Grant Information Session Workbook

Annual Community Strengthening Grants

# Section C - Project details

## Please describe your project

This is where you tell us exactly what your project involves. If you are struggling to put into words what the project is, may be start with bullet points. Once you have the bullet points, build on them. You have **100 words,** make every one of them count!

Top tip: give your project description to someone else to read. After reading, ask them to tell you what the project is about. Did your description make sense or does it need some work?

# Section D - Response to Assessment Criteria

## WHAT are your project objectives? How will your project meet the Community Strengthening Grant and Grant Stream objectives? (25%)

You have identified Community Strengthening Grant and Grant Stream objectives, now tell us how your project will make those objectives happen. You have 500 words, go for it!

Top Tip: Tell us how your project will reduce social isolation, how will your project increase participation of residents in their community, how your project will increase community participation in arts and cultural activities…

## WHY is the project needed? Describe how your project will meet the needs of the Boroondara community (25%)

What evidence do you have that your project is needed?

* Look at the [Boroondara Community Plan 2021-2031](https://www.boroondara.vic.gov.au/about-council/council-administration/policies-plans-and-strategies/boroondara-community-plan-2021-2031), its themes and strategies. Does your project sound like it will deliver any of these?
* Do you have anecdotal evidence?
* Do you have statistical data or demographic data? You can look at the information on Boroondara from the [Community Profile ID website](https://profile.id.com.au/boroondara).
* What gap in services or programs is your project filling?

## WHO is going to benefit from you project? What is the benefit to those who will participate in the project (25%)

Describe how the participants will benefit from the project.

Explain all the benefits the participants will get from participating in your project. An example would be; by bringing together people your project is reducing social isolation and increasing the wellbeing of participants.

Who will participate in the project?

|  |  |  |  |
| --- | --- | --- | --- |
| Who will be involved? (active participants, committee members, audience, other community stakeholders | How will they be involved and benefit? | How many will participate? | How have you determined the number of participants? |
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Tell us which groups your proposal will support, engage or work with. Tick all boxes that apply.

☐ Youth

[ ]  Children

[ ]  Families

[ ]  Seniors

[ ]  Women

[ ]  Men

[ ]  LGBTIQ+ communities

☐ Aboriginal and Torres Strait Islander Peoples

[ ]  Culturally and Linguistically Diverse (CALD)

[ ]  People with a disability

[ ]  Socially isolated

[ ]  People who are homeless or at risk of homelessness

[ ]  Low income

[ ]  Other (please specify):

## HOW will you deliver this project? (25%)

This is where you get to tell us that your group can deliver this project and you have thought about how you will deliver it.

Top tip: Use the Project Plan if it helps you to identify major tasks, who is responsible for what and the timeframe and deadlines for tasks.

### Project Plan

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| --- | --- | --- |
| Task | Person Responsible | Timeframe / Deadline |
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## Evaluation

Let us know how you are going to measure the success of your project.

* Are you going to get all participants to fill in an evaluation form or respond to a survey?
* Will you measure success by the amount of people participate or show up to your event?

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| Information to capture | Evaluation Tool(How are you going to gather the information) |
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# Section E - Budget

* Please only list expenditure items that the Annual Community Strengthening Grant will be funding. There is another section in the application form where you can list in-kind contributions and other financial support.
* Do not include GST in expenditure items
* A maximum of 50% of the total funding requested from City of Boroondara can be for professional fees and administration costs.
* Income (how much you are requesting from City of Boroondara) must equal expenditure.

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| --- | --- | --- | --- |
| Expenditure item | Budget category | Amount including GST | Amount (GST exclusive) |
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## Other income and in-kind support

Let us know if you are providing any in-kind support or if you have any other financial support for your project.

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| --- | --- |
| Financial Support | Amount |
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Examples of in-kind support:

* Use of space
* Volunteers
* Use of staff

Top tip: one resource to help you calculate the in-kind dollar contribution of volunteers is [The Funding Centre website](https://www.fundingcentre.com.au/help/valuing-volunteer-labour).

|  |  |
| --- | --- |
| In kind Support | Amount |
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