

THE CITY OF
GREATER GEELONG

HEALTHY & CONNECTED COMMUNITIES GRANTS



2022-23 GUIDELINES

Contents

About these grants	3
How to apply	3
Key dates	4
Permits and approvals	4
Contact information	4
Not the right grant for you?.....	4
Who can and can't apply?	5
Auspice information.....	5
What can you apply for?.....	6
Project grants.....	6
Equipment Grants	6
What won't be funded?.....	7
Healthy & Connected Communities Grants	7
City's Community Grants.....	7
How are applications assessed?	8
Assessment criteria.....	8
Prioritising applications	9
What happens next?	10
If your application is successful.....	10
If your application is unsuccessful	10
Funding agreements	10
General information	11
Grant allocation information	11
Acknowledgement, promotion and marketing	11
Acquittal, evaluation and reporting	11
Insurance	11
Payment of grants	12
Timing	12
Variation to funded projects.....	12

About these grants

The purpose of the Healthy & Connected Communities Grants is to support projects, activities, forums or events that respond to a community need and will improve the health, wellbeing and capacity of our community.

The grants respond to the City's Our Community Plan Strategic Direction 1: Healthy, caring and inclusive community that states a health community is one where everyone has the opportunity to experience their best possible health and wellbeing.

The objectives of these grants are to:

- Help our community, recreation groups and volunteers to prosper and grow.
- Deliver health and community initiatives that are culturally sensitive and accessible across all life stages.
- Foster and embrace community connectedness.
- Demonstrate and promote gender equity practices.
- Foster an inclusive community culture.

There is a total grant pool of \$263,000 with individual grants being offered of up to \$10,000 or \$2,000 per application.

The grant is divided into two categories (see table below) and our aim is to support community groups to improve the health and wellbeing of our community. You can only apply for one category per funding round.

All activities must comply with the latest health advice and government restrictions, as detailed on the following websites

- www.dhhs.vic.gov.au/coronavirus
- www.vic.gov.au/coronavirus-covid-19-restrictions-victoria

CATEGORIES	DESCRIPTION	MAXIMUM FUNDING PER APPLICANT
Project grants	For projects, programs, activities, forums or events, and equipment necessary to deliver the activities (up to \$2,000) that improve health and wellbeing, build community capacity and benefit the broader community.	\$10,000
Equipment grants	To assist with the cost of small equipment purchases that help community groups deliver services and programs, improve health and safety outcomes or improve resources that support volunteer groups.	\$2,000

HOW TO APPLY

Applications for this grant must be made via our SmartyGrants online system.

There are two ways to access the online application form.

1. Visit the [Community Grants page at the Geelong Australia website](#), select the grant program you wish to apply for from the list, click the 'Apply online' button that appears on the page, log-in or create an account.
2. Visit <https://geelong.smartygrants.com.au/applicant>, select 'current rounds' at the top right of the page, select the grant you wish to apply for, log-in or create an account then complete and submit the form.

KEY DATES

Applications will be accepted until 5.00pm on the final day. Late submissions of applications will not be accepted.

Applications open:	4 June 2022
Applications close:	5:00pm 25 July 2022
Notification to applicants:	25 November 2022

PERMITS AND APPROVALS

Proposed projects or events may require permits or approvals.

These processes are separate to the grant application process and require additional time and budget in the project plan.

You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them is a condition of the grant. The City may choose not to make any grant payments until the relevant permits and approvals are secured and submitted with the funding agreement.

You must demonstrate that you are aware of the necessary permits and approvals in your application. Please refer to the assessment criteria under 'well planned projects' on page 8.

CONTACT INFORMATION

To discuss your project or request help with the application process, please contact our grants team at communitygrants@geelongcity.vic.gov.au, or call our grants team on 5272 5560.

NOT THE RIGHT GRANT FOR YOU?

There are a variety of other funding opportunities available. Find out more by visiting www.geelongaustralia.com.au/grants

Who can and can't apply?

The City's grants are primarily offered to no-for-profit community organisations with some exceptions to suit the objectives of individual grants.

All applicants must possess an Australian Business Number (ABN) or provide a Statement by a Supplier Form available from the ATO website <https://www.ato.gov.au>.

Applicants must have fully acquitted previous successful (funded) applications and have no outstanding debts or arrears to the City of Greater Geelong.

The following table describes who is and isn't eligible to apply for funding through these grants:

APPLICANT TYPE	YES	NO
Not-for-profit, incorporated bodies, co-operatives or associations	✓	
Registered charitable organisations – refer to the <u>Australian Charities and Not-for-profits Commission</u>	✓	
Unincorporated bodies with an auspice	✓	
Schools and Learning institutions – only for activities that are not curriculum based and the primary benefit is for the wider community	✓	
Profit-making organisations, commercial entities, businesses		X
Individuals/Sole Traders (entity type with Australian Taxation Office)		X
Organisations (and individuals if applicable) with outstanding debts or arrears to the City of Greater Geelong or experiencing insolvency or bankruptcy		X
Organisations that have not satisfactorily acquitted previous funding from the City as required - this includes organisations that have acted as an auspice for an unincorporated group		X
Organisations that have already received funds within the current financial year from this grant (<i>note: this does not prevent applicants applying to different grants in the same financial year for a different project</i>)		X

AUSPICE INFORMATION

Your application will require an auspice if your not-for-profit organisation is either:

- not incorporated or
- is not one of the other types of legal entities listed in the individual grant guidelines (see Who can apply?)

An auspice is an organisation that meets our eligibility criteria and agrees to support your application. If you're successful, the grant funds will be paid directly to the auspice, who must then pass it on to you.

If you are planning on using an auspice, you must:

- obtain approval from your proposed auspice before you submit your application
- ensure the auspice is involved in making the application and all project aspects and progress

Be aware that some auspice organisations may charge an auspice fee. This is at their discretion and should be negotiated between the applicant and the auspice.

What can you apply for?

Applicants must offer a project within the City of Greater Geelong municipality.

All activities must comply with the latest health advice and government restrictions, as detailed on the following websites:

www.dhhs.vic.gov.au/coronavirus

www.vic.gov.au/coronavirus-covid-19-restrictions-victoria

PROJECT GRANTS

In this category we are seeking proposals that will benefit the community. Suggested ideas that are suitable for applications include:

- initiatives that promote healthy lifestyles, such as those that increase community participation in physical activities, recreational pursuits or promote and improve healthy eating.
- initiatives aimed at improving mental health and wellbeing outcomes in the community.
- community celebrations or events that mark a specific milestone, a significant anniversary or promote community inclusion and social connections.
- activities that strengthen community relationships and encourage active participation in community life.
- initiatives that complement or support existing programs, or strategies that aim to raise awareness or address complex social issues, such as discrimination, gender equality, family violence or community safety.
- initiatives that address specific needs of Aboriginal, multicultural and new arrival communities, LGBTQIA+ people, children, young people, seniors and people with disabilities.
- training opportunities for volunteers.
- establishment costs of setting up a new community group.
- development of strategic or business plans to facilitate and assist community groups to identify and achieve goals and objectives that are consistent with their charter.
- equipment directly related to project delivery. The total request for equipment purchases must not exceed \$2,000 and must comply with the requirements for equipment grants.

Note: We generally only fund projects once. Applicants cannot rely on this grant for ongoing or recurrent funding. However, we will consider funding a project again if there are compelling reasons, in line with the objectives of this grant. Any decision to award further funding will be based on the merit of the application.

EQUIPMENT GRANTS

Note: Equipment must remain the property of the applicant organisation and be located within the City of Greater Geelong.

In this category we provide support for small equipment purchases that help community groups to deliver services and programs, improve health and safety outcomes and improve resources for volunteers. Suggested ideas that are suitable for applications include:

- sporting equipment, such as soccer nets and crash mats (excludes balls)
- office equipment, such as laptops and office furniture
- kitchenware, such as kettles, crockery and microwave ovens
- general equipment, such as tables, chairs and barbeques
- equipment costs of setting up a new community group

What won't be funded?

HEALTHY & CONNECTED COMMUNITIES GRANTS

The following items, activities or projects will not be funded by Healthy & Connected Communities Grants

- equipment requiring building permits or building owner permission for installation.
- fixed equipment that requires installation work such as plumbing, electrical or carpentry.
- consumable items such as stationery, replacement of toner cartridges.
- projects that duplicate or do not link with developed strategies of other local service responses (unless evidence of need, coordination and cooperation is demonstrated).
- club uniforms (unless there are compelling reasons, in line with the objectives of this grant).
- learning institutions seeking funding for programs or equipment that does not have a benefit for the wider community.
- budget items that have not been substantiated with suitable supporting evidence – for example, quotes or price estimates.

CITY'S COMMUNITY GRANTS

In general, the following items, activities or projects will not be funded by any of the City's Community Grants.

- projects or activities that occur outside the City of Greater Geelong municipality (where activities also have outcome/s that occur outside the Municipality, only the portion taking place within Greater Geelong is eligible).
- cost of Council services where fees are normally charged e.g. Council rates; waste removal; building or planning permit fees; parking fees, etc.
- staffing costs, although we will consider funding if the costs are related to the specific proposed project – such as costs to engage an external facilitator, consultant or contractor – if they can supply an ABN and written quote.
- requests for retrospective purchases or projects, or where activities commence prior to submission of application.
- fundraising events, prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers.
- political, gaming or gambling activities.
- activities that could be considered core business i.e. those associated with the application organisation's normal or day-to-day operation (including regular projects and activities, administration, staffing costs, insurances and permits). Exceptions will be considered for Healthy & Connected Communities Grants if the project is to establish a new community group.
- projects, activities or events that could potentially commit Council funding on an ongoing basis.
- projects, activities or events that have already received support from the City's grants.
- projects, activities or events that better meet the criteria of another City of Greater Geelong grant or program.

How are applications assessed?

All applications received will go through the following assessment process

- Eligibility checks – applications are checked against the criteria on pages 5 and 7 to determine their eligibility
- Officer panel assessment – eligible applications will be assessed according to the assessment criteria and priority areas (see tables below)
- Independent (Community) panel assessment – the panel reviews the officer assessments and recommends funding allocations to Council in a council report
- Council review and endorsement – funding recommendations are further reviewed by Council then endorsed

ASSESSMENT CRITERIA

Applications will be assessed on a weighted average scoring system, as shown in the tables below:

PROJECT GRANTS	
Key criteria – weighting	What we look for when assessing a project grant application
Community impact – 65%	<p>The application must demonstrate how it will assist in achieving one or more of the following outcomes:</p> <ul style="list-style-type: none">• support local Aboriginal people to achieve their priorities• promote gender equity and diversity• support older people, young people and children in our community• support multicultural communities and respect for cultural diversity• improve access to programs for people with all abilities• promote healthy eating• support active living• improve safety in our community
Well-planned project – 30%	<p>The application must demonstrate:</p> <ul style="list-style-type: none">• a sound rationale for the project idea, clear aims and an explanation as to why the funding is needed and can't be sourced elsewhere.• a well-considered project plan, or a clear list of tasks and timelines.• that the organisation delivering the project has the capacity to do so –the people involved have the required skills and knowledge, and the timeframes are achievable.• an understanding of the permits and approvals that will be required for an event to proceed, including evidence that the venue or location is suitable and available e.g. copy of venue booking form.• a clear, balanced budget that shows total income equals total expenditure. The budget must describe and show the total cost of the project including contingency. It must list additional funding sources that will contribute to the total project income, or an explanation of why additional funding isn't possible.• that the project is accurately costed and represents value for public money by providing suitable supporting evidence – for example, quotes or price estimates sourced within the last six months. Applications without supporting evidence will not receive funding.• the items or services that the grant will help fund.

PROJECT GRANTS

Environmental impact – 5% The application must demonstrate

- how the activity will have a positive impact on the environment (e.g. planting trees) or
- the steps taken to minimise the environmental impact of the activity (e.g. minimise waste)

TOTAL 100%

EQUIPMENT GRANTS

Key criteria – weighting	What we look for when assessing an equipment grant application
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Community impact – 70%	Demonstrate how purchasing the equipment will positively impact your club, group or the community.
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Well-planned project – 15%	The application must demonstrate:
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| | <ul style="list-style-type: none">• clear reasons why the equipment is needed, and how it will be used• where it will be located and who will have access to it• a clear, balanced budget that shows:<ul style="list-style-type: none">– the total cost of the equipment– additional funding sources that will contribute to total equipment costs, or an explanation of why additional funding isn't possible.• that the project is accurately costed and represents value for public money by providing suitable supporting evidence – for example, quotes or price estimates sourced within the last six months. Applications without supporting evidence will not receive funding. |
|--|--|

Environmental impact – 15%	That you have minimised the environmental impact of the purchase by considering factors such as disposal of packaging, choice of supplier and opportunity to recycle redundant equipment.
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	That you have chosen equipment with warranties for repairs and maintenance and longer life (if this is an option).
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TOTAL 100%

PRIORITISING APPLICATIONS

If the total request for funding exceeds the grant funds available, we will prioritise:

- Applications that have not received funding from the City in the previous financial year
- Applications from organisation that do not receive funding from electronic gaming machines

What happens next?

IF YOUR APPLICATION IS SUCCESSFUL

Successful applicants will be notified in writing within one week after funding recommendations are endorsed.

If you are successful, you will be sent a funding agreement explaining the terms and conditions of our offer. Once you sign and return the agreement, we will send your funding within 30 working days.

IF YOUR APPLICATION IS UNSUCCESSFUL

Unsuccessful applicants will be notified in writing. If you would like further feedback on why your application was unsuccessful, please contact economicdevelopment@geelongcity.vic.gov.au

If there are funds remaining in the grant pool, we may choose to offer a second round of grants. While unsuccessful applicants are eligible to reapply, we would recommend revising the application to make sure it fits the assessment criteria before doing so.

FUNDING AGREEMENTS

Successful grant applicants will be required to enter into a funding agreement that will establish:

- a. the terms and conditions of funding;
- b. the details of the activity;
- c. the deliverables;
- d. acquittal, evaluation and reporting requirements; and
- e. the schedule of payments.

General information

The following information applies to all City of Greater Geelong grants.

GRANT ALLOCATION INFORMATION

Applications can be made to multiple grant programs for relevant and distinct projects or programs.

A single project, event, activity or program will only be funded in one grant program category within a given financial year. This means we will not fund part of a project in one grant program, and part in another.

We generally only fund projects once. Applicants cannot rely on this grant for ongoing or recurrent funding. However, we will consider funding a project again if there are compelling reasons, in line with the objectives of this grant. Any decision to award further funding will be based on the merit of the application.

Priority will be given to applicants that did not receive funding in the previous financial year.

Projects or programs that have already commenced prior to the application submission may not be eligible under some grant programs, please refer to individual grant guidelines or contact the Grants team for clarification.

Grant amounts allocated are specific to the grant category as detailed in each individual program guidelines.

Grant amounts offered to successful applicants are based on outcomes determined during the assessment process and in line with budget limitations.

As grants are a competitive process, not all applications will necessarily be funded even if they are eligible. In some cases, applicants may also be offered partial funding to run a reduced or modified project.

ACKNOWLEDGEMENT, PROMOTION AND MARKETING

Successful grant applicants must acknowledge the City of Greater Geelong as a funding source.

This can be done by using the City's logo in marketing and publicity materials, acknowledgement at launches and/or invitations for Councillors or City representatives to attend events.

ACQUITTAL, EVALUATION AND REPORTING

The acquittal, evaluation and reporting requirements will be confirmed with successful applicants as relevant to individual grant programs and be reasonable and commensurate with the purpose and amount of funding.

An online acquittal, evaluation template form will be provided to the funding recipient.

Where progress payments form part of the funding allocation arrangement, an online template will be provided for the funding recipient to complete to demonstrate the agreed deliverables have been achieved prior to the release of the next scheduled payment.

Council officers may request meetings with the Applicant to check progress or undertake an independent audit of the books and records of the Applicant as they relate directly to the grant.

Accurate financial records of the recipient organisation must be maintained and made available to Council in the event of any further audit by Council into the use of the grant.

Organisations that do not submit a completed acquittal/evaluation form, including provision of an accurate statement of actual expenditure of funds will be ineligible to apply to City of Greater Geelong for future grants.

INSURANCE

If required, applicants must arrange Public Liability Insurance (PLI) to cover the activity detailed in the grant application and include a PLI Certificate of Currency with their application. Applicants using an Auspice would include a certificate from the Auspice organisation.

A policy statement or receipt of payment is not an acceptable substitute for the Certificate of Currency.

PAYMENT OF GRANTS

Grant payments are made to the applicant (or Auspice).

A Tax Invoice is required prior to releasing any grant funds. the Grants Team will contact successful grant applicants to arrange this at the appropriate time.

If successful applicants do not provide either an ABN or a “Statement by a Supplier” form the City may be required to withhold the top marginal tax rate (i.e. 46.5%) from the grant payment.

TIMING

Successful applicants must spend their allocated funds within 12 months of Notification, unless their funding agreement extends beyond 12 months or otherwise negotiated.

The City reserves the right to withdraw funding if we do not receive a Tax Invoice within the financial year the grant was awarded or by the due date/s included in the agreement.

All funds must be acquitted within one month of the agreed completion date for the project.

VARIATION TO FUNDED PROJECTS

Projects are funded for delivery as described in the Funding Agreement. Successful applicants must seek approval in writing from the City if changes need to be made. This includes delays to the original completion date or the ability to fully expend the grant funds within the agreed timeframes.

The City reserves the right to withdraw funding if the applicant is unable to confirm alternative arrangements within a reasonable time frame.

If a project is discontinued or the grant funds are no longer required, all funds must be repaid to the City.