



2016 - 17 Guidelines for Government Grants to Agricultural and Pastoral Societies

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2016-17 Agricultural and Pastoral Society Grant Guidelines

Purpose

The Victorian Government provides funding to support the provision or upgrade of agricultural and related facilities. This year funding is available under three categories to:

Category 1

- promote agricultural production;
- exhibit and accommodate the judging of commercial and stud animals (eg. cattle, sheep, poultry or pig pavilions, sheep pens, poultry cages, pig pens, tie-up rails, etc);
- house shearing competitions and fleece displays;
- display art and craft;
- provide the installation of electricity within the showgrounds or upgrade power supply;
- benefit local agricultural industries and the local community (eg. improved seating or fencing, horse stables, etc);

Category 2

- install or upgrade amenities (eg. toilet facilities at showgrounds);

Category 3

- conduct business activities (eg. workshops, planning and surveys);
- assist with reporting cattle movements to the National Livestock Identification System (NLIS) database;

Assessment

In providing grants for new or upgraded facilities, preference will be given to projects that:

- are designed for multi-purpose community use;
- encourage community involvement in show activities;
- provide benefits to local agricultural industry;
- provide significant assistance to societies and the running of shows; and
- enhance the safety of the community attending shows (for example OH&S projects).

For business activities, preference will be given to projects which provide a basis for enhanced business management, planning for shows and greater community involvement in show activities.

Eligibility

All applicants must be a Victorian Agricultural and Pastoral Society.

For facilities grants, societies must own their own land or have security of tenure.

Grant Amounts Available

Grants are made available on the basis of a maximum of \$3 from the Government for every \$1 provided by the society, with a maximum Government grant of:

- Category 1** \$10,000
- Category 2** \$8,000
- Category 3** \$5,000

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GST Implications

The Agricultural and Pastoral Society Grants are reimbursement grants and therefore are not subject to GST. If the society is registered for GST, figures are based on GST free amounts as the society can claim an input tax credit in respect of the GST paid. Where societies are not registered for GST, calculations are based on the GST inclusive figure. This is illustrated in the examples below.

Example:

Registered for GST		Not Registered for GST	
Quote	\$12,000.00	Quote	\$12,000.00
GST	\$1,090.91	GST	\$1,090.91
Total Project Cost	\$10,909.09	Total Project Cost	\$12,000.00
Grant Request (3/4)	\$8,181.82	Grant Request (3/4)	\$9,000.00
Society Contribution (1/4)	\$2,727.27	Society Contribution (1/4)	\$3,000.00

Exclusions

- Grants are not available for repairs caused by neglect by the society or for routine maintenance work on facilities and equipment.
- Grants may not be provided for various stages of the same project.
- Grants are not provided for the promotion of a show or event (ie. posters, tickets, show books).
- Grants do not include the hire of vehicles and fuel to transport goods unless a contractor includes transport costs in their quote.

Applications

The following specific criteria applies:

- Applications are to be submitted on-line, by midnight Friday 28 October 2016 to receive consideration for a grant in the 2016-17 round.
- Supporting, genuine, quotations are required from a business that sells goods and services or online sources;
- Inquiries can be forward via email to regional.programs@rdv.vic.gov.au.
- Applications must be accompanied by plans and specifications, together with a firm quote from a contractor showing full details of the cost of materials and construction. The plans and specifications should be detailed, and give an accurate description of the work to be carried out. Grants are allocated on the basis of a firm quote, and will not be increased at a later date to cover cost increases, etc.
- For business activities, a framework of the business plan, schedule of the plan, contractor or facilitators quote showing full details of the cost of developing the plan/s or conducting workshops/promotion activities is required.
- Societies are able to make in-kind (non-monetary) contributions. However in-kind contributions must not exceed one quarter of the total project cost. In-kind contributions may include donated labour and/or equipment. The value of volunteer support should be estimated on the grant application at no more than \$20 per hour. Societies should estimate the type of labour and/or equipment, estimated hours and the number of people to undertake the labour. For example:

Labour: 2 people x 40 hours @ \$20 per hour = \$1600
Front end loader: 3 hours @ \$20 per hour = \$60

- Note: If In-kind support is included in the grant application, a summary listing volunteers and the time/equipment is required at the time of the acquittal process.

Approval

As soon as possible after the closing date, all applications will be given consideration by the Minister for Agriculture, and societies will then be informed whether or not their application has been successful. Please note that the grant money will be paid after the completion the project.

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Commencement of Project

On receipt of advice that the grant has been approved, the society should immediately arrange for works to commence.

On receipt of advice that the grant has been approved business activities should commence in sufficient time for completion within the grant period.

Completion of the Project

Projects for which grants are approved should be completed as soon as possible and before 31 May 2017. Projects that require an inspection (grant amount over \$7,000) should also be completed prior to 31 May 2017.

As soon as the project has been completed, scan and submit all relevant documentations (see Payment of Grant section) On receipt of documentation, for grants over \$7,000, an inspection will be organised by regional office staff to confirm that works have been completed and carried out according to the original agreement.

It is the responsibility of the society receiving the grant to ensure that all necessary inspections during the construction process are carried out and local approvals obtained. For business activities, the society should ensure that a copy of the relevant report or plan is submitted.

Payment of Grant

On completion of projects, successful grant recipients are to upload required documents.

Required Documents

- Paid tax invoices/receipts for all contracted work, addressed to the respective Agricultural and Pastoral Society (legitimate proof of payment must be visible).
- Paid tax invoices/receipts for any items purchased toward the project (legitimate proof of payment must be visible).
- Details and a summary of in-kind support calculated at \$20 per hour for labour and machinery.
- Photographs of the completed project (2 or 3 photographs will suffice).
- If the grant amount is \$7,000 or more, please send contact details of a society member who will be contacted to assist with an inspection of the completed works.

On receipt of the above documents, payment will be processed as soon as possible. If there are discrepancies in any of the documents provided, this may delay the payment process. Grants that require an inspection will be paid following receipt of an inspection report from a Department representative.

To ensure payments are processed please ensure required documents are forwarded before 31 May 2017. If the society requires an extension past these dates, please write to the Minister for Agriculture outlining the reason for the extension request.

As the Agricultural and Pastoral Society Grant is a reimbursement grant, the society needs to pay for the project initially and then the Department will forward payment of the grant amount once the project is completed.