



Community Grants Guidelines




CITY OF GREATER
BENDIGO

ACKNOWLEDGEMENT OF COUNTRY

The City of Greater Bendigo is on Dja Dja Wurrung and Taungurung Country. We would like to acknowledge and extend our appreciation to the Traditional Owners of the land. We pay our respects to leaders and Elders past, present and future for they hold the memories, the traditions, the culture and the hopes of all Dja Dja Wurrung and Taungurung Peoples. We express our gratitude in the sharing of this land, our sorrow for the personal, spiritual, and cultural costs of that sharing and our hope that we may walk forward together in harmony and in the spirit of healing.

Contents

PAGE 3	Introducing our Community Grants
PAGE 4	Start here, before you apply!
PAGE 5	What community grants you can apply for
PAGE 6	Who can apply
PAGE 6	Who may not apply
PAGE 7	What may not be funded
PAGE 7	How we make decisions about applications
PAGE 8	Assessment criteria
PAGE 9	How to apply
PAGE 9	How to know when grants are open
PAGE 10	What is needed for a successful application
PAGE 10	Submitting the application
PAGE 11	The community grant journey from application to acquittal
PAGE 12	Timeframes for assessment
PAGE 12	What we need from successful applicants
PAGE 13	Grant conditions
PAGE 14	Appendices
PAGE 14	Privacy



Our shared community vision 2021-2031

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the Traditional Custodians of this land. Building on our rich heritage for a bright and happy future.

Introducing our Community Grants

The City of Greater Bendigo's community grants program supports community groups and individuals to undertake activities that benefit our community.

The focus of our community grants is activities that will contribute to the goals of:

- The Greater Bendigo Council Plan (Mir wimbul) 2021-2025 (Council Plan)
- The Healthy Greater Bendigo Plan 2021-2025 (Healthy Greater Bendigo)
- Local community plans

These guidelines are a resource to assist with the application process. Additional resources such as our 'Grants Terminology Explained' glossary are available on our website. Contact a Strong Communities Officer if you require a printed version.

You should review the relevant document/s before starting an application. If you need help you can get in touch by emailing grants@bendigo.vic.gov.au or by calling **1300 002 642**.

Our Strong Communities team delivers the City of Greater Bendigo (the City)'s community grants program. We are here for you. Our job is to support you to make great things happen in our community.

Start here, before you apply!

Before giving your time and energy to an application, consider:

- Is there a clear need for your activity?
- Is there community support for your activity?
- Do you have the resources needed to deliver your activity?

Give yourself the best chance for success by booking a pre-application discussion with a Strong Communities Officer. You can do this by emailing grants@bendigo.vic.gov.au or by calling **1300 002 642**.

A Strong Communities Officer can help you understand if you and your activity are eligible for a community grant and if your application has a good chance of success. Some considerations they may discuss with you are:

- How ready are you to undertake the activity?
- Do you have capacity to measure and report back on the benefits of your activity?
- Do you have capacity to acquit a community grant?
- If you are looking to purchase an asset, do you have the resources to maintain the asset?
- If relevant, do you have landowner/asset owner approval for your activity?
- Have you allowed enough time for us to assess and pay you a community grant before your activity is due to start?



Initially it seemed overwhelming to apply. Lisa from the Strong Communities team made the application process simple.

What community grants you can apply for



COMMUNITY GROUP ESSENTIALS GRANT

To help community groups afford things that are essential for their safe and effective functioning. These grants could be thought of as a community group 'first aid kit', not something you should ever want to use, but is there if needed.

- > Maximum grant amount of \$2,000
- > Example use: Insurance cover, essential training for volunteers, utility accounts
- > Apply at any time – grants are available until funds are expended



SMALL GRANT

To support activities that contribute to the *Greater Bendigo Council Plan (Mir Wimbul) 2021-2025*, *Healthy Greater Bendigo 2021-2025* or local community plans.

- > Maximum grant amount of \$2,000
- > Example use: Events, safety equipment, training, activity costs
- > Apply at any time – grants are available until funds are expended



MEDIUM GRANT

To support activities that contribute to the *Greater Bendigo Council Plan (Mir Wimbul) 2021-2025*, *Healthy Greater Bendigo 2021-2025* or local community plans.

- > Maximum grant amount of \$10,000
- > Example use: Events, safety equipment, training, activity costs
- > Applications open two times a year, in February and August



PARTNERING FOR IMPACT GRANT

To boost capacity for collective impact towards the *Greater Bendigo Council Plan (Mir Wimbul) 2021-2025* or *Healthy Greater Bendigo 2021-2025* goals.

- > \$75,000 over three financial years, with a maximum of \$25,000 in any one financial year
- > Working in partnership with the City to improve community equity and social justice
- > Applications open once every three years. Next opening is August 2023



COMMUNITY CHRISTMAS MEAL EVENT GRANT

To support local community connections and inclusion at Christmas time.

- > Maximum grant amount of \$1,000
- > Example use: Purchase of food, venue hire, event promotion
- > Applications open in September every year

Jayne from the Strong Communities team explained what an auspice arrangement is and how it could help our group to apply.

Who can apply

To be considered for a community grant, the applicant must be a registered legal entity, such as an incorporated association. If you are an informal group or individual, your application can be submitted by an auspice organisation.

Who may not apply

We may consider an organisation to be ineligible for a community grant if:

- Gambling is offered or promoted in any form
- Tobacco or vaping products are offered or promoted in any form
- The organisation has not attempted to put the City's Healthy Facilities Policy in place (if relevant)
- The organisation has an overdue community grant acquittal or evaluation
- The organisation has breached a community grant funding agreement within the past three years
- The organisation has another funding agreement that excludes it from receiving further City grants
- The organisation cannot show financial need for a community grant
- The organisation has an outstanding debt with the City
- The organisation has breached lease, licence or management agreement conditions



What may not be funded

We may consider your activity ineligible for a community grant if it:

- Does not consider ongoing sustainability of the activity or organisation
- Will mostly benefit a community outside of Greater Bendigo
- Will mostly benefit an individual
- Seeks to make a profit that would not be re-invested for community benefit
- Involves fundraising for a third party
- Is for a business, charity, school or service provider to carry out core business or to improve 'bottom line'. For example, a school undertaking curriculum delivery compared with extra curricula activities
- Will source most goods or services from outside of Greater Bendigo, when local options are available
- Does not show land/asset owner approval (if relevant)
- Is for works to or insurance for privately-owned property
- Is not consistent with the Healthy Facilities Design checklist (if relevant)

We encourage you to confirm eligibility before starting an application. Contact a Strong Communities Officer at grants@bendigo.vic.gov.au or call **1300 002 642**.

How we make decisions about applications

Applications are assessed using assessment criteria. These include that:

- The applicant and the proposed activity are eligible for a community grant
- The proposed activity will respond to an important need or opportunity
- There is community support for the proposed activity
- The proposed activity will contribute to goals of the *Greater Bendigo Council Plan (Mir Wimbul) 2021-2025*, *Healthy Greater Bendigo 2021-2025* or a local community plan (offer a level of reciprocity)
- It is likely the applicant will be able to successfully complete the proposed activity

The higher an application scores on these assessment criteria, the more likely the activity is to be supported by a community grant.

Only some of these assessment criteria apply for the Community Group Essentials Grant, Small Grant and Community Christmas Meal Event Grant categories.





































For information about who assesses each grant category, please see our resource 'Who assesses our community grants: further info' available on the City website. For a printed copy, contact a Strong Communities Officer at grants@bendigo.vic.gov.au or call **1300 002 642**.


Assessment criteria

PRE-GRANT CONDITIONS

These criteria only apply to the Medium Grant and the Partnering For Impact Grant.

- The applicant is eligible for a grant. YES / NO
- The activity is eligible for a grant. YES / NO
- The activity is unlikely to cause damage to the natural environment. YES / NO / N/A
- Those who own/manage any land/buildings that would be involved in the activity have provided written approval for the activity. YES / NO / N/A
- The need for permits (e.g. planning, local law, building) has been considered as part of activity planning and factored into the 'Capacity' section. YES / NO / N/A

		YES 10 POINTS	SOMEWHAT 5 POINTS	NO 0 POINTS	WEIGHTED SCORE
APPLICABLE GRANTS					
MERIT (35%)					
It is clear the activity will respond to an important need/opportunity.	    				
Activity objectives and success measures are clear.	    				
There is strong alignment between the activity and plan/strategy objectives.	 				
BENEFITS (35%)					
The activity will have many community benefits (e.g. enhance community connections, partnerships, skills and/or knowledge).	 				
The applicant/activity is focused on benefitting several groups. ¹	    				
The applicant/activity is focused on minimising several of the social justice barriers. ²	    				
CAPACITY (20%)					
There is a clear, logical plan for activity progression (e.g. who needs to do what, and when).	    				
A balanced and detailed activity budget has been provided (e.g. itemised income and expense details).	    				
SUSTAINABILITY (10%)					
The activity is likely to be able to be continued/have lasting community benefits without future grant funding.	 				
TOTAL					

 Community Group Essentials Grant
  Small Grant
  Medium Grant
  Partnering For Impact Grant
  Community Christmas Meal Event Grant

¹ = Listed on page 14 of the Social Justice Framework. ² = Listed on page 18 of the Social Justice Framework.

How to apply

Complete an online application form through **SmartyGrants**. This requires access to a computer, the internet, and an email address. If you do not have access to these, contact the Strong Communities team by calling **1300 002 642**.

- **STEP 1:** Go online to **SmartyGrants** by following the link on the City website
- **STEP 2:** Select the application form
- **STEP 3:** Preview the form (optional). Choose 'Preview the form'
- **STEP 4:** Start an application. Choose 'Start a submission'

'Login' to **SmartyGrants** using an existing account or 'Register' a new account (this is a free user account). You will need to use your organisation's email address as a username and create a password. Please ensure you record your login details. Once registered, you can then 'Login' and start an application.

Note: **SmartyGrants** allows you to save your progress. You can return to your application to complete sections and upload supporting documents. **SmartyGrants** will not accept applications with incomplete sections.



How to know when grants are open

The opening dates of Medium Grants, Partnering for Impact Grants and Community Christmas Meal Event Grants will be published on the City website. We may also advertise in local newspapers and newsletters. You can also stay in touch by subscribing to the GEE (Grants, Events, Etc.) newsletter on our website.

What is needed for a successful application

- Name of the Strong Communities Officer you spoke to about your application
- Details of your activity
- Budget for your activity as well as any quotes
- Details of your organisation including incorporation number/ABN and GST status
- A copy of your most recent annual financial report
- A copy of your Certificate of Currency for your public liability insurance
- Letter of approval from land or asset owner if relevant
- Completed Auspicing Agreement Form if applicable

Submitting the application

Applications must be submitted by the closing date. For your application to be considered:

- Complete all relevant sections of the application form
- Include all required attachments and evidence
- Have an authorised person of the applying organisation endorse the application
- Include auspice information (if relevant)
- Acquit all previous grants the organisation has received from the City of Greater Bendigo. For questions about acquittal requirements, contact a Strong Communities Officer at grants@bendigo.vic.gov.au
- You will receive an acknowledgment email after submitting your application. If you do not receive an acknowledgement, contact a Strong Communities Officer at grants@bendigo.vic.gov.au

Please note that **we will not consider late or incomplete applications.** Submitting an application does not guarantee receiving a community grant. A successful funding application does not imply ongoing funding.

The community grant journey from application to acquittal

1. BEFORE APPLYING

- Gather support and build a business case for your activity including evidence of need and the community benefit it will bring
- Discuss your activity with a Strong Communities Officer

2. APPLICATIONS OPEN

- Read these Community Grants Guidelines and ask a Strong Communities Officer if you have questions
- Submit an application online through **SmartyGrants**, including all required supporting documents

3. APPLICATIONS CLOSE

- Ensure your application has been submitted by the closing date

4. APPLICATIONS ASSESSED

- The Community Group Essentials Grant, Small Grant and Community Christmas Meal Event Grant categories are assessed by City officers
- The Medium Grant and Partnering for Impact Grant categories are assessed by the Community Assessment Panel

5. GRANT RECOMMENDATIONS

- Partnering for Impact Grant recommendations need to be considered by Council

6. NOTIFICATION

- Successful and unsuccessful applicants are notified. Feedback on how unsuccessful applications could have been strengthened is provided



7. RECEIVE FUNDING

- Successful applicants need to sign and return their Funding Agreements and submit any other required documentation (such as permits)
- Successful applicants need to complete any other paperwork required by the City for payment purposes

8. ACTIVITY DELIVERY

- Grant recipients need to prepare for acquittal by collecting information during the delivery of their activity. Acquittal requirements can be found in your funding agreement, and may include receipts, data, photographs or other media

9. EVALUATION AND ACQUITTAL

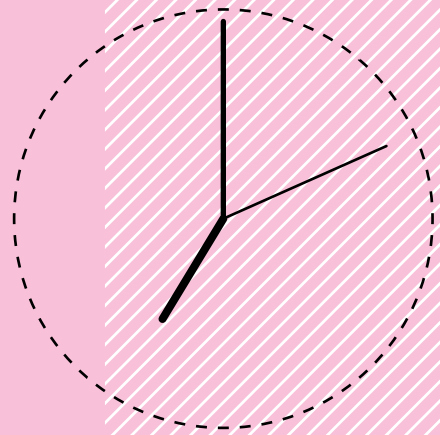
- Acquittals need to be made through the **SmartyGrants** portal
- Acquittals need to be submitted within the timeframe specified in your funding agreement

Timeframes for assessment

The length of time needed to process an application will depend on the type of community grant. Generally, the more funding applied for, the more time required to assess.

- The **least amount of time** needed to assess an application and get back to an applicant is **six weeks**
- The **most amount of time** needed to assess an application and get back to an applicant is **four months**

A community grant will not be allocated after an activity has begun, so applicants should consider this in their planning.



What we need from successful applicants

If you've received notification from us about a successful grant application, congratulations! Next, we'll need you to return these to us within 30 days:

- Your signed funding agreement
- Any other supporting documentation (such as landowner approval)
- Complete payment paperwork (if requested by the City)

If requested items are not received on time, the grant may be delayed or cancelled.





Grant conditions

Successful applicants must:

- Enter into a funding agreement and adhere to the conditions of the agreement
- Spend the grant money only as stated in the original application. Approval must be requested for any proposed variation to an activity, noting:
 - The request must be sought in writing before any changes start
 - A Strong Communities Officer will need to approve
- Return any unspent funds at the completion of the activity or the end of the agreement (unless you have received prior approval to redirect funds. Approval must be provided as described)
- Complete an event management plan and obtain all necessary permits (applicable if conducting a community event)
- Get all necessary approvals and permits associated with the funded activity (e.g. landowner approvals and building/planning or other statutory requirements). Failure to do so will result in the City delaying or cancelling payment of funding
- Update any changes to key activity contact details, including phone number, email or postal address via the **SmartyGrants** portal
- Acknowledge the City in all activity-related publicity and promotional materials
- Submit a Community Grant Acquittal Form through the **SmartyGrants** portal. Failure to submit the acquittal may make any further applications ineligible for funding
- Acknowledge the City may audit any grant recipient for compliance with grant conditions. This is part of our accountability processes. We will notify any organisation selected for an audit

Appendices

The following appendices are available on the City website. If you need a printed version, contact a Strong Communities Officer.

- APPENDIX 1: Who assesses our community grants: Further info
- APPENDIX 2: Important to know: Complying with applicable regulations and conditions
- APPENDIX 3: Grant terminology explained



Privacy

The Greater Bendigo City Council (the City) is a body corporate constituted as a municipal Council under the Local Government Act 2020. The City handles all personal information it collects in accordance with the Privacy and Data Protection Act 2014 (Vic) and our Privacy Policy - available at www.bendigo.vic.gov.au/About/Document-Library/privacy-policy-pdf

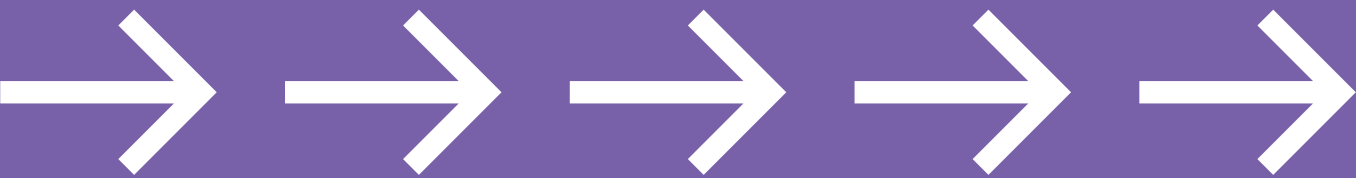
The information collected by us, or on our behalf, will be used to do anything necessary to facilitate the City's Community Grants Program, including but not limited to receiving applications, assessing applications, entering into funding agreements, administering payments, and receiving evaluations and acquittals.

Some or all of the information we collect will be used internally at the City and may also be disclosed to third parties involved in the City's Community Grants Program, including the Community Assessment Panel and/or other similar bodies.

If you do not provide us with this information, we will be unable to assess your application, enter into a funding agreement with you or administer a payment to you.

You have a right to access personal information that we hold about you, subject to any exceptions in relevant legislation. Should you wish to discuss the collection of your personal information you can contact us at grants@bendigo.vic.gov.au





Need help?

- Book an appointment with the City's Strong Communities Team by emailing grants@bendigo.vic.gov.au or calling 1300 002 642
- Need an interpreter or need this document in your language? Contact the City's Strong Communities Team by emailing grants@bendigo.vic.gov.au or calling 1300 002 642
- Deaf, hearing or speech-impaired? Please call via the National Relay Service and ask for 1300 002 642
- Online: <https://internet-relay.nrscall.gov.au> then ask for 1300 002 642
- Teletypewriter (TTY): 133 677 then ask for 1300 002 642
- Speak and Listen: 1300 555 727 then ask for 1300 002 642

For further information about Council's other grants programs, visit www.bendigo.vic.gov.au/Services/Community-and-Care/Community-grants

CITY OF GREATER BENDIGO

W www.bendigo.vic.gov.au

E requests@bendigo.vic.gov.au

P 1300 002 642

A 189-229 Lyttleton Terrace, Bendigo
125 High Street, Heathcote

M PO Box 733 Bendigo VIC 3552



CITY OF GREATER
BENDIGO