

Community Strengthening Grants Program

2018 Armistice Day Community Grant Guidelines

Applications will be received from
9am Tuesday 26 June 2018 until Monday 16 July
2018 at 12noon

English not your language?

For information about these grants in other languages, please see below.

- English** **Armistice Day Community Grants Program**
This is important information regarding the City of Boroondara's 2018 Armistice Day Community Grants Program. If you would like assistance making a grant application please phone **9278 4002** and tell the operator which language you speak. All applications need to be completed in English and applications close at 12midday Monday 16 July 2018.
- Greek** **Πρόγραμμα Κοινοτικών Κονδυλίων Ημέρας Ανακωχής**
Αυτές είναι σημαντικές πληροφορίες σχετικά με το Πρόγραμμα Κοινοτικών Κονδυλίων Ημέρας Ανακωχής 2018 του Δήμου Boroondara. Αν θέλετε βοήθεια για να υποβάλετε αίτηση για κονδύλιο τηλεφωνήστε στο **9278 4002** και πείτε στον τηλεφωνητή ποια γλώσσα μιλάτε. Όλες οι αιτήσεις πρέπει να συμπληρωθούν στα αγγλικά και η προθεσμία υποβολής είναι 12μμ, Δευτέρα 16 Ιουλίου 2018.
- Italian** **Programma di contributi comunitari per il Giorno dell'Armistizio**
Queste sono importanti informazioni sul Programma di contributi comunitari per il Giorno dell'Armistizio 2018 del Comune di Boroondara. Se desiderate avere aiuto per preparare la domanda siete pregati di telefonare al numero **9278 4002** e di dire all'operatore che lingua parlate. Tutte le domande devono essere presentate in inglese e devono pervenire entro mezzogiorno di lunedì 16 luglio 2018.
- Vietnamese** **Chương Trình Tài Trợ Cộng Đồng Năm 2018 Cho Ngày Tưởng Niệm Kết Thúc Chiến Tranh**
Đây là thông tin quan trọng liên quan đến **Chương Trình Tài Trợ Cộng Đồng Năm 2018 Cho Ngày Tưởng Niệm Kết Thúc Chiến Tranh 2018** của Thành Phố Boroondara. Nếu bạn cần trợ giúp để xin tài trợ, xin gọi số **9278 4002** và nói cho tổng đài biết ngôn ngữ của bạn. Mọi đơn xin phải điền bằng tiếng Anh và hết hạn vào 12 giờ trưa ngày Thứ Hai, 16 Tháng 7, 2018.
- Simplified Chinese** **停战日社区拨款计划**
这是有关 Boroondara 市 2018 年停战日社区拨款计划的重要信息。如果您希望获得拨款申请的帮助，请拨打电话 **9278 4002**，并告诉话务员您说的是哪种语言。所有申请必须以英文填写，申请截止日期为 2018 年 7 月 16 日星期一中午 12 点。

Table of contents

English not your language?	2
1 Community Strengthening Grants.....	4
2 Armistice Day Community Grants.....	4
3 Annual Grants funding stream	5
3.1 Creative Community - Arts and Culture	5
4 Community Arts Venue Grants	5
5 Eligibility criteria and conditions of funding	6
5.1 Exclusions	6
5.2 Conditions of funding.....	7
6 Assessment criteria	8
7 Getting the right advice	8
7.1 Information privacy and personal information.....	8
7.2 Information session	9
8 Before submitting your application.....	9
8.1 Speak to a Council officer.....	9
8.2 Information session	9
8.3 Required documentation	9
9 Auspiced applications	10
10 Budget advice	10
11 Submitting your application online	10
11.1 Free internet access.....	11
11.2 Helpful information for your application	11
12 Assessment process.....	11
13 Grant timelines.....	12
14 Armistice Day Community Grants and the Boroondara Community Plan	12

1 Community Strengthening Grants

Community Strengthening Grants provide funding for activities that respond to the social, cultural, recreational and environmental needs of Boroondara residents. The grants enable community groups to implement projects, run events and provide services that are valued by our community.

The objectives of Community Strengthening Grants are to:

- increase participation of residents in their community
- increase inclusion and representation of under-represented groups and issues
- develop innovative approaches to local issues
- assist groups and volunteers to develop skills and build capacity
- encourage the sustainability and better governance of community organisations
- encourage partnerships between local organisations and the development of local community networks.

2 Armistice Day Community Grants

This year Council is making small grants up to \$5000 available for community organisations and schools to recognise the centenary of Armistice Day (11 November 2018). The Grants will enable local community-based projects and activities that commemorate the end of the First World War and remember Australian service men and women.

Funding is for projects and activities that meet the above objectives and may include but are not limited to the following:

- a public event commemorating the centenary of Armistice Day
- projects that preserve, interpret and display Armistice memorabilia
- new publications of wartime histories (e.g. unit histories, local wartime histories and letters from service men and women)
- educational and cultural projects with an Armistice focus

The total funding available for Armistice Day Community Grants is \$22,000. All projects or activities must be completed by 30 November 2018.

3 Armistice Day Community Grants funding stream

All applications for the Armistice Day Community Grants will be made in the Creative Community grant stream.

3.1 Creative Community - Arts and Culture

This stream is available for diverse arts and cultural programs, festivals, events and activities that articulate and enhance arts, culture and heritage practice across Boroondara.

Creative Community stream objectives:

- increase community participation in arts and cultural activities
- encourage local cultural expression and development of artistic practice
- facilitate the engagement of the Boroondara community with arts and cultural organisations
- encourage projects that target space activation (in both community facilities and open spaces) and/or focus on new and emerging art forms.

4 Community Arts Venue Grants

As part of your project planning, you will need to consider where your group will meet to plan or rehearse your activity (if applicable), and the most appropriate venue for your project or activity to be delivered.

You may be eligible to apply for a Community Arts Venue Grant as part of your Annual Community Strengthening Grant application. This means that you could receive in-kind venue hire for Hawthorn Arts Centre or Kew Court House to support you in delivering your project or activity. The spaces available can accommodate activities such as rehearsals, performances, functions, meetings, seminars, exhibitions or workshops.

View the Community Arts Venue Grants Guidelines

<https://www.boroondara.vic.gov.au/recreation-arts/boroondara-arts/about-us/apply-community-venue-hire> for further information, and speak with Bridget Flood, Cultural Development Officer, on (03) 9278 4770 to discuss your project and your eligibility.

The option to apply for a Community Arts Venue Grant is included in the Annual Community Strengthening Grant application.

5 Eligibility criteria and conditions of funding

To be eligible for an Armistice Day Community Grant, your organisation must:

- provide direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)
- be a registered legally constituted entity (e.g. a co-operative, incorporated association, company or company limited by guarantee) or similar including a school, or have an auspice (unless requesting less than \$1,000)
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public, as appropriate
- not have its own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all other relevant Australian and Victorian legislation, including: accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required).

5.1 Exclusions

- individuals and private profit-making organisations
- funding requests that Council considers are 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 competitions, prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance or fixed assets (e.g. air conditioners, shade sails, cubby houses and sheds)

- projects that have been or are being funded by other parts of Council
- operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

5.2 Conditions of funding

- Professional fees (e.g. labour, salary, wages) and administration costs (e.g. phone calls, printing, stationery) can only represent 50% of the total grant funding requested from Council.
- Projects must be completed by 30 November 2018.
- Successful applicants and organisations auspicing applications will be required to become a signatory to a standard funding agreement that lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- Acknowledgement of the City of Boroondara must be made in any promotional material or publicity features.
- Successful applicants will be required to provide a written evaluation of the activity on completion of the project or activity. All evaluation reports will be required to be completed online via SmartyGrants. A link to the online form will be emailed to applicants.
- Successful applicants will be required to provide an expenditure budget or a financial statement (audited if required) at completion of the funding period.
- Council may make funding conditional on other specific conditions being met.
- No variations to the project/activity timeframe are allowed
- Any Council grant funds over \$150 not spent must be returned to Council.

6 Assessment criteria

Armistice Day Community Grants Assessment Criteria

Armistice Day Community Grant applications will be assessed against the following criteria.

The assessment criteria scores applications to a maximum total of 100%.

1: How will the grant activity commemorate the centenary of Armistice Day (25%).

- describe the project, including how the project will be delivered
- how does the project link to the end of the First World War and Armistice Day?

2: Explain how the grant activity will engage with the local community (25%).

- demonstrate the level of support for your proposal from the local community
- how will the local community be involved in the project?
- how will the project be promoted to the community?

3: Describe the benefits of the project to the local community (25%).

- who will benefit from this project and what will the benefits for the Boroondara community be?

4: Demonstrate your organisation's governance and capability to successfully deliver the project (25%).

- provide evidence that your organisation has the expertise and capacity to successfully manage and evaluate the project or activity
- include your organisation's prior experience in delivering similar projects
- make sure that your budget accurately reflects the activity that is proposed.

7 Getting the right advice

For enquiries about the Armistice Day Community Grants program, please contact Liz Landray in the Community Planning and Development Department on 9278 4723 or email liz.landray@boroondara.vic.gov.au.

You must discuss your grant application with the City of Boroondara Council officer prior to making your submission. This will help you to plan your project or activity and meet the funding and program priorities.

7.1 Information privacy and personal information

Council treats all personal information provided as part of a grant application in accordance with the *Information Privacy Act 2000* and the *Public Records Act 1973*. The personal information requested on application forms is being collected for the purposes of assessing, processing and allocating the 2018 Armistice Day Community Grant applications. The information will only be used by Council for that primary purpose and will not be disclosed to any other party except as required by law. If you fail to provide the requested information, your grant application may not be considered

for funding.

7.2 Information session

We have a face-to-face session you can attend that will help you prepare and apply for your grant.

Armistice Day Community Grant Information Session This information session provides schools, community groups and organisations with useful information about how to apply, the selection criteria, the assessment process and is an opportunity to ask questions.	Wednesday 27 June 2018 5.30pm to 7pm The Blackwood Room, Camberwell Civic Precinct, 8 Inglesby Road Camberwell. Registrations: https://2018-armistice-day-community-grant-info-session.eventbrite.com.au
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8 Before submitting your application

8.1 Speak to a Council officer

Contact details of the Council officer responsible for the Armistice Day Community Grants are on page 8. Before applying, it is important that you talk through your project ideas with the officer for advice on how to shape your application to give it every chance of success. Failure to discuss your project with a Council officer prior to submission may render your application ineligible for funding.

8.2 Information session

Council is holding one information session for applicants seeking further information on the Armistice Day Community Grants and how to apply. [See above for more details](#) of this session.

8.3 Required documentation

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

- Incorporation Annual Statement (<https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/running-an-incorporated-association/annual-statement>) or similar
- the latest copy of your organisation's financial statement

- a current public liability insurance certificate or evidence of application for such
- letters or emails of support including auspice arrangement where applicable.

9 Auspiced applications

Organisations or groups that are not incorporated and wish to apply for an Armistice Day Community Grant over \$1,000 will require an incorporated association to act as their auspice.

If the application is successful, the auspicating organisation will need to sign the Funding Agreement and the funds will be paid to the auspicating organisation. The incorporated organisation then administers the funding on behalf of the auspicated organisation. Please note that auspice fees will not be funded and must not be included in the budget.

10 Budget advice

- In the budget section, only include the Council grant requested - not the total project budget (which may be more).
- All budget costs must be realistic and justified for the project proposal.
- The budget in the application must be completed with GST exclusive amounts.
- Applicants must obtain formal quotes for all services and products over \$1,000. Quotes must include the suppliers ABN and the GST amount.
- All applicants must complete a budget using the budget form provided in SmartyGrants.
- Professional fees and administration costs of the project or activity can only represent 50% of the total amount requested from the City of Boroondara. Salaries and wages do not require a quote, however a working out is required i.e. x hrs a week @ \$x per hr over x weeks.
- Auspice fees must not be included in the budget.
- All items listed in the budget must include a description of the item and the dollar amount.
- The total income and total expenditure must be the same amount.
- Some applications may receive partial funding. If your project/activity does not receive full funding, you will need to consider how it could be amended.

11 Submitting your application online

Please submit your application and supporting materials online in SmartyGrants.

If you have not already registered for an account in SmartyGrants, please follow the instructions at the link below.

Access to the guidelines and application forms is via the following website link, www.boroondara.vic.gov.au/armistice-day-grants.

Applications and all supporting materials are due 12noon Monday 16 July 2018. Late applications will not be considered.

11.1 Free internet access

Boroondara Library Services provides free internet access. To book a library computer, phone 9278 4666 or go to the library's website, <http://www.boroondara.vic.gov.au/libraries> .

11.2 Helpful information for your application

To assist you in making your application, the City of Boroondara has several resources available including the All about Boroondara - Social Statistics web page, which provides access to relevant data for your application.

<https://www.boroondara.vic.gov.au/about-council/history-and-demographics> .

Council also has an Accessible Events and Projects Guide to assist you in creating and accessible event at <https://www.boroondara.vic.gov.au/community-support/community-grants/annual-community-strengthening-grants/make-your-event-accessible>.

12 Assessment process

Applications close at 12noon, Monday 16 July 2018. Applications will then be assessed and applicants will be notified of the outcome of their application in mid-August 2018.

Our process:

- We undertake an eligibility check based on the conditions of funding.
- Applications are assessed by Council officers against the assessment criteria.
- Assessments are provided to the Community Strengthening Grants Assessment Panel for review. The Community Strengthening Grants Assessment Panel consists of Councillors.
- The Community Strengthening Grants Assessment Panel recommendations are submitted to Council for final endorsement.

13 Grant timelines

	Date	Time
Applications Open	Tuesday 26 June 2018	9am
Armistice Day Community Grant Information Session	Wednesday 27 June 2018	5.30pm to 7pm
Applications close	Monday 16 July 2018	12noon
Late applications will not be considered		
Notification of results	Mid-August 2018	

14 Armistice Day Community Grants and the Boroondara Community Plan

The Boroondara Community Plan (BCP) is the City of Boroondara's key strategic document. The vision of the BCP is for a vibrant and inclusive city, meeting the needs and aspirations of its community. The activities and projects funded through Council's Community Strengthening Grants program reflect this focus.

There are seven key themes in the BCP. The objectives of the Community Strengthening Grants Program align most closely with Theme One: Your Community, Services & Facilities and Theme Three: The Environment. Within each theme are objectives. More information on the BCP and its themes and objectives is available at the following web link on our website. <https://www.boroondara.vic.gov.au/about-council/council-administration/policies-plans-and-strategies/reports/boroondara-community-plan>

The City of Boroondara's mission is to provide services, facilities, support and advocacy to enable the community to further its sense of place and connection. Further details are available in the Council Plan 2017-21 at the following link, <https://www.boroondara.vic.gov.au/about-council/council-administration/council-plan-and-budget/council-plan>.