

Community Strengthening Grants Program 2023 Small Grants (Biannual) Guidelines - Round 1

Applications will be received from 9am Monday 20
February until 11.59am Sunday 19 March 2023

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 2023 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 19 March 2023.
- Greek** **Μικρές (Εξαμηνιαίες) Επιχορηγήσεις**
Αυτές είναι σημαντικές πληροφορίες σχετικά με το πρόγραμμα Μικρών Επιχορηγήσεων 2023 του Δήμου Boroondara (Διετές πρόγραμμα). Εάν θέλετε βοήθεια για την υποβολή αίτησης επιχορήγησης, τηλεφωνήστε στο **9278 4002** και πείτε στον τηλεφωνητή ποια γλώσσα μιλάτε. Όλες οι αιτήσεις πρέπει να συμπληρωθούν στα αγγλικά και λήγουν στις 12 τα μεσάνυχτα την Κυριακή 19 Μαρτίου 2022.
- Italian** **Piccole sovvenzioni (semestrali)**
Queste sono informazioni importanti riguardanti il programma di Piccoli finanziamenti (Biennale) della Città di Boroondara per il 2023. Se hai bisogno di assistenza nel presentare una domanda di finanziamento sei pregato di telefonare al **9278 4002** e dire al centralino qual è la lingua che parli. Tutte le domande devono essere completate in inglese e il termine di chiusura per le domande è alla mezzanotte di domenica 19 marzo 2023.
- Vietnamese** **Khoản Tài trợ Một Số Tiền Nhỏ (mỗi hai năm)**
Đây là thông tin quan trọng về chương trình Quỹ Tài trợ Nhỏ (Mỗi năm hai lần) của Thành phố Boroondara cho năm 2023 (City of Boroondara's 2023 Small Grants (Biannual)). Nếu quý vị cần giúp nộp đơn xin quỹ tài trợ xin vui lòng gọi điện thoại số **9278 4002** và cho người tiếp điện thoại biết ngôn ngữ quý vị nói. Mọi đơn xin cần được điền bằng tiếng Anh và hết hạn nộp đơn vào 12 giờ khuya đêm Chủ Nhật 19 tháng Ba năm 2023.
- Simplified Chinese** **(每半年一次) 小额拨款**
这是关于 Boroondara 市 2023 年小型拨款项目 (两年一次) 的重要信息。如果您在做出拨款申请时需要协助, 请致电 **9278 4002**, 并通知接线员您说的语言。所有申请都必须用英文填写, 申请截止时间为 2023 年 3 月 19 日周日午夜 12 点。

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1. Community Strengthening Grants

The Boroondara Community Strengthening Grants program provides funding to community organisations, groups and clubs for projects and activities that strengthen the community by encouraging participation in community life, addressing community needs, and improving the health and wellbeing of Boroondara residents. The program is governed by the Community Strengthening Grants Policy 2020, which aligns community grants with Council's strategic objectives as identified in the Boroondara Community Plan 2021-31.

The Boroondara Community Plan 2021-2031 (BCP) 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 budget processes and Council strategies, plans, policies and actions.

The activities and projects funded through Council's Community Strengthening Grants program reflect this focus.

You can view the BCP on the Boroondara website at the following web links:
www.boroondara.vic.gov.au/BCP

The objectives of the 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 February 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 with 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 2023, 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, and you will be asked to answer 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 and injury
- 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 showcasing the retail precinct
- increase spending in local business
- strengthen the connection between people, local community groups and retail precincts
- 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 (e.g. labour, salary, wages) and administration costs (e.g. 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

Successful applicants, organisations and organisations acting as an auspice must:

- complete the project within six months of receipt of the grant
- become a signatory to a standard funding agreement that lists all grant conditions and agreed performance outcomes/measures before funds are issued
- ensure auspice fees are not included in the budget
- acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features
- provide a written evaluation of the activity on completion of the project or activity online via SmartyGrants (a link to the online form will be emailed to applicants)
- provide an expenditure budget or a financial statement (audited if required) at the completion of the funding period
- return all unspent Council grant funds to Council
- be aware Council may make funding conditional on other specific conditions being met
- contact Council to discuss if the project/activity or timeframe needs to be varied.

5. Assessment criteria

Small Grants (Biannual) applications will be assessed against three criteria. The points below are provided to assist in guiding your responses. The assessment criteria scores applications to a maximum total of 100%.

Explain how your project, activity or equipment purchase meets each Stream and Grant objective you have chosen (33%)?

Choose one Community Strengthening Grants Program objective (see page 4).

Choose one of the relevant grant stream objectives (see section 3).

WHO will benefit from your project, activity or equipment purchase? (33%)

Describe who will be involved in your project or activity.

Describe how the project fills a community need.

Describe how the project will benefit Boroondara residents.

HOW will you deliver your project, activity or equipment purchase? (33%)

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

6.1. 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 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
Dominique Bebbington	Sport	9278 4797
Life-long Community		
Maree Guthrie	Active Ageing	9278 4955
Creative Community		
Bridget Rasmussen	Arts and Culture	9278 4770
Healthy Community		
Suzanne Jervies	Children and Families	9278 4698
Brydie Shackelford	Youth	9278 4608
Katelyn Stanyer	Neighbourhood Houses	9278 4822
Cassandra Chatwin-Smith	Disability, Access and Inclusion	9278 4336
Elanna Nolan	Health and Wellbeing	9278 4427
Andrea Learbuch	Safer Communities	9278 4898
Emma Wilkinson	Cultural Diversity	9278 4938
Georgia Lukacs-Rotow	Volunteering	9278 4550
Sustainable Community		
Liz Casper	Environmental Sustainability	9278 4347
Vibrant Retail Precincts		
Sonja Tomasovic	Local Economies	9278 4879

For general enquiries about the Small Grants (Biannual) program, please contact Jacqui Buckland in the Community Planning and Development Department on 9278 4707 or email communitygrants@boroondara.vic.gov.au.

6.2. Attend an information session

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

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

It is recommended that all potential applicants attend an information session. Guidelines and processes are updated each grant round and sessions provide an opportunity to ask questions. See below for dates and times of these sessions.

Sessions will be held in person and online. If you require an interpreter (including an Auslan interpreter), please call 9278 4707 or book online via EventBrite.

[Information Session bookings](#)

Thursday 23 February 2023 (Hybrid)

10.30am to 12pm

Boardroom, Hawthorn Arts Centre, Level 1 360 Burwood Rd, Hawthorn

Tuesday 7 March 2023 (Hybrid)

6pm to 7.30pm

Boroondara Room, Council Chambers, 8 Inglesby Rd, Camberwell

7. Additional assistance

7.1. Online assistance

We have a step-by-step guide on our website that will help you prepare and apply for your grant. You can find the guide here boroondara.vic.gov.au/how-to-apply-small-grants.

7.2. Volunteer grant writers

Council can connect you with a volunteer grant writer to assist your organisation to develop and complete your application. If your organisation would benefit from this help, please phone 9278 4707 or email communitygrants@boroondara.vic.gov.au.

7.3. SmartyGrants Assistance

If you would like assistance submitting your application online, personalised half-hour training sessions are available on Tuesday 21 February to Friday 24 February 2023. For bookings, please phone 9278 4707 or email

communitygrants@boroondara.vic.gov.au. Bookings are required.

7.4. 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>

8. 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, Annual Information Statement (<https://www.acnc.gov.au/for-charities/annual-information-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.

9. 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 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.

More information on the roles and responsibilities of an Auspice arrangement.
<https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicing>

10. Budget advice

10.1. 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.

11. 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://applicanthehelp.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 20 March 2022. Late applications will not be considered.

11.1. 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>

11.2. 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 2023 Small Grants (Biannual) application form is being collected by Council for the purpose of assessing, processing and allocating the 2023 Small Grant (Biannual) applications. The personal information will be used by Council and the Rotary Club of Balwyn 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 2023 Small Grants (Biannual) application. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

12. Assessment process

Applications close at **11.59pm Sunday 19 March 2023**. Applications will then be assessed, and applicants will be notified of the outcome of their application in early July 2023.

Our process:

- 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 Review Panel (consisting of Councillors and Balwyn Rotary Club members) for review.
- Community Strengthening Grants Review Panel recommendations are submitted to Council for final endorsement.

13. Grant timelines

	Date	Time
Applications open	Monday 20 February 2023	9am
Applications close	Sunday 19 March 2023	11.59pm
	<i>*Late applications will not be considered*</i>	
Notification of results	Early July 2023	