



**BOROONDARA**  
*City of Harmony*

# Community Strengthening Grants Program

**2020-23**

## Triennial Operational Grant Guidelines

**Applications will be received from 9am Thursday 2 January 2020  
until 11.59pm Sunday 23 February 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 2020-23 Triennial Operational 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 11.59pm Sunday 23 February 2020.
- Cantonese** 本重要資訊與 City of Boroondara 的2020-2023三年期強化社區運營撥款計畫（Operational Community Strengthening Grants Program）有關。如果您需要撥款申請方面的協助，請致電**9278 4002**並告訴接線員您所講的語言。所有的申請均需以英語完成，並且在2020年2月23日（星期日）晚11時59分之前提交。
- Mandarin** 这是关于Boroondara市2020-2023年的加强社区运作三年期拨款计划的重要信息。如果您想在申请经费方面获得帮助，请致电**9278 4002**，并告诉接线员您说什么语言。所有申请表需用英文填写，申请截止时间为2020年2月23日星期日晚上11时59分。
- Greek** Οι παρακάτω είναι σημαντικές πληροφορίες σχετικά με το τριετές Πρόγραμμα Κοινωνικής Ενίσχυσης του Δήμου του Μπορουντάρα (City of Boroondara), 2020-23. Εάν θέλετε βοήθεια για να υποβάλετε αίτηση επιχορήγησης, παρακαλούμε τηλεφωνήστε στο **9278 4002** και πείτε στον τηλεφωνητή ποια γλώσσα μιλάτε. Υποχρεούνται όλες οι αιτήσεις να είναι γραμμένες στα αγγλικά και η προθεσμία υποβολής αιτήσεων είναι μέχρι την Κυριακή 23 Φεβρουαρίου 2020, στις 11.59μ.μ.
- Italian** Queste sono importanti informazioni sul Programma di Contributi Operativi Triennali per il Rafforzamento delle Comunità 2020-23 del Comune di Boroondara. Se avete bisogno di assistenza nella compilazione della domanda di contributo siete pregati di chiamare il numero **9278 4002** e di dire all'operatore che lingua parlate. Tutte le domande devono essere compilate in inglese ed il termine ultimo per la presentazione è domenica 23 febbraio 2020 alle ore 11:59.
- Vietnamese** Đây là thông tin quan trọng liên quan đến Chương trình Cấp Ngân khoản Ủng cố Cộng đồng Hòa hợp mỗi ba năm 2020-23 của Thành phố Boroondara. Nếu cần có người giúp làm đơn xin khoản tài trợ, xin quý vị gọi điện thoại số **9278 4002** và nói cho nhân viên biết quý vị nói ngôn ngữ nào. Tất cả đơn xin phải điền bằng tiếng Anh và hạn chót nộp đơn là 11 giờ 59 phút tối Chủ Nhật 23 tháng 2 năm 2020

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## 1. Community Strengthening Grants program

In 2017, Council adopted the Boroondara Community Plan 2017-27 (the BCP) as its 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.

The BCP identifies the vision for the municipality as 'a vibrant and inclusive city, meeting the needs and aspirations of its community' (BCP 2017-27). 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 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 grants enable the community to implement projects, run events and provide services to meet outcomes that are valued by the community.

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

- increase participation of residents in their community
- increase inclusion and representation of under-represented groups and issues
- develop innovative approaches to local social 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. Triennial Operational Grants

The Triennial Operational Grants are part of the Community Strengthening Grants Program and support operating and program costs associated with the delivery of 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
- build alliances with organisations that collectively strengthen Boroondara's social, environmental, and cultural infrastructure.

This is a competitive category open to community organisations that meet the eligibility criteria. These grants are awarded for three years provided the grant recipient complies with the grant conditions on an annual basis.

### 3. Triennial Operational Grants funding streams and available funding

The 2020-23 Triennial Operational Grants funding will be distributed through the following funding streams:

- Creative Community
  - creative and cultural groups
  - community events
- Vibrant Retail Precincts
- Sustainable Community
- Healthy Community.

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

Refer to Section 4 for a description of each stream.

Funding Stream	Applicant type	Maximum funding available for each organisation per year for three years
<b>Creative Community - creative and cultural groups</b>	Creative and cultural organisations	\$15,000
<b>Creative Community - community events</b>	Community organisations who deliver community festivals or events	\$15,000
<b>Vibrant Retail Precincts</b>	Trader associations	\$50,000
<b>Sustainable Community</b>	Community organisations	\$15,000
<b>Healthy Community</b>	Community organisations	\$15,000

**Please note the following:**

- The amount of funding available within each funding stream will be at Council's discretion.
- Funding is provided for three financial years. Continued funding over the three years will be subject to satisfactory achievement against agreed targets and an annual review.
- No guarantee of funding beyond three years is provided.
- Organisations that have previously received a Triennial Operational Grant are welcome to reapply.

## 4. Grant streams and assessment criteria

### Creative Community stream

This stream is available to eligible community organisations to engage Boroondara residents in arts and cultural experiences, which foster learning and community connections.

Grants are available for community festivals; diverse community based art and cultural programs; events and activities that articulate and enhance arts, culture and heritage practice across Boroondara.

**Please note:** For community events the proposed activity must have been running for at least two years before it is eligible.

Recipients need to demonstrate innovation in artistic programming and production, as well as best practice in areas such as environmental sustainability and event management.

Organisations wishing to present cultural celebrations, including Christmas celebrations for the broader community, should apply under this category.

### Creative Community Stream Objectives

The objectives of the Creative Community Funding stream are to 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 community at facilities and public spaces across Boroondara
- introduce a new or emerging art form or cultural practice to the Boroondara community.

Council plans and strategies relevant to this stream include:

Boroondara Arts Plans

### Creative Community assessment criteria

Creative Community applications will be assessed against the criteria below.

The additional points may assist to guide your responses.

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

- Describe how your proposal will address the Community Strengthening Grants Program objectives listed on page 5.
- Describe how your proposal will address **at least two** of the 2020-23 Triennial Operational Creative Community Grant objectives.

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

- Demonstrate the project or activity responds to a community need and evidence of demand.
- Demonstrate your research has identified the need for this project or activity.
- Demonstrate this project or activity cannot be funded elsewhere.
- Demonstrate clear rationale for the project or activity being provided over a three-year period.

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

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

**4. HOW will your organisation manage the funded project or activity over the three-year period? (25%)**

- Provide evidence of promoting greater awareness of, and participation in, arts activities in the City of Boroondara.
- Provide evidence the organisation has the expertise and capacity to successfully manage and evaluate the project or activity over three years.
- Provide evidence of a relevant project or activity plan (including timelines) and a realistic three-year budget.
- Provide evidence of consideration given to the future sustainability of project or activity (for example, sponsorships or other funding sources).

**For community events**

To ensure your event meets all permit and other requirements, please refer to the 'Organise an event in a park, garden or sportsground guide'. You can find the guide here: [www.boroondara.vic.gov.au/plan-your-event](http://www.boroondara.vic.gov.au/plan-your-event)

***Please note:*** You will be required to do the following if you are successful in receiving funding:

- submit detailed event, traffic and risk management plans
- provide evidence of relevant insurances and permits, as well as compliance with relevant health and other Council requirements.

## Vibrant Retail Precincts stream

This stream is available to trader associations to deliver community-based events, festivals and major initiatives 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 led by a trader association and may be developed in partnership with eligible community organisations.

Grants are available for festivals and major initiatives that activate and enhance a retail precinct.

**Please note:** For festivals and major initiatives the proposed activity must have been running for at least **two years** before it is eligible.

Recipients need to demonstrate innovation in interactive programming and production, as well as best practice in areas such as environmental sustainability and event management.

Council plans and strategies relevant to this stream include:

- Economic Development and Tourism Strategy 2016 - 2021  
[www.boroondara.vic.gov.au/business/our-vision-business](http://www.boroondara.vic.gov.au/business/our-vision-business)
- Placemaking Framework  
[www.boroondara.vic.gov.au/placemaking](http://www.boroondara.vic.gov.au/placemaking)

## Vibrant Retail Precincts stream objectives

The objectives of the Vibrant Retail Precincts funding stream are to support events, festivals and major 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.

## Vibrant Retail Precincts assessment criteria

Vibrant Retail Precincts applications will be assessed against the criteria below.

The additional points may assist to guide your responses.

### 1. WHAT are the objectives of the project or activity? (25%)

- Describe how your proposal will address the Community Strengthening Grants Program objectives listed on page 5.
- Describe how your proposal will address **at least two** of the 2020-23 Triennial Operational Vibrant Retail Precincts Grant objectives.

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

- Demonstrate the project or activity responds to a community need and evidence of demand.
- Demonstrate the project or activity cannot be funded elsewhere.
- Demonstrate clear rationale for the project or activity being provided over a three-year period.

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

- Describe who will participate in your project or activity.
- Describe how the project or activity will benefit the retail precinct's business owners.
- Describe how the project or activity will benefit Boroondara residents.
- Describe how the project or activity will showcase local skills and talents.
- Describe how the project or activity create links and develops partnerships with other organisations.
- Describe how sustainability measures will be incorporated into the project or activity.

## 4. **HOW will your organisation manage the funded project or activity over the three-year period? (25%)**

- Provide evidence that the organisation has the expertise and capacity to successfully manage and evaluate the project or activity over three years.
- Provide evidence of a relevant project or activity plan (including timelines) and a realistic three-year budget.
- Provide evidence that consideration has been given to the future sustainability of the project or activity (for example, sponsorships or other funding sources).

### **For community festivals**

To ensure your festival meets all permit and other requirements, please refer to the 'Organise an event in a park, garden or sportsground guide'. You can find the guide here: [www.boroondara.vic.gov.au/plan-your-event](http://www.boroondara.vic.gov.au/plan-your-event)

This guide provides insight into the required permits noting the festival will be held in a retail precinct.

***Please note:*** You will be required to do the following if you are successful in receiving funding:

- submit detailed event, traffic and risk management plans
- provide evidence of relevant insurances and permits, as well as compliance with relevant health and other Council requirements.

## Healthy Community stream

This stream is available to eligible community organisations to support programs and activities that promote safety, good health and wellbeing of individuals, families and community groups across all ages, abilities, and cultural backgrounds. It is also available to support projects and activities that connect people who are experiencing primary or secondary homelessness with support services.

The purpose of this stream is to enable organisations to respond directly to the needs of disadvantaged residents and to allow community service organisations to plan longer term, attract resources and build strategic partnerships with other organisations in Boroondara.

### Healthy Community stream objectives

The objectives of the Healthy Community Funding stream are to support programs and activities to:

- promote health, wellbeing, community safety, and prevention of violence
- connect people who are experiencing primary or secondary homelessness with support services
- build a connected and inclusive community
- offer life-long learning opportunities for Boroondara's diverse community
- foster the development of community stakeholder relationships which promote health, wellbeing, community safety and prevention of violence.

### Healthy Community Assessment Criteria

Healthy Community applications will be assessed the criteria below. The additional points may assist to guide your responses.

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

- Describe how your proposal will address the Community Strengthening Grants Program objectives listed on page 5.
- Describe how your proposal will address **at least two** of the 2020-23 Triennial Operational Healthy Community Grant objectives.

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

- Demonstrate the project or activity responds to a community need.
- Demonstrate your research has identified this gap in services and/or opportunities in the community that you intend to fill.
- Demonstrate this project or activity will not duplicate existing services or programs.
- Demonstrate this project or activity cannot be funded elsewhere.
- Demonstrate clear rationale for the project or activity being provided over a three-year period.

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

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

**4. HOW will your organisation manage the funded project or activity over the three-year period? (25%)**

- Provide evidence that the organisation has the expertise and capacity to successfully manage and evaluate the project or activity.
- Provide evidence of a relevant project or activity plan (including timelines) and a realistic three-year budget.
- Provide evidence of capacity for ongoing program and/or service development over three years.
- Provide evidence of consideration given to the future sustainability of the project or activity (for example, sponsorships or other funding sources).

## Sustainable Community stream

This stream is available to eligible community organisations to foster sustainable living and a healthy natural environment in Boroondara. In addition to delivering environmental benefits, activities that are funded through this stream may also deliver other social benefits.

Council plans and strategies relevant to this stream include:

- Our Low Carbon Future Strategy  
<https://www.boroondara.vic.gov.au/sites/default/files/2017-07/Our-Low-Carbon-Future-Strategy-July-2009.pdf>
- Urban Biodiversity Strategy 2013- 2023  
<https://www.boroondara.vic.gov.au/sites/default/files/2017-05/Urban-Biodiversity-Strategy-2013-2023.pdf>
- Water Management Strategy  
<https://www.boroondara.vic.gov.au/sites/default/files/2017-05/Integrated-water-management-strategy.pdf>

## Sustainable Community stream objectives

The objectives of the Sustainable Community funding stream are to:

- 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.

## Sustainable Community assessment criteria

Sustainable Community applications will be assessed against criteria below.

The additional points may assist to guide your responses.

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

- Describe how your proposal will address the Community Strengthening Grants Program objectives listed on page 5.

- Describe how your proposal will address at **least two** of the 2020-23 Triennial Operational Sustainable Community Grant objectives.

**2. WHY is the proposed service, project or activity needed in Boroondara? (25%)**

- Demonstrate the project or activity responds to a community need.
- Demonstrate your research has identified this gap in project or activity and/or opportunities in the community that you intend to fill.
- Demonstrate this project or activity will not duplicate existing services or programs.

- Demonstrate this project or activity cannot be funded elsewhere.
- Demonstrate clear rationale for the project or activity being provided over a three-year period.

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

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

**4. HOW will your organisation manage the funded project or activity over the three-year period? (25%)**

- Demonstrate evidence the organisation has the expertise and capacity to successfully manage and evaluate the project or activity.
- Demonstrate evidence of a relevant project or activity plan (including timelines) and a realistic three-year budget.
- Demonstrate capacity for ongoing project or activity service development over three years.
- Demonstrate consideration has been given to the future sustainability of the project or activity (for example, sponsorships or other funding sources).

## 6. Eligibility criteria

To be eligible for a Triennial Operational Grant, you 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 (e.g. 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 a public liability insurance policy to cover the staff, members and the general public, to \$20 million and workers compensation and volunteers insurance
- 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
  - 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.

## 7. Exclusions

The following will not be funded:

- 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
- organisations that receive Non Competitive Triennial Funding
- applications from registered political parties
- projects or activities run by (or involvement with) political or religious groups seeking to promote core beliefs
- funding of prizes, sponsorships, donations or gifts
- projects that have been or are being funded by other parts of Council
- interstate or overseas travel.

**Please Note:** Annual grant recipients are not excluded from applying for triennial grants

## 8. Conditions of funding

Please note the following conditions of funding:

- Only one application per round can be submitted per organisation.
- Applications must be submitted via the SmartyGrants website and can be accessed via the Council website [www.boroondara.vic.gov.au/triennial-grants](http://www.boroondara.vic.gov.au/triennial-grants)
- 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 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. The report form will be available via the SmartyGrants website and must be submitted online. These reports will be reviewed by Council officers.
- 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.
- Successful applicants must (as required) attend quarterly meetings convened by Council officers to discuss community needs, trends and partnership opportunities.
- 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.
  - verbal acknowledgement during opening/closing proceedings and as appropriate
  - opportunity for the Mayor or ward Councillor to participate in the program, project, festival or event in an official capacity
  - opportunity for Council to take up a presence at the program, project, festival or event, with no charge to Council.

## 9. Before submitting your application

### Speak to a Council officer

Applicants are required to discuss their grant application with a City of Boroondara Council officer prior to making a submission. This will provide support with your planning and assist you in meeting the funding and program criteria.

For further information about the grant streams, please contact the Community Development Officer (Grants and Partnerships) in the Community Planning and

Development Department on 9278 4753 or email [communitygrants@boroondara.vic.gov.au](mailto:communitygrants@boroondara.vic.gov.au)

## Information sessions

Council is holding three information sessions for applicants seeking further information on:

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

The information sessions also provide an opportunity to ask questions.

See below for dates and times of these sessions.

### **Wednesday 8 January 2020**

10.30am to 12midday

The Boroondara Room

Camberwell Civic Offices

8 Inglesby Road

Camberwell

Book now

[www.boroondara.vic.gov.au/triennial-grants](http://www.boroondara.vic.gov.au/triennial-grants)

### **Tuesday 21 January 2020**

6.30pm - 8pm

Phyllis Hore Room

Kew Library

corner of Cotham Road and Civic Drive

Kew

Book now

[www.boroondara.vic.gov.au/triennial-grants](http://www.boroondara.vic.gov.au/triennial-grants)

### **Thursday 6 February 2020**

4pm to 5.30pm

Blackwood Room

Camberwell Civic Offices

8 Inglesby Road

Camberwell

Book now

[www.boroondara.vic.gov.au/triennial-grants](http://www.boroondara.vic.gov.au/triennial-grants)

If you require an interpreter (including an Auslan interpreter), please call 9278 4794 or book online via [EventBrite](#)

## Required documentation

Applicants are required to complete all sections of the appropriate application form and attach their organisation's:

- annual statement (<https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/running-an-incorporated-association/annual-statement>)
- latest copy of financial statement (income statement or balance sheet). Audited if applicable.
- current public liability insurance certificate and other relevant insurances or evidence of application for such.

Letters or emails of support can also be provided.

## 10. Budget advice

- In the budget section, only include the Council grant requested - not the total project budget (which may be more).
- The total grant income and expenditure must be the same amount.
- All items listed in the budget must include a description of the item.
- 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 \$3,000. Quotes must include the suppliers ABN and the GST amount.
- All applicants must complete a budget using the budget form provided in SmartyGrants.

## 11. GST

Organisations must indicate their GST status on the application form. If successful, organisations with an ABN that are registered for GST will receive their grant, plus 10% GST. Organisations with an ABN that are not registered for GST will receive their grant without GST.

## 12. 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, please follow these [instructions](#).

Access to the guidelines and application forms is via the following link  
[www.boroondara.vic.gov.au/triennial-grants](http://www.boroondara.vic.gov.au/triennial-grants)

**Applications and all supporting materials are due 11.59pm Sunday 23 February 2020. Late applications will not be considered.**

## 13. Free internet access

Boroondara Library Services provides free internet access and you can also find the guidelines and application forms there. To book a library computer, phone 9278 4666 or go to the website [www.boroondara.vic.gov.au/libraries](http://www.boroondara.vic.gov.au/libraries).

## 14. 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 to the History and Demographics web page is via the following link  
[www.boroondara.vic.gov.au/demographics](http://www.boroondara.vic.gov.au/demographics)

## 15. Assessment process

- Guidelines and online application forms via SmartyGrants will be available triennially and these will outline the assessment criteria that will be used to assess applications.
- 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 the Panel. An external member (non-voting) with specific expertise for particular grant categories may also be appointed to provide additional specialist advice. The number of Councillors on the Panel is to be determined by Council at its discretion.
- The Community Strengthening Grants Assessment Panel will then submit its recommendations to Council for consideration and 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.

## 16. Grant timelines

<b>Applications Open</b>	<b>Thursday 2 January 2020 at 9am</b>
<b>Closing date for applications</b>	<b>Sunday 23 February 2020 at 11.59pm</b>
<b>Assessment process</b>	<b>March - May 2020</b>
<b>Notification of results</b>	<b>June 2020</b> <i>If you have not been notified of the result of your application by end of June, please contact 9278 4753.</i>

## 17. Community Strengthening Grants and the Boroondara Community Plan

The Boroondara Community Plan (BCP) is the City of Boroondara's key strategic document. The vision of the BCP is for a vibrant and inclusive city, meeting the needs and aspirations of its community.

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

- **Theme One:** Your Community, Services & Facilities,
- **Theme Three:** The Environment
- **Theme Six:** Your Local Shops and Businesses.

The activities, programs and projects funded through Council's Community Strengthening Grants program will be aligned to the objectives and strategies under these key themes.

More information on the BCP and other relevant Council plans and strategies are available at the following web links:

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

## 18. Information privacy and personal information

Council treats all personal information provided as part of a grant application in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1973. The personal information requested on this form is being collected by Council for the purpose of assessing, processing and allocating the 2020-23 Triennial Operational 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 2020-23 Triennial Operational Grant application. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

**Applications close at 11.59pm Sunday 23 February 2020**  
**Late applications will not be considered**