

# Community Strengthening Grants Program

## 2020 Commemorative Community Grants Guidelines

Applications will be received from 9am Monday  
2 March 2020 until 11.59pm Sunday 5 April 2020

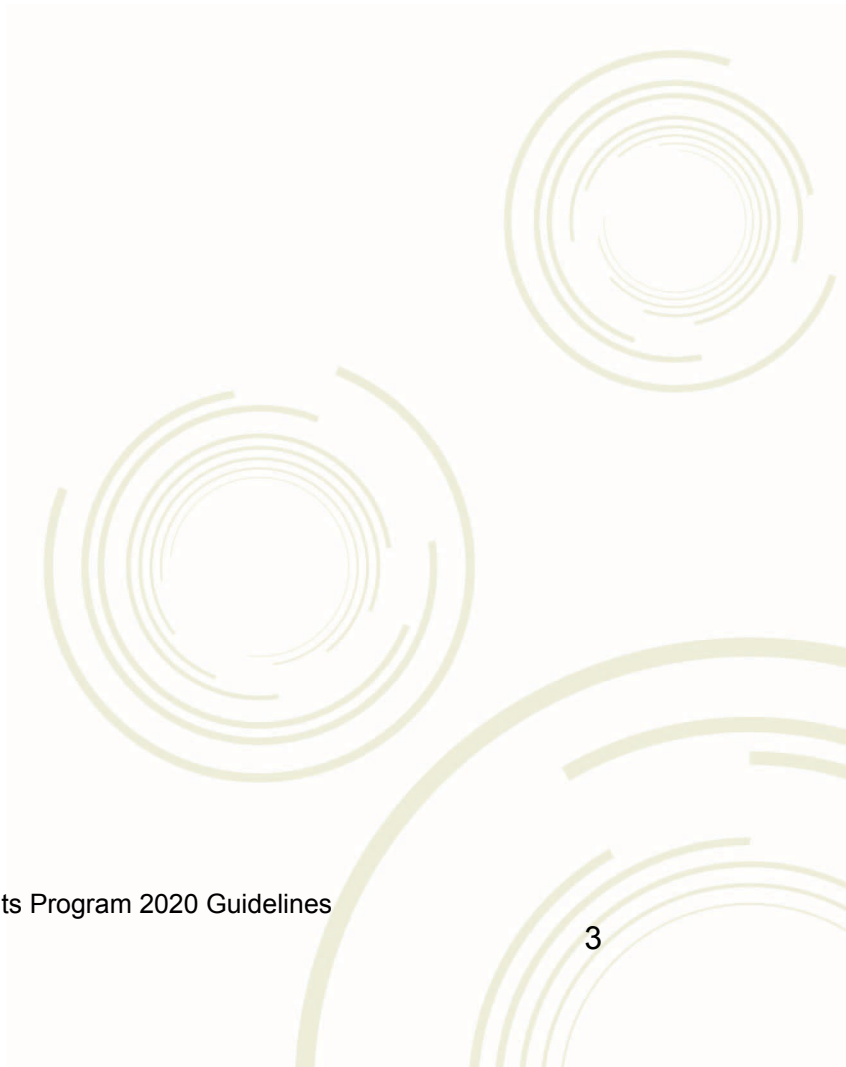
## English not your language?

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

English	<p><b>Commemorative Community Grants Program</b></p> <p>This is important information regarding the City of Boroondara's Commemorative Community Grants Program. If you would like assistance making a grant application please phone <b>9278 4002</b> and tell the operator which language you speak. All applications need to be completed in English and applications close at 11.59pm Sunday 5 April 2020</p>
Greek	<p><b>Αναμνηστικές Επιχορηγήσεις</b></p> <p>Αυτές είναι σημαντικές πληροφορίες σχετικά με τις Αναμνηστικές Επιχορηγήσεις του Δήμου Boroondara για το 2020. Αν θέλετε βοήθεια για να υποβάλετε αίτηση για επιχορήγηση, τηλεφωνήστε στο <b>9278 4002</b> 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, 5 Απριλίου 2020.</p>
Italian	<p><b>Sovvenzioni commemorative</b></p> <p>Queste sono informazioni importanti riguardo alle Sovvenzioni commemorative del Comune di Boroondara nel 2020. Se desideri essere aiutato nella preparazione della domanda chiama il <b>9278 4002</b> e spiega all'operatore che lingua parli. Tutte le domande devono essere compilate in inglese ed il termine ultimo è la mezzanotte di domenica 5 aprile 2020.</p>
Vietnamese	<p><b>Khoản tài trợ Kỷ niệm</b></p> <p>Đây là thông tin quan trọng liên quan đến Chương trình Tài trợ Kỷ niệm (Commemorative Grants) 2020 của Thành phố Boroondara. Nếu muốn có người giúp làm đơn xin tài trợ, xin vui lòng gọi số <b>9278 4002</b> 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 5 tháng 4 năm 2020.</p>
Simplified Chinese	<p><b>纪念拨款</b></p> <p>这是有关 Boroondara 市 2020 年纪念拨款的重要信息。若需申请拨款的协助，请致电 <b>9278 4002</b>，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 5 日星期日午夜 12 点。</p>

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## 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.

## Commemorative Community Grants

From time to time, Council will award commemorative grants to mark historic and important occasions. This year, Council is making small grants up to \$5000 available for community organisations and schools to recognise and commemorate the 75<sup>th</sup> anniversary of the end of World War Two (WWII). The Grants will enable local community-based projects and activities that commemorate the end of the WWII and remember and honour all Australian service men and women.

Funding is for projects and activities that meet the above objectives and may include but are not limited to the following:

- a public event commemorating the anniversary
- projects that preserve, interpret and display WWII memorabilia
- new publications of wartime histories (e.g. unit histories, local wartime histories and letters from service men and women)

- innovative educational and cultural projects with a WWII focus.

The total funding available for Commemorative Community Grants is \$20,000. All projects or activities must be completed by 31 December 2020.

## **Commemorative Community Grants funding stream**

All applications for the Commemorative Community Grants will be made in the Creative Community grant stream.

### **Creative Community - Arts and Culture**

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

Grants are available for:

- community festivals
- diverse community-based art and cultural programs, and
- 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.

## Eligibility criteria and conditions of funding

To be eligible for a Commemorative Community 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, company or company limited by guarantee) or similar including a school, 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).

## 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 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.

## **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.
- Projects must be completed by 31 December 2020.
- 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.
- Acknowledgement of the City of Boroondara 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.
- Council may make funding conditional on other specific conditions being met.
- No variations to the project/activity timeframe are allowed.
- Any Council grant funds over \$150 not spent must be returned to Council.

## Assessment criteria

### Commemorative Community Grants Assessment Criteria

Commemorative Community Grant applications will be assessed against the following criteria.

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

#### **1: How will the grant activity commemorate the 75th Anniversary of the end of World War Two (25%)?**

- describe the project, including how the project will be delivered
- describe how the project links to the 75th anniversary of the end of World War II

#### **2: Explain how the grant activity will engage with the local community (25%).**

- demonstrate the level of support for your proposal from the local community
- how will the local community be involved in the project?
- how will the project be promoted to the community?

#### **3: Describe the benefits of the project to the local community (25%).**

- who will benefit from this project and what will the benefits for the Boroondara community be?

#### **4: Demonstrate your organisation's governance and capability to successfully deliver the project (25%).**

- provide evidence that your organisation has the expertise and capacity to successfully manage and evaluate the project or activity
- include your organisation's prior experience in delivering similar projects
- make sure that your budget accurately reflects the activity that is proposed.

## Getting the right advice

For enquiries about the Commemorative Community Grants program, please contact Boroondara Arts' Cultural Development Officer, Bridget Flood 9278 4770 or email [bridget.flood@boroondara.vic.gov.au](mailto:bridget.flood@boroondara.vic.gov.au).

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

We recommend you to have a one-on-one meeting with Boroondara Arts' Cultural Development Officer to help you prepare for your grant application.



## **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 Commemorative Community Grant application form is being collected by Council for the purpose of assessing, processing and allocating the 2020 Commemorative Community Grant applications. 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 Commemorative Community Grant applications. The information will only 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 Commemorative Community Grant application. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

## **Before submitting your application**

### **Speak to a Council officer**

We recommend you to have a one-on-one meeting with Boroondara Arts' Cultural Development Officer who is responsible for the Commemorative Community Grants. Contact details are on page 8. During this meeting you will talk through your project ideas and gain advice on how to shape your application to give it every chance of success. Failure to discuss your project with the Boroondara Arts' Cultural Development Officer prior to submission may render your application ineligible for funding.

### **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>) or similar
- 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.

## Auspiced applications

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

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

## Budget advice

- In the budget section, only include the Council grant requested - not the total project budget (which may be more).
- 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 form provided in SmartyGrants.
- 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 a 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.
- The total income and total expenditure must be the same 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.

## 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 the instructions at the link below.

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

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

**Applications and all supporting materials are due 11:59pm Sunday 5 April 2020. Late applications will not be considered.**

### **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> .

### **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> .

### **Assessment process**

Applications close at 11.59pm, Sunday 5 April 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.
- The Community Strengthening Grants Assessment Panel recommendations are submitted to Council for final endorsement.

## Grant timelines

	Date	Time
Applications Open	Monday 2 March 2020	9am
Applications close	Sunday 5 April 2020	11.59pm
<b>*Late applications will not be considered*</b>		
Notification of results	Late-July 2020	