community investment & support fund

healthy & connected communities grants

The City of Greater Geelong is committed to supporting community groups with great ideas. The Healthy & Connected Communities Grants Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Geelong community.

Our goal is to enhance the health, well-being and quality of life of Greater Geelong Communities.

The Community Investment & Support Fund themes are based on Indicators of a successful community.  A successful community is one that is:

(Based on the City of Greater Geelong’s [‘Our Future’](https://geelongaustralia.com.au/common/Public/Documents/8ce7e32d16154a0-OurFuture_Toolkit_Indicator%20Fact%20Sheets.pdf) Project)

# WHAT is the HEALTHLY AND CONNECTED COMMUNTIES GRANT program?

This program is to provide funds for not for profit community organisations to develop and deliver community programs, workshops, forums or events with a focus on improving health, wellbeing and building capacity that benefit the broader community. The program also provides funds to assists with equipment purchases and small capital works projects which help community groups to deliver services, and/or improve health and safety for staff/volunteers/group members.

We are looking for projects that are inclusive, accessible and value diversity. Projects need to align with the goals and outcomes consistent with Council's objectives relating to Community Wellbeing, as indicated in [City Plan 2013-2017](http://www.geelongaustralia.com.au/cityplan/documents/item/8d04097afe4f0e2.aspx)

The three priority areas of the Community Wellbeing objectives are:

* **Healthy lifestyles**

*Promote healthy eating and lifestyle options.*

* **Healthy environments**

*Provide healthy environments for physical activity and infrastructure to support healthy living and connected communities.*

* **Connected, creative and strong communities** *Assisting and improving under resourced areas and providing opportunities for socialisation for people of all ages within our communities.*

# KEY DATES FOR APPLICATIONS

Applications will be accepted until midnight on the final day. Incomplete/late submissions will not be accepted.

|  |  |  |
| --- | --- | --- |
| **GRANT ROUNDS 2017/2018** | **GRANT APPLICATIONS OPEN** | **APPLICANTS ADVISED OF OUTCOMES** |
| One round only for  17/18 financial year | 14 August 2017 to 25 September 2017 | December 2017 |

# APPLICATION PROCESS

The online application form can be accessed at: [http://www.geelongaustralia.com.au/grants](http://www.geelongaustralia.com.au/grants/article/item/8cb908930b66779.aspx)

* The same or similar project will generally not be funded more than once.
* Applicants must fit within the grant program’s eligibility criteria as outlined in this document.
* Grant requests must be submitted through our online application form. You will need an email address to access the online program. (Support can be provided by grants staff if required).
* If you would like to see projects that have been funded previously, access further information and the online application form; please refer to the following web site: <http://www.geelongaustralia.com.au/grants> or contact the Grants staff on 5272 4736 or 5272 5039.

# WHO CAN APPLY

This table identifies the types of organisations that are eligible and those that are not eligible to receive funding from this grant program.

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Not for Profit, incorporated bodies, cooperatives or associations | ò |  |
| Registered charitable organisations– Refer to [Australian Charities and Not for Profit Commission](http://www.acnc.gov.au/). | ò |  |
| Schools – (where the project is not curriculum based or where the activity or benefit is not confined to the school) | ò |  |
| Unincorporated bodies |  | Ï |
| Individuals |  | Ï |
| Profit making organisations including commercial entities, businesses and sole traders |  | Ï |
| Organisations with outstanding debts or arrears to the City of Greater Geelong |  | Ï |
| Organisations that have not provided a satisfactory Evaluation/Acquittal form for any previous funding received from Council. This includes organisations that have acted as an Auspice body for an unincorporated group |  | Ï |
| Organisations that have already received funds from Council from this program within the current financial year |  | Ï |

# What is an auspice?

* If your group is a not for profit organisation but is not incorporated or is not one of the other types of legal entities as listed above, you will need to find another organisation that meets the eligible status. You must obtain approval from that organisation to act as an ‘Auspice’ for your grant application. If this application is successful, Grant funds will be paid to the Auspice organisation for distribution to the Applicant.
* The Applicant must obtain advance approval from the organisation before listing them as Auspice. The Applicant must keep the Auspice fully informed of the details of the application and all project aspects and progress.
* In some instances an applicant might request that the Auspice provide Public Liability Insurance (PLI) for their project. Should this occur, the Applicant must obtain a PLI Certificate of Currency from the Auspice for inclusion with this application. (a policy statement or receipt is NOT sufficient).
* Some Auspice organisations may charge an Auspice fee, at their discretion.

# legal and taxation requirements:

* If required, you must arrange Public Liability Insurance to cover the activity detailed in the grant application.
* All applicants must possess an [Australian Business Number (ABN)](http://abr.business.gov.au) or provide written advice from the Australian Tax Office that no withholding tax is required from the grant payment by completing a [Statement by a Supplier Form](https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/)\*.
  + \*As per taxation requirements, 46.5% of the grant payment will be deducted from the grant allocation (withholding tax) if the funding recipient does not have an ABN or has not provided the ATO’s Statement by a Supplier Form.
* A Tax Invoice must be submitted within one month of notification that the application has been successful.
* Allocated funds must be expended within 12 months of receiving the grant, unless otherwise negotiated (see ‘Changes to Project Prior to Completion’)
* Allocations for which Council has not received a Tax Invoice will be automatically withdrawn at end of the financial year.

# Permits & Approvals

Evidence of permits or approvals (if required) must be provided with your application if you are requesting funds for a project or activity that includes:

* Organising a community event: Please refer to the City’s Events Planning Guide at [**http://www.geelongaustralia.com.au/events/planning**](http://www.geelongaustralia.com.au/events/planning) for further information as you may need an event planning your event.
* Works that involve additions or alterations to buildings and/or land: Approval in writing is required from the owner and the manager of the building/land. Please note that this includes the installation/modification of any fixtures or fittings, paths, fences, painting, shade sails, plantings or ground works etc.
* **If the land or building is owned or managed by the City of Greater Geelong**, ***you must*** discuss your proposal, in advance of your submission with the relevant Council department. Contact the grants staff on 5272 5039 for advice about who you need to contact.

# privacy information

* The personal information on Grant Application Forms is collected by Council for the primary purpose of processing your grant application. Should you wish to access this information, you may contact Council on 5272 5272.
* Council will publicly report grants awarded on an annual basis.

# how much can you apply for?

**Healthy and Connected Communities Grants** are for amounts of up to $6,000.

* The total funding pool for 2017/2018 is $243,000.
* There will be one grant round in 2017/2018
* Grant amounts offered to successful applicants are based on outcomes determined during the assessment process and in line with budget limitations
* Grants allocations towards minor works or for equipment purchases are generally limited to a maximum of $2,000 per application.
* Funding contributions from the applicant organisation towards the cost of the project are strongly encouraged.

# WHAT CAN YOU APPLY FOR?

This table identifies the types of projects that will not be considered and ideas for the types of initiatives and projects that will be considered for funding under this grant program. The list of activities that are considered for funding under this program is not exhaustive and are examples only.

|  |  |  |
| --- | --- | --- |
| PROJECT TYPE | YES | NO |
| * Initiatives that promote healthy lifestyles by increasing community participation in physical activity and recreational pursuits and/or promote and improve healthy eating. | ò |  |
| * initiatives aimed at improving mental health and wellbeing outcomes in the community. | ò |  |
| * Community celebrations or events that mark a specific milestone, significant anniversary or promote community inclusion and connectedness. | ò |  |
| * Activities that strengthen community relationships and encourage active participation in community life. | ò |  |
| * Initiatives that compliment and 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. | ò |  |
| * Initiatives that address specific needs of Aboriginal, multicultural and new arrival communities; LGBTQI people; children; young people; seniors, and people with disabilities. | ò |  |
| * Projects that aim to increase community knowledge and capacity to use and embrace digital technologies and contribute to lifelong learning. | ò |  |
| * Training & development opportunities for volunteers. | ò |  |
| * Establishment costs associated with setting up a new community group. | ò |  |
| * Development of strategic or business plans to facilitate and assist community groups to identify and achieve goals and objectives consistent with their charter. | ò |  |
| * Provision of equipment or assistance with minor capital works projects essential to the project. *Minor works are defined as those with a total project cost of not exceeding $10,000.* | ò |  |
| * 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, staff salaries, insurances and permit costs). |  | Ï |
| * Programs or activities that could potentially commit Council funding on an ongoing basis. |  | Ï |
| * Requests for retrospective purchases or projects. (This does not include any planning or preparation that does not require the commitment of funds). |  | Ï |
| * Activities that take place outside the City of Greater Geelong. |  | Ï |
| * Projects that duplicate or do not link with developed strategies of other local service responses (unless evidence of need, coordination and cooperation is demonstrated) |  | Ï |
| * Fundraising events. e.g. Fetes, markets, fun runs, concerts, competitions, and other activities where the main aim is to directly fundraise for a particular charity or cause. |  | Ï |
| * Funding for Council services where fees are normally charged e.g. Council rates; waste removal; building or planning permit fees; parking fees, etc. |  | Ï |
| * Activities aimed at promoting political views. |  | Ï |
| * Projects that have already received support from, and/or meet the criteria of another City of Greater Geelong funding program. |  | Ï |
| * Prizes, gifts, awards, or sponsorship costs. e.g. Trophies, medals, money, vouchers etc. |  | Ï |

# ASSESSMENT CRITERIA

Applications are assessed by determining the eligibility of each request and how it addresses the general grant guidelines and criteria. Each application is then assessed rating the key aspects of the project against the criteria.

An assessment panel reviews the applications and provides recommendations to the General Manager, Community Life for approval.

|  |
| --- |
| Criteria |
| **WELL PLANNED – 30%** |
| * **Project Rationale**   + Considers the need and reasons for doing it. Includes estimated number, gender, age and location/region of those participating in the project.   + Considers how it fits within Council's strategic directions e.g. aligned with City Plan 2013-2017 * **Well Scoped Project and Sound Budget**   + Demonstration that project is well planned and scoped. Where relevant, evidence of plans, required permits and approvals should be provided.   + Provision of a clear, well balanced budget that details total project costs and all income sources relevant to the project. Where relevant, written quotes should be provided.   + Demonstrated capacity of the applicant organisation to support delivery of the project. |
| **COMMUNITY BENEFIT – 40%** |
| **To assist to determine the level of community benefit, the following three elements will be considered:**   * **Healthy and Strong**  Considers how the project will enhance health, wellbeing, diversity and quality of life for Greater Geelong communities by creating new or enhancing existing opportunities and capacities (awareness, knowledge, skills, resources).   Considers how the project encourages healthy environments for physical activity and infrastructure to support healthy living.   * **Connected** Considers how the project increases community access, equity, participation and demonstrates collaboration between groups. * **Creative**   Considers how the project provides opportunities that promote innovation, strengthen and develop the City of Greater Geelong through clever, creative activities and ideas. |
| **ENVIRONMENT & SUSTAINABILITY– 15%** |
| * Considers how the project positively impacts on the built and natural environment and minimises our environmental footprint, including waste wise events. |
| **ECONOMIC IMPACT – 15%** |
| * + Considers the direct or indirect impact on local economic growth, business and/or organisational capacity.   + Considers the how the project contributes to the City of Greater Geelong’s goals of a vibrant and prosperous community.   *For example, this could include activities that are aimed at one or more of the following:*   * *strengthening an organisation's governance, structure, and/or financial capacity* * *provision or generation of additional services for the community* * *increasing or enhancing volunteering* |

# budget

The budget is provided in two parts. List ALL project costs, and attach quotes from suppliers/contractors where possible. *(add extra rows if needed).*

Part (a) Income and Expenditure - MUST:

* Be balanced i.e. the Total Income must be the same figure as Total Expenses.
* Show specifically what grant funds will be spent on.
* Show that the Applicant will contribute a significant proportion of the project cost (including cash contribution).
* Other items you may wish to include in your budget

**Part (b)** **In-kind Contributions** - refers to FREE labour, goods or services received or anticipated.

* The suggested figure to estimate voluntary labour is $20 per hour.
* Provide details of the inkind eg. Free use of a venue; donated equipment; assistance from volunteers
* Information should be as accurate as possible.

|  |  |
| --- | --- |
| INCOME | EXPENDITURE |
| * + grant amount requested   + financial contribution by applicant   + other grant/funding   + other income | * + Materials costs   + Marketing and Promotion costs   + Catering   + Equipment |

FUNDING AGREEMENT

* Successful grant applicants will be required to enter into Funding Agreement that will establish the terms and conditions of funding and set out the activity details.

PROJECT EVALUATION REPORTS

* You need to define the plan, process or strategy will you use to evaluate whether your project has been successful.
* For Council audit purposes, an Acquittal must be submitted upon conclusion of any funded project including discontinued projects. Acquittal is conducted online. Login to your grant application to complete the associated Acquittal Form.
* Organisations that do not submit a completed Acquittal Form, including an accurate statement of actual expenditure of funds, will be ineligible to apply to City of Greater Geelong for future grants.
* Unless written permission is obtained from the Community Development & Engagement Unit, grant funds must only be used as indicated in the Grant Application budget. Funds not used as originally intended may need to be returned to Council. (see “Changes to Project Prior to Completion”)

# promotion and marketing

As a condition of funding, successful recipients are required to:

* Acknowledge Council as a funding source on all marketing and publicity materials. This will include the City of Greater Geelong logo and the words ‘This project is supported by City of Greater Geelong through its Healthy and Connected Communities Program. Please contact Council’s Communication and Marketing Department on 5272 4803 to obtain the relevant logo and arrange for approval of proofs of all materials before production. Unauthorised use of the Council logo or inappropriate attribution may result in the Applicant being ineligible to apply for further grants.

# changes to project prior to completion

* Funded projects are expected to be delivered as described in the grant application. You must seek approval in writing from Council via the Community Development & Engagement Unit if substantial changes are to be made to the nature of the project, how the funds will be used, or if grant funds cannot be expended within 12 months.
* If a project is to be discontinued, Council must be contacted immediately to arrange for the return of grant funds.

# audits

* As part of the Evaluation process, randomly selected projects may be required to provide additional detail of expenditure to improve project accountability.
* 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.

# CONTACT

For further information regarding this grant program please call 5272 5039 or 5272 4736 or email [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au)

# OTHER CITY OF GREATER GEELONG FUNDING OPPORTUNITIES

For more information, go to:<http://www.geelongaustralia.com.au/grants>