Boroondara Community Strengthening Grants Policy

April 2018

**Responsible Directorate:** Community Development  
**Authorised by:** Council  
**Date of adoption:** 28 October 2013  
**Review date:** 2017  
**Expiration date:** 2018  
**Policy type:** Council

Please note: This Policy was revised in April and November 2017 and April 2018. The updated sections are in Appendix 1 and include revisions to the Purpose of the Annual Grants and the Exclusions section in all other Grant Categories, the membership of the Community Strengthening Grants Assessment Panel has also been updated. Three new competitive categories, the Boroondara Community Services Tendered Grants, Innovation Grants, and Armistice Day Community Grants have been added to the Policy and the eligibility criteria of the Triennial Non-Competitive Grants category has been updated.
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Introduction

Purpose
The purpose of this policy is to set out Council's framework for delivering grant funding and provide information for Council and the community on the principles guiding the Boroondara Community Strengthening Grants. This policy aligns community grants with Council’s strategic objectives; establishes clear expectations around Council and community roles; provides Council with direction to develop community grants and funding programs; and 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
The Boroondara Community Strengthening Grants Policy will be a tool for community groups, organisations and individual applicants, clearly articulating the resourcing opportunities available to them, as well as the procedures for applying for Council funding.

This policy also applies to all Council departments involved in the promotion, assessment and management of community grants that fall within the policy framework. This includes managing relationships with organisations receiving non-competitive Council funding, promoting various competitive grant categories to the community, assisting applicants with grant submissions, undertaking grant assessments, and overseeing the completion of grant recipients’ funding obligations.

Corporate framework
The Boroondara Community Plan is the City of Boroondara’s key strategic document. This policy supports Council’s vision of a vibrant and inclusive city, meeting the needs and aspirations of its community by addressing the following priority themes in the Community Plan:

- Priority theme 1: Your community, services and facilities
- Priority theme 2: Your parks and green spaces
- Priority theme 3: The environment

The Boroondara Community Plan directly informs the Council Plan 2017-21. The policy addresses the following themes in the Council Plan:

- Strong and engaged communities:
  - Our community has a say in matters of interest to them in achieving Boroondara’s vision
  - Community needs are identified and responses planned accordingly
  - Opportunities are provided to enable people in our community to be supported and involved
- Sustainable environment:
  - Our natural and urban environment is improved in a sustainable way
• Responsible management:
  o Decision-making in the delivery of high quality services by capable and professional people reflects transparent, accountable and fair practices.

The policy follows best practice and integrates Council's grant funding activities so that they strategically align with community needs, as identified within the Boroondara Community Plan, the Council Plan, and other key Council strategies and plans.

**Background**

**Policy environment**

The Boroondara Community Strengthening Grants Policy 2013 replaced the Boroondara Community Development Grants Policy 2008 (Grants Policy 2008), which was developed following an internal audit of community grants funding, procedures and administration in August 2006. The Grants Policy 2008 only applied to $649,083 of the total $2,315,121 budgeted grant funding distributed by Council to the community in 2012-13.

The Grants Policy 2008 was scheduled for redevelopment in 2013. This included a review of the adequacy of current grant programs and funding arrangements and an assessment of existing policy and procedures, funding sources, eligibility and assessment criteria, assessment processes, evaluation and monitoring of grant recipients and acquittal processes.

The Community Strengthening Grants Policy was also informed by the recommendations of the Community Grants Audit into Council's community grants programs and other operational funding agreements, which was endorsed by the Audit Committee in May 2012.

Key recommendations of the audit include:

• Incorporate grant funding programs under one umbrella and develop an overarching policy framework to better align funding to Council's strategic objectives and allow identification of total support provided.

• Redesign the Community Development Grants Policy to include funding streams that have a greater focus on community development and strengthening outcomes, and more closely align with different departmental strategic priorities.

• Review and clarify eligibility and assessment criteria to provide greater guidance to applicants and ensure an equitable distribution of Council support for community organisations.

• The policy was also updated in 2017.

**Policy context**
The *Local Government Act (1989)* recognises Council's role in 'fostering community cohesion and encouraging active participations in civic life'. The Victorian Local Government Association reference 'Best Practice in Local Government Community Grants Programs' (2002) identifies that:
Community Grants programs are one of the major ways in which local governments can enter into partnership with community organisations and groups…to meet community needs, support local networks, encourage participation in community life, facilitate innovation and responsiveness in community service provision, and promote access, inclusion and acceptance of diversity.

The best practice guidelines of the Victorian Local Governance Organisation and the Auditor General's report, Administration of Grants by Local Governments (October 2005), were also considered.

In its report on the results of the 2013-14 Local Government Audits, the Victorian Auditor General's Office (VAGO) outlined the key elements of an effective grant management framework, which are an adopted grants policy, management practices and oversight. The report made a number of recommendations for councils with grant programs:

- establish comprehensive overarching grant administration policies and procedures that are periodically reviewed
- ensure conflicts of interests declarations are completed by all staff undertaking grant assessments
- reinforce and ensure grant payments are appropriately acquitted
- rigorously monitor grants issued and establish periodic reporting to council
- periodically review grant administration practices and related policy compliance.

This policy specifically reflects Council's approach to grant making within the Boroondara environment with consideration to local government's role in achieving community cohesion, civic participation and capacity building. It contains the key elements of an effective grants management framework and complies with the recommendations of VAGO.

The Community Strengthening Grants Policy has also been developed in the context of Council's integrated strategic planning framework. Each of Council's strategic plans and strategies is developed through extensive research and community engagement, in line with Council's community engagement strategies. It is this evidence base, embedded in Council's strategic plans and strategies, which allows Council and the community to identify community needs, aspirations, and priorities to be addressed through Council's Community Strengthening Grants Policy.

**Methodology**

**Consultation**
The Grants Policy 2013 included a comprehensive community engagement plan that was developed in partnership with the Communications and Engagement Department to inform Boroondara residents of the new Community Strengthening Grants Policy and gain feedback.

Extensive internal consultation was undertaken to develop the Community Strengthening Grants Policy. A Grants Working Group (GWG) was established and there were managers' workshops. The GWG was responsible for developing a new, outcomes-focused community grants framework, which formed the basis for the Boroondara Community Strengthening Grants Policy. The GWG had representation from Community Planning and Development;
Library, Arts and Cultural Services; Family, Youth and Leisure Services; Health, Ageing and Disability Services; Environment and Sustainable Living; and Parks and Gardens.

Input was also sought from the Councillors and Balwyn Rotary Club members on the grants assessment panel.

The April 2017 revision to the Draft Grants Policy involved consultations with members of the Grants Assessment Panel and benchmarking with the Melbourne City Council, the City of Stonnington, the City of Bayside and the City of Glen Eira.

Benchmarking
Benchmarking for the Grants Policy 2013 was conducted against other local government grant programs including:

- Monash City Council
- Melbourne City Council
- City of Stonnington
- Yarra City Council
- City of Port Phillip
- City of Whitehorse
- Knox City Council

- Maribyrnong City Council
- City of Greater Dandenong
- City of Manningham
- Banyule City Council
- Leichhardt Council
- Brimbank City Council
- Darebin City Council

Benchmarking highlighted the wide range of approaches employed in community grant funding and the importance of tailored funding programs that recognise municipal community needs and priorities.

To support the 2018 revision to the policy, benchmarking was conducted with the City of Melbourne, the City of Manningham, the City of Whitehorse, the City of Sydney, Brisbane City Council, VicRoads, the Give Where You Live Foundation Innovation Grants and the Lord Mayor’s Charitable Foundation.

Policy statement
The City of Boroondara recognises the value and importance of the role community groups and organisations play in building vibrant, inclusive and healthy communities.

The objectives of the Boroondara Community Strengthening Grants 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.

Application process
Council will consider grant applications from eligible organisations and individuals. Applications must be submitted on the appropriate form available from Council's website. The majority of grant categories will be run using the online grant management system.
SmartyGrants. Applications for the Boroondara Community Services Tendered Grants will be through an Expression of Interest process.

Council takes an active role in supporting, facilitating and guiding community organisations through all the relevant application processes to promote quality applications. This includes providing interpreting and translating services for applicants who require this assistance. For the Annual Community Strengthening Grants category and the Boroondara Triennial Operational Grants category, applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Officers will then provide advice to applicants about the development of their projects. 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 and evaluation.

**Assessment process**

Council will support projects that reflect demonstrated community need, address high priority strategic areas for funding, and fulfill identified service gaps.

In the interest of fairness, transparency and maintaining community confidence in the integrity of the assessment process, formal assessment processes exist for all competitive grant categories. These processes are determined by relevant department officers and are reviewed annually. Refer to **Appendix 1** for a more detailed outline of the assessment process relevant to each category of grant within the framework.

All assessment processes are clearly outlined in the grant guidelines available to the community.

Council’s intent is to support community groups and agencies through its community grants whose primary purpose is to deliver programs and activities within an operating context that is consistent with the priorities of Council’s Community Plan, Council Plan, policies and strategies.

Where community groups and agencies operate in a context that is not directly related to these priorities, Council will consider whether such contexts may distract and/or mitigate against the achievement of these priorities, and whether by association with such a context, damage and/or confusion in the community may be created about Council’s vision and strategic objectives.

Council’s consideration of these operating contexts will be informed by officers’ assessment of information provided within the grant’s application, annual reports, website and other materials publically available about the not-for-profit group.

Should Council consider the agency or group operates in a context that is not conducive to Council’s priorities, it will weigh the impact of this context against the proposed benefits of the application, and make a decision regarding the outcome of the grant at its absolute direction.
Funding agreement
All funding provided by Council is guided by a funding agreement between Council and the grant recipient that needs to be signed by both parties. The funding agreement protects the interests of Council and the grant recipient and enables the conditions of the grant to be enforced. The agreement articulates:

- the purpose of the funding
- the dollar amount of 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 grant conditions and a procedure for the return of unexpended funds.

Grant evaluation and acquittal
To ensure appropriate accountability by grant recipients with regard to the use of grant funding, all funding provided by Council will require an evaluation report and financial acquittal, outlining the use of the funds and the achieved outcomes of the 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 the policy.

Conflict of Interest
A 'conflict of interest' is defined as a conflict between a person's private interests and their public obligations. For the protection of grant applicants and those involved in the assessment process, all Councillors, Council officers and Rotary members involved in the grant assessment process are required to declare their interest prior to assessing any grant applications or reviewing project evaluations and reports. This process ensures that any potential, actual or perceived conflict of interest is promptly identified and addressed. In the event of a conflict of interest, the person must decline to participate in any discussion about the application or report and this declaration is noted in the relevant report to Council.

Community Strengthening Grants Framework
There are ten categories of grants within the Boroondara Community Strengthening Grants Policy, each with individual eligibility and assessment criteria:

- Annual Community Strengthening Grants
- Innovation Grants
- Armistice Day Community Grants
- Boroondara Triennial Operational Grants
- Boroondara Community Services Tendered Grants
- Individual Achievement Grants
- Boroondara Seniors Groups Grants
The Community Strengthening Grants 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 statistics and knowledge of Council officers and Boroondara communities.

The five streams are:

- **Active Community** - Sport and Recreation: accessible recreation, sport and physical activity opportunities catering for the diverse and changing needs of the community, along with education, training and capacity building for groups and clubs.

- **Creative Community** - Arts and Culture: diverse arts and cultural programs, festivals, events and activities that articulate and enhance arts, culture and heritage practice across the municipality.

- **Sustainable Community** - Environmental Sustainability: projects and programs that encourage and enable sustainable living: less carbon emissions, less waste to landfill, biodiversity protection, waterway health, urban agriculture, walking and cycling.

- **Healthy Community** - Health, Safety and Wellbeing: programs and activities which promote safety, good health and wellbeing of individuals, families and community groups, across all ages, abilities, and cultural backgrounds.

- **Actively Ageing Community** - Older Persons' Grants: opportunities for older people (aged 55+) of all abilities, interests and cultural backgrounds to participate in group activities, enhance wellbeing and foster connections in the local community. To enable clubs to encourage their members to be socially active and lead healthy lifestyles.

Additionally, for Annual Community Strengthening Grants an annual theme based on the focus areas of the Boroondara Public Health and Wellbeing Plan will run across all streams.

Stream objectives and themes are reviewed annually and change according to emerging needs and priorities. These details will be clearly articulated to the community through the respective grant guidelines.

**Implementation and monitoring**

**Procedures**

This policy will inform the grant guidelines and application forms. Grant guidelines will be made available for each competitive category of grant within the framework and will include details on:

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

An internal procedures document will guide the implementation of this policy within Council. The internal procedures will be reviewed annually by the relevant departments and will be made available on Council’s intranet.

**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, as set out in the internal procedures. 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
• all Boroondara libraries, community centres and neighbourhood houses
• the *Boroondara Bulletin*
• *The Fuse e-newsletter*
• direct mail
• local newspaper advertising
• paid advertisements in relevant ethnic 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. This process will involve the relevant departments to ensure that departmental priorities are captured, along with the program evaluations and feedback received from previous grant recipients. This will assist in determining the focus and amount of funding in future years. The internal procedures and external grant guidelines will also be reviewed annually to ensure that any operational issues are identified and addressed promptly.

The overall framework and Community Strengthening Grants Policy 2013 will be reviewed before June 2017.

**Accountabilities**
Overall ownership of the Boroondara Community Strengthening Grants Policy sits with the Community Planning and Development Department. However, the following departments hold responsibility for managing different grant categories within the framework and subsequently, the appropriate implementation of this policy:
<table>
<thead>
<tr>
<th>Category</th>
<th>Stakeholder</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Community Strengthening Grants</td>
<td>Manager Community Planning and Development</td>
<td>9278 4750</td>
</tr>
<tr>
<td>Boroondara Triennial Operational Grants</td>
<td>Manager Community Planning and Development</td>
<td>9278 4750</td>
</tr>
<tr>
<td>Innovation Grants</td>
<td>Manager Community Planning and Development</td>
<td>9278 4750</td>
</tr>
<tr>
<td>Armistice Day Community Grants</td>
<td>Manager Arts Facilities Business</td>
<td>9278 4344</td>
</tr>
<tr>
<td>Boroondara Community Services Tendered Grants</td>
<td>Manager Family, Youth and Recreation Services</td>
<td>9278 4610</td>
</tr>
<tr>
<td>Individual Achievement Grants – Creative Community</td>
<td>Manager, Arts Facilities Business</td>
<td>9278 4344</td>
</tr>
<tr>
<td>Individual Achievement Grants – Active Community</td>
<td>Manager Family, Youth and Recreation Services</td>
<td>9278 4610</td>
</tr>
<tr>
<td>Individual Achievement Grants – Sustainable Community</td>
<td>Manager Environment and Sustainable Living</td>
<td>9278 4532</td>
</tr>
<tr>
<td>Boroondara Seniors Groups Grants (Department of Health)(^1)</td>
<td>Manager Health, Active Ageing and Disability Services</td>
<td>9278 4700</td>
</tr>
<tr>
<td>Triennial Non-Competitive Funding - Neighbourhood Houses</td>
<td>Manager Community Planning and Development</td>
<td>9278 4750</td>
</tr>
<tr>
<td>Triennial Non-Competitive Funding - Friends of Same</td>
<td>Manager Community Planning and Development</td>
<td>9278 4750</td>
</tr>
<tr>
<td>Triennial Non-Competitive Funding - Camberwell Rotary Payment</td>
<td>Manager Arts Facilities Business</td>
<td>9278 4344</td>
</tr>
<tr>
<td>Triennial Non-Competitive Funding - Kew East Primary School Multipurpose Centre</td>
<td>Manager Arts Facilities Business</td>
<td>9278 4344</td>
</tr>
<tr>
<td>Triennial Non-Competitive Funding - Hawthorn Citizen's Youth Club</td>
<td>Manager Family, Youth and Recreation Services</td>
<td>9278 4610</td>
</tr>
<tr>
<td>Annual Registered Rooming House Subsidy</td>
<td>Manager Community Planning and Development</td>
<td>9278 4750</td>
</tr>
<tr>
<td>Funding Centre Subscription Grants</td>
<td>Manager Community Planning and Development</td>
<td>9278 4750</td>
</tr>
</tbody>
</table>

- Additionally, for the Annual Community Strengthening Grants and Boroondara Triennial Operational Grants, relevant department officers will be actively involved in reviewing and designing stream objectives, category promotion, assisting applicants prior to submission, assessment processes and following up on progress reporting and grant acquittals.

\(^1\) Funding received through a Funding and Service Agreement with the Department of Health
References

Related documents
The overall framework is supported by the following:

- Boroondara Community Plan 2017-27
- Council Plan June 2017-21
- Access and Inclusion Plan 2013-17
- Cultural Diversity Plan
- *Local Government Act 1989*

Stream objectives are aligned with a number of related Council plans and strategies, including:

- Sport and Recreation Strategy
- Boroondara Arts Plan 2015
- Community Festivals and Events Policy
- Our Low Carbon Future Strategy
- Urban Biodiversity Strategy 2013-23
- Boroondara Bicycle Strategy
- Integrated Transport Strategy 2006-26
- Waste Minimisation and Recycling Strategy
- Sustainable Buildings and Landscape Guidelines
- Children and Young People’s Strategy
- Responsible Gambling Policy 2013-18
- Creating an Age Friendly Boroondara
- Disability Services Community Building Program
<table>
<thead>
<tr>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audit</strong></td>
</tr>
<tr>
<td>An audit is an official examination and confirmation of accounts and records. Council can be audited and Council can also audit grant recipients. For Council’s audit of grant recipients, the recipient organisation will be required to readily make available all income/expenditure records, correspondence, meeting notes, promotional material, and any other document relating to the funded program/activity.</td>
</tr>
<tr>
<td><strong>Auspice</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Acquittal</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Benchmarking</strong></td>
</tr>
<tr>
<td>Council benchmarks our grant-making practices against other local councils and other key funders to ensure we are delivering best practice grant-making.</td>
</tr>
<tr>
<td><strong>Council</strong></td>
</tr>
<tr>
<td>This is the City of Boroondara as a geographical area and also the entity which has the authority to make decisions on behalf of the Boroondara community.</td>
</tr>
<tr>
<td><strong>Co-contribution</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Expression of Interest</strong></td>
</tr>
<tr>
<td>An Expression of Interest (EOI) is the process of seeking a proposal/submission from potential service providers to undertake specific work or services. It includes a document describing Council’s requirements or specifications, and schedules for potential providers to provide information to demonstrate their ability to supply the services or works required. See also Tender.</td>
</tr>
<tr>
<td><strong>Funding agreement</strong></td>
</tr>
<tr>
<td>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 agreement. Once signed, organisations are under a legal obligation</td>
</tr>
<tr>
<td><strong>Grant</strong></td>
</tr>
<tr>
<td><strong>Not-for-profit</strong></td>
</tr>
<tr>
<td><strong>Incorporated</strong></td>
</tr>
<tr>
<td><strong>In-kind support</strong></td>
</tr>
<tr>
<td><strong>Objectives</strong></td>
</tr>
</tbody>
</table>
| **Public liability insurance** | Public liability insurance will protect a community organisation against its legal liability to pay:  
  - 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 that a community organisation may have if it needs to defend bodily injury and property damage claims made against it. |
| **Tender** | A tender is the process of inviting bids or proposals for goods or services outlined a specification document to be submitted within a set timeframe. See also Expression of Interest. |
Appendix 1 - Summary of Community Strengthening Grants Categories

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 five streams:
- Active Community
- Creative Community
- Sustainable Community
- Healthy Community
- Active Ageing Community.

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

Funding range
In the Annual Grants - General up to $10,000 is available, per project with a maximum of $2,000 available for equipment purchases within a project or separate from a project. Applicants can submit more than one application within and across all streams, but the combined total of all grant applications must be no more than $10,000.

Funding available
The total funding available for Annual Community Strengthening Grants each year is subject to variation, depending on Council's annual budget allocation and the contribution of the Rotary Club of Balwyn. The Annual Community Strengthening Grants are the result of a unique partnership between the Rotary Club of Balwyn and the City of Boroondara, 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 Annual Community Strengthening Grants funding groups/organisations must:
- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)
- be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee) or have an auspice (unless requesting less than $1,000)
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff,
members and the general public as appropriate

- not have 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 other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required).

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- applications from primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- repeat applications for the same projects, activities or equipment
- applications from registered political parties
- religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)
- funding of prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (eg air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- operational expenses such as insurance and rental subsidies
- interstate or overseas travel.
- Professional fees (eg labour, salary, wages) and administration costs (eg phone calls, correspondence, stationery) can only represent 50% of the total grant funding requested from Council.
- The project must be completed within 12 months, as specified in the guidelines.
- Successful applicants will be required to become a signatory to a standard funding agreement which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features.
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an
evaluation form to all groups.

- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council.
- 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 Assessment Panel for review. The Community Strengthening Grants Assessment Panel consists of Councillors, and Balwyn Rotary members as per the Terms of Reference for this panel. The number of Councillors on the Grants Assessment Panel is to be determined by Council at its discretion.
- The Community Strengthening Grants Assessment Panel will then submit its recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- The Grants Assessment Panel is able to make recommendations to Council that may be outside the guidelines if it believes important community outcomes can be achieved.
2. **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 five streams:
- Active Community
- Creative Community
- Sustainable Community
- Healthy Community
- Active Ageing Community.

**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 within a project or separate from a project.

**Funding available** The total funding available for Innovation Grants in 2018-19 is $42,514. This funding is subject to adoption of the 2018-19 Draft Budget.

**Eligibility criteria** To be eligible for Innovation Grants funding groups/organisations must:
- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)
- be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee) or have an auspice (unless requesting less than $1,000)
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have 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 other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required).
Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- applications from primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- applications from registered political parties
- religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)
- funding of 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
- operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant conditions

- Professional fees (e.g., labour, salary, wages) and administration costs (e.g., phone calls, correspondence, stationery) can only represent 50% of the total grant funding requested from Council.
- The project must be completed within 12 months, as specified in the guidelines.
- Successful applicants will be required to become a signatory to a standard funding agreement which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features.
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all groups.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council.
- 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 Assessment Panel members for review.

- The Community Strengthening Grants Assessment Panel will then submit its recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.

- The Grants Assessment Panel is able to make recommendations to Council that may be outside the guidelines if it believes important community outcomes can be achieved.
3. Armistice Day Community Grants

Purpose
The Armistice Day Community Grants are to support events and activities in Boroondara that recognise the centenary of Armistice Day in 2018. As the centenary date occurs in 2018 these grants will not continue past this year.

Timeframe
One-year

Streams
Armistice 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
In 2018-19, grants of up to $5,000 will be available for Armistice Day Community Grants projects or activities.

Funding available
The total funding available for Armistice Day Community Grants in 2018-19 is $22,000. This funding is subject to adoption of the 2018-19 Draft Budget.

Eligibility criteria
To be eligible for Annual Community Strengthening Grants funding, groups/organisations must:
- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936) or a school in the City of Boroondara
- be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee) or have an auspice (unless requesting less than $1,000)
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have 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 other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required).

Exclusions
The following will not be funded:
- individuals and private profit-making organisations
- funding requests that are considered by Council to be the funding responsibility of other levels of government
• applications from registered political parties
• religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
• projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
• projects or activities that have already started or have been completed (no retrospective funding)
• funding of prizes, sponsorships, donations or gifts
• new building works, capital improvements, facility maintenance and fixed assets (eg monuments, honour boards for service organisations or memorabilia)
• projects that have been, or are being, funded by other parts of Council
• operational expenses such as insurance and rental subsidies
• interstate or overseas travel.

Grant conditions

• Professional fees (eg labour, salary, wages) and administration costs (eg phone calls, correspondence, stationery) can only represent 50% of the total grant funding requested from Council.
• The project must be completed by November 2018, as specified in the guidelines.
• Successful applicants will be required to become a signatory to a standard funding agreement which lists all grant conditions and agreed performance outcomes/measure. This must be signed before grant funds are issued.
• Acknowledge the City of Boroondara in any promotional material or publicity features.
• Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all groups.
• Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council.
• Council may make funding conditional on other specific conditions being met.
Appendix 1 - Summary of Community Strengthening Grants Categories

**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 Assessment Panel for review.

- The Community Strengthening Grants Assessment Panel will then submit its recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.

- The Grants Assessment Panel is able to make recommendations to Council that may be outside the guidelines if it believes important community outcomes can be achieved.
4. Boroondara Triennial Operational Grants

Purpose: These grants support operating and program costs associated with the delivery of 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 three streams:
- Creative Community
- Sustainable Community
- Healthy Community.

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 is for each year for three years):
- Creative Community
  - local performing art groups: up to $15,000
  - festivals and events: up to $80,000
- Sustainable Community
  - community organisations: up to $15,000
- Healthy Community
  - community organisations: up to $15,000

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 Boroondara Triennial Operational Grants funding groups/organisations must:
- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be not-for-profit, as classified by the Australian Tax Office in the *Income Tax Assessment Act (1936)*
- be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee)
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public, as appropriate
• not have 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 other relevant Australian and Victorian legislation, including: accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
• have an adequate risk management plan in place (as required)
• for festivals and events, the proposed activity must have been running for at least two years before it is eligible.

Exclusions

The following will not be funded:
• individuals and private profit-making organisations
• funding requests that Council considers are the funding responsibility of other levels of government
• applications from primary or secondary schools
• applications from registered political parties
• religious projects, services or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
• projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
• funding of prizes, sponsorships, donations or gifts
• projects that have been or are being funded by other parts of Council
• interstate or overseas travel.

Grant conditions and applicant accountability

• Only one application per round can be submitted per organisation.
• Successful applicants will be required to become a signatory to a standard funding agreement, which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
• Successful applicants will be required to provide a written project evaluation report annually (or as otherwise specified in the funding agreement) against agreed performance outcomes as part of the decision-making process for continuing the funding. Council will provide an evaluation form to all groups. These reports will be reviewed by Council officers.
• The City of Boroondara must be acknowledged in any promotional material or publicity. This includes:
  i. prominent placement of the City of Boroondara logo on all promotional material preceded by the text 'proudly supported by'. The prominence of Council's logo should reflect Council's level of support (financial and in-kind) compared to other sponsors. Use of the logo is to be approved by Council.
  ii. verbal acknowledgement during opening/closing proceedings and as
Appendix 1 - Summary of Community Strengthening Grants Categories

iii. opportunity for the Mayor or ward Councillor to participate in the festival or event in an official capacity
iv. opportunity for Council to take up a presence at the festival or event, with no charge to Council.

- Council may make funding conditional on other specific conditions being met.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council.
- For events:
  i. Ensure compliance with Council's Guidelines for Public Events Conducted on Council Land in the City of Boroondara.
  ii. Submit detailed event, traffic and safety plans, and a marketing and promotions plan.
  iii. Evidence of compliance to relevant health or other permits and insurances must be provided prior to the event.

- Successful applicants must (as required) attend quarterly meetings convened by Council officers to discuss community needs, trends and partnership opportunities.

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 Assessment Panel for review. The Community Strengthening Grants Assessment Panel for Triennial Operational Grants consists of Councillors, and Council officers with expertise in the relevant stream (non-voting member) as per the Terms of Reference for this panel. The number of Councillors on the Grants Assessment Panel is to be determined by Council at its discretion.
- The Community Strengthening Grants Assessment Panel will then submit its recommendations to Council for endorsement. Council makes final decisions and approves successful applications at a designated Council meeting.
- The Grants Assessment Panel is able to make recommendations to Council that may be outside the guidelines if it believes important community outcomes can be achieved.
5. Boroondara Community Services Tendered 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 Boroondara Community Services Tendered 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

Timeframe
Three years

Streams
Boroondara Community Services Tendered 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 an Expression of Interest 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 Boroondara Community Services Tendered Grant are welcome to reapply in a subsequent funding round.

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 with 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 Boroondara Community Services Tendered Grants will be required to submit an Expression of Interest (EOI), which will be assessed on criteria outlined in the EOI 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 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 Boroondara Community Services Tendered Grants funding, groups /organisations must:

- have a presence in and be committed to providing direct benefits to residents of the City of Boroondara (local organisations will be prioritised)
- be not-for-profit, as classified by the Australian Tax Office in the *Income Tax Assessment Act (1936)*
- be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee)
- have an Australian Business Number (ABN)
- have a committee of management or Board that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public, as appropriate
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all other relevant Australian and Victorian legislation, including: accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required).
The following will not be funded:

- individuals and private profit-making organisations
- funding requests that Council considers are the funding responsibility of other levels of government
- applications from primary or secondary schools
- applications from registered political parties
- religious projects, services or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- funding of prizes, sponsorships, donations or gifts
- projects that have been or are being funded by other parts of Council
- interstate or overseas travel.

Applicants can submit more than one application across all services.

Successful applicants will be required to become a signatory to a standard funding deed, which lists all grant conditions and agreed performance outcomes/measures. This must be signed before the funds are issued.

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. Council reserves the right to withdraw the offer of a second and third year of funding if eligibility or funding conditions are breached; or if the funded service or program is unable to meet its objectives.

The City of Boroondara must be acknowledged in any promotional material or publicity. This includes:

Prominent placement of the City of Boroondara logo on all promotional material preceded by the text 'proudly supported by'. The prominence of Council's logo should reflect Council's level of support (financial and in-kind) compared to other sponsors. Use of the logo is to be approved by Council.

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

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.
Assessment process

- Applicants must speak with a relevant officer before submitting a full Expression of Interest.

- Category guidelines and Expression of Interest documentation 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 schedules in the Expression of Interest documentation.

  The Assessment Panel will submit its recommendations to Council for endorsement. Council makes final decisions and approves successful applications at a designated Council meeting.
6. 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 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 more than three individuals who are participating as part of a team/group apply for funding.

Applicants who demonstrate financial hardship through a Centrelink-issued Health Care Card or Pensioner Concession Card 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 Grants funding the following conditions must be met:
- Applications are only open to individuals.
- The applicant must reside within the City of Boroondara, be selected by a governing body (or equivalent) to attend, and provide a letter of selection. The event, program or activity must be conducted/coordinated by a recognised organisation (ie national or international governing/peak body, not by a group of individuals).
- Applications must be received at least four weeks prior to, but no earlier than three months before, the event for which funding is requested commences. Or otherwise within one week of receiving the invitation to participate.
- Applicants are ineligible if they have received funding through this funding scheme 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:

- applications from incorporated groups or profit-making organisations
- funding requests Council considers are the funding responsibility of other levels of government
- applications from registered political parties
- religious projects, services or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- costs already incurred (ie Council will not fund retrospectively)
- new equipment or materials not directly related to being able to compete or participate in the activity
- publishing, promotion or distribution of CDs, DVDs or writing works
- website development or maintenance
- participation in events that may be perceived to portray a negative image (eg associations with alcohol, gambling, smoking, discrimination)
- paid participation in commercial based events.

### Grant conditions and applicant accountability

- The applicant must spend the grant funding as detailed in the application unless written approval is obtained.
- The applicant must present the City of Boroondara with an official notification of participation from the organising body.
- In the case that the applicant has to withdraw from the event for any reason, or the event for which funding has been awarded is cancelled, the applicant will be required to reimburse City of Boroondara the full amount awarded.
- Successful applicants will need to acknowledge Council’s support.
- Council may, at its discretion, promote the recipients of grants to the community.
- Council may make funding conditional on other specific conditions being met.
- The cheque provided to successful applicants must be expended within six months of receiving funding.
- The City of Boroondara reserves the right to refuse funding. Once the allocated funds are exhausted during a funding period, no additional funding will be available for events within that set period.
- 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 anytime online via SmartyGrants.
- 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 cheque will be made payable to the applicant's parent/guardian.
7. Boroondara Seniors Groups Grants

Purpose
These grants support senior 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. This is an annual grants category that receives funding from the Victorian Department of Health.

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

Funding range
Up to $11,000

Funding available
The Boroondara Seniors Groups Grants are jointly funded by the Victorian Department of Health and Council. The amount of funding available, therefore, may alter in the future, depending on continued support from the department.

Eligibility criteria
Boroondara Seniors Groups Grants provide funding to organisations that are:

- have a majority of its membership residing in Boroondara
- not-for-profit, as classified by the Australian Tax Office in the *Income Tax Assessment Act* (1936)
- a legally constituted entity (e.g., a co-operative, incorporated association, company or company limited by guarantee) or have an auspice that is an incorporated body
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public, as appropriate
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all other relevant Australian and Victorian legislation, including: accounting and auditing requirements; equal opportunity and anti-Discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports.
Appendix 1 - Summary of Community Strengthening Grants Categories

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- funding requests which Council considers to be the funding responsibility of other levels of government
- applications from registered political parties
- religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (ie no retrospective funding)
- funding of prizes, sponsorships, donations or gifts
- projects that have been, or are being, funded by other parts of Council.

Grant conditions and applicant accountability

- Only one application per round can be submitted per organisation.
- Successful applicants will be required to provide a written project evaluation report annually (or as otherwise specified in the funding agreement) against agreed performance outcomes/measure. This must be signed before grant funds are issued.
- Successful applicants will be required to become a signatory to a standard funding agreement, which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- The City of Boroondara and the Victorian Department of Health must be acknowledged in any promotional material or publicity.
- 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 Assessment Panel to assess applications according to the Department of Health guidelines.
8. Triennial Non-Competitive Grants

Purpose: This funding provides reliable financial assistance, enabling organisations to run vital social services in the City of Boroondara. This is a triennial category.

Timeframes: Three years

Recipients:
- Neighbourhood Houses:
  - Alamein Neighbourhood and Learning Centre
  - 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
- Friends of Same
- Kew East Primary School Multipurpose Centre
- Camberwell Rotary
- Hawthorn Citizen's Youth Club

* Council may, at its discretion, fund other organisations under this category.

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.

Exclusions:
- funding for registered political parties
- religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments

Grant conditions and applicant accountability:
- Funding recipients will be required to become a signatory to a funding agreement, which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Successful applicants will be required to provide a written project
evaluation report annually (or as otherwise specified in the funding agreement) against agreed performance outcomes. These reports will be reviewed by Council Officers.

- Council may make funding conditional on other specific conditions being met.
- The City of Boroondara must be acknowledged in any promotional material or publicity.
- Council may, at its discretion, promote the recipients of grants to the community.

**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.
### 9. Annual Registered Rooming House Subsidy

| Purpose | This subsidy encourages registered private rooming house operators to improve the safety, wellbeing and social inclusion of their tenants. Funding supports one-off projects, equipment purchases and ongoing maintenance of premises that contribute to preserving good quality, low cost accommodation for Boroondara residents at risk of, or experiencing, homelessness. This is an annual category. |
| Timeframe | One-year |
| Recipients | This is a competitive category open to registered rooming house operators. |
| Funding range | Up to $3,000 |
| Funding available | The amount of funding available annually will be at Council’s discretion. |
| Eligibility criteria | To be eligible for the Annual Registered Rooming House Subsidy the following conditions must be met:  
- The applicant’s property must be registered under the Health Act as prescribed accommodation.  
- The applicant must have an Australian Business Number (ABN) or complete a Statement by Supplier form.  
- The applicant property must comply with the Building Act/Building Code of Australia Building Regulations.  
- The applicant business owner must accept responsibility for the administration of the grant.  
- The applicant business must hold adequate public liability insurance.  
- Operation of the business must include willingness to work with the Metropolitan Fire Brigade and local health and support agencies.  
- The applicant business must have satisfactorily accounted to Council for the expenditure of a previous Council grant, if relevant. |
| Exclusions | The following will not be funded:  
- applications from registered political parties  
- religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs  
- projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments.  
- The applicant must become signatory to a Standard Funding Agreement.  
- The applicant must keep a record of expenditure in order to acquit the grant.  
- The applicant must spend the grant funding as detailed in the application, unless written approval is obtained.  
- Council may, at its discretion, promote the recipients of grants to the community.  
- Council may make funding conditional on other specific conditions being met.  
- The cheque provided to successful applicants must be expended within six months. |
months of receiving funding.

- Category guidelines outlining the assessment criteria for applications and application forms will be available each year.
- Grant applications are submitted online via SmartyGrants.
- Applications will be assessed by a panel representing Council and local health and support agencies working with people in rooming houses.
10. Funding Centre Subscription Grants

Purpose: This grant provides organisations with a subscription to the Our Community Funding Centre grant notification newsletter to encourage them to investigate alternative sources of funding from a range of avenues, including Victorian and Australian Governments, corporate, and philanthropic trusts.

Timeframe: Two years

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

Funding range: Up to $55 annually per organisation

Funding available: The amount of funding available will be at Council’s discretion.

Eligibility criteria: To be eligible for the Funding Centre Subscription Grants organisations/community groups must:

- be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)
- have an Australian Business Number (ABN) or complete a Statement by Supplier form
- based in, or regularly meeting in, the City of Boroondara
- the majority of members must reside within the City of Boroondara.

Exclusions: The following will not be funded:

- organisations that have not satisfactorily accounted to Council for the expenditure of a previous grant
- applications from registered political parties
- religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- applications from individuals, profit-making organisations and schools.
- Successful applicants will be required to complete a progress report annually, detailing the organisation’s use of the Our Community Funding Centre newsletter
- Council may, at its discretion, promote the recipients of grants to the community
- Council may make funding conditional on other specific conditions being met.

Grant conditions: Category guidelines detailing the assessment criteria and application forms will be distributed each round

Assessment process: Grant applications are submitted online via SmartyGrants

Applications will be assessed by the Community Grants Officer and signed off by Manager Community Planning and Development against the assessment criteria provided in the guidelines.