealth Government departments and agencies, as well as other external experts. If personal information about a third party is included in the application, the applicant must ensure the third party is aware of and consents to the contents of this privacy statement.

The relevant department collects demographic information for economic reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.

Any personal information about the applicant or a third party will be collected, held, managed, used, disclosed, or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

For enquiries about access or correction of personal information, contact the relevant Regional Development Victoria office or the Suburbs Team ([Appendix 2](#)). Other concerns regarding the privacy of personal information, can be emailed to the Privacy Unit at privacy@ecodev.vic.gov.au. The relevant department's privacy policy can be made available by emailing the Privacy Unit.

11. Terms of Applying

11.1. Department Probity and Decision Making

The Victorian Government makes every effort to ensure the grant application and assessment process is fair and undertaken in line with the published guidelines.

The decisions on all matters on recommending and awarding of the grant funding is at the absolute discretion of the relevant Minister and relevant department. This includes not making any funding available or approving a lesser amount than that applied for.

These guidelines and the application terms may be changed from time to time, as appropriate.

The relevant department may request an applicant provide further information should it be necessary, to assess an application against the Tiny Town Fund's policy objectives.

Victorian Government staff are required to act in accordance with the Code of Conduct for Victorian Public Service Employees (Section 61) issued under the *Public Administration Act 2004* (Vic), including processes set out to avoid conflicts of interest. This includes an obligation to avoid conflicts of interest wherever possible and declare and manage any conflicts of interest that cannot be avoided.

11.2. Complaints and feedback

Any complaints or feedback you have about this grant opportunity may be made in relation to:

- the timeliness of the process
- communication provided by the relevant department
- adherence to the published program guidelines.

You can send your written feedback to your relevant Regional Development Victoria office or the Suburbs Team ([Appendix 2](#)). The department aims to respond to complaints and feedback within 28 days.

11.3. Conflict of interest

A conflict of interest is a situation in which someone in a position of trust or influence has competing professional or personal interests.

Applicants must advise DJSIR or DTP of any real or perceived conflict of interest relating to a project for which it has applied for funding.

11.4. Information only

Any discussions you may have with your RDV or the Suburbs Team representative are for information only, and do not constitute advice.

Applicants should seek independent advice before making an application or entering into a grant agreement.

Appendix 1

Table 1: The project must be located in an eligible location with a population of under 5,000 people in one of the Victorian council areas or Alpine Resorts below.

Regional city and interface councils	Rural councils and alpine resorts	Rural councils and alpine resorts
Ballarat	Alpine	Mitchell*
Greater Bendigo	Ararat	Moira
Greater Geelong	Bass Coast	Moorabool
Greater Shepparton	Baw Baw	Mount Alexander
Horsham	Benalla	Moyne
Latrobe	Buloke	Mt Baw Baw
Mildura	Campaspe	Mt Buller
Wangaratta	Central Goldfields	Mt Hotham
Warrnambool	Colac-Otway	Mt Stirling
Wodonga	Corangamite	Murrindindi
Casey	East Gippsland	Northern Grampians
Cardinia	Falls Creek	Pyrenees
Hume	Gannawarra	Queenscliffe
Melton	Glenelg	South Gippsland
Mitchell*	Golden Plains	Southern Grampians
Mornington Peninsula	Hepburn	Strathbogie
Nillumbik	Hindmarsh	Surf Coast
Whittlesea	Indigo	Swan Hill
Wyndham	Lake Mountain	Towong
Yarra Ranges	Loddon	Wellington
	Macedon Ranges	West Wimmera
	Mansfield	Yarriambiack

*Please note Mitchell Shire Council is both an interface Council and a Rural Council.

Appendix 2

Contact details of Regional Development Victoria (DJSIR) and the Suburbs Team (DTP)

Note: Some regional offices may be closed or operating different opening hours. The preferred method of contact is via telephone or email.

Location	Street address	Phone	Email
Ballarat	300-304 Mair Street Ballarat VIC 3350	03 5327 2800	information.ballarat@rdv.vic.gov.au
Bendigo	Level 2, Galkangu 189-229 Lyttleton Tce Bendigo VIC 3550	1800 950 146	information.loddonmallee@rdv.vic.gov.au
Geelong	Federal Mills, 33 Mackey Street, North Geelong VIC 3215	1800 950 145	information.geelong@rdv.vic.gov.au
Horsham	110 Natimuk Road Horsham VIC 3400	03 4344 3111	information.horsham@rdv.vic.gov.au
Mildura	Cnr. Koorlong Ave and 11th Street 308-390 Koorlong Ave Irymple VIC 3498	1800 950 146	information.loddonmallee@rdv.vic.gov.au
Portland	13A Richmond Street Portland VIC 3305	03 9623 1300	information.portland@rdv.vic.gov.au
Shepparton	409-415 Wyndham Street Shepparton VIC 3630	1800 878 963	information.hume@rdv.vic.gov.au
Morwell	Latrobe Valley GovHub 65 Church Street Morwell VIC 3840	1800 325 217	information.gippsland@rdv.vic.gov.au
Wangaratta	Wangaratta Government Centre 1st Floor 62 Ovens Street Wangaratta VC 3677	1800 878 963	information.hume@rdv.vic.gov.au
Warrnambool	703-709 Raglan Parade Warrnambool VIC 3280	1800 950 145	information.warrnambool@rdv.vic.gov.au
Wodonga	111-113 Hume Street Wodonga VIC 3690	1800 878 963	information.hume@rdv.vic.gov.au
Interface Local Government Areas	1 Spring Street, Melbourne VIC 3000	N/A	revitalisation.programs@ecodev.vic.gov.au

