



2024 Climate Action Grants Guidelines

Community Strengthening Grants Program

Applications will be received from 9am Monday 4 March until 11.59pm Sunday 31
March 2024



Information about these grants in other languages

- English** This is important information regarding the City of Boroondara's 2024 Climate Action 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 midnight on Sunday 31 March 2024.
- Greek** Σας ενημερώνουμε σχετικά με το πρόγραμμα Επιχορηγήσεων «Δράσης για το Κλίμα» του 2024 της πόλης Boroondara. Εάν επιθυμείτε βοήθεια για την υποβολή αίτησης επιχορήγησης, καλέστε στο 9278 4002 και πείτε στον τηλεφωνητή ποια γλώσσα μιλάτε. Όλες οι αιτήσεις πρέπει να συμπληρωθούν στα Αγγλικά και η υποβολή των αιτήσεων λήγει τα μεσάνυχτα της Κυριακής 31 Μαρτίου 2024
- Italian** Queste sono informazioni importanti riguardanti il programma di sovvenzioni del Comune di Boroondara per l'azione per il clima 2024. Se desideri avere aiuto per presentare una domanda di sovvenzione, sei pregato di telefonare al **9278 4002** e dire all'operatore quale lingua parli. Tutte le domande devono essere presentate in inglese entro la mezzanotte di domenica 31 marzo 2024.
- Vietnamese** Đây là thông tin quan trọng về chương trình Tài trợ Hành động vì Khí hậu 2024 của Thành phố Boroondara. Nếu quý vị muốn trợ giúp trong việc đăng ký xin tài trợ, vui lòng gọi số **9278 4002** và cho tổng đài biết ngôn ngữ của quý vị. Tất cả đơn xin cần được hoàn thành bằng Tiếng Anh và sẽ đóng đơn đăng ký vào 12 giờ đêm ngày Chủ Nhật 31 Tháng Ba 2024.
- Simplified Chinese** 这是有关 Boroondara 市 2024 年气候行动拨款计划的重要信息。如果您需要准备拨款申请方面的帮助，请致电 **9278 4002** 并告知接线员您使用哪种语言。所有申请均需以英文填写，申请截止日期为 2024 年 3 月 31 日（星期日）零时。

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1 Community Strengthening Grants

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.

You can view the BCP on the Boroondara website at the following web links: www.boroondara.vic.gov.au/BCP

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 Climate Action Grants

The Climate Action Grants respond to the aims of the Climate Action Plan which can be viewed on our [Climate Action Plan page](#).

The Climate Action Grants provide important financial support for the delivery of new services, projects, programs, and activities that strengthen the community's capacity to reduce emissions and/or adapt to the impacts of climate change.

Up to \$10,000 is available for projects, which can include up to 50% for professional fees and administration costs. Applicants can submit more than one grant application, but the combined total requested must be no more than \$10,000 in any 12 month period. The funding pool for the Climate Action Grants is subject to variation each year, depending on Council's annual budget allocation.

Climate Action Grants are available for new projects and programs that increase community capacity to respond to climate change **by addressing one or both of the following objectives:**

- Building community capacity and knowledge to mitigate contribution to climate change (i.e. reducing emissions). Examples could include a project that makes it easier for our community to access goods and services to make their homes more sustainable, a project that supports the uptake of sustainable transport at a workplace, or providing education about responding to a sustainability challenge.

- Building community capacity to adapt to the impacts of climate change. An example could include a program to assist vulnerable populations to make their homes more resilient to the impacts of climate change.

3 Eligibility criteria and conditions of funding

To be eligible for a Climate Action 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
- 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
- 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 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).

3.1 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 (e.g. 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.

3.2 Conditions of funding

The recipient 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 in any promotional material or publicity features
- provide a written project 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*.

Council may make funding conditional on other specific conditions being met.

If the project/activity or timeframe needs to be varied, the applicant must contact Council to discuss.

Projects including murals and art installations must attach a letter of approval from the land / building owner and letter of support from tenant (if applicable) to the grant application.

Successful applicants and organisations auspicating applications will be required to 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.

4 Assessment criteria

Climate Action 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 at least one of the Community Strengthening Grants Program objectives listed on page 4.
- Describe how your project or activity addresses the Climate Action Grant objective(s) (see page 5) you have chosen. Explain how the project is expected to result in emissions reduction if the mitigation objective is chosen, and/or how the project is expected to result in an adaptation outcome if the adaptation objective is chosen.

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 community support for your proposal.
- Demonstrate that this activity cannot be funded elsewhere.

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.

HOW will you deliver your project or activity? (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.

5 Auspiced applications

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

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

6 Budget advice

6.1 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).
- 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 how it could be amended.

7 Before submitting your application online

7.1 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 and meet the funding and program priorities. 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 Climate Action Plan Lead, Amy Shaw on 9278 4083 or environment@boroondara.vic.gov.au

7.2 Attend an information session

We are holding 2 information sessions to provide community groups and organisations with useful information about how to apply, the selection criteria, the assessment process and an opportunity to ask questions.

1. **Online information session** Thursday 14 March 2024 from 7 pm to 8:30 pm.
2. **In-person information session at Camberwell** Wednesday 15 March 2024 from 10 am to 11:30 am.

[Find out more and register for the two sessions here.](#)

7.3 Required documentation

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

- Incorporation Annual Statement (<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/annual-reporting/lodging-an-annual-statement>) or, Annual Information Statement (<https://www.acnc.gov.au/for-charities/annual-information-statement>)
- 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 Submitting your application online

Please submit your application and supporting materials online in [SmartyGrants](#).

If you are new to SmartyGrants, you will find instructions on the [SmartyGrants help guide for applicants page](#).

Find the guidelines and application forms on our [Climate Action Grants Page](#).

Applications and all supporting materials are due by 11.59pm on Sunday 31 March 2024. Late applications will not be considered.

8.1 Free internet access

Boroondara Library Services provides free internet access. To book a library computer, phone (03) 9278 4666 or go to our [Book a library computer or study room page](#).

8.2 Helpful information for your application

To assist you in making your application, you may want to review these resources.

- Our [All about Boroondara – Social Statistics page](#) provides access to relevant data for your application.
- Our [Accessible events and projects guide](#) will assist you in creating an inclusive and accessible event or project.

8.3 Information privacy and personal information

Council treats all personal information provided as part of a grant application in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1973. The personal information requested on this form is being collected by Council for the purpose of assessing, processing and allocating the 2023-24 Annual Community Strengthening Grant applications. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected, we are unable to process your 2023-24 Annual Community Strengthening Grant application. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

9 Assessment process

Applications close at **11.59pm Sunday 31 March 2024**. Applications will then be assessed and applicants will be notified of the outcome of their application in late October 2023.

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

10 Grant timelines

- Applications open Monday 4 March 2024 at 9am
- Applications close Sunday 31 March 2024 at 11.59pm
- Results announced end of August 2024