

3.2 Allocation 2020 Round 2 Small Grants (Biannual)

Abstract

This report contains the recommendations of the Assessment Panel for the 2020 Small (Biannual) Grants Program - Round Two.

This new grant category of Small Grants (Biannual) provides quick-turn around funding for small, new and one-off services, programs and activities that strengthen the Boroondara community. These activities are to be completed within six months of the approved organisation receiving the funding agreement.

Small to medium not-for profit community organisations and groups were able to apply for grants of up to \$3,000 under six streams.

Applications were open from Monday 28 September and closed on Sunday 18 October 2020. The Guidelines for this grant were available through the Council website, along with information on how to apply and contact information. Council officers provided advice and support to applicants.

Thirty six applications were received and the total amount requested was \$78,422. Thirty two applications were recommended for full or partial funding totalling \$68,134 (**Attachment 1**). Two applications were not recommended for funding and two were ineligible. (**Confidential Attachment 2**).

Confidential information is contained in **Attachments 2** and **3**, as circulated in the confidential section of the agenda attachments.

These attachments are confidential information for the purposes of section 3(1) of the *Local Government Act 2020*:

- (a) because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (section 3(1)(a)); and
- (b) because it is personal information, being information which if released would result in the unreasonable disclosure of information about a person of their personal affairs (section 3(1)(f)); and
- (c) these grounds apply because these Attachments concern the ongoing allocation of grants that would, if prematurely released, diminish the strength of Council's position in regard to its final decision about the allocation of the grants.

This item is included in the public agenda to facilitate transparency and accountability in Council's decision making.

If discussion of the confidential information in the attachment to this report is required in order for Council to make a decision, this item will be deferred to the confidential section of the agenda.

Officers' recommendation

That the Services Delegated Committee resolve to:

1. endorse the Small (Biannual) Grants funding allocations for Round Two 2020-21 of \$68,134.55 (as outlined in **Attachment 1**, as annexed to the minutes).
2. roll over unexpended funds of \$62,096.45 to the 2021-22 Annual Community Strengthening Grants

Responsible director: Carolyn McClean, Director Community Support

1. Purpose

This report seeks Council endorsement of the recommendations of the Community Strengthening Assessment Panel for the Small (Biannual) Grants program in the second half of 2020-21

2. Policy implications and relevance to community plan and council plan

The Boroondara Community Plan 2017-27 is Council's key strategic document and it describes the community's 10-year vision and priorities. It guides Council's decision making, and directly informs the Council Plan, budget processes and Council strategies, plans, policies and actions.

The Boroondara Community Plan is structured around seven themes our community told us were important to them and each includes a strategic objective describing the outcomes we are seeking to achieve. The three strategies of relevance for this report are:

Strategy 1.3 under the Priority Theme of Your Community, Services and Facilities.

Deliver, facilitate and advocate for services and programs that promote health, wellbeing, safety and a sense of community.

Strategy 1.8 under the Priority Theme of Your Community, Services and Facilities.

Facilitate and produce diverse arts and cultural programs to provide entertainment and increase participation in community life for residents and tourists.

Strategy 6.3 under the Priority Theme of Your Local Shops and Businesses

Showcase and promote the City's attractions to increase visitation and spending locally.

In addition, the health and wellbeing priorities of promoting mental health and social connection will also be contributed to through these projects.

Council Plan

The Boroondara Council Plan 2017-21 vision is for *a vibrant and inclusive city, meeting the needs and aspirations of its community*. As noted above, the relevant themes for this report are:

Priority Theme One: Your Community, Services and Facilities
Priority Theme Six: Your local Shops and Businesses

Policy context

The Boroondara Community Strengthening Grants Policy 2020, sets out the parameters for the allocation of the Small (Biannual) Grants program. This is a new grants category providing quick-turnaround funding for small, new and one-off services, programs and activities that strengthen the Boroondara community. The policy integrates Council's grant funding activities so they strategically align to community needs, as identified in the Council Plan 2017-21.

The allocations recommended by the Assessment Panel also support commitments contained in the Boroondara Arts Plan, the Multicultural Action Plan 2019-23, Disability Action Plan 2018-22, Sport and Recreation Strategy, Children and Young People's Strategy, Economic and Tourism Strategy 2016-21 and the Add life to your years - Healthy Ageing in Boroondara Plan.

3. Background

The new category of Small (Biannual) Grants program provides quick-turnaround funding 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 applications in two rounds each year and small to medium sized not-for-profit organisations are able to apply for this grant. Projects must be completed within six months of receipt of the grant.

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. 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 Small Grants opened on Monday 28 September and closed on Sunday 18 October 2020. Applicants were required to discuss their applications with a Council officer prior to making a submission. Council officers from relevant areas discussed proposal ideas and provided advice to applicants to strengthen their proposals.

Volunteer grant writers were available on request to assist applicants in developing their submissions. Training was also available on request on how to submit the application online.

A total of 36 applications were received in the following streams:

- Active Community
 - Sport
 - Recreation
- Creative Community
- Healthy Community
 - Children and families
 - Health and Wellbeing
- Life-long Community
- Sustainable Community
- Vibrant Retail Precincts

The application form and assessment process were simplified in line with a program of smaller grants with a quicker turnaround process.

All applications were initially assessed by Council officers according to the assessment criteria outlined in the grant guidelines. Assessments were made using a rating scale from 0 to 10 with scores made in one of four categories:

- Highly Recommended Overall (81% - 100%)
- Good Overall (66% - 80%)
- Fair Only (50% - 65%)
- Not Recommended Overall (under 50%).

As well as the score, officers provided comments based on their knowledge of the strength of the community outcomes the project would be likely to achieve. The scores and comments were reviewed by the relevant managers.

Due to COVID-19 social distancing restrictions, the Community Strengthening Grants Assessment Panel meeting was held via Webex on Monday 14 December 2020. Relevant department managers and officers also attended the meeting to provide additional advice to the panel. A full list of attendees is outlined in **Confidential Attachment 3**.

The Assessment Panel considered the advice and the ratings provided by Council officers and managers in its deliberations. The Panel also based its discussions and decisions on the program guidelines and analysis of the financial investment against the potential community benefit from the proposed services or activities.

4. Outline of key issues/options

As noted above, there were 36 applications for the 2020 Small (Biannual) Grants - Round Two.

The grant applications received were for equipment, such as computers to facilitate more online programs, and small projects to encourage community connections and reduce social isolation and support local shopping precincts.

The funding pool for 2020-21 Annual Community Strengthening Grants (including the Small Grants) is \$547,153, which includes a contribution from Rotary Club of Balwyn and an allocation from Council, as well as rolled over funds from the 2019-20 Annual Community Strengthening Grants and the 2020-23 Triennial Operational Grants. In addition, the Small Grants were brought forward to provide COVID Community Response Grants up to \$1,000 to help community organisations mitigate the impact of COVID - 19. Following the allocation of these grants, there were sufficient funds remaining to offer the Small Grants (Biannual) up to \$3,000.

The table below details how the funds have been apportioned across each category of grants.

Total Funding Pool	\$547,153.00
Round 1 Small Grants (Biannual)	\$62,756.00
COVID-19 Community Response Grants	\$61,769.07
2021-21 Annual Grants	\$292,396.97
Total	\$416,922.04

The remaining \$130,231 from the total Annual Community Strengthening Grants pool is allocated to Round 2 Small Grants (Biannual). The table below shows the community demand for funding compared with the funding allocated.

Grant category	Applications received	Total amount requested	Total amount available	Funded amount
Small Grants	36	\$78,422	\$130,231	\$68,134

The total amount requested is \$78,422 across all streams, which is \$51,809 less than the total funding available of \$130,231.

The Panel has recommended full or partial funding for 32 of the 36 applications totalling \$68,134 and these are listed along with the project summaries in **Attachment 1**. Two applications were not recommended for funding and two applications were ineligible, and these are listed in **Confidential Attachment 2**.

The Community Strengthening Grants Assessment Panel reviewed the ineligible applications and recommended that one application from Servants Community Housing, which has an annual budget in excess of \$1m and is therefore considered a large organisation, receive full funding, as it is based in Boroondara providing support for vulnerable residents. As per the 2020 Small Grants (Biannual) Guidelines, '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.' The Panel also recommended that one application in Creative Community stream receive full funding, which is above the \$2,000 limit for equipment. Both applications are listed in **Attachment 1**.

At the conclusion of the Panel, there were remaining funds of \$62,096.45. The Panel recommended the unexpended funds to be allocated to the 2021-22 Annual Community Strengthening Grants.

5. Consultation/communication

The Small (Biannual) Grants program was promoted through:

- The Fuse e-newsletter
- Council's social media
- Boroondara Creative Network e-newsletter
- the BVRC Member Bulletin
- City of Boroondara website on a dedicated webpage.
- a specific website news item.

While information sessions were not delivered due to COVID-19 restrictions, applicants were assisted through phone contact with Council officers.

6. Financial and resource implications

As noted above, the total funding pool for the 2020-21 Annual Community Strengthening grants is \$547,153. This funding covered two rounds of Small (Biannual) Grants, one round of COVID-19 Community Response Grants and the Annual Community Strengthening Grants up to \$10,000.

From the available funding of \$130,231, the amount allocated in Round 2 Small Grants (Biannual) is \$68,134.55, with \$62,096.45 unexpended. The Panel recommended unexpended funds to be allocated to the 2021-22 Annual Community Strengthening Grants.

7. Governance issues

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

8. Social and environmental issues

The outcomes from the applications recommended for funding will have a positive social impact within the Boroondara community. The recommended applications will support a range of activities and resources, which will promote a sense of community, enhance community inclusion, and provide cultural engagement opportunities.

Manager: Fiona Brown, Manager Community Planning and Development

Report officer: Traci Alchin, Development Officer - Grants and Partnership

Attachment 1: 2020 Round 2 Small (Biannual) Grant - Recommended

	Organisation	Project Title	Project Description	Panel Recommendation	Partial and/or Conditional Funding	Conflict of interest
1	Alamein Neighbourhood & Learning Centre Inc.	Alamein Coffee Club	Funding is requested to purchase a coffee machine for the Alamein Coffee Club, as well as consumerables and promotional materials.	\$3,000.00		No conflict of interest
2	Ashburton Community Centre	Nordic Walking in Ashburton and surrounds	Funding is requested to purchase Nordic walking equipment and marketing materials to enable Nordic walking to be established as a viable ongoing activity offered by the Ashburton Community Centre.	\$2,750.00		No conflict of interest
3	Ashburton Traders Association	New Laptop Computer for the Ashburton Traders Association	Funding is requested to purchase a new lap top and software for The Ashburton Village Traders Association.	\$2,000.00	Partial funding - \$2,000 maximum for equipment purchases	No conflict of interest
4	Boroondara Camberwell Greek Senior Citizens' Club Inc.	Equipment/Activity	Funding is requested to purchase computer equipment, kitchen utensils, first aid, safety and audiovisual equipment.	\$2,000.00		No conflict of interest
5	Boroondara Eagles FC	Bringing Soccer to School	Funding is requested to purchase soccer balls, cones and bibs to reconnect primary school children in soccer at school. Funding is also requested for advertising of the program and printing of the skills booklet.	\$2,820.00		No conflict of interest
6	Bowen Street Community Centre Association on behalf of Neighbourhood Houses Boroondara	Promotional banner renewal to promote Boroondara community houses and neighbourhood centres	Funding is requested to purchase promotional materials and a-frames to update the 11 combined Neighbourhood Houses in Boroondara banner to include Trentwood at the Hub for use at community events.	\$2,918.80		No conflict of interest

7	Bowen Street Community Centre Association	Re-engaging new mothers and babies and children	Funding is requested to provide a welcoming Bowen Street Community Centre (BSCC) morning tea to individual playgroups and mothers groups, as they engage or re-engage with BSCC after COVID shutdown. Funding is also requested for guest speakers and a morning tea four times a year for pop-up playgroups including inviting the local community.	\$1,500.00	Partial funding - contribution towards the project.	No conflict of interest
8	Burwood District Bowls Club	Mums, Bubs, Blankets and Bowls	Funding is requested to purchase equipment to provide a sun safe, comfortable and socially distant facility. Funding is also requested for promotional materials.	\$2,350.00		No conflict of interest
9	Camberwell Baptist Church Kindergarten	Playground Equipment Safety Upgrade	Funding is requested for playground equipment and materials.	\$2,309.85		No conflict of interest
10	Camberwell Conference Society of St Vincent de Paul	Supporting locals in need.	Funding is requested to support disadvantaged and vulnerable Boroondara residents with financial relief, food and material aid, with individual support dependent on the needs of callers.	\$2,000.00		No conflict of interest
11	Centre of Greek Ex-Servicemen Elderly Citizens Club of Kew & Districts	Purchase Equipment	Funding is requested to purchase computer equipment, kitchen utensils, first aid, safety and audiovisual equipment.	\$2,000.00		No conflict of interest
12	Cloud9 Women's Choir	Portable digital keyboard to maximise flexibility for performances and rehearsals.	Funding is requested to purchase a portable digital keyboard to enable the choir greater flexibility in rehearsals and performances.	\$979.00		No conflict of interest
13	Glenferrie Probus	Wellbeing Picnic, Celebration of Friendships	Funding is requested for catering and equipment hire to have three picnics in a COVID safe manner.	\$3,000.00		No conflict of interest
14	Greek Senior Citizens Club Hawthorn Kew & Districts	Equipment	Funding is requested to purchase computer equipment, kitchen utensils, first aid, safety and audiovisual equipment.	\$1,919.00	Partial funding - \$626 for iPad	No conflict of interest

15	Hartwell Association of Residents and Traders Inc	Hartwell. "The Heart of Melbourne" COVID Recovery Project	Funding is requested for a community mural to be painted by the community on commercial hoarding fronting Toorak Road South on the vacant land owned by Leo's. Funding would be used to erect the hoarding, buy paints and equipment. Funding is also requested to purchase materials promoting the message 'Hartwell is Open'.	\$3,000.00		No conflict of interest
16	Hawthorn Bowling Club	BBQ Equipment for New Function Areas	Funding is requested to purchases portable barbeques, gas bottles and cooler chests to increase social interaction of members and guests.	\$1,857.04		No conflict of interest
17	Kasih Project Inc	Kasih Project	Kasih Project is requesting funding to provide food relief packages to support international students, asylum seekers and others at risk of food insecurity who do not have access to government support.	\$1,000.00	Partial funding - contribution toward project	No conflict of interest
18	Melbourne Deaf Cricket Club	Defibrillator at Hays Paddock	Funding is requested to purchase a defibrillator.	\$2,000.00	Partial funding - \$2,000 maximum for equipment purchases	No conflict of interest
19	Men's Probus Club of Surrey Hills Inc.	Remote Meeting/Discussion Facility	Funding is requested to purchase a 12 month Zoom software licence to facilitate the introduction of remote monthly general meetings, weekly 'coffee group' chats, and other events.	\$190.00		No conflict of interest
20	MONT ALBERT NORTH PROBUS CLUB INC	Implement Pandemic Risk Management Plan - equipment, software, member familiarisation	Funding is requested to purchase software and sanitisation products to deliver events in a COVID safe environment. Funding is also requested for a catered launch event of the club's 2021 activities so that members can familiarise themselves with the new COVID procedures and new equipment/software.	\$1,447.92		No conflict of interest

21	North Balwyn Village Traders Association	Spend Local Voucher Campaign/Welcome Back	Funding is requested for the 'Spend Local' project. Funding would be spent on printing of vouchers, posters, signage, advertising and promotion of this project.	\$1,018.00		No conflict of interest
22	Pied Piper Toy Library Inc	Toys to support at-home learning	Funding is requested to purchase numeracy, literacy and STEM toys and materials.	\$2,561.87		No conflict of interest
23	Probus Club of Camberwell	Local Lunch	Funding is requested to cater a members' lunch in the local Boroondara area. Funding is also requested to purchase a tripod for the computer and data projector used at meetings.	\$3,000.00		No conflict of interest
24	Probus Club of Greythorn Inc	Enhancing the quality of presentations and social connections.	Funding is requested to purchase a new projector and to subsidise members' attendance at external social events.	\$2,794.55		No conflict of interest
25	Probus Club of North Balwyn	Webcam for Conference room Infrared Thermometer and Sanitizer dispenser	Funding is requested to purchase a webcam. Funding is also requested to purchase a thermometer and Sanitizer Dispenser to conduct any in-person meetings in a COVID safe manner.	\$1,858.49		No conflict of interest
26	Rajasthani Kutumb of Victoria	Gangaur 2021	Funding is requested to purchase equipment and decorations, promotional and cleaning materials for the Gangaur Festival in 2021.	\$3,000.00		No conflict of interest
27	Rowen Street Kindergarten	The Rowen Street Kindergarten Waste Hub Project	Funding is requested to purchase compost bins, worm farm and hub base for the Waste Hub project.	\$1,528.00	Partial funding - labour costs not funded	No conflict of interest
28	Servants Community Housing	Defibrillator for Carrical	Funding is requested to purchase a defibrillator.	\$2,000.00		No conflict of interest

29	Surrey Hills Pre-school Centre Inc.	Expanding natural environment learning to bolster children's health and well-being	Funding is requested to purchase outdoor play equipment and materials.	\$2,583.00		No conflict of interest
30	The Leo Beck Centre for Progressive Judaism	Leo Baeck Library for Life-Long Learning	Funding is requested purchase a Libraika license, bar code stickers, computer, desk and chair to upload over 3,000 Leo Beck library items to the internet for access by the community.	\$2,509.03		No conflict of interest
31	The Scout Association of Australia, Victorian Branch	Storage Container for Scenery	Funding is requested to purchase a 40 foot external storage container to safely store scenery and staging decks.	\$2,240.00		No conflict of interest
32	VIETNAMESE SENIOR CULTURAL ASSOCIATION INC.	Create the activities online	Funding is requested for the purchase of four iPads and one laptop for committee members.	\$2,000.00		No conflict of interest
				\$68,134.55		