

Boroondara Community Strengthening Grants Policy

February 2023

Responsible Directorate: Community Support

Authorised By: City of Boroondara

Date of Adoption: 27 February 2023

Review Date: 2027

Policy Type: Council

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1.Introduction

Purpose

The purpose of the Boroondara Community Strengthening Grants Policy (the Policy) is to set out our framework for delivering grant funding and provide information for Council and the community on the principles guiding the administration of the Boroondara Community Strengthening Grants (Grants) program.

The Policy:

- aligns the Grants program with Council's strategic objectives
- establishes clear expectations around Council and community roles
- provides Council with direction to develop community grants and funding programs
- sets out an accessible yet rigorous and robust approach to governance and accountability.

This ensures the process of allocating and monitoring grants will be fair, transparent, and inclusive.

This Policy is supported by an internal procedures document and grant guidelines administered by the Community Planning and Development Department and other departments where relevant.

Scope

This Policy applies to the administration, management, and delivery of the Grants program, made up of the funding categories set out in Appendix 1.

This Policy applies to all phases of the grant lifecycle, including application, assessment, award, implementation, and evaluation.

Corporate framework

This Policy aligns the Grants program with the priority themes of the Boroondara Community Plan (BCP) 2021-31 and the health priorities of the Municipal Public Health and Wellbeing Plan 2021-25 to support our community's vision of 'a sustainable and inclusive community.'

In particular, this Policy is aligned with the following themes and priorities.

Relevant priority themes:

- Theme 1: Community, Services & Facilities
- Theme 3: The Environment
- Theme 6: Local Economy
- Theme 7: Leadership and Governance.

Relevant health priorities:

- Improving mental wellbeing and social connection
- Tackling climate change and its impacts on health
- Increasing active living.

2. Policy statement

Council recognises the value and importance of the role community groups and organisations play in building vibrant, inclusive and healthy communities.

Council will generally support projects that reflect demonstrated community need, address priority themes of the Boroondara Community Plan, and fill identified service gaps.

The objectives of this Policy are to:

- increase residents' participation in their community
- increase inclusion and representation of under-represented groups and issues
- develop innovative approaches to local issues and service delivery
- 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.

3. Administration of Grants

Application process

Eligibility

Council will only consider applications from eligible organisations and individuals. Eligibility requirements are determined based on the category of Grant.

Form of application

Applications must be submitted using the appropriate form available on Council's website. The majority of Grant categories will be run using an online grant management system.

Certain categories of Grant require applicants to register an 'intention to apply' before submitting an application. Council staff will provide advice to applicants on the development of applications for these Grants.

Guidelines

Each Grant category will have its own set of guidelines. These guidelines will outline the specific purpose, process and conditions of the Grant. Grant guidelines will include details on:

- funding objectives
- funding priorities
- eligibility
- assessment criteria
- assessment process
- timelines and notification
- grant conditions
- evaluation of successful projects.

Accessibility and training

Council takes an active role in supporting, facilitating and guiding community organisations through all the relevant application processes to promote quality applications. This includes grant information sessions, a digital guide to the grant application process, interpreting and translating services and volunteer grant writers for applicants who require this assistance. Reasonable adjustments can be made for people living with a disability to increase participation in the program.

Applicants are also encouraged to participate in a range of skills training and capacity development workshops provided through Council's Community OnBoard program to further assist them in developing quality applications. Community OnBoard delivers workshops to local community groups, clubs, and not-for-profit agencies in Boroondara on project development, funding submission preparation, project implementation, evaluation and acquittal.

Assessment process

Competitive Grant Categories

Applications for competitive Grant categories will be assessed in accordance with formal assessment processes. To ensure fair and transparent decision-making, applications will be assessed based on criteria specified in the guidelines for each competitive Grant category.

In addition to the materials submitted as part of the application, Council officers will have regard to publicly available information regarding the applicant (e.g., annual reports, the applicant's website, media, etc.) to determine the merit of their application.

Council retains the discretion to reject applications, which Council determines will or may:

- not align with the Boroondara Community Plan or Council's priorities, objectives, or values; or
- be detrimental to Council's reputation.

Council may, at its discretion, approve Grants to applicants for projects or activities that do not meet all eligibility criteria if it is assessed that important community benefits can be achieved from the project or activity.

Non-competitive Grant categories

Renewal of non-competitive Grant categories is subject to an assessment of the continuing eligibility of the recipient and Council's evaluation of the community benefit associated with the funded services.

Community Strengthening Grants Review Panel

All applications will be assessed by Council officers. The officer assessment will be recorded in a report.

For certain Grant categories, the officer assessments are considered by the Community Strengthening Grants Review Panel (Panel), which comprises Councillors and two Rotary Club of Balwyn representatives (Annual, Small Grants only). The Panel is not a decision-making body but will provide feedback on the officer recommendations to Council in respect of the Grant applications that it considers.

Final endorsement of successful applications is given by Council following consideration of the officer assessment and Panel feedback (if applicable) at a designated Council meeting.

Refer to Appendix 1 for a more detailed outline of the assessment process undertaken by Council officers relevant to each grant category within the framework.

Outcome

All funding decisions made by Council are final. All applicants will be informed of the outcome of their application in writing.

Unsuccessful applicants can seek feedback from Council officers in relation to funding decisions. Any further concerns may be managed in accordance with Council's Complaints Policy.

Funding agreement

All funding provided by Council is subject to a funding agreement between Council and the recipient that is signed by both parties. The funding agreement sets out the rights and responsibilities of Council and the recipient and enables the conditions of the Grant to be enforced under contract. The agreement articulates:

- the purpose of the Grant funding
- the dollar amount of the Grant funding
- a clear and precise statement of the required outcomes of the Grant
- the rights and responsibilities of all parties to the agreement, including reporting and evaluation requirements
- the terms and conditions of the Grant, including the circumstances in which Council can reclaim the Grant, consequences for breaches of the Grant conditions and a procedure for the return of unexpended Grant funds.

Grant evaluation and acquittal

All recipients are required to account for their use of the Grant funding by submitting an evaluation report and financial acquittal outlining the use of the funds and the outcomes achieved. Council may also undertake a spot audit of a funded project or activity.

Specific evaluation requirements will be outlined in individual funding agreements and will depend on the nature and size of the Grant.

Officers will collect evaluation data and information to assist with the review of this Policy.

Conflict of Interest

Broadly, a 'conflict of interest' occurs when a person's private interests could influence, or be seen to influence, their decisions or how they perform their public obligations. Councillors and Council officers are subject to specific conflict of interest obligations under the *Local Government Act 2020*.

In addition, all Grant applicants are required to disclose any conflicts of interest as part of the application form.

All persons involved in the assessment and review process, including Council officers, Councillors and Panel members, are required to separately declare conflicts of interest prior to assessing any grant applications or reviewing project evaluations and reports.

All conflict-of-interest declarations are recorded, and the records are maintained by Council.

These processes ensure that any potential, actual or perceived conflict of interest is promptly identified so that it can be appropriately managed.

If a person involved in the review and assessment process discloses a conflict of interest, that person must exclude themselves from participating in the assessment and related recommendation and decision-making process for that application and any discussion about the application. All declared conflicts of interest are noted in the relevant report to Council.

Grants Framework

There are currently 13 categories of Grants, each with individual eligibility and assessment criteria. See Appendix 1 for details.

This Policy will be responsive to emerging themes, issues, and trends. Grant priorities will be communicated through streams that link to relevant Council plans and strategies. Priorities will be influenced by the best available data and Council and community knowledge of local issues and opportunities.

There are currently six funding streams but not all streams are available in all categories.

They are:

- **Active Community - Sport and Recreation:** develop recreation, sport and physical activity opportunities that meet the needs of the community (now and in the future) and enhance the functionality of public recreation spaces for wider range of uses.
- **Creative Community - Arts and Culture:** diverse arts and cultural programs, events and activities that articulate and enhance arts, culture, and heritage practice across the municipality.
- **Environmental Sustainability -** 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.
- **Healthy Community - Health, Safety and Wellbeing:** programs and activities that promote safety, good health and wellbeing of individuals, families, and community groups, across all ages, abilities, and cultural backgrounds.
- **Life-long Community -** opportunities for 55+: support 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.
- **Vibrant Retail Precincts -** develop 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.

Stream objectives relate to the priority themes and strategies of the Boroondara Community Plan 2021-31. Stream objectives are reviewed annually and changed according to emerging needs and priorities. These details will be clearly articulated to the community through the respective grant guidelines.

4.Implementation and monitoring

Advertising and promotion

To ensure the distribution of Grant funds is equitable and transparent, all competitive Grant categories will be widely promoted throughout the year. Council will use the media and its service networks to advertise Grant funding opportunities, including closing dates for applications.

Promotional methods will include:

- a dedicated page on Council's website
- Council's social media platforms
- Boroondara libraries, community centres and neighbourhood houses
- the Boroondara Bulletin
- *The Fuse* e-newsletter
- electronic direct mail
- paid advertisements in relevant culturally diverse media.

Additionally, individual departments have active networks and relationships with key organisations within their areas of expertise. These networks will be used to communicate Grant opportunities to the broader community.

Evaluation

The outcomes from each Grant category will be monitored and analysed each year to identify the extent to which funded programs and activities are delivering community benefits and meeting Council's objectives.

This process will involve the Departments within Council relevant to the particular funding stream to ensure that Departmental priorities are captured and consideration of acquittal reports, program evaluations and feedback from Grant recipients and persons who benefitted from funded programs. This will assist in determining the focus, amount, and distribution of Grant funding in future years. The internal procedures and external Grant guidelines will also be reviewed annually to identify and address operational issues promptly.

This Policy will be reviewed before June 2027.

Accountabilities

Overall ownership of the Boroondara Community Strengthening Grants Policy sits with the Community Planning and Development Department. However, responsibility for managing different Grant categories may be allocated to other stakeholders within Council to ensure that this Policy is administered appropriately.

5. References

Related documents

The overall framework is supported by the following:

- Boroondara Community Plan 2021-31
- Local Government Act 2020
- Disability Action Plan 2018-22
- Boroondara Multicultural Action Plan 2019-23
- Municipal Emergency Management Plan
- Sport and Recreation Strategy
- Boroondara Arts Plan
- Our Low Carbon Future Strategy
- Climate Action Plan 2021
- Integrated Water Management Strategy 2014-24
- Urban Biodiversity Strategy 2013-23
- Boroondara Bicycle Strategy
- Integrated Transport Strategy 2006-26
- Waste Minimisation and Recycling Strategy
- Sustainable Council Buildings Policy
- Children and Young People Action Plan
- Add life to your years - Healthy Aging in Boroondara Plan.

6. Definitions

Definition	Meaning
Applicant	Applicant refers to an individual or organisation who submits an application for a Community Strengthening Grant.
Audit	<p>An audit is an official examination and confirmation of accounts and records. Council can request audited financial statements and can also audit grant recipients. For Council's audit of grant recipients, the recipient organisation will be required to readily make available all:</p> <ul style="list-style-type: none">• income/expenditure records• correspondence• meeting notes• promotional material• any other document relating to the funded program/activity.

Definition	Meaning
Auspice	An auspice is an agreement where one organisation (the 'principal organisation') agrees to apply for funding on behalf of a second organisation that is not incorporated (the 'auspiced organisation'). If the funding application is successful, the principal organisation then receives, holds, and administers the funding to the auspiced organisation, so that the auspiced organisation can complete the funded project or activities.
Acquittal	An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the funding agreement. An acquittal report usually consists of a written report that summarises how the project fared against the initial objectives of the grants. It also provides a financial statement detailing how the funds were spent.
Business	A business refers to an enterprising entity or organisation that carries out professional activities for profit.
Council	This is the City of Boroondara as a geographical area, and also the entity which has the authority to make decisions with respect to Grant funding in the interests of the Boroondara community.
Co-contribution	In some cases, the applicant is required to contribute to the proposed project on a percentage basis to match the amount being requested from Council. Contributions can be in cash and/or in-kind. For example, applicants can count the hours of work required to implement the project or activity, or administration costs contributed towards the project.
Equipment purchases	<p>The purchase with Grant funding of items for a particular purpose that are not fixed to a structure or space. Examples can include:</p> <ul style="list-style-type: none"> • computers • tablets • printers • furniture • toys • sporting equipment.
Eligibility criteria	Eligibility criteria refer to the mandatory criteria which must be met to qualify for a Community Strengthening Grant.

Definition	Meaning
Facility maintenance	<p>Projects or activities to keep spaces, structures, and infrastructure in proper operating condition to prevent failure and/or degradation. Examples can include:</p> <ul style="list-style-type: none"> • exterior painting • general building repairs • care of trees and shrubbery • maintenance of systems such as heating, plumbing, electrical and lighting.
Fixed assets	<p>Equipment that is or will be fixed to a structure or space. Examples can include:</p> <ul style="list-style-type: none"> • shade sail pole • concrete slab • handrails • sheds.
Funding agreement	<p>A written agreement between Council and the grant recipient clearly articulating the purpose of the funding, the dollar amount and the grant conditions. It also defines the rights and responsibilities of the Council and the Grant recipient. Once signed, organisations are under a legal obligation to comply with the stated terms and conditions.</p>
Grant	<p>A grant is a sum of money given to organisations or individuals for a specified purpose directed at achieving goals and objectives consistent with specific Policy.</p>
Group	<p>A (community) group is a collection of individuals located in a common geographical area who come together to carry out an activity or program for public/community benefit.</p>
Not-for-profit	<p>A not-for-profit organisation is an organisation whose primary objective is something other than the generation of profit, and which does not distribute any profit to the organisation's members. A not-for-profit organisation may have a profit or surplus, but whereas a for-profit business would distribute that profit to its owners, shareholders, or members, a not-for-profit must use the surplus to further the purpose of the organisation and its activities.</p>
Incorporated	<p>Being incorporated means that the group has a legal identity of its own, separate, and distinct from the individuals who formed or make up the group.</p>

Definition	Meaning
In-kind support	<p>In-kind support includes:</p> <ul style="list-style-type: none"> • volunteer labour • administrative support • rent-free accommodation • donations of materials or equipment. <p>These contributions should be given a dollar value and included in your budget (see also co-contribution).</p>
Low Income	Low-income households are defined as those in the lowest 2 deciles of equivalised household income (EDHI).
Objectives	Objectives are the big picture results which a Policy, plan, program, or project seek to achieve.
Organisation	<p>An organisation is a group of people who work together for a shared purpose. This may include a:</p> <ul style="list-style-type: none"> • neighbourhood house • charity • sporting group • corporation.
Organisation size	<p>Small - annual revenue under \$250,000</p> <p>Medium - annual revenue of \$250,000 to \$1,000,000</p> <p>Large - annual revenue of \$1 million or more</p> <p>Council may determine the applicable organisation size by reference to the group applying for, or getting the benefit of, the Grant, even where it is reliant on a larger auspicing organisation for its legal identity (e.g., Scout Groups which are reliant on, and auspiced by, Scouts Australia for a legal identity).</p>
Public liability insurance	<p>The insurance will protect a community organization from having to pay, in respect of legal liability that attaches to it:</p> <ul style="list-style-type: none"> • compensation to third parties (for example, members of the public) for bodily injury • property damage that may occur as a result of the community organisation's activities • the legal costs a community organisation may have if it needs to defend bodily injury and property damage claims made against it.

Definition	Meaning
Repeat applications	Applications for projects or activities that are fundamentally the same. Examples can include applications for bus trips in consecutive years regardless of destinations, applications for funding of the same event in consecutive years or applications for the same equipment in consecutive years.
Review Panel	The Boroondara Community Strengthening Grants Review Panel (Review Panel) provides feedback on eligible applications received through the Community Strengthening Grants Program.
Social enterprise	Social enterprises are businesses that trade to raise funds to address social problems, improve communities, provide people with access to employment and training, or help the environment.
Timeframe	Refers to the period of time in which a project must be completed.

Appendix 1 - Community Strengthening Grants Categories

1. Annual Community Strengthening Grants
2. Small Grants
3. Innovation Grants
4. Commemorative Community Grants
5. Emergency Response Grants
6. Triennial Operational Grants
7. Community Support Grants
8. Climate Action Grants
9. Lead Tenant Grants
10. Individual Achievement Grants
11. Individual Participation Grants
12. Seniors' Groups Grants
13. Triennial Non-Competitive Grants

1. Annual Community Strengthening Grants

Purpose

The Boroondara Annual Community Strengthening Grants provide limited but important financial support for projects and equipment costs associated with the delivery of new one-off services, programs and activities that strengthen Boroondara's community.

Timeframe

One year.

Streams

Annual Community Strengthening Grants are divided into six streams that are aligned to the strategic objectives and strategies of the Boroondara Community Plan 2021-31:

- Active Community
- Creative Community
- Healthy Community
- Life-long Community
- Sustainable Community
- Vibrant Retail Precincts

Recipients

This is a competitive category open to non-profit community organisations that meet the eligibility criteria.

Funding Range

In the Annual Grants, generally there will be up to \$10,000 available per project, with a maximum of \$2,000 available for equipment purchases. Applicants should therefore specify the amount of the Grant funding, if any, to be spent on equipment.

Applicants can submit more than one application within and across all funding streams, but the combined total of all Annual Community Strengthening Grants and Small Grant (Biannual) applications must be no more than \$10,000 in any 12-month period. Council may award amounts that are lower than those applied for in each category to give effect to this overall limit.

Funding Available

The funding pool for the Annual Community Strengthening Grants and the Small Grants comprises contributions from Council and the Rotary Club of Balwyn.

It is subject to variation each year, depending on Council's annual budget allocation and the contribution of the Rotary Club of Balwyn. Of the total funding pool for these categories, 75% is allocated to the Annual Community Strengthening Grants, with the balance funding the Small Grants category.

The Annual Community Strengthening Grants are the result of a unique partnership between the Rotary Club of Balwyn and Council, made possible by the Rotary Sunday Camberwell Market and the community of Boroondara. In accordance with the Camberwell Market lease condition, 30% of net annual income from the market is distributed through the Annual Community Strengthening Grants, in accordance with the 'Rotary Trust Deed'.

Eligibility Criteria

To be eligible for a Community Strengthening Grant funding applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g., a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (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
- hold a public liability insurance policy that Council considers satisfactory
- not have their 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 applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the Child Wellbeing and Safety Act 2005, for organisations that provide services to minors
 - registration or accreditation of professional employees.

- comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g. air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant Conditions

The recipient must:

- not expend more than 50% of the total grant funding provided by Council to pay for professional fees (e.g., labour, salary, wages) and/or administration costs (e.g., phone calls, correspondence, stationery) associated with the funded project or activity
- complete the funded project or activity within 12 months, unless specified otherwise in the guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*.

Council may make funding conditional on other specific conditions being met.

Assessment Process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer, as notified by Council, before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Review Panel for feedback.
- Officers will then submit recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

2. Small Grants

Purpose

The purpose of the Small Grants is to 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.

Timeframe

Six months.

Streams

Small Grants are divided into six streams that are aligned to the strategic objectives and strategies of the Boroondara Community Plan 2021-31:

- Active Community
- Creative Community
- Healthy Community
- Life-long Community
- Sustainable Community
- Vibrant Retail Precincts

Recipients

This is a competitive category open to non-profit community organisations that meet the eligibility criteria.

Funding Range

Up to \$3,000 is available for small projects and / or equipment purchases with a maximum of \$2,000 available for equipment purchases alone. Applicants should therefore specify the amount of the Grant funding, if any, to be spent on equipment.

Applicants can submit more than one application within 12 months, but the combined total of all Small Grant and Annual Grant applications must be no more than \$10,000. Council may award amounts that are lower than those applied for in each category to give effect to this overall limit.

Funding Available

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 and Small Grants funding pool.

The funding available for the Small Grants is 25% of the Annual Community Strengthening Grants and Small Grants funding pool each year.

Eligibility Criteria

To be eligible for a Community Strengthening Grant funding applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g., a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (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
- hold a public liability insurance policy that Council considers satisfactory
- not have their 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 applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the Child Wellbeing and Safety Act 2005, for organisations that provide services to minors
 - registration or accreditation of professional employees.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)

- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g. air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel
- 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, stationary).

Grant Conditions

The recipient must:

- complete the funded project or activity within 12 months, unless specified otherwise in the guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*.

Council may make funding conditional on other specific conditions being met.

Assessment Process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer, as notified by Council, before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Review Panel for feedback.
- Officers will then submit recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

3. Innovation Grants

Purpose

The Innovation Grants are for new, unique or innovative projects and activities that involve innovative solutions to issues or new ways of working that strengthen Boroondara's community.

Timeframe

One year

Streams

Innovations Grants are available in six streams:

- Active Community
- Creative Community
- Healthy Community
- Life-long Community
- Sustainable Community
- Vibrant Retail Precincts

Recipients

This is a competitive category open to non-profit community organisations that meet the eligibility criteria.

Funding Range

In the Innovation Grants category, up to \$20,000 is available per project with a maximum of \$4,000 available for equipment purchases. Applicants should therefore specify the amount of the Grant funding, if any, to be spent on equipment.

Funding Available

These grants will be open for applications as determined by Council. The amount of funding available in each year will be at Council's discretion

Eligibility Criteria

To be eligible for Community Strengthening Grant funding applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)

- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g., a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party 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
- hold a public liability insurance policy that Council considers satisfactory
- not have their 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 applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the *Child Wellbeing and Safety Act 2005*, for organisations that provide services to minors
 - registration or accreditation of professional employees
- comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g., air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant Conditions

The recipient must:

- not expend more than 50% of the total grant funding provided by Council to pay for professional fees (e.g., labour, salary, wages) and/or administration costs (e.g., phone calls, correspondence, stationery) associated with the funded project or activity
- complete the funded project or activity within the timeframe specified in the Grant guidelines

- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*

Council may make funding conditional on other specific conditions being met.

Assessment Process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Review Panel members for review.
- Officers will then submit recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

4. Commemorative Community Grants

Purpose

The Commemorative Community Grants are intended to support events and activities in Boroondara that recognise significant occasions that the local community would like to commemorate.

Timeframe

One year.

Streams

Commemorative Community Grants are available in the following stream: Creative Community.

Recipients

This is a competitive category open to non-profit community organisations and schools that meet the eligibility criteria.

Funding Range

Grants of up to \$5,000 will be available for Commemorative Community Grants projects or activities.

Funding Available

These grants will be open for applications as determined by Council. The amount of funding available will be at Council's discretion.

Eligibility Criteria

To be eligible for Community Strengthening Grant funding, applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g., a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (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

- hold a public liability insurance policy that Council considers satisfactory
- not have their 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 applicable laws, including:
- all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
- child safe standards under the *Child Wellbeing and Safety Act 2005*, for organisations that provide services to minors
- registration or accreditation of professional employees.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- auspice fees, being fees charged by an organisation to manage a Grant
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g., air conditioner, shade sails, cubby houses and sheds, monuments or honour boards for service organisations or memorabilia)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant Conditions

- The recipient must:
- not expend more than 50% of the total grant funding provided by Council to pay for professional fees (e.g., labour, salary, wages) and/or administration costs (e.g., phone calls, correspondence, stationery) associated with the funded project or activity
- complete the funded project or activity within the timeframe specified in the Grant guidelines
- execute and comply with standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*

Council may make funding conditional on other specific conditions being met.

Assessment Process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Review Panel members for review.
- Officers will then submit recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

5. Emergency Response Grants

Purpose

Emergency Response Grants are to support the Boroondara community to respond to a significant emergency event.

Timeframe

Six months.

Streams

Emergency Response Grants are available in six streams that are aligned to the strategic objectives and strategies of the Boroondara Community Plan 2021-31:

- Active Community
- Creative Community
- Healthy Community
- Life-long Community
- Sustainable Community
- Vibrant Retail Precincts

Recipients

This is a competitive category open to non-profit community organisations that meet the eligibility criteria.

Funding Range

Grants of up to \$1,000 will be available for Emergency Response Grants to assist organisations and groups to continue to provide services, and re-open closed services where possible, in a way that maintains the safety of all during or in the recovery phase of a significant emergency event.

Funding Available

These grants will be open for applications as determined by Council. The amount of funding available will be at Council's discretion.

Eligibility Criteria

To be eligible for Community Strengthening Grant funding, applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g., a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (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
- hold a public liability insurance policy that Council considers satisfactory
- not have their 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 applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the *Child Wellbeing and Safety Act 2005*, for organisations that provide services to minors
 - registration or accreditation of professional employees.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party

- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- project or activities 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g., air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel
- 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).

Grant Conditions

The recipient must:

- complete the funded project or activity within the timeframe specified in the guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*.

Council may make funding conditional on other specific conditions being met.

Assessment Process

- Category guidelines and application forms will be available, and these will outline the assessment criteria that will be used to assess applications.

- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications are assessed by Council officers against the assessment criteria.
- Assessments and applications are provided to the Director Community Support for approval under Instrument of Sub-Delegation from the CEO to Director Community Support (or equivalent position from time to time).

6. Triennial Operational Grants

Purpose

These grants support operating and program costs associated with the delivery of community services, celebrations and events in the City of Boroondara. This provides financial certainty needed to improve an organisation's capacity to plan and deliver community services and events and to build alliances with other organisations that collectively strengthen Boroondara's social, environmental, and cultural infrastructure.

Timeframe

Three years.

Streams

Boroondara Triennial Operational Grants are divided into four streams:

- Creative Community
- Sustainable Community
- Healthy Community
- Vibrant Retail Precincts

Recipients

This is a competitive category open to non-profit community organisations that meet the eligibility criteria.

Funding Range

This varies according to stream (the amount stated is for per year for each of the three years of the timeframe):

- Creative Community
 - creative and cultural groups: up to \$15,000
 - community events: up to \$15,000
- Vibrant Retail Precincts
 - trader festivals up to \$50,000
- Sustainable Community
 - community organisations: up to \$15,000
- Healthy Community
 - community organisations: up to \$20,000

Funding Available

The amount of funding available within each funding stream will be at Council's discretion. Continued funding over the three years is subject to satisfactory achievement against agreed targets and no guarantee of funding beyond three years is provided. Organisations that have previously received a Boroondara Triennial Operational Grant are welcome to reapply in a subsequent funding round.

Eligibility Criteria

To be eligible for Community Strengthening Grant funding, applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g., a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (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
- hold a public liability insurance policy that Council considers satisfactory
- not have their 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 applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the *Child Wellbeing and Safety Act 2005*, for organisations that provide services to minors
 - registration or accreditation of professional employees
- comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements
- For festivals and events, organisations must have been running the event or festival to be funded for at least two consecutive years before the application.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- project or activities 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g., air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- interstate or overseas travel

Grant Conditions

The recipient must:

- complete the funded project or activity within the timeframe specified in the Grant guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the report/program on completion of the activity using Council's evaluation form. Continuation of the funding for subsequent years is conditional on the satisfactory completion of evaluation reports

- provide audited statements for the organisation at completion of the funding period if the grant exceeds \$25,000, in addition to the expenditure statement for the funded activity
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*
- obtain all permits, approvals and/or authorities required to hold the festival or event (if applicable) – for events on Council land please use the ‘Organise an event on Council land guide’ to ensure your event meets all permit and other requirements. You can find the guide on [City of Boroondara's website](#);
- (as required) attend quarterly meetings convened by Council officers to discuss community needs, trends and partnership opportunities

Council may make funding conditional on other specific conditions being met.

Assessment Process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Review Panel members for review.
- Officers will then submit recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

7. Community Support Grants

Purpose

These grants are to provide services on behalf of Council where Council determines a gap exists in the provision of services that address the needs of socially disadvantaged and vulnerable members of the Boroondara community.

The competitive process for the Community Support grants will ensure that the delivery of services in Boroondara is efficient and effective, includes continuous improvement processes and represents best value.

The grants are advertised every three years and are for the following three services:

- Information, Advice and Referral
- Wellbeing and Support
- In Home Parenting Support and Parenting Groups.

Timeframe

Three years.

Streams

The Community Support Grants are in the following stream: Healthy Community.

Recipients

This is a competitive category open to non-profit community organisations that meet the eligibility criteria.

Funding Available

The amount of funding available will be outlined in the Grant guidelines and is at Council's discretion. Continued funding over the three years is subject to satisfactory achievement against agreed targets and no guarantee of funding beyond three years is provided. Organisations that have previously received a Community Support Grant are welcome to reapply in a subsequent funding round, provided that the previous funded three-year timeframe has expired.

Service Description

Information, Advice and Referral

Information, Advice and Referral is a service provided to people on a range of social issues, including housing, family violence, advocacy and legal services by trained

volunteer Community Support Workers. Those people who present with more complex needs will be referred to other services to address their needs. This service is funded on a block funding basis.

Wellbeing and Support

Wellbeing and Support is a care coordination service that collaboratively assesses the needs of the client and the client's family, and arranges, coordinates, monitors, evaluates, and advocates for a package of multiple services to meet specific client needs. It does not provide counselling services. This service is funded on a unit cost per client basis.

In Home Parenting Support

In Home Parenting Support is a service that supports parents experiencing difficulties adjusting to the challenges of parenting. It is an outreach program delivered in the family home and works in partnership with the Boroondara Maternal and Child Health Service, including co-facilitation of the Baby's Ok group. This service is funded on a unit cost per client basis.

Assessment Criteria

Applicants for the Community Support Grants will be required to submit an application, which will be assessed on criteria outlined in the guidelines. Assessment criteria will address the following:

- demonstrated capacity and experience of the organisation to deliver, evaluate and report on the required services over the three-year period
- use of volunteers to deliver services
- additional services offered that complement Council funded services
- financial sustainability of the organisation
- risk management approach to providing services
- participation in local networking and partnership development
- ability to identify evidence-based need and demand from the Boroondara community for the services and ability to identify emerging needs of the community
- ability to identify, measure and communicate the impacts and outcomes of services or projects to the community over the three years of funding
- be locally based and able to operate services in Boroondara
- service costings.

Eligibility Criteria

To be eligible for Community Strengthening Grant funding, applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g., a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (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
- hold a public liability insurance policy that Council considers satisfactory
- not have their 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 applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the *Child Wellbeing and Safety Act 2005*, for organisations that provide services to minors
 - registration or accreditation of professional employees.
- comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements
- be able to demonstrate the necessary skills, expertise, qualifications, registrations and licensing in the funded area to deliver the funded services.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant

- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g., air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant Conditions

The recipient must:

- complete the funded project or activity within the timeframe specified in the guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the Freedom of Information Act 1982
-
- applicants can submit one application for each service in a funding round.
- Successful applicants will be required to provide quarterly reports to Council on progress against the outcomes and other agreed measures using the reporting format set out the funding agreement as part of the decision-making process for continuing the funding.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion annually. If Council's grant funds are not spent, all remaining funds must be returned to Council.
- Successful applicants must (as required) attend meetings convened by Council officers to discuss service outcomes, community needs, trends and partnership opportunities

Council may make funding conditional on other specific conditions being met.

Assessment Process

- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Category guidelines will be available, and these will outline the assessment criteria that will be used to assess applications.
- Applications will be assessed by the Community Support Grants Assessment Panel, made up of Council officers, against the assessment criteria provided in the Guidelines.
- The Assessment Panel will submit its recommendations to Council for endorsement.
- Council makes final decisions and approves successful applications at a designated Council meeting.

8. Climate Action Grants

Purpose

The Climate Action Grants provide important financial support for the delivery of new services, projects, programs, and activities that strengthen the community's capacity to reduce emissions and/or adapt to the impacts of climate change.

Timeframe

One year

Streams

Sustainable Community

Recipients

This is a competitive category open to non-profit community organisations that meet the eligibility criteria. Priority will be given to applications from small to medium sized organisations (refer to Definitions - 'organisation size').

Funding Range

Up to \$10,000 is available, per project. Applicants can submit more than one application, but the combined total of all grant applications for each applicant must be no more than \$10,000 in any 12-month period.

Funding Available

The funding pool for the Climate Action Grants is subject to variation each year. The amount of funding available will be at Council's discretion.

Eligibility Criteria

To be eligible for a Community Strengthening Grant funding applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g., a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (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
- hold a public liability insurance policy that Council considers satisfactory
- not have their 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 applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the Child Wellbeing and Safety Act 2005, for organisations that provide services to minors
 - registration or accreditation of professional employees.
- comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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 prizes, sponsorships, donations or gifts

- new building works, capital improvements, facility maintenance and fixed assets (e.g., air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant Conditions

The recipient must:

- not expend more than 50% of the total grant funding provided by Council to pay for professional fees (e.g., labour, salary, wages) and/or administration costs (e.g., phone calls, correspondence, stationery) associated with the funded project or activity
- complete the funded project or activity within 12 months, unless specified otherwise in the guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*.

Council may make funding conditional on other specific conditions being met.

Assessment Process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Review Panel members for review.

- Officers will then submit recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.

Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

9. Lead Tenant Grant

Purpose

The purpose of the Lead Tenant Grants is to support the integrated operation of community facilities with multiple user groups to ensure spaces are actively managed, well utilised and tenants work closely together to ensure a seamless program of activities and services.

Timeframe

Three years

Streams

Healthy Community

Recipients

This is a competitive category open for non-profit community organisations that meet the eligibility criteria.

Funding Range

The amount of funding available will be outlined in the guidelines and is at Council's discretion. Continued funding over the three years is subject to satisfactory achievement against agreed targets and no guarantee of funding beyond three years is provided. Organisations that have previously received a Lead Tenant Grant are welcome to reapply in a subsequent funding round, provided that the previous funded three-year timeframe has expired.

Funding Available

These Grants will be open for applications as determined by Council. The amount of funding available will be at Council's discretion.

Service Description

Lead Tenants provide management services such as reception, overseeing building-related matters, including maintenance requests, managing cleaning contracts, overseeing room bookings, and facilitating collaborative program planning and promotions among tenants.

Assessment Criteria

Applicants for the Lead Tenant Grants will be required to submit an application, which will be assessed on criteria outlined in the guidelines and will include the following:

- demonstrated capacity and experience of the organisation to deliver, evaluate and report on the required services over the three-year period
- use of volunteers to deliver services
- additional services offered that complement Council funded services
- financial sustainability of the organisation
- risk management approach to providing services
- participation in local networking and partnership development
- ability to identify emerging needs of the community in connection with the use of community facilities
- ability to identify, measure and communicate the impacts and outcomes of services or projects to the community over the three years of funding
- be locally based and able to operate services in Boroondara.

Eligibility Criteria

To be eligible for a Community Strengthening Grant funding applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g., a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (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
- hold a public liability insurance policy that Council considers satisfactory
- not have their 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 applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the Child Wellbeing and Safety Act 2005, for organisations that provide services to minors

- registration or accreditation of professional employees.
- comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g., air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant Conditions

The recipient must:

- complete the funded project or activity within the timeframe specified in the Grant guidelines

- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide audited statements for the organisation at completion of the funding period if the grant exceeds \$25,000, in addition to the expenditure statement for the funded activity.
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*
- provide quarterly reports to Council on progress against the outcomes and other agreed measures using the reporting format set out the funding agreement.
- (as required) attend meetings convened by Council officers to discuss service outcomes, community needs, trends and partnership opportunities

Council may make funding conditional on other specific conditions being met.

Assessment Process

- Category guidelines will be available, and these will outline the assessment criteria that will be used to assess applications.
- Applications will be assessed by a panel of Council officers against the assessment criteria provided in the guidelines.
- Officers will submit recommendations to Council for endorsement. Council makes final decisions and approves successful applications at a designated Council meeting.

10. Individual Achievement Grants

Purpose

These grants support individuals in their pursuit of high levels of performance by providing assistance for expenses incurred through participating (performing, competing or presenting) at national or international levels. This category will be open to applications on an ongoing basis.

Streams

Individual Achievement Grants are divided into three streams:

- Active Community
- Creative Community
- Sustainable Community.

Timeframe

Quarterly (or until funds are expended).

Recipients

This is a competitive category open to individuals and groups of individuals who incur costs associated with attaining high levels of performance and achievement in any field or discipline.

Funding Range

National:

- individual: \$200
- group: \$400

International:

- individual: \$300
- group: \$750

*Group funding is applicable if the application is a joint application received from three or more individuals who are participating as part of a team/group apply for funding.

Applicants who demonstrate financial hardship through providing evidence of a current means tested government issued card (held by the individual or their parent/guardian if under 18) may apply for an additional 20% funding.

Funding Available

The amount of funding available within each funding stream will be at Council's discretion.

Eligibility Criteria

To be eligible for Individual Achievement Grant funding the following conditions must be met:

- applications are only open to individuals who reside within the City of Boroondara.
- the event, program or activity which the applicant is engaging in must be conducted/coordinated by a recognised organisation (i.e., national or international governing/peak body, not by a group of individuals) with a governing body (or equivalent).
- the applicant must be selected by the governing body (or equivalent) to attend the event, program or activity and provide evidence of their selection.
- applications must be received by Council:
 - at least four weeks prior to, but no earlier than three months before, the event for which funding is requested commences
 - otherwise within one week of receiving the invitation to participate, where the invitation is received less than four weeks before the event.
- applicants are ineligible if they have received funding under this category in any of the two previous financial years.
- applicants must have satisfactorily accounted to Council for the expenditure of a previous Council grant if relevant.

Exclusions

The following will not be funded:

- incorporated groups or profit-making organisations
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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)

- new equipment or materials not directly related to being able to compete or participate in the funded activity
- participation in events that may be perceived to portray a negative image (e.g., associations with alcohol, gambling, smoking, discrimination)
- paid participation in commercial based events.

Grant Conditions

The applicant must:

- spend the grant funding as detailed in the application, unless written approval is obtained from Council
- spend the funding (via the sports club) within six months of receiving it
- in the case of withdrawing from the event for any reason, or the event for which funding has been awarded is cancelled, reimburse Council the full amount awarded, unless otherwise determined by Council

Council may, at its discretion, promote the recipients of grants to the community.

Council may make funding conditional on other specific conditions being met.

Assessment Process

- Category guidelines and application forms will be made available each year, and these will outline the assessment criteria that will be used to assess applications. Grant applications can be submitted anytime online via Council's website.
- Applications will be assessed by officers in the order in which they are submitted. Applicants will be notified of the outcome within four weeks of the application being received. Incomplete applications will not be assessed until all required documents are received.
- Where the applicant is under 18 years of age, the funding will be made to the applicant's parent/guardian and the applicant's parent/guardian must accept responsibility for the administration of the grant.

11. Individual Participation Grants

Purpose

Individual Participation grants will create social inclusion opportunities for disadvantaged community members to participate in sport and can only be accessed by low-income earners.

Streams

Active Community

Timeframe

Ongoing (until funds are expended).

Recipients

This category is only open to City of Boroondara residents playing in a City of Boroondara sports club. Funding is to reduce the cost of sport club registration/membership fees only.

Funding Range

Grants of 75% (capped at \$200) of an individual's sports club fees will be awarded to the successful applicants. Grant funding will be paid directly to the nominated sports club, which will then reduce the club registration/membership fee by the grant amount.

Funding Available

The amount of funding available will be at Council's discretion.

Eligibility Criteria

To be eligible for Individual Participation Grants, the following conditions must be met:

- applications are only open to individuals who reside within the City of Boroondara.
- applications provide evidence of a current means tested government issued card (held by the individual or their parent/guardian if under 18).
- applicants are ineligible if they have received funding in any of the two previous financial years

- Applicants (via their sports club) must have satisfactorily accounted to Council for the expenditure of a previous grant if relevant.

Exclusions

The following will not be funded:

- incorporated groups or profit-making organisations
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- registered political parties or organisations that are controlled by a registered political part
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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)
- new equipment or materials not directly related to being able to compete or participate in the activity
- participation in events that may be perceived to portray a negative image (e.g., associations with alcohol, gambling, smoking, discrimination)
- paid participation in commercial based events

Grant Conditions

The recipient must:

- spend the Grant funding as detailed in the application unless written approval is obtained
- spend the Grant funding (via the sport club) within six months of receiving it
- in the case of cancelling their involvement with the sport club during the funded year, reimburse Council for so much of the sport club fees as is refunded by the sport club

Council may, at its discretion, promote the recipients of grants to the community

Council may make funding conditional on other specific conditions being met.

Assessment Process

- Category guidelines and application forms will be made available each year, and these will outline the assessment criteria, which will be used to assess applications. Grant applications can be submitted online via the City of Boroondara website.

- Applications will be assessed by officers in the order in which they are submitted. Applicants will be notified of the outcome within 14 days of the application being received. Incomplete applications will not be assessed until all required documents are received.
- Successful candidates are required to submit their successful letter to their sports club. The sports club will reduce the registration fee for the applicant by the grant approval amount.

12. Seniors' Groups Grants

Purpose

These grants support seniors' groups to fund specific projects or activities, rental, insurance and operational costs, outings, guest speakers and/or transport, which support older people of all abilities, interests and cultural backgrounds to participate in group activities, enhance wellbeing, and foster connections in the local community.

Timeframe

One year

Recipients

This is a non-competitive category applicable to specific senior groups located in Boroondara.

Funding Range

Up to \$11,000 per applicant per year

Funding Available

The amount of funding available will be at Council's discretion.

Eligibility Criteria

To be eligible for Community Strengthening Grant funding, applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g., a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (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
- hold a public liability insurance policy that Council considers satisfactory
- not have their 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 applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the Child Wellbeing and Safety Act 2005, for organisations that provide services to minors
 - registration or accreditation of professional employees
- have a majority of its membership residing in Boroondara.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g., air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant Conditions

- The recipient must:
- complete the funded project or activity within the timeframe specified in the guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the Freedom of Information Act 1982.

Council may make funding conditional on other specific conditions being met.

Assessment Process

Category guidelines and application forms will be distributed each year, and these will outline the assessment criteria that will be used by the internal Seniors Groups Grants Review Panel to assess applications.

13. Triennial Non-Competitive Grants

Purpose

This funding provides reliable financial assistance, enabling organisations to provide important community services and programs in the City of Boroondara. This is a triennial category.

Timeframe

Three years

Streams

- Healthy Community
- Creative Community

Recipients

- Neighbourhood Houses:
 - Alamein Neighbourhood and Learning
 - Ashburton Community Centre
 - Balwyn Community Centre
 - Bowen Street Community Centre
 - Camberwell Community Centre
 - Canterbury Neighbourhood Centre
 - The Craig Family Centre
 - Hawthorn Community House
 - Kew Neighbourhood Learning Centre
 - Surrey Hills Neighbourhood Centre
 - Trentwood at the Hub
- Kew East Primary School Multipurpose Centre
- Camberwell Rotary
- Hawthorn Citizen's Youth Club.
- Any other organisation which Council reasonably determines to be a suitable candidate for this funding.

Funding Available

The amount of funding available will be at Council's discretion. Continued funding over the three years is subject to satisfactory achievement against agreed targets and no guarantee of funding beyond three years is provided.

Eligibility Criteria

To be eligible for a Community Strengthening Grant funding applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g., a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (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
- hold a public liability insurance policy that Council considers satisfactory
- not have their 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 applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the Child Wellbeing and Safety Act 2005, for organisations that provide services to minors
 - registration or accreditation of professional employees.
- comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year

- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities 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 prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g., air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- interstate or overseas travel.

Grant Conditions

The recipient must:

- complete the funded project or activity within the timeframe specified in the Grant guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the project/program on completion of the activity
- provide audited statements for the organisation at completion of the funding period if the grant exceeds \$25,000, in addition to the expenditure statement for the funded activity.
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*

Council may make funding conditional on other specific conditions being met.

Assessment Process

Each organisation will be required to address relevant assessment criteria prior to funding agreement renewal to ensure that recurrent funding aligns with the objectives of the Boroondara Community Strengthening Grants Policy and addresses Council's funding priorities and emerging community needs and priorities.

Council will review the outcomes of the Triennial Non-Competitive Grant category in terms of community needs at Council's discretion.

