

THE CITY OF  
GREATER GEELONG

# COMMUNITY INFRASTRUCTURE GRANTS



2022-23 GUIDELINES

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# About these grants

The purpose of these grants is to support the planning and delivery of community-led infrastructure projects that provide access to places, spaces and services where and when people need them the most; and provide facilities that foster and facilitate positive health and wellbeing outcomes.

These grants deliver on Strategic Direction 1 Healthy, Caring and Inclusive Community of Our Community Plan 2021-2025, the key plan of the Greater Geelong City Council.

The City's role is to deliver liveable and accessible places, promote active and healthy lifestyles at every stage of life, deliver services and programs more equitably and support people to stay connected with others in their local community. We also need to create an environment where everyone feels welcome and valued for their unique contribution – regardless of age, ability, gender, cultural background, geographic location or income status.

Community Infrastructure does this by providing places and spaces for building community. It includes open spaces, recreation and sports facilities, arts and cultural facilities, community centres, early years facilities and meeting places.

There is a total grant pool of \$3,000,000 with individual grants being offered of up to \$50,000 for planning and \$350,000 for capital works per application.

The grant is divided into two categories (see table below) and our aim is to help eligible community organisations to renew, upgrade, or build new facilities to provide a better level of service, increase programs or improve how spaces function.

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

- [www.dhhs.vic.gov.au/coronavirus](http://www.dhhs.vic.gov.au/coronavirus)
- [www.vic.gov.au/coronavirus-covid-19-restrictions-victoria](http://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria)

CATEGORY	WHAT WILL BE FUNDED	MAXIMUM FUNDING PER APPLICANT
<b>Planning</b>	Costs associated with facility development planning, concept designs and feasibility studies for future infrastructure projects that demonstrate strong community benefit and align with key priority areas of this program.	\$50,000
<b>Capital Works</b>	To assist with cost of ready to go community infrastructure projects. Infrastructure projects must be openly accessible to and have strong community benefits and align with the key priority areas of this program.  Not applicable for the purchase of land.	\$350,000

- Only one proposal can be considered per applicant organisation per financial year.
- Success with a planning application is not a guarantee for funding in subsequent years for delivery of capital works.

## YOU WILL HAVE TO MATCH OUR FUNDING

The city will only fund up to two-thirds of your total project cost to the maximum grant funding offered.

You must match our funding with one dollar for every two dollars we grant and provide any remaining funding required. Evidence of match-funding must be provided for all applications.

Match-funding ensures project viability and demonstrates community commitment to finalising the project.

Example of match-funding amounts			
Total Project Cost	City of Greater Geelong funding (2/3 of total project cost)	Applicant match-funding (one dollar for every two dollars funding)	Additional applicant contribution (if required)
\$45,000	\$30,000	\$15,000	nil
\$525,000	\$350,000 (maximum grant)	\$175,000	nil
\$600,000	\$350,000 (maximum grant)	\$175,000	\$75,000

## MATCH-FUNDING EXEMPTIONS

Organisations who wish to apply for a full or partial exemption from match-funding must apply via our SmartyGrants online system.

Important – If you are applying for an exemption, you must do this first and include the outcome of the assessment with your Planning or Capital Works funding application.

The application for match-funding exemption requires you to:

- describe the project and estimate the total cost
- explain why you cannot contribute the required funds
- outline how much you can contribute (if any)
- provide financial statements for the last three years\*
- address the assessment criteria (listed below)

\* Note: Financial statements can be sourced from Consumer Affairs Victoria (through myCAV), the Australian Charities and Not-for-profits Commission or in another format, provided the City agrees it's acceptable.

Assessment of exemptions will take into consideration:

- financial capacity of the applicant to contribute funds
- improved access to service
- age of organisation (with a preference to support new and emerging organisations)
- diversity and/or disadvantage of applicant's members, community or location
- alignment to the City's policies

## 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 closing date. Incomplete or late submissions of applications will not be accepted.

Grant Applications open:	4 June 2022
Grant Applications close:	5:00pm 22 August 2022
Notification to applicants:	16 December 2022
Match-funding exemptions close:	5:00pm 11 July 2022

You are encouraged to apply for match funding exemption as early as possible. We will notify you of the outcome within 2 to 3 weeks of receiving your application.

## PERMITS AND APPROVALS

Your project 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 10.

Public Art projects require endorsement by the City's Senior Public Arts Officer in line with Council's Public Art Strategy.

## CONTACT INFORMATION

To discuss your project or request help with the application process, please contact our grants team at [communitygrants@geelongcity.vic.gov.au](mailto: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](http://www.geelongaustralia.com.au/grants)

# Who can and can't apply?

The City's grants are primarily offered to not-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 as required 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 or registered under company law who operate on public land managed or owned by Council, or Crown land where the management of the facility is community based and there is access for the broader community (herein referred to as "PUBLIC").	✓	
Not for Profit, incorporated bodies or registered under company law who operate in facilities NOT located on Council owned or managed land; or managed or maintained by Council (herein referred to as "PRIVATE") which provide access for the broader community.	✓	
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.	✓	
Individuals/Sole Traders		X
Profit-making organisations, commercial entities, businesses		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 (note: this does not prevent applicants applying to different grants in the same financial year for a different project).		X
Tenant clubs/organisations that have not resolved a breach of the Victorian Code for Community Sport.		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 above.

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 them 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.

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# What can you apply for?

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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](http://www.dhhs.vic.gov.au/coronavirus)
- [www.vic.gov.au/coronavirus-covid-19-restrictions-victoria](http://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria)

These grants are to renew, upgrade and build new community infrastructure. Applicants can apply for either planning or project delivery. The following is a list of ideas and examples that will be considered for funding. It is guide only and the list should not be considered exhaustive.

## **Planning Grants - Planning for future infrastructure developments**

Community groups can apply for planning grants to fund strategic planning or design development for future infrastructure projects such as:

- Strategic Infrastructure Planning – Facility Development Plans
- Infrastructure design – Concept through to detailed design for future infrastructure projects

## **Renewal Projects - means to bring an asset back up to its original standard**

- Kitchen refurbishments
- Accessibility Upgrades to comply with Disability Discrimination Act (DDA) requirements e.g. ramps and toilets
- Replacement of end-of-life assets e.g. turf
- Gardens
- Cricket nets
- Refurbishing social rooms (excludes bar facilities)

## **Upgrade Projects – means to make the asset better than original standard**

- Replacing turf pitches with synthetic pitches
- Indoor and outdoor lights: new technology, increase lumens, compliance with sporting codes
- Digital score boards
- Environmental initiatives

## **Build New Projects – means brand new assets**

- Change rooms; unisex and/or accessible
- Pavilions
- Outdoor lights that improve participation and safety
- Solar panels
- Storage sheds
- Multipurpose training facilities
- Public art projects that contribute to the cultural value of a space



## APPLICATION CHECKLIST

Information you need for your application:

- Financial statement for the last three years, if applying for an exemption from match-funding.
  - Evidence of landowner approval.
  - Evidence of support for the proposed work by other tenants or users of the facility.
  - Any works on Council land or Council assets must be undertaken by a commercial builder unless otherwise exempt by the building code.
  - Quotes as per the guideline requirements
    - Project cost up to \$25K = one current written quote.
    - Project cost \$25K-\$150K = three current written quotes.
    - Project cost \$150K and above = three current written quotes and an independent quantity surveyors (QS) report. You may choose to include as a minimum the QS report only. If your application is successful, you must provide three quotes to secure funding and enter into a funding agreement.
- Note: to qualify as current, quote/s cannot be older than six months at the time of submitting your application.
- Concept design drawings for your proposal, particularly for projects requesting \$150K and above in funding.
  - Site plans.
  - A certificate of Currency for public liability insurance with a minimum cover of \$10 million for any one occurrence.
  - Evidence that all other funding sources are secured.

## PROJECT BUDGET AND GST (GOODS AND SERVICES TAX)

It is the responsibility of your organisation to determine whether GST applies and if so, comply with GST reporting and payment rules.

Entities registered for GST or required to be registered for GST may be required to collect and remit GST on grant funds awarded.

Entities that are registered for GST or required to be registered for GST may also be entitled to claim GST input tax credits in respect of project expenditures.

If you are registered for GST and submit a valid tax invoice, the City will pay the grant funding amount plus GST.

If you are not registered for GST or not required to be registered for GST, the City will pay the grant funding amount only.

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# What won't be funded?

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## COMMUNITY INFRASTRUCTURE GRANTS

The following items, activities or projects will not be funded by Community Infrastructure Grants

- maintenance – means expenditure that keeps the asset in its current condition for example:
  - painting
  - replacement of carpets
  - repair works to broken items
  - cleaning
  - replacing equipment.
- types of planning that will not be funded
  - business cases, feasibility assessments, strategic planning.
- purchase of land.
- capital works applications for projects with total costs more than \$3.5 million (there is no project cost limit for planning applications).
- public art installations that have not been approved by the City's Public Art Officer.
- costs associated with insurance claims, repair works caused by natural disasters such as fire or because of vandalism.
- projects that do not meet relevant Australian standards (e.g. lighting projects or netball court dimensions).
- projects where contributions from funding partners or other grant/funding programs are not confirmed in writing within a timeframe stipulated by Council.
- facilities designated for electronic gaming machine operations.
- bar facilities.
- projects previously funded by the City of Greater Geelong (exception will be made if applicant can demonstrate additional or new uses resulting in increases in participation or program outcomes).

## 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 or signing of funding agreement.
- 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).
- 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 6 and 8 to determine their eligibility.
- Internal panel assessment – eligible applications will be assessed according to the assessment criteria and priority areas (see tables below).
- Independent (External) panel assessment – the panel reviews the internal 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:

PLANNING AND CAPITAL WORKS APPLICATIONS	
Key criteria – weighting	What we look for when assessing a project grant application
<b>Well Planned Project 40%</b>	<p>The application must demonstrate that the project is well planned:</p> <ul style="list-style-type: none"><li>• Clearly describing what is included in the project (scope) and that the project is ready to proceed.</li><li>• Relevant construction and/or architectural drawings, permits and approvals.</li><li>• Support letters for projects that involve partnerships with other organisations or agencies.</li><li>• Demonstrated capacity that the applicant has the necessary expertise to support the delivery of the project</li><li>• Provision of a clear, balanced budget that shows total income equals total expenditure. Budgets must describe and show the total cost of the project including a minimum contingency of 10% and list any other additional sources of funds that will contribute to the total project income.</li><li>• If there are no other additional sources of funding, applicants must provide evidence of exemption from match-funding.</li><li>• That the funding represents value for public money by providing written quotes that accurately reflect the complete scope of proposed works as follows:<ul style="list-style-type: none"><li>– Project cost up to \$25K = one current written quote.</li><li>– Project cost \$25K-\$150K = three current written quotes.</li><li>– Project cost \$150K and above = three current written quotes and an independent quantity surveyors (QS) report. You may choose to include as a minimum the QS report only. If your application is successful, you must provide three quotes to secure funding and enter into a funding agreement.</li></ul></li></ul> <p>Note: to qualify as current, quote/s cannot be older than six months at the time of submitting your application.</p> <ul style="list-style-type: none"><li>• For lighting projects it is highly recommended that applications for lighting projects that:<ul style="list-style-type: none"><li>– have switchboard and existing power supply inspected</li><li>– include \$10K-\$15K for design</li><li>– include a contingency of 20%.</li></ul></li></ul>

Key criteria – weighting	What we look for when assessing a project grant application
<b>Community Impact 55%</b>	<p>The application must demonstrate:</p> <ul style="list-style-type: none"> <li>• That your project responds to a clear need or gap in community infrastructure.</li> <li>• How your project will deliver one or all of the following: <ul style="list-style-type: none"> <li>– strengthen the capacity of an organisation or groups to deliver existing programs.</li> <li>– provide or generate additional services for the community.</li> <li>– have a positive impact on the health and wellbeing of our local community.</li> <li>– the community feels welcome and valued for their unique contribution – regardless of age, ability, gender, cultural background, geographic location or income status.</li> </ul> </li> <li>• for PRIVATE applicants, how is long-term ongoing community access to the infrastructure guaranteed.</li> </ul>
<b>Environmental Impact 5%</b>	<p>The application must demonstrate that the project improves the environmental sustainability of community infrastructure from concept and design, through to decommissioning by delivering one or more of the following environmental benefits</p> <ul style="list-style-type: none"> <li>• Reduced demand for limited and non-renewable resources such as water, materials and fossil fuel-based energy.</li> <li>• Reduced greenhouse gas emissions.</li> <li>• Reduced pollution, toxic by-products and waste production.</li> </ul>
<b>TOTAL 100%</b>	

## NOMINATED PRIORITY FUNDING THEMES

The Council may on an annual basis nominate priority funding themes which will attract an additional score as part of the application assessment. The nominated priority funding themes for 2022-23 attracting additional scores are:

PRIORITY THEMES	
Key Criteria and weighting %	KEY INDICATORS – (what we look for when assessing an application)
<b>Access for all abilities 10%</b>	<ul style="list-style-type: none"> <li>• Demonstration that the project will empower people with a disability to be active contributors and participants in our community.</li> </ul>
<b>Social equity 10%</b>	<ul style="list-style-type: none"> <li>• The outcomes of social equity are intended to result in an increased sense of belonging, universal participation and a level playing field for all.</li> </ul>

## 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.

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# What happens next?

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## 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 [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@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.

**Successful applicants must not commence their project until the funding agreement is finalised and signed.**

**Please note:** It may take up to three months after notification of a successful grant for the City to finalise a funding agreement and make an initial payment. Applicants should factor this into their project timelines, expiry dates on quotes and project cash flow.

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# General information

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

## GRANT ALLOCATION INFORMATION

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.

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

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 Milestone Progress Report 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.