

Small Grants 2023 Guidelines

Community Strengthening Grants Program

Applications open 9 am Monday 20 February to 11:59 pm Sunday 19 March 2023



BOROONDARA
City of Harmony

Information about these grants in other languages

English

This is important information regarding the City of Boroondara's 2023 Small Grants program. If you would like assistance making a grant application, please phone [9278 4002](tel:92784002) 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 Επιχορηγήσεις

Αυτές είναι σημαντικές πληροφορίες σχετικά με το πρόγραμμα Μικρών Επιχορηγήσεων 2023 του Δήμου Boroondara. Εάν θέλετε βοήθεια για την υποβολή αίτησης επιχορήγησης, τηλεφωνήστε στο [9278 4002](tel:92784002) 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 2023.

Italian – Piccole sovvenzioni

Queste sono informazioni importanti riguardanti il programma di Piccoli finanziamenti 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](tel:92784002) 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

Đây là thông tin quan trọng về chương trình Quỹ Tài trợ Nhỏ của Thành phố Boroondara cho năm 2023 (City of Boroondara's 2023 Small Grants). Nếu quý vị cần giúp nộp đơn xin quỹ tài trợ xin vui lòng gọi điện thoại số [9278 4002](tel:92784002) 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](tel:92784002), 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 About 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.

Find out more on our [Boroondara Community Plan 2021-2031 page](#).

2 Small Grants

Small Grants 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.

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 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 is 25% of the Annual Community Strengthening Grants funding pool.

3 Small Grants funding streams

In 2023, funding will be distributed through the following six streams:

- Active Community
- Creative Community
- Healthy Community
- Life-long Community
- Sustainable 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 to 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 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

This stream supports 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.

3.3 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.

3.4 Life-long Community: opportunities for over-55s

This stream is to support opportunities for older people (aged 55 years and over) 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.

3.5 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, 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 applications will be assessed against 3 criteria. The points below are provided to assist in guiding your responses. Each of these criteria is worth 33%, leading to a total application score of maximum 100%.

5.1 Explain how your project, activity or equipment purchase meets each Stream and Grant objective you have chosen

Choose:

- one Community Strengthening Grants Program objective
- one of the relevant grant stream objectives.

5.2 Explain who will benefit from your project, activity or equipment purchase

Describe:

- who will be involved in your project or activity
- how the project fills a community need
- how the project will benefit Boroondara residents.

5.3 Explain how your organisation will plan, deliver and evaluate your project, activity or equipment purchase

Provide 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, meet the funding, and program priorities. Please discuss your program ideas with the appropriate officer listed below.

Active Community

- William Buckley – Recreation: [\(03\) 9278 4783](tel:0392784783)
- Dominique Bebbington – Sport: [\(03\) 9278 4797](tel:0392784797)

Lifelong Community

Maree Guthrie – Active Ageing: [\(03\) 9278 4955](tel:0392784955)

Creative Community

Bridget Rasmussen – Arts and Culture: [\(03\) 9278 4770](tel:0392784770)

Healthy Community

- Suzanne Jervies – Children and Families: [\(03\) 9278 4698](tel:0392784698)
- Brydie Shackelford – Youth: [\(03\) 9278 4608](tel:0392784608)
- Katelyn Stanyer – Neighbourhood Houses: [\(03\) 9278 4822](tel:0392784822)
- Cassandra Chatwin-Smith – Disability, Access and Inclusion: [\(03\) 9278 4336](tel:0392784336)
- Elanna Nolan – Health and Wellbeing: [\(03\) 9278 4427](tel:0392784427)
- Andrea Learbuch – Safer Communities: [\(03\) 9278 4898](tel:0392784898)
- Emma Wilkinson – Cultural Diversity: [\(03\) 9278 4938](tel:0392784938)

- Georgia Lukacs-Rotow – Volunteering: [\(03\) 9278 4550](tel:(03)92784550)

Sustainable Community

Liz Casper – Environmental Sustainability: [\(03\) 9278 4347](tel:(03)92784347)

Vibrant Retail Precincts

Sonja Tomasovic – Local Economies: [\(03\) 9278 4879](tel:(03)92784879)

For general enquiries about the Small Grants program, please contact Jacqui Buckland in the Community Planning and Development Department on [\(03\) 9278 4707](tel:(03)92784707) or email communitygrants@boroondara.vic.gov.au.

6.2 Attend an information session

We are holding information sessions for applicants seeking further information on:

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

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 are free and will be held in person and online.

If you require an interpreter, including an Auslan interpreter, please call [\(03\) 9278 4707](tel:(03)92784707).

Register for a [Community Strengthening Small Grants Information session on the Eventbrite website](#).

Session 1

Thursday 23 February (online and in person)

10:30 am to 12 pm

Boardroom, Level 1, Hawthorn Arts Centre, 360 Burwood Road, Hawthorn.

Session 2

Tuesday 7 March (online and in person)

6 pm to 7:30 pm

Boroondara Room, Council Chambers, 8 Inglesby Road, Camberwell

7 Additional assistance

7.1 Online assistance

Use the step-by-step guide at our [How to apply for a Small Grant](#) page on our website to help you prepare and apply for your grant.

7.2 Volunteer grant writers

We 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 call [\(03\) 9278 4707](tel:0392784707) or email communitygrants@boroondara.vic.gov.au.

7.3 SmartyGrants assistance

If you would like assistance submitting your application online, personalised 30-minute training sessions are available from Tuesday 28 February to Friday 2 March 2023. Bookings are required. Please call [\(03\) 9278 4707](tel:0392784707) or email communitygrants@boroondara.vic.gov.au.

7.4 Helpful information for your application

You might find these pages on our website helpful when preparing your application:

- [History and demographics page](#) – data on Boroondara social statistics.
- [Guide to accessible events and projects page](#) – how to make your event accessible for everybody, including people with a disability and from diverse cultural and linguistic backgrounds.

8 Required documentation

Applicants are required to complete all sections of the application form and attach the following documents:

- Incorporation Annual Statement (find out more on the [Consumers Affairs website](#)) or Annual Information Statement (find out more on the [Australian Charities and Not For Profits Commission website](#)).
- 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 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.

Learn more about the roles and responsibilities of an auspice arrangement at the [Not For Profit Law website](#).

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 supplier's 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

For guidelines on how to apply and to access the application form, visit our [Small Grants page](#).

Submit your application and supporting materials online using [SmartyGrants](#). If you're a new SmartyGrants user, you might like to read [SmartyGrant's help guide for applicants](#).

Applications and all supporting materials are due by 11:59 pm on Sunday 19 March 2023. Late applications will not be considered.

11.1 Free internet access

All branches of Boroondara Library Services provide free internet access. To book a library computer, call [\(03\) 9278 4666](tel:0392784666) or visit our [Library page](#).

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 application form is being collected by Council for the purpose of assessing, processing and allocating the 2023 Small Grant 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 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 11:59 pm on 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.
- Officers present recommendations to Council for final endorsement.

13 Grant timelines

- Applications open Monday 20 February at 9 am
- Applications close Sunday 19 March at 11:59 pm
- Results announced early July 2023.