



**BOROONDARA**  
*City of Harmony*

# **Boroondara Community Strengthening Grants Policy**

**December 2020**

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## Introduction

### Purpose

The purpose of this policy is to set out Council's framework for delivering grant funding and provide information for Council and the community on the principles guiding the Boroondara Community Strengthening Grants. This policy aligns community grants with Council's strategic objectives; establishes clear expectations around Council and community roles; provides Council with direction to develop community grants and funding programs; and sets out an accessible yet rigorous and robust approach to governance and accountability. This ensures the process of allocating and monitoring grants will be fair, transparent and inclusive. This policy is supported by an internal procedures document and grant guidelines administered by the Community Planning and Development Department and other departments where relevant.

### Scope

The Boroondara Community Strengthening Grants Policy (the Policy) will be a tool for community groups, organisations and individual applicants, clearly articulating the resourcing opportunities available to them, as well as the procedures for applying for Council funding.

This policy also applies to all Council departments involved in the promotion, assessment and management of community grants that fall within the policy framework. This includes managing relationships with organisations receiving non-competitive Council funding, promoting various competitive grant categories to the community, assisting applicants with grant submissions, undertaking grant assessments, and overseeing the completion of grant recipients' funding obligations.

### Corporate framework

The Boroondara Community Plan 2017-27, incorporating the Municipal Public Health and Wellbeing Plan, sets out the 10-year vision for our future based on the values, aspirations and priorities the Boroondara community told us were important to them. It is the City of Boroondara's key strategic document.

In developing the Boroondara Community Plan 2017-27 ('BCP'), Council consulted widely and received 11,845 responses from people who live, work, study or play in the municipality, making it our largest consultation. Seven priority themes emerged from the consultation. They are:

- Your Community, Services & Facilities
- Your Parks & Green Spaces
- The Environment
- Neighbourhood Character & Heritage
- Getting Around Boroondara
- Your Local Shops & Businesses



- Civic Leadership & Governance.

The Boroondara Community Strengthening Policy 2020 aligns the grants program with the priority themes of the Boroondara Community Plan to support Council's vision of a vibrant and inclusive city, meeting the needs and aspirations of its community.

The four priority themes in the BCP are of particular relevance to Policy:

- Your Community, Services & Facilities
- Your Parks & Green Spaces
- The Environment
- Your Local Shops & Businesses

The Policy is also informed by, and supports, the BCP wellbeing commitment, which is to enhance wellbeing for people who live, work, study and play in the municipality as an outcome of everything we do. It is also aligned with Council's five health priorities:

- Promoting mental health and social connection
- Preventing injury and violence
- Reducing harmful alcohol use
- Promoting healthier eating
- Promoting active living

## Background

### Policy environment

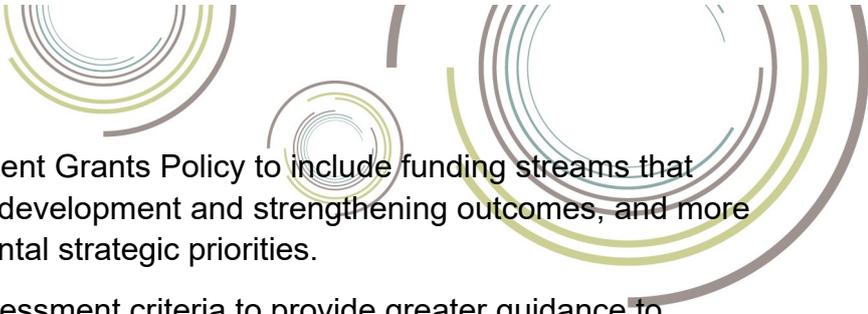
The Boroondara Community Strengthening Grants Policy 2020 will replace the Boroondara Community Strengthening Grants Policy 2019, which was adopted following a review of the 2013 Policy (revised in 2017 and 2018).

The Boroondara Community Strengthening Grants Policy 2013 was a significant policy revision and included a review of the adequacy of current grant programs and funding arrangements and an assessment of existing policy and procedures, funding sources, eligibility and assessment criteria, assessment processes, evaluation and monitoring of grant recipients and acquittal processes.

The Community Strengthening Grants Policy 2013 was informed by the recommendations of the Community Grants Audit into Council's community grants programs and other operational funding agreements, which was endorsed by the Audit Committee in May 2012.

Key recommendations of the audit included:

- Incorporate grant funding programs under one umbrella and develop an overarching policy framework to better align funding to Council's strategic objectives and allow identification of total support provided.

- 
- Redesign the Community Development Grants Policy to include funding streams that have a greater focus on community development and strengthening outcomes, and more closely align with different departmental strategic priorities.
  - Review and clarify eligibility and assessment criteria to provide greater guidance to applicants and ensure an equitable distribution of Council support for community organisations.

The review of the Community Strengthening Grants Policy 2013 was focused on the policy's operations over the last five years and the need to align the Boroondara Community Strengthening Grants Policy 2019 to the Boroondara Community Plan 2017-27.

### **Policy context**

The Victorian Local Government Association reference 'Best Practice in Local Government Community Grants Programs' (2002) identifies that:

*Community Grants programs are one of the major ways in which local governments can enter into partnership with community organisations and groups...to meet community needs, support local networks, encourage participation in community life, facilitate innovation and responsiveness in community service provision, and promote access, inclusion and acceptance of diversity.*

In its report on the results of the 2013-14 Local Government Audits, the Victorian Auditor General's Office (VAGO) outlined the key elements of an effective grant management framework, which are an adopted grants policy, management practices and oversight. The report made a number of recommendations for councils with grant programs:

- establish comprehensive overarching grant administration policies and procedures that are periodically reviewed
- ensure conflicts of interests declarations are completed by all staff undertaking grant assessments
- reinforce and ensure grant payments are appropriately acquitted
- rigorously monitor grants issued and establish periodic reporting to council
- periodically review grant administration practices and related policy compliance.

The Boroondara Community Strengthening Grants Policy 2020 reflects Council's approach to grant making within Boroondara with consideration to local government's role in achieving community cohesion, civic participation and capacity building. It contains the key elements of an effective grants management framework and complies with the recommendations of VAGO.

The Boroondara Community Strengthening Grants Policy 2020 has also been developed in the context of Council's integrated strategic planning framework. Each of Council's strategic plans and strategies is developed through extensive research and community engagement, in line with Council's community engagement strategies. It is this evidence base, embedded in Council's strategic plans and strategies, which allows Council and the community to

identify community needs, aspirations, and priorities to be addressed through Council's Community Strengthening Grants Policy.

## Methodology

### Consultation

The Boroondara Community Strengthening Grants Policy 2020 provides the guidelines for the purpose, timeframes, eligibility criteria and exclusions of the various categories of grants. These are listed in Appendix 1 of the Policy, Summary of Community Strengthening Grants Categories.

As part of the review of the 2013 Policy, interviews and focus groups were conducted with staff from the following departments:

- Health, Active Ageing & Disability Services
- Parks & Infrastructure
- Family, Youth & Recreation
- Arts & Culture
- Community Planning and Development
- Environment & Sustainable Living

The community was invited to provide feedback on the grants program and processes via a survey. Eighty-one responses were received, and 97.5% of respondents had previously engaged with the Council grants program.

### Benchmarking

As part of the Policy review, benchmarking was conducted against the following 11 councils:

- City of Banyule
- City of Hobsons Bay
- City of Hume
- City of Maribyrnong
- City of Melbourne
- City of Yarra
- City of Monash
- City of Moonee Valley
- City of Moreland
- City of Port Philip
- City of Whittlesea

## Policy statement

The City of Boroondara recognises the value and importance of the role community groups and organisations play in building vibrant, inclusive and healthy communities.

The objectives of the Boroondara Community Strengthening Grants Policy 2020 are to:

- increase residents' participation in their community
- increase inclusion and representation of under-represented groups and issues

- 
- develop innovative approaches to local issues and service delivery
  - 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.

### **Application process**

Council will consider grant applications from eligible organisations and individuals. Applications must be submitted on the appropriate form available from Council's website. The majority of grant categories will be run using the online grant management system SmartyGrants. Applications for the Boroondara Community Services Tendered Grants will be through an Expression of Interest process.

Council takes an active role in supporting, facilitating and guiding community organisations through all the relevant application processes to promote quality applications. This includes grant information sessions, a digital guide to the grant application process, providing interpreting and translating services and volunteer grant writers for applicants who require this assistance. For the Annual Community Strengthening Grants category, the Small Grants (Biannual) and the Boroondara Triennial Operational Grants category, applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Officers will then provide advice to applicants about the development of their projects. Applicants are also encouraged to participate in a range of skills training and capacity development workshops provided through Council's Community OnBoard program to further assist them in developing quality applications. Community OnBoard delivers workshops to local community groups, clubs and not-for-profit agencies in Boroondara on project development, funding submission preparation, project implementation and evaluation.

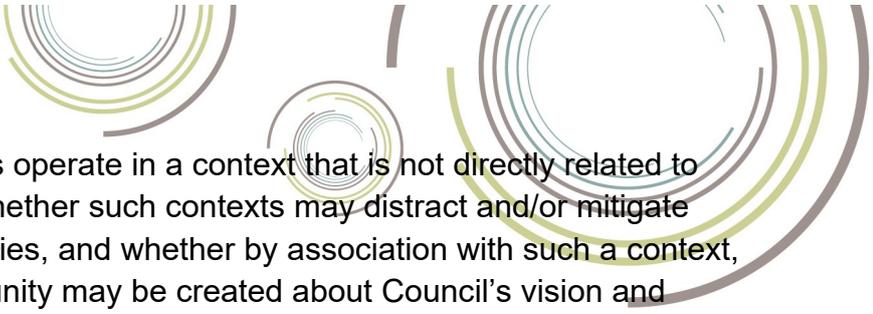
### **Assessment process**

Council will support projects that reflect demonstrated community need, address priority themes of the Boroondara Community Plan, and fulfill identified service gaps.

In the interest of fairness, transparency and maintaining community confidence in the integrity of the assessment process, formal assessment processes exist for all competitive grant categories. These processes are determined by relevant department officers and are reviewed annually. Refer to Appendix 1 for a more detailed outline of the assessment process relevant to each category of grant within the framework.

All assessment processes are clearly outlined in the grant guidelines available to the community.

Council's intent is to support community groups and agencies through its community grants whose primary purpose is to deliver programs and activities within an operating context that is consistent with the priority themes of the Boroondara Community Plan 2017-27 and the Council Plan 2017-21, policies and strategies.



Where community groups and agencies operate in a context that is not directly related to these priorities, Council will consider whether such contexts may distract and/or mitigate against the achievement of these priorities, and whether by association with such a context, damage and/or confusion in the community may be created about Council's vision and strategic objectives.

Council's consideration of these operating contexts will be informed by officers' assessment of information provided within the grant's application, annual reports, website and other materials publically available about the not-for-profit group.

Should Council consider the agency or group operates in a context that is not conducive to Council's priorities, it will weigh the impact of this context against the proposed benefits of the application, and make a decision regarding the outcome of the grant at its absolute direction.

### **Funding agreement**

All funding provided by Council is guided by a funding agreement between Council and the grant recipient that needs to be signed by both parties. The funding agreement protects the interests of Council and the grant recipient and enables the conditions of the grant to be enforced. The agreement articulates:

- the purpose of the funding
- the dollar amount of funding
- a clear and precise statement of the required outcomes of the grant
- the rights and responsibilities of all parties to the agreement, including reporting and evaluation requirements
- the terms and conditions of the grant, including the circumstances in which Council can reclaim the grant, consequences for breaches of grant conditions and a procedure for the return of unexpended funds.

### **Grant evaluation and acquittal**

To ensure appropriate accountability by grant recipients with regard to the use of grant funding, all funding provided by Council will require an evaluation report and financial acquittal, outlining the use of the funds and the achieved outcomes of the activity. Council may also undertake a spot audit of a funded project. Specific evaluation requirements will be outlined in individual funding agreements and will depend on the nature and size of the grant.

Officers will collect evaluation data and information to assist with the review of the Policy.

### **Conflict of Interest**

A 'conflict of interest' is defined as a conflict between a person's private interests and their public obligations. For the protection of grant applicants and those involved in the assessment process, all Councillors, Council officers and Rotary members involved in the

grant assessment process are required to declare their interest prior to assessing any grant applications or reviewing project evaluations and reports. This process ensures that any potential, actual or perceived conflict of interest is promptly identified and addressed. In the event of a conflict of interest, the person must decline to participate in any discussion about the application or report and this declaration is noted in the relevant report to Council.

## Community Strengthening Grants Framework

There are twelve categories of grants within the Boroondara Community Strengthening Grants Policy 2020, each with individual eligibility and assessment criteria.

<b>Categories</b>
Annual Community Strengthening Grants
Innovation Grants
Commemorative Community Grants
Small Grants (Biannual)
Emergency Response Grants
Boroondara Triennial Operational Grants
Boroondara Community Services Tendered Grants
Individual Achievement Grants
Individual Participation Grants
Boroondara Seniors Groups Grants
Triennial Non-Competitive Funding
Funding Centre Subscription Grants

Refer to Appendix 1 for a more detailed summary of each category of grant. The Boroondara Community Strengthening Grants Policy 2020 will be responsive to emerging themes, issues and trends. Grant priorities will be communicated through streams that link to relevant Council plans and strategies. Priorities will be influenced by the best available statistics and knowledge of Council officers and Boroondara communities.



The six streams are:

- Active Community - Sport and Recreation: develop recreation, sport and physical activity opportunities that meet needs of the community (now and in the future) and enhance the functionality of public recreation spaces for a wider range of uses.
- Creative Community - Arts and Culture: diverse arts and cultural programs, events and activities that articulate and enhance arts, culture and heritage practice across the municipality.
- Environmental Sustainability - 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.
- Healthy Community - Health, Safety and Wellbeing: programs and activities which promote safety, good health and wellbeing of individuals, families and community groups, across all ages, abilities, and cultural backgrounds.
- Life-long Community - Older Adults Grants (55+): develop opportunities that maximise older people's quality of life, social connections and ability to participate and engage in the community through the provision of programs, activities, volunteering and community sharing projects.
- Vibrant Retail Precincts - develop opportunities to provide entertainment, showcase and promote the City to increase community wellbeing and visitation to attractions, shopping centres and public spaces.

Stream objectives relate to the priority themes and strategies of the Boroondara Community Plan 2017-27. Stream objectives are reviewed annually and change according to emerging needs and priorities. These details will be clearly articulated to the community through the respective grant guidelines.

## Implementation and monitoring

### Procedures

This policy will inform the grant guidelines and application forms. Grant guidelines will be made available for each competitive category of grant within the framework and will include details on:

- funding objectives
- funding priorities
- eligibility
- assessment criteria
- assessment process
- timelines and notification
- grant conditions



- evaluation of successful projects.

An internal procedures document will guide the implementation of this policy within Council. The internal procedures will be reviewed annually by the relevant departments and will be made available on Council's intranet.

### **Advertising and promotion**

To ensure the distribution of grant funds is equitable and transparent, all competitive grant categories will be widely promoted throughout the year, as set out in the internal procedures. Council will use the media and its service networks to advertise grant funding opportunities, including closing dates for applications.

Promotional methods will include:

- a dedicated page on Council's website
- Council's social media platforms
- all Boroondara libraries, community centres and neighbourhood houses
- the *Boroondara Bulletin*
- *The Fuse e-newsletter*
- direct mail
- local newspaper advertising
- paid advertisements in relevant ethnic media.

Additionally, individual departments have active networks and relationships with key organisations within their areas of expertise. These networks will be used to communicate grant opportunities to the broader community.

### **Evaluation**

The outcomes from each grant category will be monitored and analysed each year. This process will involve the relevant departments to ensure that departmental priorities are captured, along with the program evaluations and feedback received from previous grant recipients. This will assist in determining the focus and amount of funding in future years. The internal procedures and external grant guidelines will also be reviewed annually to ensure that any operational issues are identified and addressed promptly.

The Boroondara Community Strengthening Grants Policy 2020 will be reviewed before June 2024.

### **Accountabilities**

Overall ownership of the Boroondara Community Strengthening Grants Policy sits with the Community Planning and Development Department. However, the following departments hold responsibility for managing different grant categories within the framework and subsequently, the appropriate implementation of this policy:

Category	Stakeholder
Annual Community Strengthening Grants	Manager Community Planning and Development
Small Grants (Biannual)	Manager Community Planning and Development
Boroondara Triennial Operational Grants	Manager Community Planning and Development
Innovation Grants	Manager Community Planning and Development
Commemorative Community Grants	Manager Arts and Culture
Emergency Response Grants	Manager Community Planning and Development
Boroondara Community Services Tendered Grants	Manager Health and Wellbeing Services
Individual Achievement Grants – Creative Community	Manager, Arts and Culture
Individual Achievement Grants – Active Community	Manager Health and Wellbeing Services
Individual Achievement Grants – Sustainable Community	Manager Environmental Sustainability and Open Spaces
Individual Participation Grants – Active Community	Manager Health and Wellbeing Services
Boroondara Seniors Groups Grants (Department of Health) <sup>1</sup>	Manager Liveable Communities
Triennial Non-Competitive Funding - Neighbourhood Houses	Manager Community Planning and Development
Triennial Non-Competitive Funding - Camberwell Rotary Payment	Manager Arts and Culture
Triennial Non-Competitive Funding - Kew East Primary School Multipurpose Centre	Manager Arts and Culture
Triennial Non-Competitive Funding - Hawthorn Citizen's Youth Club	Manager Health and Wellbeing Services
Funding Centre Subscription Grants	Manager Community Planning and Development

- Additionally, for the Annual Community Strengthening Grants, Small (Biannual) Grants, and Boroondara Triennial Operational Grants, relevant department officers will be actively involved in reviewing and designing stream objectives, category promotion, assisting applicants prior to submission, assessment processes and following up on progress reporting and grant acquittals.

<sup>1</sup> Funding received through a Funding and Service Agreement with the Department of Health



## References

### Related documents

The overall framework is supported by the following:

- Boroondara Community Plan 2017-27
- Council Plan June 2017-21
- *Local Government Act 2020*
- Disability Action Plan 2018-22
- Boroondara Multicultural Action Plan 2019-23
- Municipal Emergency Management Plan
- Sport and Recreation Strategy
- Boroondara Arts Plan
- Our Low Carbon Future Strategy
- Integrated Water Management Strategy 2014-24
- Urban Biodiversity Strategy 2013-23
- Boroondara Bicycle Strategy
- Integrated Transport Strategy 2006-26
- Waste Minimisation and Recycling Strategy
- Sustainable Buildings and Landscape Guidelines
- Draft Children and Young People Action Plan
- Responsible Gambling Policy 2013-18
- Add life to your years - Healthy Ageing in Boroondara Plan



## Definitions

Audit	An audit is an official examination and confirmation of accounts and records. Council can be audited and Council can also audit grant recipients. For Council's audit of grant recipients, the recipient organisation will be required to readily make available all income/expenditure records, correspondence, meeting notes, promotional material, and any other document relating to the funded program/activity.
Auspice	An auspice is an agreement where one organisation (the 'principal organisation') agrees to apply for funding on behalf of a second organisation that is not incorporated (the 'auspiced organisation'). If the funding application is successful, the principal organisation then receives, holds and administers the funding to the auspiced organisation, so that the auspiced organisation can complete the funded project or activities.
Acquittal	An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the funding agreement. An acquittal report usually consists of a written report that summarises how the project fared against the initial objectives of the grants. It also provides a financial statement detailing how the funds were spent.
Benchmarking	Council benchmarks our grant-making practices against other local councils and other key funders to ensure we are delivering best practice grant-making.
Council	This is the City of Boroondara as a geographical area and also the entity which has the authority to make decisions on behalf of the Boroondara community.
Co-contribution	In some cases, the applicant is required to contribute to the proposed project on a percentage basis to match the amount being requested from Council. Contributions can be in cash and/or in-kind. For example, applicants can count the hours of work required to implement the project or activity, or administration costs contributed towards the project.
Expression of Interest	An Expression of Interest (EOI) is the process of seeking a proposal/submission from potential service providers to undertake specific work or services. It includes a document describing Council's requirements or specifications, and schedules for potential providers to provide information to demonstrate their ability to supply the services or works required. See also Tender.
Equipment purchases	The necessary items for a particular purpose that are not fixed to a structure or space. Examples can include: computers, printers and



	furniture, toys and sporting equipment.
Facility maintenance	Projects or activities to keep spaces, structures and infrastructure in proper operating condition to prevent failure and/or degradation. Examples can include: exterior painting, general building repairs, care of trees and shrubbery and maintenance of systems such as heating, plumbing, electrical and lighting.
Fixed assets	Equipment purchases that are fixed to a structure or space. Examples can include: shade sail pole, concrete slab, handrails and sheds.
Funding agreement	A written agreement between Council and the grant recipient clearly articulating the purpose of the funding, the dollar amount and the grant conditions. It also defines the rights and responsibilities of the agreement. Once signed, organisations are under a legal obligation to comply with the stated terms and conditions.
Grant	A grant is a sum of money given to organisations or individuals for a specified purpose directed at achieving goals and objectives consistent with specific policy.
Not-for-profit	A not-for-profit organisation is an organisation whose primary objective is something other than the generation of profit, and which does not distribute any profit to the organisation's members. A not-for-profit organisation may have a profit or surplus, but whereas a for-profit business would distribute that profit to its owners, shareholders or members, a not-for-profit must use the surplus to further the purpose of the organisation and its activities.
Incorporated	Being incorporated means that the group has a legal identity of its own, separate and distinct from the individuals who formed or make up the group.
In-kind support	In-kind support includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and included in your budget (see also co-contribution).
Objectives	Objectives are the big picture results which a policy, plan, program or project seek to achieve.
Organisation size <sup>2</sup>	Small - annual revenue under \$250,000 Medium - annual revenue over \$250,000 but under \$1 million Large - annual revenue of \$1 million or more (except where

<sup>2</sup> In accordance with The Australian Charities and Not-For-Profits Commission classifications (October 2019)



	auspicing another organisation or group).
Public liability insurance	<p>Public liability insurance will protect a community organisation against its legal liability to pay:</p> <ul style="list-style-type: none"><li>• compensation to third parties (for example, members of the public) for bodily injury</li><li>• property damage that may occur as a result of the community organisation's activities</li><li>• the legal costs that a community organisation may have if it needs to defend bodily injury and property damage claims made against it.</li></ul>
Repeat applications	<p>Applications for projects or activities that are fundamentally the same. Examples can include: applications for bus trips in consecutive years regardless of destinations, applications for funding of the same event in consecutive years or applications for the same equipment in consecutive years.</p>
Tender	<p>A tender is the process of inviting bids or proposals for goods or services outlined a specification document to be submitted within a set timeframe. See also Expression of Interest.</p>

## **Appendix 1 - Community Strengthening Grants Categories**

1. Annual Community Strengthening Grants
2. Small Grants (Biannual)
3. Innovation Grants
4. Commemorative Community Grants
5. Emergency Response Grants
6. Boroondara Triennial Operational Grants
7. Boroondara Community Services Tendered Grants
8. Individual Achievement Grants
9. Individual Participation Grants
10. Boroondara Seniors Groups Grants
11. Triennial Non-Competitive Grants
12. Funding Centre Subscription Grants

## 1. Annual Community Strengthening Grants

Purpose	The Boroondara Annual Community Strengthening Grants provide limited but important financial support for projects and equipment costs associated with the delivery of new one-off services, programs and activities that strengthen Boroondara's community.
Timeframe	One-year
Streams	Annual Community Strengthening Grants are divided into six streams that are aligned to the strategic objectives and strategies of the Boroondara Community Plan 2017-27: <ul style="list-style-type: none"> <li>• Active Community</li> <li>• Creative Community</li> <li>• Healthy Community</li> <li>• Life-long Community</li> <li>• Sustainable Community</li> <li>• Vibrant Retail Precincts</li> </ul>
Recipients	This is a competitive category open to non-profit community organisations that meet the eligibility criteria. Priority will be given to applications from small to medium sized organisations (refer to Definitions - 'organisation size')
Funding range	In the Annual Grants - General up to \$10,000 is available, per project with a maximum of \$2,000 available for equipment purchases within a project or separate from a project. Applicants can submit more than one application within and across all streams, but the combined total of all grant applications must be no more than \$10,000. This includes Small Grants (Biannual).
Funding available	<p>The funding pool for the Annual Community Strengthening Grants comprises contributions from Council and the Rotary Club of Balwyn. It is subject to variation each year, depending on Council's annual budget allocation and the contribution of the Rotary Club of Balwyn. Of the total funding pool, 75% is allocated to the Annual Community Strengthening Grants, with the balance funding the Small Grants (Biannual) category.</p> <p>The Annual Community Strengthening 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, in accordance with the 'Rotary Trust Deed'.</p>

## Eligibility criteria

To be eligible for Annual Community Strengthening Grants funding groups/organisations must:

- be committed to providing 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 legally constituted entity (eg a co-operative, incorporated association, company 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 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 other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required).

## 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, or meet in venues that promote gaming
- 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)
- repeat applications for the same projects, activities or equipment
- registered political parties
- 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 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
- operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

#### Grant conditions

- Professional fees (eg labour, salary, wages) and administration costs (eg phone calls, correspondence, stationery) can only represent 50% of the total grant funding requested from Council.
- The project must be completed within 12 months, as specified in the guidelines.
- Successful applicants will be required to become a signatory to a standard funding agreement which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features.
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all groups.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council.
- Council may make funding conditional on other specific conditions being met.

Assessment process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Assessment Panel for review. The Community Strengthening Grants Assessment Panel consists of Councillors, and Balwyn Rotary members as per the Terms of Reference for this panel.
- The Community Strengthening Grants Assessment Panel will then submit its recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- The Grants Assessment Panel is able to make recommendations to Council that may be outside the guidelines if it believes important community outcomes can be achieved.

## 2. Small Grants (Biannual)

Purpose	The purpose of the Small Grants is to 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.
Timeframe	6 months
Streams	<p>Small Grants are available in six streams that are aligned to the strategic objectives and strategies of the Boroondara Community Plan 2017-27:</p> <ul style="list-style-type: none"> <li>• Active Community</li> <li>• Creative Community</li> <li>• Healthy Community</li> <li>• Life-long Community</li> <li>• Sustainable Community</li> <li>• Vibrant Retail Precincts</li> </ul>
Recipients	This is a competitive category open for small to medium size (refer to Definitions - organisation size) non-profit community organisations that meet the eligibility criteria.
Funding range	Up to \$3,000 is available for small projects and / or equipment purchases with a maximum of \$2,000 available for equipment purposes within a project or separate from a project. Applicants can submit more than one application within 12 months but the combined total of all Small Grant (Biannual) and Annual Grant applications must be no more than \$10,000.
Funding available	The funding pool for the Small Grants (Biannual) 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. The funding available for the Small Grants (Biannual) is 25% of the Annual Community Strengthening Grants funding pool each year.
Eligibility criteria	<p>To be eligible for Small Grants groups/organisations must:</p> <ul style="list-style-type: none"> <li>• be committed to providing direct benefits to residents of the City of Boroondara</li> <li>• be not-for-profit, as classified by the Australian Tax Office in the <i>Income Tax Assessment Act (1936)</i></li> <li>• be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee) or have an auspice (unless requesting less than \$1,000)</li> <li>• have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration</li> </ul>

- 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 other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required).

Exclusions The following will not be funded:

- individuals and private profit-making organisations
- 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)
- organisations or groups who operate/own poker machines, explicitly promote sports betting or meet in gaming venues
- 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)
- repeat applications for the same projects, activities or equipment
- registered political parties
- 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (eg air conditioner, shade sails, cubby houses and sheds)
- professional fees (eg labour, salary, wages) and administration costs (eg phone calls, correspondence, stationery)

- 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.

#### Grant conditions

- The amount must be expended within six months of receipt. Successful applicants will be required to become a signatory to a standard funding agreement, which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features.
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all groups.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council.
- Council may make funding conditional on other specific conditions being met.

#### Assessment process

- Category guidelines and application forms will be available each year, including the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Assessment Panel for review. The Community Strengthening Grants Assessment Panel consists of Councillors, and Balwyn Rotary members as per the Terms of Reference for this panel.
- The Community Strengthening Grants Assessment Panel will then submit its recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- The Grants Assessment Panel is able to make recommendations to Council that may be outside the guidelines if it believes important community outcomes can be achieved.

### 3. Innovation Grants

Purpose	The Innovation Grants are for new, unique or innovative projects and activities that involve innovative solutions to issues or new ways of working that strengthen Boroondara's community.
Timeframe	One-year
Streams	Innovations Grants are available in six streams: <ul style="list-style-type: none"> <li>• Active Community</li> <li>• Creative Community</li> <li>• Healthy Community</li> <li>• Life-long Community</li> <li>• Sustainable Community</li> <li>• Vibrant Retail Precincts</li> </ul>
Recipients	This is a competitive category open to non-profit community organisations that meet the eligibility criteria.
Funding range	In the Innovation Grants category, up to \$20,000 is available per project with a maximum of \$4,000 available for equipment purchases within a project or separate from a project.
Funding available	These grants will be open for applications as determined by Council. The amount of funding available will be at Council's discretion.
Eligibility criteria	To be eligible for Innovation Grants funding groups/organisations must: <ul style="list-style-type: none"> <li>• be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)</li> <li>• be not-for-profit, as classified by the Australian Tax Office in <i>the Income Tax Assessment Act (1936)</i></li> <li>• be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee) or have an auspice (unless requesting less than \$1,000)</li> <li>• have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration</li> <li>• have a committee of management that accepts responsibility for the administration of the grant</li> <li>• hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate</li> <li>• not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives</li> </ul>

## Eligibility criteria

- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and anti- discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required).

## Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups who operate/own poker machines, explicitly promote sports betting or meet in gaming venues.
- 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)
- registered political parties
- 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 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
- operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

## Grant conditions

- The project must be completed within 12 months, as specified in the guidelines.
- Professional fees (eg labour, salary, wages) and administration costs (eg phone calls, correspondence, stationery) can only represent 50% of the total grant funding requested from Council.
- Successful applicants will be required to become a signatory to a standard funding agreement which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features.
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all groups.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council.
- Council may make funding conditional on other specific conditions being met.

## Assessment process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Assessment Panel members for review.
- The Community Strengthening Grants Assessment Panel will then submit its recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- The Grants Assessment Panel is able to make recommendations to Council that may be outside the guidelines if it believes important community outcomes can be achieved.

## 4. Commemorative Community Grants

Purpose	The Commemorative Community Grants are to support events and activities in Boroondara that recognise significant occasions that the local community would like to commemorate.
Timeframe	One-year
Streams	Commemorative Community Grants are available in the following stream: Creative Community.
Recipients	This is a competitive category open to non-profit community organisations and schools that meet the eligibility criteria.
Funding range	Grants of up to \$5,000 will be available for Commemorative Community Grants projects or activities.
Funding available	These grants will be open for applications as determined by Council. The amount of funding available will be at Council's discretion.
Eligibility criteria	<p>To be eligible for Commemorative Community Grants funding, groups/organisations must:</p> <ul style="list-style-type: none"> <li>• be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)</li> <li>• be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936) or a school in the City of Boroondara</li> <li>• be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee) or have an auspice (unless requesting less than \$1,000)</li> <li>• have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration</li> <li>• have a committee of management that accepts responsibility for the administration of the grant</li> <li>• hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate</li> <li>• not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives</li> <li>• have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)</li> <li>• comply with all other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and</li> </ul>

freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports

- have an adequate risk management plan in place (as required).

**Exclusions** The following will not be funded:

- individuals and private profit-making organisations
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- registered political parties
- 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (eg monuments, honour boards for service organisations or memorabilia)
- 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.

**Grant conditions**

- Professional fees (eg labour, salary, wages) and administration costs (eg phone calls, correspondence, stationery) can only represent 50% of the total grant funding requested from Council.
- Successful applicants will be required to become a signatory to a standard funding agreement which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Acknowledge the City of Boroondara in any promotional material or publicity features.
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all groups.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be

returned to Council.

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

#### Grant conditions

- The project must be completed within the timeframe specified in the guidelines.
- Professional fees (eg labour, salary, wages) and administration costs (eg phone calls, correspondence, stationery) can only represent 50% of the total grant funding requested from Council.
- Successful applicants will be required to become a signatory to a standard funding agreement which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features.
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all groups.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council.
- Council may make funding conditional on other specific conditions being met.

#### Assessment process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Assessment Panel members for review.
- The Community Strengthening Grants Assessment Panel will then submit its recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- The Grants Assessment Panel is able to make recommendations to Council that may be outside the guidelines if it believes important community outcomes can be achieved.

## 5. Emergency Response Grants

Purpose	Emergency Response Grants are to support the Boroondara community to respond to a significant emergency event.
Timeframe	Six months of receipt of the grant
Recipients	This is a competitive category open to non-profit community organisations that meet the eligibility criteria.
Funding range	Grants of up to \$1,000 will be available for Emergency Response Grants to assist organisations and groups to continue to provide services, and re-open closed services where possible, in a way that maintains the safety of all during or in the recovery phase of a significant emergency event.
Funding available	These grants will be open for applications as determined by Council. The amount of funding available will be at Council's discretion.
Eligibility criteria	<p>To be eligible for Emergency Response Grants funding, groups/organisations must:</p> <ul style="list-style-type: none"> <li>• be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)</li> <li>• be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936) or a school in the City of Boroondara</li> <li>• be a legally constituted entity (e.g. a co-operative, incorporated association, company or company limited by guarantee) or have an auspice (unless requesting less than \$1,000)</li> <li>• have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration</li> <li>• have a committee of management that accepts responsibility for the administration of the grant</li> <li>• hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate</li> <li>• not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives</li> <li>• have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)</li> <li>• comply with all other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and</li> </ul>

freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports

- have an adequate risk management plan in place (as required).

Exclusions The following will not be funded:

- individuals and private profit-making organisations
- 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)
- professional service fees to develop online content or websites, including for training staff and volunteers
- payment for cleaners
- organisations or groups that own or operate poker machines, explicitly promote sports betting, or meet in venues that promote gaming
- 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)
- registered political parties
- repeat applications in consecutive years for the same projects, activities and equipment with the exception of applications to adapt projects or activities so they can continue to operate under emergency management restrictions
- 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) with the exception of applications to adapt projects or activities so they can continue to operate under emergency management restrictions
- funding of prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets
- 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.

Grant conditions

- Applications will be accepted to adapt existing services, programs or activities to operate under emergency management restrictions, including those that have been previously funded by a Community Strengthening grant in any year as well as for new programs, services and activities.
- The project must be completed within six months of receipt of the grant.
- Successful applicants and organisations auspicing applications will be required to become a signatory to a standard funding agreement that lists all grant conditions. This must be signed before grant funds are issued.
- Auspice fees are not accepted and must not be included in the budget.
- Acknowledgement of the City of Boroondara must be made in any promotional material or publicity features.
- Successful applicants will be required to acquit the activity on completion of the project or activity. All evaluation reports will be required to be completed online via SmartyGrants. A link to the online form will be emailed to applicants.
- Successful applicants will be required to provide an explanation of how all funds provided were expended at completion of the funding period.
- If Council's grant funds are not spent, all remaining funds must be returned to Council. Council may make funding conditional on other specific conditions being met.
- Successful applicants will be required to become a signatory to a standard funding agreement which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Acknowledge the City of Boroondara in any promotional material or publicity features.
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all groups.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period.

- Assessment process
- Category guidelines and application forms will be available and these will outline the assessment criteria that will be used to assess applications.
  - Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
  - Applications are assessed by Council officers against the assessment criteria.
  - Assessments and applications are provided to the Director Community Support for approval under Instrument of Sub-Delegation from the CEO to Director Community Support.

## 6. **Boroondara Triennial Operational Grants**

Purpose	These grants support operating and program costs associated with the delivery of community services, celebrations and events in the City of Boroondara. This provides financial certainty needed to improve an organisation's capacity to plan and deliver community services and events and to build alliances with other organisations that collectively strengthen Boroondara's social, environmental, and cultural infrastructure.
Timeframe	Three years
Streams	<p>Boroondara Triennial Operational Grants are divided into four streams:</p> <ul style="list-style-type: none"> <li>• Creative Community</li> <li>• Sustainable Community</li> <li>• Healthy Community</li> <li>• Vibrant Retail Precincts.</li> </ul>
Recipients	This is a competitive category open to non-profit community organisations that meet the eligibility criteria.
Funding range	<p>This varies according to stream (the amount is for each year for three years):</p> <ul style="list-style-type: none"> <li>• Creative Community <ul style="list-style-type: none"> <li>○ creative and cultural groups: up to \$15,000</li> <li>○ community events: up to \$15,000</li> </ul> </li> <li>• Vibrant Retail Precincts <ul style="list-style-type: none"> <li>○ trader festivals up to \$50,000</li> </ul> </li> <li>• Sustainable Community <ul style="list-style-type: none"> <li>○ community organisations: up to \$15,000</li> </ul> </li> <li>• Healthy Community <ul style="list-style-type: none"> <li>○ community organisations: up to \$20,000</li> </ul> </li> </ul>
Funding available	The amount of funding available within each funding stream will be at Council's discretion. Continued funding over the three years is subject to satisfactory achievement against agreed targets and no guarantee of funding beyond three years is provided. Organisations that have previously received a Boroondara Triennial Operational Grant are welcome to reapply in a subsequent funding round.

## Eligibility criteria

To be eligible for Boroondara Triennial Operational Grants funding groups /organisations must:

- be committed to providing direct benefits to residents of the City of Boroondara
- be not-for-profit, as classified by the Australian Tax Office in the *Income Tax Assessment Act (1936)*
- be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee)
- 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 other relevant Australian and Victorian legislation, including: accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)
- for festivals and events, the proposed activity must have been running for at least two years before it is eligible.

## 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, or meet in venues that promote gaming.
- funding requests that Council considers are the funding responsibility of other levels of government
- primary or secondary schools
- organisations that receive Non Competitive Triennial Funding
- registered political parties
- religious projects, services 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

- funding of prizes, sponsorships, donations or gifts
- projects that have been or are being funded by other parts of Council
- interstate or overseas travel

Grant conditions and applicant accountability

- Only one application per round can be submitted per organisation.
- Successful applicants will be required to become a signatory to a standard funding agreement, which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Successful applicants will be required to provide a written project evaluation report annually (or as otherwise specified in the funding agreement) against agreed performance outcomes as part of the decision-making process for continuing the funding. Council will provide an evaluation form to all groups. These reports will be reviewed by Council officers.
- The City of Boroondara must be acknowledged in any promotional material or publicity. This includes:
  - i. prominent placement of the City of Boroondara logo on all promotional material preceded by the text 'proudly supported by'. The prominence of Council's logo should reflect Council's level of support (financial and in-kind) compared to other sponsors. Use of the logo is to be approved by Council.
  - ii. verbal acknowledgement during opening/closing proceedings and as appropriate
  - iii. opportunity for the Mayor or ward Councillor to participate in the festival or event in an official capacity
  - iv. opportunity for Council to take up a presence at the festival or event, with no charge to Council.
- Council may make funding conditional on other specific conditions being met.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council.
- For events: please use the 'Organise an event in a park, garden or sportsground guide' to ensure your event meets all permit and other requirements. You can find the guide here: <https://bit.ly/2m2vSZy>
- Successful applicants must (as required) attend quarterly meetings convened by Council officers to discuss community needs, trends and partnership opportunities.

## Assessment process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Assessment Panel for review. The Community Strengthening Grants Assessment Panel for Triennial Operational Grants consists of Councillors, and Council officers with expertise in the relevant stream (non-voting member) as per the Terms of Reference for this panel. The Community Strengthening Grants Assessment Panel will then submit its recommendations to Council for endorsement. Council makes final decisions and approves successful applications at a designated Council meeting.
- The Grants Assessment Panel is able to make recommendations to Council that may be outside the guidelines if it believes important community outcomes can be achieved.

## 7. **Boroondara Community Services Tendered Grants**

Purpose	<p>These grants are to provide services on behalf of Council where Council determines a gap exists in the provision of services that address the needs of socially disadvantaged and vulnerable members of the Boroondara community.</p> <p>The competitive process for the Boroondara Community Services Tendered Grants will ensure that the delivery of services in Boroondara is efficient and effective, includes continuous improvement processes and represents best value.</p> <p>The grants are advertised every three years and are for the following three services:</p> <ul style="list-style-type: none"> <li>• Information, Advice and Referral</li> <li>• Wellbeing and Support</li> <li>• In Home Parenting Support</li> </ul>
Timeframe	Three years
Streams	<p>Boroondara Community Services Tendered Grants are in the following stream:</p> <ul style="list-style-type: none"> <li>• Healthy Community.</li> </ul>
Recipients	This is a competitive category open to non-profit community organisations that meet the eligibility criteria.
Funding available	The amount of funding available will be outlined in an Expression of Interest and is at Council's discretion. Continued funding over the three years is subject to satisfactory achievement against agreed targets and no guarantee of funding beyond three years is provided. Organisations that have previously received a Boroondara Community Services Tendered Grant are welcome to reapply in a subsequent funding round.
Service Description	<p><b>Information, Advice and Referral</b></p> <p>Information, Advice and Referral is a service provided to people on a range of social issues, including housing, family violence, advocacy and legal services by trained volunteer Community Support Workers. Those people who present with more complex needs will be referred to other services to address their needs. This service is funded on a block funding basis.</p> <p><b>Wellbeing and Support</b></p> <p>Wellbeing and Support is a care coordination service that collaboratively assesses the needs of the client and the client's family, and arranges, coordinates, monitors, evaluates, and advocates for a package of multiple services to meet specific client needs. It does not provide counselling</p>

services. This service is funded on a unit cost per client basis.

### **In Home Parenting Support**

In Home Parenting Support is a service that supports parents experiencing difficulties with adjusting to the challenges of parenting. It is an outreach program delivered in the family home and works in partnership with the Boroondara Maternal and Child Health Service, including co-facilitation of the Baby's Ok group. This service is funded on a unit cost per client basis.

Assessment Criteria	<p>Applicants for the Boroondara Community Services Tendered Grants will be required to submit an Expression of Interest (EOI), which will be assessed on criteria outlined in the EOI and will include the following:</p> <ul style="list-style-type: none"><li>• demonstrated capacity and experience of the organisation to deliver, evaluate and report on the required services over the three year period</li><li>• use of volunteers to deliver services</li><li>• additional services offered that complement Council funded services</li><li>• financial sustainability of the organisation</li><li>• risk management approach to providing services</li><li>• participation in local networking and partnership development</li><li>• ability to identify evidence-based need and demand from the Boroondara community for the services and ability to identify emerging needs of the community</li><li>• ability to identify, measure and communicate the impacts and outcomes of services or projects to the community over the three years of funding</li><li>• be locally-based and able to operate services in Boroondara</li><li>• service costings.</li></ul>
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## Eligibility criteria

To be eligible for Boroondara Community Services Tendered Grants funding, groups /organisations must:

- have a presence in and be committed to providing direct benefits to residents of the City of Boroondara (local organisations will be prioritised)
- be not-for-profit, as classified by the Australian Tax Office in the *Income Tax Assessment Act (1936)*
- be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee)
- have an Australian Business Number (ABN)
- have a committee of management or Board 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
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all other relevant Australian and Victorian legislation, including: accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required).

## 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, or meet in venues that promote gaming.
- funding requests that Council considers are the funding responsibility of other levels of government
- primary or secondary schools
- registered political parties
- religious projects, services 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
- funding of prizes, sponsorships, donations or gifts
- projects that have been or are being funded by other parts of Council
- interstate or overseas travel.

## Grant conditions and applicant accountability

- Applicants can submit more than one application across all services.
- Successful applicants will be required to become a signatory to a standard funding deed, which lists all grant conditions and agreed performance outcomes/measures. This must be signed before the funds are issued.
- Successful applicants will be required to provide quarterly reports to Council on progress against the outcomes and other agreed measures using the reporting format set out the funding agreement as part of the decision making process for continuing the funding. Council reserves the right to withdraw the offer of a second and third year of funding if eligibility or funding conditions are breached; or if the funded service or program is unable to meet its objectives.
- The City of Boroondara must be acknowledged in any promotional material or publicity. This includes:
  - Prominent placement of the City of Boroondara logo on all promotional material preceded by the text 'proudly supported by'. The prominence of Council's logo should reflect Council's level of support (financial and in-kind) compared to other sponsors. Use of the logo is to be approved by Council.
- Council may make funding conditional on other specific conditions being met.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion annually. If Council's grant funds are not spent, all remaining funds must be returned to Council.
- Successful applicants must (as required) attend meetings convened by Council officers to discuss service outcomes, community needs, trends and partnership opportunities.

## Assessment process

- Applicants must speak with a relevant officer before submitting a full Expression of Interest.
- Category guidelines and Expression of Interest documentation will be available and these will outline the assessment criteria that will be used to assess applications.
- Applications will be assessed by a panel of Council officers against the assessment criteria provided in the schedules in the Expression of Interest documentation.

The Assessment Panel will submit its recommendations to Council for endorsement. Council makes final decisions and approves successful applications at a designated Council meeting.



## 8. Individual Achievement Grants

Purpose	These grants support individuals in their pursuit of high levels of performance by providing assistance for expenses incurred through participating (performing, competing or presenting) at national or international levels. This category will be open to applications on an ongoing basis.
Streams	Individual Achievement Grants are divided into three streams: <ul style="list-style-type: none"><li>• Active Community</li><li>• Creative Community</li><li>• Sustainable Community.</li></ul>
Timeframe	Quarterly (or until funds are expended)
Recipients	This is a competitive category open to individuals who incur costs associated with attaining high levels of performance and achievement in any field or discipline.
Funding range	National: <ul style="list-style-type: none"><li>• individual: \$200</li><li>• group: \$400</li></ul> International: <ul style="list-style-type: none"><li>• individual: \$300</li><li>• group: \$750</li></ul> <p>*Group funding is applicable if more than three individuals who are participating as part of a team/group apply for funding.</p> <p>Applicants who demonstrate financial hardship through providing evidence of a current means tested government issued card (held by the individual or their parent/guardian if under 18) may apply for an additional 20% funding.</p>
Funding available	The amount of funding available within each funding stream will be at Council's discretion.
Eligibility criteria	To be eligible for Individual Achievement Grants funding the following conditions must be met: <ul style="list-style-type: none"><li>• Applications are only open to individuals.</li><li>• The applicant must reside within the City of Boroondara, be selected by a governing body (or equivalent) to attend, and provide a letter of selection. The event, program or activity must be conducted/coordinated by a recognised organisation (ie national or international governing/peakbody, not by a group of individuals).</li><li>• Applications must be received at least four weeks prior to, but no earlier than three months before, the event for which funding is requested commences. Or otherwise within one week of receiving the invitation to</li></ul>

participate.

- Applicants are ineligible if they have received funding through this funding scheme in any of the two previous financial years.
- Applicants must have satisfactorily accounted to Council for the expenditure of a previous Council grant if relevant.

#### Exclusions

The following will not be funded:

- incorporated groups or profit-making organisations
- funding requests Council considers are the funding responsibility of other levels of government
- registered political parties
- religious projects, services or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- costs already incurred (i.e. Council will not fund retrospectively)
- new equipment or materials not directly related to being able to compete or participate in the activity
- publishing, promotion or distribution of CDs, DVDs or writing works
- website development or maintenance
- participation in events that may be perceived to portray a negative image (e.g. associations with alcohol, gambling, smoking, discrimination)
- paid participation in commercial based events.

#### Grant conditions and applicant accountability

- The applicant must spend the grant funding as detailed in the application unless written approval is obtained.
- The applicant must present the City of Boroondara with an official notification of participation from the organising body.
- In the case that the applicant has to withdraw from the event for any reason, or the event for which funding has been awarded is cancelled, the applicant will be required to reimburse City of Boroondara the full amount awarded.
- Successful applicants will need to acknowledge Council's support.
- Council may, at its discretion, promote the recipients of grants to the community.
- Council may make funding conditional on other specific conditions being met.
- The funding provided to successful applicants must be expended within six months of receiving.
- The City of Boroondara reserves the right to refuse funding. Once the allocated funds are exhausted during a funding period, no additional

funding will be available for events within that set period.

#### Assessment process

- Category guidelines and application forms will be made available each year and these will outline the assessment criteria that will be used to assess applications. Grant applications can be submitted anytime online via SmartyGrants.
- Applications will be assessed by officers in the order in which they are submitted. Applicants will be notified of the outcome within four weeks of the application being received. Incomplete applications will not be assessed until all required documents are received.
- Where the applicant is under 18 years of age, the funding will be made to the applicant's parent/guardian.

## 9. Individual Participation Grants

Purpose	Individual Participation grants will create social inclusion opportunities for disadvantaged community members to participate in sport and recreation and can only be accessed by low-income earners.
Timeframe	Ongoing (until funds are expended).
Recipients	This category is only open to City of Boroondara residents playing in a City of Boroondara sports club. Funding is to reduce the cost of sport club registration/membership fees only.
Funding range	Grants of 75% (capped at \$200) of sports club fees will be awarded to the successful applicants. Grant funding will be paid directly to the nominated sports club, who will then reduce the club registration/membership fee by the grant amount.
Funding available	The amount of funding available will be at Council's discretion.
Eligibility criteria	<p>To be eligible for Individual Participation Grants, the following conditions must be met:</p> <ul style="list-style-type: none"> <li>• Applicants must be City of Boroondara residents.</li> <li>• Evidence of a current means tested government issued card (held by the individual or their parent/guardian if under 18).</li> <li>• Applicants are ineligible if they have received funding in any of the two previous financial years.</li> <li>• Applicants (via their sports club) must have satisfactorily accounted to Council for the expenditure of a previous grant if relevant.</li> <li>• Council may, at its discretion, promote the recipients of grants to the community.</li> </ul>

## Grant Conditions

- Council may make funding conditional on other specific conditions being met.
- The funding provided to successful applicants must be expended (via the sport club) within six months of receipt.
- The City of Boroondara reserves the right to refuse funding. Once the allocated funds are exhausted during a funding period, no additional funding will be available for registrations within that set period.

## Assessment process

- Category guidelines and application forms will be made available each year and these will outline the assessment criteria which will be used to assess applications. Grant applications can be submitted online via the City of Boroondara website
- Applications will be assessed by officers in the order in which they are submitted. Applicants will be notified of the outcome within 14 days of the application being received. Incomplete applications will not be assessed until all required documents are received.
- Successful candidates are required to submit their successful letter to their sports club. The sports club will reduce the registration fee for the applicant by the grant approval amount.

## 10. Boroondara Seniors Groups Grants

Purpose	These grants support senior groups to fund specific projects or activities, rental, insurance and operational costs, outings, guest speakers and/or transport which support older people of all abilities, interests and cultural backgrounds to participate in group activities, enhance wellbeing, and foster connections in the local community. This is an annual grants category that receives funding from the Victorian Department of Health.
Recipients	This is a non-competitive category applicable to specific senior groups located in Boroondara.
Funding range	Up to \$11,000
Funding available	The Boroondara Seniors Groups Grants are jointly funded by the Victorian Department of Health and Council. The amount of funding available, therefore, may alter in the future, depending on continued support from the department.
Eligibility criteria	<p>Boroondara Seniors Groups Grants provide funding to organisations that:</p> <ul style="list-style-type: none"> <li>• have a majority of its membership residing in Boroondara</li> <li>• are not-for-profit, as classified by the Australian Tax Office in the <i>Income Tax Assessment Act (1936)</i></li> <li>• are a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee) or have an auspice that is an incorporated body</li> <li>• have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration</li> <li>• have a committee of management that accepts responsibility for the administration of the grant</li> <li>• hold an adequate public liability insurance policy to cover the staff, members and the general public, as appropriate</li> <li>• have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)</li> <li>• comply with all other relevant Australian and Victorian legislation, including: accounting and auditing requirements; equal opportunity and anti-Discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports.</li> </ul>

Exclusions	<p>The following will not be funded:</p> <ul style="list-style-type: none"> <li>• individuals and private profit-making organisations</li> <li>• organisations or groups that own or operate poker machines, explicitly promote sports betting, or meet in venues that promote gaming</li> <li>• funding requests which Council considers to be the funding responsibility of other levels of government</li> <li>• registered political parties</li> <li>• religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs</li> <li>• projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments</li> <li>• projects or activities that have already started or have been completed (ie no retrospective funding)</li> <li>• funding of prizes, sponsorships, donations or gifts</li> <li>• projects that have been, or are being, funded by other parts of Council.</li> </ul>
Grant conditions and applicant accountability	<ul style="list-style-type: none"> <li>• Only one application per round can be submitted per organisation.</li> <li>• Funding recipients will be required to become a signatory to a standard funding agreement, which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.</li> <li>• Successful applicants will be required to provide a written project evaluation report annually (or as otherwise specified in the funding agreement) against agreed performance outcomes. Council will provide an evaluation form to all groups. These reports will be reviewed by Council officers.</li> <li>• The City of Boroondara and the Victorian Department of Health must be acknowledged in any promotional material or publicity.</li> <li>• Council may make funding conditional on other specific conditions being met.</li> </ul>
Assessment process	<p>Category guidelines and application forms will be distributed each year and these will outline the assessment criteria that will be used by the internal Seniors Groups Grants Assessment Panel to assess applications according to the Department of Health guidelines.</p>

## 11. Triennial Non-Competitive Grants

Purpose	This funding provides reliable financial assistance, enabling organisations to run vital community services and programs in the City of Boroondara. This is a triennial category.
Timeframes	Three years
Recipients	<ul style="list-style-type: none"> <li>• Neighbourhood Houses: <ul style="list-style-type: none"> <li>○ Alamein Neighbourhood and Learning Centre</li> <li>○ Ashburton Community Centre</li> <li>○ Balwyn Community Centre</li> <li>○ Bowen Street Community Centre</li> <li>○ Camberwell Community Centre</li> <li>○ Canterbury Neighbourhood Centre</li> <li>○ The Craig Family Centre</li> <li>○ Hawthorn Community House</li> <li>○ Kew Neighbourhood Learning Centre</li> <li>○ Surrey Hills Neighbourhood Centre</li> <li>○ Trentwood at the Hub</li> </ul> </li> <li>• Kew East Primary School Multipurpose Centre</li> <li>• Camberwell Rotary</li> <li>• Hawthorn Citizen's Youth Club</li> </ul>
Funding available	The amount of funding available within each funding stream will be at Council's discretion. Continued funding over the three years is subject to satisfactory achievement against agreed targets and no guarantee of funding beyond three years is provided.
Exclusions	<ul style="list-style-type: none"> <li>• funding for registered political parties</li> <li>• applications from community groups or organisations who operate/own poker machines, explicitly promote sports betting, or meet in venues that promote gaming</li> <li>• religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs</li> <li>• projects and/or events that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments</li> </ul>

Grant conditions and applicant accountability

- Funding recipients will be required to become a signatory to a funding agreement, which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Successful applicants will be required to provide a written project evaluation report annually (or as otherwise specified in the funding agreement) against agreed performance outcomes. These reports will be reviewed by Council Officers.
- Council may make funding conditional on other specific conditions being met.
- The City of Boroondara must be acknowledged in any promotional material or publicity.
- Council may, at its discretion, promote the recipients of grants to the community
- Recipients are not eligible to apply for the Triennial Competitive Grants

Assessment process

Each organisation will be required to address relevant assessment criteria prior to funding agreement renewal to ensure that recurrent funding aligns with the objectives of the Boroondara Community Strengthening Grants Policy and addresses Council's funding priorities and emerging community needs and priorities.

Council will review the outcomes of the Triennial Non-Competitive Grant category in terms of community needs at Council's discretion.

## 12. Funding Centre Subscription Grants

Purpose	This grant provides organisations with a subscription to the <i>Our Community Funding Centre</i> grant notification newsletter to encourage them to investigate alternative sources of funding from a range of avenues, including Victorian and Australian Governments, corporate, and philanthropic trusts.
Timeframe	Three years
Recipients	This is a competitive category open to non-profit community organisations which meet the eligibility criteria.
Funding range	Up to \$55 annually per organisation
Funding available	The amount of funding available will be at Council's discretion.
Eligibility criteria	<p>To be eligible for the Funding Centre Subscription Grants organisations/ community groups must:</p> <ul style="list-style-type: none"> <li>• be not-for-profit, as classified by the Australian Tax Office in the <i>Income Tax Assessment Act (1936)</i></li> <li>• have an Australian Business Number (ABN) or complete a Statement by Supplier form</li> <li>• based in, or regularly meeting in, the City of Boroondara</li> <li>• the majority of members must reside within the City of Boroondara.</li> </ul>
Exclusions	<p>The following will not be funded:</p> <ul style="list-style-type: none"> <li>• organisations that have not satisfactorily accounted to Council for the expenditure of a previous grant</li> <li>• applications from registered political parties</li> <li>• religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs</li> <li>• projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments</li> <li>• applications from individuals, profit-making organisations and schools.</li> <li>• organisations or groups that own or operate poker machines, explicitly promote sports betting, or meet in venues that promote gaming.</li> </ul>
Grant conditions	<ul style="list-style-type: none"> <li>• Successful applicants will be required to complete a progress report annually, detailing the organisation's use of the <i>Our Community Funding Centre</i> newsletter</li> <li>• Council may, at its discretion, promote the recipients of grants to the community</li> <li>• Council may make funding conditional on other specific conditions being met.</li> </ul>

Assessment process

- Category guidelines detailing the assessment criteria and application forms will be distributed each round
- Grant applications are submitted online via SmartyGrants
- Applications will be assessed by the Community Grants Officer and signed off by Manager Community Planning and Development against the assessment criteria provided in the guidelines.