

Community Strengthening Grants Program

2018-19 Innovation Grant Guidelines

Applications will be received from
9am Tuesday 26 June 2018 until Monday 23 July
at 12noon 2018

English not your language?

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

- English** **2018-19 Innovation Grants Program**
This is important information regarding the City of Boroondara's 2018-19 Innovation 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 23 July 2018.
- Greek** **Πρόγραμμα Κονδυλίων Καινοτομίας 2018-19**
Αυτές είναι σημαντικές πληροφορίες σχετικά με το Πρόγραμμα Κονδυλίων Καινοτομίας 2018-19 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 23 Ιουλίου 2018.
- Italian** **2018-19 Programma di contributi per l'innovazione**
Queste sono importanti informazioni sul Programma di contributi per l'innovazione 2018-19 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 23 luglio 2018.
- Vietnamese** **Chương Trình Tài Trợ Đổi Mới 2018-2019**
Đây là thông tin quan trọng liên quan đến Chương Trình Tài Trợ Đổi Mới Năm 2018-2019 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 23 Tháng 7, 2018.
- Simplified Chinese** **2018-19 年度创新拨款计划**
这是关于 Boroondara 市 2018-19 年度创新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 23 日星期一中午 12 点。

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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 Innovation Grants

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

The Innovation Grants is a new category of grants that supports community organisations undertaking unique or innovative projects or activities in Boroondara. This might be innovative solutions to social and environmental issues or new ways of working that benefit the community and could include developing or working with new technologies, service models or partnerships.

The Innovation Grants pool is \$42,514.30 with up to \$20,000 available per project and a maximum of \$4,000 available for equipment purchases.

The Innovation Grants are available that meet the above objectives and may include the following projects and activities:

- piloting a new concept or program
- scaling up an innovative, proven pilot program
- applying a new approach to improving service effectiveness and/or service quality
- increasing impact and/or service effectiveness through sharing space or back office support, or other forms of partnership or collaboration.

3 Innovation Grants funding streams

Innovation Grants funding will be available through the following five streams:

- Active Community

- Active Ageing Community
- Creative Community
- Healthy Community
- Sustainable Community.

In your online application, you will be asked to choose the stream your project/activity best fits into. In your application, there will be questions based on the objectives of that stream.

3.1 Active Community - Sports and Recreation

This stream is available for 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.

Active Community stream objectives:

- provide new and innovative opportunities for local sport and physical activity
- enhance participation in both structured (e.g. team sports) and non-structured (e.g. walking and cycling) sport and recreation opportunities for a diversity of residents
- encourage clubs to be self-sustainable (e.g. specialist coaching clinics, sustainable sport club ideas, club governance or admin skills).

3.2 Actively Ageing Community - opportunities for 55+

This stream is to support 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. They enable clubs to encourage their members to be socially active and lead healthy lifestyles.

Actively Ageing Community stream objectives:

- enhance older peoples' health and wellbeing and participation in the community
- improve older peoples' access and mobility around the community
- enhance social cohesion, promote strong community networks of mutual support and reduce social isolation.

3.3 Creative Community - Arts and Culture

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

Creative Community stream objectives:

- 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.

3.4 Healthy Community - Health, Safety and Wellbeing

This stream is available for projects and activities that promote safety, good health and wellbeing of individuals, families and community groups, across all ages, abilities and cultural backgrounds.

Healthy Community stream objectives:

- promote health and wellbeing activities
- build connected and inclusive communities
- support programs and activities that enhance community safety.

3.5 Sustainable Community - Environmental Sustainability

This stream is available for 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.

Sustainable Community stream objectives:

- increase community awareness and understanding of priority environmental issues and solutions
- encourage the adoption of sustainable living behaviours and practices within the local community
- achieve specific environmental benefits, including:
 - sustainable resource use (e.g. conserving drinking water, energy, materials etc.)
 - less waste to landfill
 - biodiversity protection
 - healthy waterways
 - walking and cycling
 - local and sustainable food production and distribution.

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 Innovation 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 Innovation Grant application.

5 Eligibility criteria and conditions of funding

To be eligible for an Annual Community Strengthening 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
- 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 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 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.
- The project must be completed by 31 December 2019.
- Acknowledgement of the City of Boroondara and the Rotary Club of Balwyn 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.
- Any Council grant funds over \$150 not spent must be returned to Council.
- Council may make funding conditional on other specific conditions being met.
- If the project/activity or timeframe needs to be varied, the applicant should contact Council to discuss.

6 Assessment criteria

Innovation Community Strengthening Grant applications will be assessed against four criteria. The points below are provided to assist in guiding your responses.

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

WHAT are the objectives of your proposed project or activity? (25%)

- Describe what your project or activity will achieve in reference to the Community Strengthening Grants Program objectives listed on page 4.
- Describe how your project or activity addresses at least two of the relevant grant stream objectives listed in section 3
- Demonstrate how the project or activity is new or innovative.

WHY is the proposed project or activity needed in Boroondara? (25%)

- Demonstrate that the activity responds to a community need and provide evidence of demand.
- Demonstrate that your research has identified this need and/or opportunities in the community that you intend to fill.
- Demonstrate community support for your proposal.
- Demonstrate that this activity cannot be funded elsewhere.

WHO will benefit from your project or activity? (25%)

- Describe who will participate in your project or activity
- Describe how the project outcomes will have significant community benefit in Boroondara.
- If your activity or project is focused on increasing impact and/or service effectiveness, please describe how the partnerships with other organisations will be developed.

HOW will your organisation deliver the funded project or activity over the funding period? (25%)

- Provide evidence that your organisation has the expertise and capacity to successfully deliver and evaluate the project or activity.
- Provide a program plan and ensure the budget you have provided accurately reflects the activity that is proposed.
- Describe how the project or activity is value for money.

7 Getting the right advice

For enquiries about the Innovation Grants, 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 a City of Boroondara Council officer prior to making your submission. This will help you to plan your project or activity, identify the appropriate stream 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 2018-19 Innovation 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.

Innovation Grant Information Session This information session provides community groups and organisations with useful information about how to apply, the selection criteria, the assessment process and is an opportunity to ask questions.	Thursday 28 June 2018 6.30pm - 8pm The Acacia Room, Camberwell Civic Precinct, 8 Inglesby Road Camberwell Registrations: https://2018-innovation-grant-info-session.eventbrite.com.au
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8 Before submitting your application

8.1 Speak to a Council officer

Before applying, it is important that you talk through your project ideas with a Council 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 grants and how to apply online. [See page 11 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 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.
- 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.

10 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 these instructions in the link below.

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

Applications and all supporting materials are due 12noon Monday 23 July 2018. Late applications will not be considered.

10.1 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> .

10.2 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>.

11 Assessment process

Applications close at 12noon, Monday 23 July 2018. Applications will then be assessed and applicants will be notified of the outcome of their application in late October 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.

12 Grant timelines

	Date	Time
Applications Open	Tuesday 26 June 2018	9am
Innovation Grant Information Session	Thursday 28 June 2018	6.30pm to 8pm
Applications close	Monday 23 July 2018	12noon
Late applications will not be considered		
Notification of results	Late-October 2018	

13 Innovation 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>.