

Small Grants 2024 Guidelines

Community Strengthening Grants Program

Applications open 9 am Monday 5 February to
4pm Monday 11 March 2024

Information about these grants in other languages

English

This is important information regarding the City of Boroondara's 2024 Small Grants program. If you would like assistance making a grant application, please phone [9278 4002](tel:92784002) and tell the operator which language you speak. All applications need to be completed in English and applications close at 4pm Monday 11 March 2024.

Greek – Μικρές Επιχορηγήσεις

Αυτές είναι σημαντικές πληροφορίες σχετικά με το πρόγραμμα Μικρών Επιχορηγήσεων 2024 του Δήμου Boroondara. Εάν θέλετε βοήθεια για την υποβολή αίτησης επιχορήγησης, τηλεφωνήστε στο [9278 4002](tel:92784002) και πείτε στον τηλεφωνητή ποια γλώσσα μιλάτε. Όλες οι αιτήσεις πρέπει να συμπληρωθούν στα αγγλικά και οι αιτήσεις λήγουν στις 16:00 τη Δευτέρα 11 Μαρτίου 2024..

Italian – Piccole sovvenzioni

Queste sono informazioni importanti riguardanti il programma di Piccoli finanziamenti della Città di Boroondara per il 2024. Se hai bisogno di assistenza nel presentare una domanda di finanziamento sei pregato di telefonare al [9278 4002](tel:92784002) e dire al centralino qual è la lingua che parli. Tutte le domande devono essere compilate in inglese ed essere presentate entro ore 16:00 di Lunedì 11 marzo 2024.

Vietnamese – Khoản Tài trợ Một Số Tiền Nhỏ

Đây là thông tin quan trọng về chương trình Quỹ Tài trợ Nhỏ của Thành phố Boroondara cho năm 2024 (City of Boroondara's 2024 Small Grants). Nếu quý vị cần giúp nộp đơn xin quỹ tài trợ xin vui lòng gọi điện thoại số [9278 4002](tel:92784002) và cho người tiếp điện thoại biết ngôn ngữ quý vị nói. Tất cả các đơn đăng ký phải được hoàn thành bằng tiếng Anh và ngày kết thúc đơn đăng ký là 4 giờ chiều Thứ Hai ngày 11 tháng 3 năm 2024.

Simplified Chinese – 每半年一次) 小额拨款

这是关于 Boroondara 市 2024 年小型拨款项目 (两年一次) 的重要信息。如果您在做出拨款申请时需要协助, 请致电 [9278 4002](tel:92784002), 并通知接线员您说的语言。所有申请必须以英语填写, 申请截止日期为 2024 年 3 月 11 日星期一下午 4 点。

Contents

1	About Community Strengthening Grants.....	5
2	Small Grants	5
3	Small Grants funding streams	6
3.1	Active Community: sports and recreation	6
3.2	Creative Community: arts and culture.....	6
3.3	Healthy Community: health, safety and wellbeing	7
3.4	Life-long Community: opportunities for over-55s	7
3.5	Sustainable Community: environmental sustainability	7
3.6	Vibrant Retail Precincts.....	8
4	Eligibility criteria and conditions of funding.....	9
4.1	Exclusions.....	9
4.2	Conditions of funding	10
5	Assessment criteria.....	11
5.1	Explain how your project, activity or equipment purchase meets each Stream and Grant objective you have chosen.....	11
5.2	Explain who will benefit from your project, activity or equipment purchase.....	11
5.3	Explain how your organisation will plan, deliver and evaluate your project, activity or equipment purchase.....	11
6	Getting the right advice	12
6.1	Speak to a Council officer	12
6.2	Online Assistance and Information Sessions.....	13
6.3	Step-by-Step guide and volunteer grant writers	14
6.4	SmartyGrants assistance.....	14
6.5	Helpful information for your application.....	14
7	Required documentation	14
8	Auspiced applications	14
9	Budget advice	15
9.1	Expenditure budget.....	15
10	Submitting your application online.....	15
10.1	Free internet access	15
11	Assessment process	16

12	Grant timelines	16
13	Information privacy and personal information	17

1 About Community Strengthening Grants

The Boroondara Community Strengthening Grants program provides funding to community organisations, groups and clubs for projects and activities that strengthen the community by encouraging participation in community life, addressing community needs, and improving the health and wellbeing of Boroondara residents. The program is governed by the Community Strengthening Grants Policy 2023, which aligns community grants with Council's strategic objectives as identified in the Boroondara Community Plan 2021-31.

The Boroondara Community Plan 2021-2031 (BCP) is Council's key strategic document, and it describes the community's 10-year vision and priorities.

It guides Council's decision making, and directly informs the budget processes and Council strategies, plans, policies and actions.

The activities and projects funded through Council's Community Strengthening Grants program reflect this focus.

Find out more on our [Boroondara Community Plan 2021-2031 page](#).

2 Small Grants

Small Grants provide a timely response of financial support for projects and equipment costs associated with the delivery of new one-off services, programs and activities that strengthen the Boroondara community.

Up to \$3,000 is available for small projects, with a maximum of \$2,000 available for equipment purposes within a project or separate from a project. Professional fees and administration costs are not eligible budget items for Small Grants. Projects with professional fees and administration costs can be applied for through the Annual Grants process.

Applicants can apply once in each round, and in the Annual Community Strengthening Grants, but the combined total requested within 12 months must be no more than \$10,000.

The funding pool for the Small Grants is subject to variation each year, depending on Council's annual budget allocation and the contribution of the Rotary Club of Balwyn towards the Annual Community Strengthening Grants funding pool.

3 Small Grants funding streams

In 2024, funding will be distributed through the following six streams:

- Active Community
- Creative Community
- Healthy Community
- Life-long Community
- Sustainable Community
- Vibrant Retail Precincts

In your online application, you'll be asked to choose the stream your project/activity best aligns with, and you will be asked to answer questions based on that streams' objectives.

3.1 Active Community: sports and recreation

This stream is for recreation, sport and physical activity opportunities that meet the needs of the community (now and in the future) and enhance the functionality of public recreation spaces for a wide range of uses.

Active Community stream objectives

- provide new and innovative opportunities for local sport, physical activity and social connection
- enhance participation in both structured (e.g. team sports) and non-structured (e.g. walking and cycling) sport and recreation opportunities for a diverse range of residents participants e.g. females, LGBTIQ+, culturally and linguistically diverse, older adults, people with disability etc.
- encourage clubs to be self-sustainable (e.g. specialist coaching clinics, sustainable sport club ideas, club governance or admin skills).

3.2 Creative Community: arts and culture

This stream is for diverse arts and cultural programs, festivals, events and activities that enhance arts, culture and heritage practice across Boroondara.

Creative Community stream objectives

This stream supports the development and delivery of artistic and cultural activities that:

- promote health, wellbeing, safety and/or a sense of community within Boroondara
- offer life-long learning opportunities for Boroondara's diverse community
- develop community stakeholder relationships (including arts and cultural organisations) which promote a sense of civic pride
- empower local community members and stakeholders to contribute to cultural experiences and occasions for, and with, the community
- engage the community at facilities and public spaces across Boroondara

- introduce a new or emerging art form or cultural practice to the Boroondara community.

3.3 Healthy Community: health, safety and wellbeing

This stream is for projects and activities that promote safety, good health and wellbeing of individuals, families and community groups, across all ages, abilities, multicultural and Aboriginal and Torres Strait Islander backgrounds.

Healthy Community stream objectives:

- support programs and activities that promote health, wellbeing, community safety, and prevention of violence and injury
- build connected and inclusive communities
- offer learning opportunities for Boroondara's diverse community.

3.4 Life-long Community: opportunities for over-55s

This stream supports older people (aged 55 years and over) to develop opportunities that maximise quality of life, social connections, and the ability to participate and engage in the community through the provision of programs, activities, volunteering and community sharing projects.

Life-long Community stream objectives:

- enhance older peoples' health and wellbeing and participation in the community
- improve older peoples' access and mobility around the community
- enhance social cohesion, promote strong community networks of mutual support and reduce social isolation.

3.5 Sustainable Community: environmental sustainability

This stream is available for projects and programs that build community capacity to live sustainably and ensure our natural environment is healthy and sustainable for future generations through the efficient use of resources, reduction in waste and the protection of our local biodiversity.

Sustainable Community stream objectives

- increase community awareness and understanding of environmental sustainability
- showcase our natural environment as healthy and sustainable for future generations
- build community capacity to live sustainably through efficient use of energy and water, resource recovery and/or reuse of materials, and renewable energy generation
- support initiatives and projects that demonstrate diverse environmental sustainability benefits, including:

- sustainable resource use (e.g. efficient use of energy and water, resource recovery, supporting biodiversity, and renewable energy generation)
- reduction of waste generated and disposed of in landfill
- biodiversity protection and enhancement
- healthy waterways
- sustainable transport (e.g. walking and cycling)
- local and sustainable food production and distribution.

For projects, services, programs and activities that strengthen the community's capacity to reduce emissions, and/or adapt to the impacts of climate change, refer to the [Climate Action Grants on Council's website](#).

3.6 Vibrant Retail Precincts

This stream is available to eligible community organisations to deliver initiatives, projects and activities that increase the vibrancy and functionality of retail precincts, enhance a sense of community and pride, and promote a 'buy local' ethos. Applications under this stream must be developed in consultation with, and supported by, relevant trader association/s (if not led by a trader association).

Vibrant Retail Precincts stream objectives:

- increase visitation showcasing the retail precinct
- increase spending in local business
- strengthen the connection between people, local community groups and retail precincts
- encourage participation in community life and enhance health and wellbeing
- activate spaces to create memorable and social experiences where people feel a sense of belonging
- showcase the skills and talents of the local business community
- promote and expand the local night-time economy.

4 Eligibility criteria and conditions of funding

To be eligible for a Small Grant, your organisation must:

- provide direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)
- be a registered legally constituted entity (e.g. a co-operative, incorporated association or company limited by guarantee) or have an auspice (unless requesting less than \$1,000)
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public, as appropriate
- not have its own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the Child Wellbeing and Safety Act 2005, for organisations that provide services to minors
 - registration or accreditation of professional employees.
- comply with Occupational Health and Safety, safe working practices and WorkSafe recommendations and requirements
- have an adequate risk management plan in place (as required).

4.1 Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- applications from groups or organisations that have an operating budget over \$1 million annually (organisations acting as an auspice and neighbourhood houses are exempt from this rule)
- professional fees (e.g. labour, salary, wages) and administration costs (e.g. phone calls, correspondence, stationery)

- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines.
- funding requests that Council considers are the funding responsibility of other levels of government
- applications from primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications in consecutive years for the same projects, activities and equipment
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)
- funding of competitions, prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance or fixed assets (e.g. air conditioners, shade sails, cubby houses and sheds)
- projects that have been or are being funded by other parts of Council
- operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

4.2 Conditions of funding

Successful applicants and organisations acting as an auspice must:

- complete the project within six months of receipt of the grant
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- ensure auspice fees are not included in the budget
- acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features
- provide a written evaluation of the activity on completion of the project or activity online via SmartyGrants (a link to the online form will be emailed to applicants)
- provide an expenditure budget or a financial statement (audited if required) at the completion of the funding period
- return all unspent Council grant funds to Council

- be aware Council may make funding conditional on other specific conditions being met
- contact Council to discuss if the project/activity or timeframe needs to be varied.
- be aware Council may apply a cap to frequently requested budget items. Examples include, but are not limited to, catering costs, technology items including laptops and tablets, excursion or activity costs, defibrillators and promotion costs.
- applications for murals and art installation must attach a letter of approval from the land / building owner and letter of support from tenant (if applicable)
- become a signatory to a standard funding agreement that lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.

5 Assessment criteria

Small Grants applications will be assessed against 3 criteria. The points below are provided to assist in guiding your responses. Each of these criteria is worth 33%, leading to a total application score of maximum 100%.

5.1 Explain how your project, activity or equipment purchase meets each Stream and Grant objective you have chosen.

Choose:

- one Community Strengthening Grants Program objective
- one of the relevant grant stream objectives.

5.2 Explain who will benefit from your project, activity or equipment purchase.

Describe:

- who will be involved in your project or activity
- how the project fills a community need
- how the project will benefit Boroondara residents.

5.3 Explain how your organisation will plan, deliver and evaluate your project, activity or equipment purchase.

Provide a project budget that shows how the funds requested will be spent.

6 Getting the right advice

6.1 Speak to a Council officer

Applicants are required to discuss their grant application with a City of Boroondara Council officer prior to making a submission. This will help you to plan your project or activity, identify the appropriate stream, meet the funding, and program priorities. Please discuss your program ideas with the appropriate officer listed below.

Active Community

- William Bullock – Recreation: [\(03\) 9278 4783](tel:(03)92784783)
- Chloe Cook – Sport: [\(03\) 9278 4734](tel:(03)92784734)

Lifelong Community

Maree Guthrie – Active Ageing: [\(03\) 9278 4955](tel:(03)92784955)

Creative Community

Bridget Rasmussen – Arts and Culture: [\(03\) 9278 4770](tel:(03)92784770)

Healthy Community

- Jemma Hansen – Children and Families: [0417 762 160](tel:0417762160)
- Benjamin Breslin – Youth: [\(03\) 9278 7822](tel:(03)92787822)
- Katelyn Stanyer – Neighbourhood Houses: [\(03\) 9278 4822](tel:(03)92784822)
- Cassandra Chatwin-Smith – Disability, Access and Inclusion: [\(03\) 9278 4336](tel:(03)92784336)
- Elanna Nolan – Health and Wellbeing: [\(03\) 9278 4427](tel:(03)92784427)
- Andrea Learbuch – Safer Communities: [\(03\) 9278 4898](tel:(03)92784898)
- Mel Brown – Cultural Diversity: [\(03\) 9278 4998](tel:(03)92784998)
- Georgia Lukacs-Rotow – Volunteering: [\(03\) 9278 4550](tel:(03)92784550)

Sustainable Community

Liz Casper – Environmental Sustainability: [\(03\) 9278 4347](tel:(03)92784347)

Vibrant Retail Precincts

Jacqui Buckland – Local Economies: [\(03\) 9278 4707](tel:(03)92784707)

For general enquiries about the Small Grants program, please contact Traci Alchin in the Community Planning and Development Department on 92784753 or email communitygrants@boroondara.vic.gov.au.

6.2 Online Assistance and Information Sessions

We are holding information sessions for applicants seeking further information on:

- how to apply
- the assessment criteria
- the assessment process.

Guidelines and processes are updated each grant round and information sessions provide an opportunity to ask questions. See below for dates and times of these sessions.

Sessions are free and will be held in person and online.

If you require an interpreter, including an Auslan interpreter, please call [\(03\) 9278 4753](tel:0392784753).

Grants Information Sessions

Wednesday 14 February 2024 (hybrid)

10.30am - 12pm

The Blackwood Room
Camberwell Civic Offices
8 Inglesby Road, Camberwell

Wednesday 21 February 2024 (hybrid)

1.30pm - 3pm

The Blackwood Room
Camberwell Civic Offices
8 Inglesby Road, Camberwell

Thursday 22 February 2024 (hybrid)

6pm - 7.30pm

The Boroondara Room
Camberwell Civic Offices
8 Inglesby Road, Camberwell

Thursday 7 March 2024 (hybrid)

6pm - 7.30pm

The Blackwood Room
Camberwell Civic Offices
8 Inglesby Road, Camberwell

Register for a Community Strengthening Small Grants Information session [here](#).

6.3 Step-by-Step guide and volunteer grant writers

We have a Step-by-Step guide on our [website](#) to help you prepare and apply for your grant. We can also connect you with a volunteer grant writer to assist your organisation to develop and complete your application. If your organisation would benefit from this help, please call [\(03\) 9278 4753](tel:(03) 9278 4753) or email communitygrants@boroondara.vic.gov.au.

6.4 SmartyGrants assistance

If you would like assistance submitting your application online, personalised 30-minute training sessions are available from Tuesday 13 February to Tuesday 20 February 2024. For bookings, please phone 9278 4360 or email communitygrants@boroondara.vic.gov.au. Bookings are required.

6.5 Helpful information for your application

You might find these pages on our website helpful when preparing your application:

- [History and demographics page](#) – data on Boroondara social statistics.
- [Guide to accessible events and projects page](#) – how to make your event accessible for everybody, including people with a disability and from diverse cultural and linguistic backgrounds.

7 Required documentation

Applicants are required to complete all sections of the application form and attach the following documents:

- Incorporation Annual Statement (find out more on the [Consumer Affairs website](#)) or Annual Information Statement (find out more on the [Australian Charities and Not For Profits Commission website](#)).
- The latest copy of your organisation's financial statement.
- A current public liability insurance certificate or evidence of application for such.
- Letters or emails of support including auspice arrangement where applicable.

8 Auspiced applications

Organisations or groups that are not incorporated and wish to apply for a Small Grant over \$1,000 will require an incorporated association to act as their auspice.

If the application is successful, the auspicings organisation will need to sign the Funding Agreement and the funds will be paid to the auspicings organisation. The incorporated organisation then administers the funding on behalf of the auspiced organisation. Please note that auspice fees will not be funded and must not be included in the budget. Learn more about the roles and responsibilities of an auspice arrangement at the [Not For Profit Law website](#).

9 Budget advice

9.1 Expenditure budget

- In the expenditure budget section, only include the amount requested from City of Boroondara - not the total project budget (which may be more).
- The total income (amount requested from City of Boroondara) and total expenditure must be the same amount.
- All budget costs must be realistic and justified for the project proposal.
- The budget in the application must be completed with GST- exclusive amounts.
- Applicants must obtain formal quotes for all services and products over \$1,000. Quotes must include the supplier's ABN and the GST amount.
- All applicants must complete a budget using the budget table provided in the SmartyGrants online application form.
- Auspice fees must not be included in the budget.
- All items listed in the budget must include a description of the item and the dollar amount
- Professional fees and administration costs are not eligible budget items in the Small Grants category.

Some applications may receive partial funding. If your project/activity does not receive full funding, you will need to consider if it could be delivered with partial funding and how it could be amended.

10 Submitting your application online

For guidelines on how to apply and to access the application form, visit our [Small Grants page](#).

Submit your application and supporting materials online using [SmartyGrants](#). If you're a new SmartyGrants user, you might like to read [SmartyGrant's help guide for applicants](#).

Applications and all supporting materials are due by 4pm on Monday 11 March 2024. Late applications will not be considered.

10.1 Free internet access

All branches of Boroondara Library Services provide free internet access. To book a library computer, call [\(03\) 9278 4666](tel:0392784666) or visit our [Library page](#).

11 Assessment process

Applications close at 4pm on Monday 11 March 2024.

Applications will then be assessed, and applicants will be notified of the outcome of their application in late June 2024.

Our process:

- undertake an eligibility check based on the conditions of funding.
- applications are assessed by Council officers against the assessment criteria.
- assessments are provided to the Community Strengthening Grants Review Panel (consisting of Councillors and Balwyn Rotary Club members) for review.
- officers present recommendations to Council for final endorsement.

12 Grant timelines

- applications open Monday 5 February 2024 at 9am
- applications close Monday 11 March 2024 at 4pm
- results announced late June 2024

If you have not been notified of the result of your application by end of July, please contact 9278 4753.

13 Information privacy and personal information

Council is committed to the responsible and fair handling of your personal information, consistent with the Information Privacy Principles set out in the Privacy and Data Protection Act 2014 (the Act). This means Council will only collect your personal information if it is necessary for us to perform a specific duty or function; in this instance it is for the administration of the Annual and Small Community Strengthening Grants.

The Act defines personal information as information or an opinion about you where your identity is clear or where someone could reasonably work out that it related to you. This can include your:

- name
- contact details
- position title
- signature

A privacy statement has been included on the Annual and Small Community Strengthening Grants application form. This statement provides details on why Council is collecting your personal information and how we will use and/or disclose it. Further information on how Council collects, uses, discloses and destroys personal information can be found in our [Privacy and Data Protection Policy](#) and our [Website Privacy Statement](#).

Applications close at 4pm Monday 11 March 2024.
Late applications will not be considered.