

Community Strengthening Grants Program

2024-25 Annual Grants Guidelines

Applications will be received from

9am Monday 5 February until
4pm Monday 11 March 2024

English not your language?

For information about these grants in other languages, please see below.

English

This is important information regarding the City of Boroondara's 2024-25 Annual Community Strengthening Grants Program. If you would like assistance making a grant application, please phone **9278 4002** 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

Ετήσιες Επιχορηγήσεις

Αυτές είναι σημαντικές πληροφορίες σχετικά με το Ετήσιο Πρόγραμμα Επιχορηγήσεων Κοινοτικής Ενίσχυσης για το 2024 του Δήμου Boroondara. Αν θέλετε βοήθεια για να υποβάλετε αίτηση 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

Sovvenzioni annuali

Queste sono informazioni importanti sul Programma annuale di sovvenzioni per il rafforzamento della comunità del Comune di Boroondara per il 2024. Se desideri ricevere assistenza per la presentazione della domanda, telefona al numero [9278 4002](tel:92784002) e comunica all'operatore quale lingua 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 hàng năm

Đây là thông tin quan trọng về chương trình Tài trợ Tăng cường Cộng đồng Thường niên 2024 của Thành phố Boroondara. Nếu bạn cần giúp đỡ làm đơn xin tài trợ, xin vui lòng gọi điện thoại số [9278 4002](tel:92784002) và báo cho tổng đài viên biết ngôn ngữ bạn 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

年度拨款

这是关于波容达拉市 (Boroondara) 2024 年社区年度强化补助金 (Annual Community Strengthening) 计划的重要信息。如果你想得到补助金申请方面的帮助, 请致电 [9278 4002](tel:92784002), 并告诉接线员你讲哪种语言。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

English not your language?	2
1 About Community Strengthening Grants	5
2 Boroondara Community Plan	5
3 Annual Grants	6
4 Annual Grants funding streams	6
4.1 Active Community - Sports and Recreation	7
4.2 Life-long Community - opportunities for 55+	7
4.3 Creative Community - Arts and Culture	7
4.4 Healthy Community - Health, Safety and Wellbeing	8
4.5 Sustainable Community - Environmental Sustainability	8
4.6 Vibrant Retail Precincts	9
5 Community Arts Venue Grants	9
6 Eligibility criteria and conditions of funding	10
6.1 Exclusions	11
6.2 Conditions of funding	12
7 Assessment criteria	13
WHAT are the objectives of your proposed project or activity? (25%)	13
WHY is the proposed project or activity needed in Boroondara? (25%)	13
WHO will benefit from your project or activity? (25%)	13
HOW will your organisation deliver the funded project or activity over the funding period? (25%)	13
8 Getting the right advice	14
8.1 Speak to a Council officer	14
8.2 Online assistance and Information Sessions	15

9	Before submitting your application	16
9.1	Step-by-Step guide and Volunteer grant writers	16
9.2	SmartyGrants Assistance	16
9.3	Required documentation.....	16
10	Auspiced applications	16
11	Budget advice	17
12	Submitting your application online	17
12.1	Free internet access	17
12.2	Helpful information for your application.....	18
13	Assessment process	18
14	Grant timelines	18
15	Information privacy and personal information	19

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.

You can view the Community Strengthening Grants Policy 2023 on the Boroondara [website](#).

The objectives of the Community Strengthening Grants are to:

- increase participation of residents in their community
- increase inclusion and representation of under-represented groups and issues
- develop innovative approaches to local issues
- assist groups and volunteers to develop skills and build capacity
- encourage the sustainability and better governance of community organisations
- encourage partnerships between local organisations and the development of local community networks.

2 Boroondara Community Plan

There are seven key themes in the Boroondara Community Plan (BCP). The objectives of the Community Strengthening Grants Program align most closely with:

- **Theme One:** Community, services & facilities
- **Theme Three:** The environment
- **Theme Six:** Local economy

The activities, programs and projects funded through Council's Community Strengthening Grants Program will be aligned to the objectives and strategies under these key themes. You will be required to demonstrate how your proposal supports these objectives.

The BCP also outlines Council's health priority outcomes, as part of the Health and Wellbeing Plan. These are listed below and can be considered when developing your application.

- improving mental wellbeing and social connection
- tackling climate change and its impacts on health
- preventing all forms of violence
- reducing harmful alcohol use

- increasing healthy eating
- increasing active living
- addressing health and wellbeing inequities.

You can view the BCP on the Boroondara [website](#).

3 Annual Grants

Annual Grants provide limited but important financial support for new, one-off projects and equipment costs associated with delivering projects and activities that strengthen Boroondara's community.

Up to \$10,000 is available per project or activity, with a maximum of \$2,000 available for equipment purchases, within a project or as a standalone grant. Applicants can submit more than one application within and across all funding streams (see section 3), but the combined total of all grant applications must be no more than \$10,000. This total also includes applications to the Small Grants.

Annual Grants funding is for new projects and activities, however, requests for funding for a second year of a project or activity may be considered. To meet the criteria for second-year funding, you will need to demonstrate how the second year builds on the initial project and outline the need and justification for additional funding.

The total funding available each year is subject to variation, depending on Council's annual budget allocation and the contribution of the Rotary Club of Balwyn. The Annual Grants are the result of a unique partnership between the Rotary Club of Balwyn and the City of Boroondara, made possible by the Rotary Sunday Camberwell Market and the community of Boroondara. In accordance with the Camberwell Market lease condition, 30% of net annual income from the market is distributed through the Annual Community Strengthening Grants.

4 Annual Grants funding streams

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

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

The online application will ask you to select the stream your project/activity aligns with, followed by specific questions based on the stream objectives.

4.1 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 and/or equitable 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, club development programs, leadership training, sustainable sport club ideas, club governance or administration skills).

4.2 Life-long Community - opportunities for 55+

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, 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.

4.3 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:

Support 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 Boroondara community at Boroondara facilities, open spaces or public realm across the municipality
- introduce a new or emerging art form or cultural practice to the Boroondara community.

4.4 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:

- promote health, wellbeing, community safety, and prevention of all forms of violence
- build connected and inclusive communities
- offer learning opportunities for Boroondara's diverse community.

4.5 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, supporting biodiversity, 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, 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](#).

4.6 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.

5 Community Arts Venue Grants

As part of your project planning, you will need to consider where your group will meet to plan or rehearse your activity (if applicable), and the most appropriate venue for your project or activity to be delivered.

You may be eligible to apply for a Community Arts Venue Grant as part of your Annual Community Strengthening Grant application. This means that you could receive in-kind venue hire for Hawthorn Arts Centre or Kew Court House to support you in delivering your project or activity. The spaces available can accommodate activities such as rehearsals, performances, functions, meetings, seminars, exhibitions or workshops.

View the [Community Arts Venue Grants Guidelines](#) on our website for further information.

To discuss your project and your eligibility, phone Bridget Rasmussen, Cultural Development Officer, on (03) 9278 4770.

6 Eligibility criteria and conditions of funding

To be eligible for an Annual Community Strengthening Grant, your organisation must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation 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)
- be either:
 - an incorporated entity (eg a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (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 their 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).

6.1 Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- 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 for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (eg air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

6.2 Conditions of funding

Successful applicants and organisations acting as an auspice must:

- not expend more than 50% of the total grant funding provided by Council to pay for professional fees (eg labour, salary, wages) and/or administration costs (eg phone calls, correspondence, stationery) associated with the funded project or activity
- complete the funded project or activity within 12 months or by 31 December 2025
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features
- provide a written evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the Freedom of Information Act 1982.
- 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.
- attach a letter of approval from the land / building owner and letter of support from tenant (if applicable). eg. Murals and art installations
- 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.

7 Assessment criteria

Annual Community Strengthening Grant applications will be assessed against four criteria. The points below are provided to assist in guiding your responses.

The assessment criteria scores applications to a maximum total of 100%.

WHAT are the objectives of your proposed project or activity? (25%)

- Describe what your project or activity will achieve in reference to the Community Strengthening Grants Program objectives listed on page 5.
- Describe how your project or activity addresses at least two of the relevant grant stream objectives listed in section 4 commencing on page 7 (Annual Grants Funding Streams).

WHY is the proposed project or activity needed in Boroondara? (25%)

- Demonstrate that the activity responds to a community need and provide evidence of demand.
- Demonstrate that your research has identified this need and/or opportunities in the community that you intend to fill.
- Demonstrate community support for your proposal.
- Demonstrate that this activity cannot be funded elsewhere.
- Demonstrate the need for second year funding (if applicable).

WHO will benefit from your project or activity? (25%)

- Describe who will participate in your project or activity and how the project outcomes will significantly benefit Boroondara residents.
- Describe how the project or activity creates links and develops partnerships with other organisations.

HOW will your organisation deliver the funded project or activity over the funding period? (25%)

- Provide evidence that your organisation has the expertise and capacity to successfully deliver and evaluate the project or activity.
- Provide evidence of a program plan where appropriate. Ensure the budget accurately reflects the activity that is proposed.

8 Getting the right advice

8.1 Speak to a Council officer

You must discuss your grant application with a City of Boroondara Council officer prior to making your submission. This will help you to plan your project or activity, identify the appropriate stream, meet the funding and program priorities to give your application every chance of success. Failure to discuss your project with a Council officer prior to submission will render your application ineligible for funding.

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)

8.2 Online assistance and Information Sessions

We are also holding hybrid, interactive information sessions you can attend.

These information sessions provide community groups and organisations with useful information about how to apply, the selection criteria, the assessment process and are an opportunity to ask questions.

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](#).

If you require an interpreter (including an Auslan interpreter), please call 9278 4753.

For general enquiries about the Annual Community Strengthening Grants Program, please contact Traci Alchin in the Community Planning and Development Department on 9278 4753 or email communitygrants@boroondara.vic.gov.au.

9 Before submitting your application

9.1 Step-by-Step guide and Volunteer grant writers

We have a step-by-step guide on our website that will help you prepare and apply for your grant. You can find the guide here [Annual Community Strengthening Grants guide | City of Boroondara](#)

Council is recruiting volunteer grant writers to assist organisations to develop and complete their applications. If your organisation would benefit from this help, please phone 9278 4753 or email communitygrants@boroondara.vic.gov.au.

9.2 SmartyGrants Assistance

If you would like assistance submitting your application online, personalised half-hour 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.

9.3 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.

10 Auspiced applications

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

If the application is successful, the auspicing organisation will need to sign the Funding Agreement and the funds will be paid to the auspicing 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.

11 Budget advice

- In the expenditure budget section, only include the amount requested from City of Boroondara - not the total project budget (which may be more).
- 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 suppliers 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.

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.

12 Submitting your application online

For guidelines on how to apply and to access the application form, visit our [Annual 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 4pm Monday 11 March 2024. Late applications will not be considered.

12.1 Free internet access

Boroondara Library Services provides free internet access. To book a library computer, phone 9278 4666 or go to the library's [website](#).

12.2 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.

13 Assessment process

Applications close at **4pm Monday 11 March 2024**. Applications will then be assessed, and applicants will be notified of the outcome of their application in early September 2024.

Our process:

- We 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.
- Community Strengthening Grants Review Panel recommendations are submitted to Council for final endorsement.

14 Grant timelines

- Applications open Monday 5 February 2024 at 9am
- Applications close Monday 11 March 2024 at 4pm
- Results announced early September 2024

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

15 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 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.