

Community Strengthening Grants Program

2020 Small Grants (Biannual) Guidelines

Applications will be received from
9am Monday 2 March 2020 until 11:59pm Sunday
29 March 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 Small Grants (Biannual) 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 Sunday 29 March 2020.
- Greek** **Μικρές (Εξαμηνιαίες) Επιχορηγήσεις**
- Αυτές είναι σημαντικές πληροφορίες σχετικά με τις Μικρές (Εξαμηνιαίες) Επιχορηγήσεις του Δήμου Βoroondara για το 2020. 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 μ.μ, Κυριακή, 29 Μαρτίου 2020.
- Italian** **Piccole sovvenzioni (semestrali)**
- Queste sono informazioni importanti riguardo alle Piccole sovvenzioni (semestrali) 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 domenica 29 marzo 2020.
- Vietnamese** **Khoản Tài trợ Một Số Tiền Nhỏ (mỗi hai năm)**
- Đây là thông tin quan trọng liên quan đến Chương trình Tài trợ Một Số Tiền Nhỏ (mỗi hai năm) (Small (Biannual) 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 Chủ nhật 29 tháng 3 năm 2020.
- Simplified Chinese** (每半年一次) 小额拨款
- 这是有关 Boroondara 市 2020 年 (每半年一次) 小额拨款的重要信息。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 3 月 29 日星期日午夜 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

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 Small Grants (Biannual)

Small Grants (Biannual) 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. Small Grants are open for application in March and September.

Up to \$3,000 is available for small projects, with a maximum of \$2,000 available for equipment purposes within a project or separate from a project. Professional fees and administration costs are not eligible budget items for Small Grants. Projects up to \$3,000 including professional fees and administration costs can be applied for through the Annual Grants process.

Applicants can apply once in each round, and in the Annual Community Strengthening Grants, but the combined total requested within 12 months must be no more than \$10,000.

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, shared between both rounds.

3 Small Grants (Biannual) funding streams

In 2020, 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 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:

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.

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:

- support programs and activities that 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 that demonstrate diverse environmental sustainability benefits, including:
 - sustainable resource use (e.g. efficient use of energy and water, resource recovery, and renewable energy generation)
 - reduction of waste generated and disposed of in landfill
 - 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:

- 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 Eligibility criteria and conditions of funding

To be eligible for a Small Grant (Biannual), 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).

4.1 Exclusions

- individuals and private profit-making organisations
- applications from 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 (eg labour, salary, wages) and administration costs (eg phone calls, correspondence, stationery)
- 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.

4.2 Conditions of funding

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

5 Assessment criteria

Small Grants (Biannual) 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%)

- Choose one Community Strengthening Grants Program objective (see page 4).
- Choose one of the relevant grant stream objectives (see section 3).

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

- Explain how your activity fills a community need.

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

- Tell us who will be involved in your project or activity.
- Tell us how the project will benefit Boroondara residents.

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

- Explain how your organisation will plan, deliver and evaluate the activity.
- A project budget that shows how the funds requested will be spent.

6 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.

Active Community		
William Bullock	Recreation	9278 4783
Sean Buncle	Sport	9278 4160
Life-long Community		
Deanna Boulos	Aged Services	9278 4769
Creative Community		
Bridget Flood	Arts and Culture	9278 4770
Jackie Gatt	Arts and Culture	9278 4770
Healthy Community		
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 4336
Sarah Lausberg	Health and Wellbeing	9278 4427
Andrea Learbuch	Safer Communities	9278 4715
Emma Wilkinson	Cultural Diversity	9278 4938
Laura Lynch	Volunteering	9278 4550
Sustainable Community		
Liz Casper	Environment	9278 4347
Vibrant Retail Precincts		
Alana Smith	Economic Development	9278 4879

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

6.1 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 Small Grants (Biannual) application form is being collected by Council for the purpose of assessing, processing and allocating the 2020 Small Grant (Biannual) 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 Small Grants (Biannual) application. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

6.2 Information sessions

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

Community Grants Information Sessions 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.	Wednesday 4 March 2020 10.30am to 12midday The Blackwood Room Camberwell Civic Precinct 8 Inglesby Road, Camberwell Book now www.boroondara.vic.gov.au/grant-writing-help
	Thursday 12 March 2020 6.30pm to 8pm The Boroondara Room Camberwell Civic Precinct 8 Inglesby Road, Camberwell Book now www.boroondara.vic.gov.au/grant-writing-help
	Tuesday 17 March 2020 1pm to 2.30pm Meeting Room 4 Trentwood at the Hub 2 Centre Way Balwyn North Book now www.boroondara.vic.gov.au/grant-writing-help
	Wednesday 1 April 2020 2.30pm to 4pm Meeting Room 1 Balwyn Library 336 Whitehorse Road Balwyn Book now: www.boroondara.vic.gov.au/grant-writing-help

7 Before submitting your application

7.1 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

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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.

7.2 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 12 for more details of these sessions.

7.3 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 .

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. For bookings please phone 9278 4794 or email frances.folino@boroondara.vic.gov.au. Bookings are required.

7.4 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.

8 Auspiced applications

Organisations or groups that are not incorporated and wish to apply for a Small 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.

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9 Budget advice

9.1 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.
- 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 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://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>.

Access to the guidelines and application forms is via the following website link, <https://www.boroondara.vic.gov.au/small-grants>.

Applications and all supporting materials are due 11.59pm Sunday 29 March 2020. Late applications will not be considered.

10.1 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>.

10.2 Helpful information for your application

To assist you in making your application, the City of Boroondara has several resources available including the All about Boroondara - Social Statistics web page, which provides access to relevant data for your application.

<https://www.boroondara.vic.gov.au/about-council/history-and-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>

11 Assessment process

Applications close at 11.59pm Sunday 27 March 2020. Applications will then be assessed and applicants will be notified of the outcome of their application in late July 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.

12 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	Sunday 29 March 2020	11.59pm
Late applications will not be considered		
Notification of results	Late-July 2020	