

# Community Strengthening Grants Program

## 2020-21 Annual Grant Guidelines

Applications will be received from  
9am Monday 2 March 2020 until 11.59pm Monday  
13 April 2020

## English not your language?

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

**English** This is important information regarding the City of Boroondara's 2020-21 Annual Community Strengthening Grants Program. If you would like assistance making a grant application please phone **9278 4002** and tell the operator which language you speak. All applications need to be completed in English and applications close at 12 midnight Monday 13 April 2020.

**Greek** **Ετήσιες Επιχορηγήσεις**

Αυτές είναι σημαντικές πληροφορίες σχετικά με το Ετήσιο Πρόγραμμα Επιχορηγήσεων Κοινοτικής Ενδυνάμωσης για το 2020-21 του Δήμου Boroondara. Αν θέλετε βοήθεια για να υποβάλετε αίτηση για επιχορήγηση, τηλεφωνήστε στο **9278 4002** και ενημερώστε τον υπάλληλο για τη γλώσσα που μιλάτε. Όλες οι αιτήσεις πρέπει να συμπληρωθούν στα αγγλικά και η προθεσμία υποβολής των αιτήσεων είναι στις 12 μεσάνυχτα Δευτέρα, 13 Απριλίου 2020.

**Italian** **Sovvenzioni annuali**

Queste sono informazioni importanti riguardo al Programma di sovvenzioni annuali per rinforzare la comunità del Comune di Boroondara nel 2020. Se desideri essere aiutato nella preparazione della domanda chiama il **9278 4002** e spiega all'operatore che lingua parli. Tutte le domande devono essere compilate in inglese ed il termine ultimo è la mezzanotte di lunedì 13 aprile 2020.

**Vietnamese** **Khoản tài trợ hàng năm**

Đây là thông tin quan trọng liên quan đến Chương trình Tài trợ Cộng đồng Hàng năm (Annual Community Strengthening Grants) 2020-21 của Thành phố Boroondara. Nếu muốn có người giúp làm đơn xin tài trợ, xin vui lòng gọi số **9278 4002** và nói cho tổng đài biết quý vị nói ngôn ngữ nào. Tất cả các đơn xin phải bằng tiếng Anh và hạn chót nộp đơn là 12 giờ đêm thứ Hai 13 tháng 4 năm 2020.

**Simplified Chinese** **年度拨款**

这是有关 Boroondara 市 2020-2021 年度“加强社区拨款计划”的重要信息。若需申请拨款的协助，请致电 **9278 4002**，并告诉话务员您使用的语言。所有申请均须英文填写，申请截止期为 2020 年 4 月 13 日星期一午夜 12 点。

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## 1 Community Strengthening Grants

The Boroondara Community Plan 2017-27 (the BCP) is Council's key strategic document. The BCP guides Council's decision making and directly informs the Council Plan 2017-21, budget processes, and all of Council's strategies, policies, plans and actions, including the Community Strengthening Grants policy.

The Community Strengthening Grants provide funding for activities that respond to the social, cultural, recreational and environmental needs of Boroondara residents, as outlined in the BCP. The activities and projects funded through Council's Community Strengthening Grants program reflect this focus.

You can view the BCP and the Council Plan 2017-21 on the Boroondara website at the following web links:

[www.boroondara.vic.gov.au/BCP](http://www.boroondara.vic.gov.au/BCP)

[www.boroondara.vic.gov.au/council-plan](http://www.boroondara.vic.gov.au/council-plan).

### **The objectives of Community Strengthening Grants are to:**

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

## 2 Annual Grants

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

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

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

The total funding available each year is subject to variation, depending on Council's annual budget allocation and the contribution of the Rotary Club of Balwyn. The 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.

### **3 Annual Grants funding streams**

In 2020-21, funding will be distributed through the following six streams:

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

In your online application, you'll be asked to choose the stream your project/activity best fits into. In your application, there will be questions based on the objectives of that stream.

#### **3.1 Active Community - Sports and Recreation**

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

##### **Active Community stream objectives:**

- provide new and innovative opportunities for local sport, physical activity and social connection
- enhance participation in both structured (e.g. team sports) and non-structured (e.g. walking and cycling) sport and recreation opportunities for a diversity of residents
- encourage clubs to be self-sustainable (e.g. specialist coaching clinics, sustainable sport club ideas, club governance or admin skills).

#### **3.2 Life-long Community - opportunities for 55+**

This stream is to support opportunities for older people (aged 55+) to 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.

**Life-long Community stream objectives:**

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

**3.3 Creative Community - Arts and Culture**

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

**Creative Community stream objectives:**

Support the development and delivery of artistic and cultural activities that:

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

**3.4 Healthy Community - Health, Safety and Wellbeing**

This stream is available for projects and activities that promote safety, good health and wellbeing of individuals, families and community groups, across all ages, abilities and cultural backgrounds.

**Healthy Community stream objectives:**

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

### **3.5 Sustainable Community - Environmental Sustainability**

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

#### **Sustainable Community stream objectives:**

- increase community awareness and understanding of environmental sustainability
- showcase our natural environment as healthy and sustainable for future generations
- build community capacity to live sustainably through efficient use of energy and water, resource recovery and/or reuse of materials, and renewable energy generation
- support initiatives and projects which demonstrate diverse environmental sustainability benefits, including:
  - sustainable resource use (e.g. efficient use of energy and water, resource recovery, and renewable energy generation)
  - reduction of waste generated and disposed of in landfill
  - climate change mitigation and adaptation
  - biodiversity protection and enhancement
  - healthy waterways
  - sustainable transport (e.g. walking and cycling)
  - local and sustainable food production and distribution.

### **3.6 Vibrant Retail Precincts**

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

#### **Vibrant Retail Precincts stream objectives:**

Support events, festivals and initiatives that:

- increase visitation and spending locally by promoting and showcasing the unique attributes and strengths of a retail precinct
- strengthen the connection between people, local community groups and retail precincts

- promote a sense of pride in the retail precinct
- encourage participation in community life and enhance health and wellbeing
- re-imagine and activate spaces to create memorable and social experiences where people feel a sense of belonging
- showcase the skills and talents of the local community
- promote and expand the local night-time economy.

#### 4 Community Arts Venue Grants

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

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

View the Community Arts Venue Grants Guidelines

<https://www.boroondara.vic.gov.au/CAV> for further information.

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

The option to apply for a Community Arts Venue Grant is included in the Annual Community Strengthening Grant application.

## 5 Eligibility criteria and conditions of funding

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

- provide direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)
- be a registered legally constituted entity (e.g. a co-operative, incorporated association or company limited by guarantee) or have an auspice (unless requesting less than \$1,000)
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public, as appropriate
- not have its own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all 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).

### 5.1 Exclusions

- individuals and private profit-making organisations
- applications from 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
- applications from primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant.)

- Repeat applications in consecutive years for the same projects, activities and equipment
- applications from 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 competitions, prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance or fixed assets (e.g. air conditioners, shade sails, cubby houses and sheds)
- projects that have been or are being funded by other parts of Council
- operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

## **5.2 Conditions of funding**

- Professional fees (e.g. labour, salary, wages) and administration costs (e.g. phone calls, printing, stationery) can only represent 50% of the total grant funding requested from Council.
- The project must be completed within 12 months or by 31 December 2021.
- Successful applicants and organisations auspicing applications will be required to become a signatory to a standard funding agreement that lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Auspice fees are not accepted and must not be included in the budget.
- Acknowledgement of the City of Boroondara and the Rotary Club of Balwyn must be made in any promotional material or publicity features.
- Successful applicants will be required to provide a written evaluation of 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 expenditure budget or a financial statement (audited if required) at completion of the funding period.
- Any Council grant funds over \$150 not spent must be returned to Council.
- Council may make funding conditional on other specific conditions being met.
- If the project/activity or timeframe needs to be varied, the applicant must contact Council to discuss.

## 6 Assessment criteria

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

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

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

- Describe what your project or activity will achieve in reference to the Community Strengthening Grants Program objectives listed on page 4.
- Describe how your project or activity addresses at least two of the relevant grant stream objectives listed in section 3.

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

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

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

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

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

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

## 7 Getting the right advice

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

Please discuss your program ideas with the appropriate officer listed below.

<b>Active Community</b>		
William Bullock	Recreation	9278 4783
Sean Buncle	Sport	9278 4160
<b>Life-long Community</b>		
Deanna Boulos	Aged Services	9278 4769
<b>Creative Community</b>		
Bridget Flood	Arts and Culture	9278 4770
Jackie Gatt	Arts and Culture	9278 4770
<b>Healthy Community</b>		
Nicole Frey	Children and Families	9278 4439
Toula Papaioannou	Youth	9278 4620
Caddy Purdy	Neighbourhood Houses	9278 4822
Emma Wilkinson	Disability, Access and Inclusion	9278 4938
Sarah Lausberg	Health and Wellbeing	9278 4427
Andrea Learbuch	Safer Communities	9278 4715
Emma Wilkinson	Cultural Diversity	9278 4938
Laura Lynch	Volunteering	9278 4550
<b>Sustainable Community</b>		
Liz Casper	Environment	9278 4347
<b>Vibrant Retail Precincts</b>		
Alana Smith	Economic Development	9278 4879

For general enquiries about the Annual Grants program, please contact Traci Alchin in the Community Planning and Development Department on 9278 4753 or email [communitygrants@boroondara.vic.gov.au](mailto:communitygrants@boroondara.vic.gov.au).

### 7.1 Information privacy and personal information

Council treats all personal information provided as part of a grant application in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1973. The personal information requested on the 2020-21 Annual Community Strengthening Grants application form is being collected by Council for the purpose of assessing, processing and allocating the 2020-21 Annual Community Strengthening Grant applications. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its

functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected we are unable to process your 2020-21 Annual Community Strengthening Grant application. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

## 7.2 Information sessions

We have a step-by-step guide on our website to help you prepare and apply for a grant, as well as face-to-face sessions you can attend.

<p><b>Community Grant Information Sessions</b>          These information sessions provide community groups and organisations with useful information about how to apply, the selection criteria, the assessment process and are an opportunity to ask questions.</p>	<p><b>Wednesday 4 March 2020</b>          10.30am to 12midday          The Blackwood Room          Camberwell Civic Precinct          8 Inglesby Road, Camberwell          Book now <a href="http://www.boroondara.vic.gov.au/grant-writing-help">www.boroondara.vic.gov.au/grant-writing-help</a></p>
	<p><b>Thursday 12 March 2020</b>          6.30pm to 8pm          The Boroondara Room          Camberwell Civic Precinct          8 Inglesby Road, Camberwell          Book now <a href="http://www.boroondara.vic.gov.au/grant-writing-help">www.boroondara.vic.gov.au/grant-writing-help</a></p>
	<p><b>Tuesday 17 March 2020</b>          1pm to 2.30pm          Meeting Room 4          Trentwood at the Hub          2 Centre Way, Balwyn North          Book now <a href="http://www.boroondara.vic.gov.au/grant-writing-help">www.boroondara.vic.gov.au/grant-writing-help</a></p>
	<p><b>Wednesday 1 April 2020</b>          2.30pm to 4pm          Meeting Room 1          Balwyn Library          336 Whitehorse Road, Balwyn          Book now: <a href="http://www.boroondara.vic.gov.au/grant-writing-help">www.boroondara.vic.gov.au/grant-writing-help</a></p>

## 8 Before submitting your application

### 8.1 Speak to a Council officer

Contact details of the Council officers responsible for each funding stream are on page 12. Before applying, it is important that you talk through your project ideas with the officers for advice on how to shape your application to give it every chance of success. Failure to discuss your project with a Council officer prior to submission will render your application ineligible for funding.

### 8.2 Information sessions

Council is holding four information sessions for applicants seeking further information on the grants and how to apply online (Wednesday 4 March, Thursday 12 March Tuesday 17 March and Wednesday 1 April 2020). [See page 13 for more details](#) of these sessions.

### 8.3 Volunteer grant writers

Council is recruiting volunteer grant writers to assist organisations to develop and complete their applications. If your organisation would benefit from this help, please phone 9278 4753 or email [traci.alchin@boroondara.vic.gov.au](mailto:traci.alchin@boroondara.vic.gov.au) .

### 8.4 Required documentation

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

- Incorporation Annual Statement (<https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/running-an-incorporated-association/annual-statement>)
- the latest copy of your organisation's financial statement
- a current public liability insurance certificate or evidence of application for such
- letters or emails of support including auspice arrangement where applicable.

## 9 Auspiced applications

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

If the application is successful, the auspicing organisation will need to sign the Funding Agreement and the funds will be paid to the auspicing organisation. The incorporated organisation then administers the funding on behalf of the auspiced organisation. Please note that auspice fees will not be funded and must not be included in the budget.

## 10 Budget advice

### 10.1 Expenditure Budget

- In the Expenditure budget section, only include the amount requested from City of Boroondara - not the total project budget (which may be more).
- The total income (amount requested from City of Boroondara) and total expenditure must be the same amount.
- All budget costs must be realistic and justified for the project proposal.
- The budget in the application must be completed with GST exclusive amounts.
- Applicants must obtain formal quotes for all services and products over \$1,000. Quotes must include the suppliers ABN and the GST amount.
- All applicants must complete a budget using the budget table provided in the SmartyGrants online application form.
- Professional fees and administration costs of the project or activity can only represent 50% of the total amount requested from the City of Boroondara. Salaries and wages do not require a quote, however a working out is required i.e. x hrs per week @ \$x per hr, over x weeks.
- Auspice fees must not be included in the budget.
- All items listed in the budget must include a description of the item and the dollar amount.
- Some applications may receive partial funding. If your project/activity does not receive full funding, you will need to consider how it could be amended.

### 10.2 Other sources of income

Use this table in the Budget Section of the application form to list any other sources of income for the proposed activity or project. This may include alternative sources of grant funding, member contributions or your organisation's own cash contribution.

### 10.3 In-kind Support

Use this table in the Budget Section of the application form to list the in-kind support for the proposed activity or project.

This may include use of venue space, equipment, volunteer labour or donated goods or services.

To assist in calculating the volunteer labour value, visit <https://www.fundingcentre.com.au/help/valuing-volunteer-labour>

## 11 Submitting your application online

Please submit your application and supporting materials online in SmartyGrants.

If you have not already registered for an account in SmartyGrants, you will find instructions here:

<https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>.

Access the guidelines and application forms here:

<https://www.boroondara.vic.gov.au/annual-community-strengthening-grants>

If you would like assistance submitting your application online, personalised half-hour training sessions are available from Monday 23 March to Friday 27 March 2020 from 3.30pm - 4.30pm. Bookings are required.

Phone: 9278 4794

Email: [communitygrants@boroondara.vic.gov.au](mailto:communitygrants@boroondara.vic.gov.au).

**Applications and all supporting materials are due 11:59pm Monday 13 April 2020. Late applications will not be considered.**

### 11.1 Free internet access

Boroondara Library Services provides free internet access. To book a library computer, phone 9278 4666 or go to the library's website, <http://www.boroondara.vic.gov.au/libraries> .

### 11.2 Helpful information for your application

To assist you in making your application, the City of Boroondara has several resources available including the History and Demographics web page, which provides access to relevant data for your application.

Access the History and Demographics web page:

[www.boroondara.vic.gov.au/demographics](http://www.boroondara.vic.gov.au/demographics)

Council also has an Accessible Events and Projects Guide to assist you in creating and accessible event at <https://www.boroondara.vic.gov.au/accessible-events>

## 12 Assessment process

Applications close at 11:59pm, Monday 13 April 2020. Applications will then be assessed and applicants will be notified of the outcome of their application in late September 2020.

### Our process:

- We undertake an eligibility check based on the conditions of funding.
- Applications are assessed by Council officers against the assessment criteria.
- Assessments are provided to the Community Strengthening Grants Assessment Panel for review. The Community Strengthening Grants Assessment Panel consists of Councillors and Balwyn Rotary Club members.
- The Community Strengthening Grants Assessment Panel recommendations are submitted to Council for final endorsement.

## 13 Grant timelines

	Date	Time
Applications Open	Monday 2 March 2020	9am
Annual Community Grant Information Sessions	Wednesday 4 March	10.30am to 12midday
	Thursday 12 March 2020	6.30pm to 8pm
	Tuesday 17 March 2020	6.30pm to 8pm
	Wednesday 1 April 2020	2.30pm - 4pm
Applications close	Monday 13 April 2020	11.59pm
<b>*Late applications will not be considered*</b>		
Notification of results	Late-September 2020	