

Community Recovery Funding Program 2022

Application Guidelines

Council Offices

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 **131 450**

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Acknowledgement of Traditional Owners

The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledges the Wurundjeri Willum Clan as the Traditional Owners of this place.

If you have any questions, please contact:

Community Development Grants Officer

Phone: (03) 9217 2397

Email: community.grants@whittlesea.vic.gov.au

What is the Community Recovery Funding Program?

The City of Whittlesea acknowledges the ongoing social and economic effects of the pandemic on the whole community. In response, Council has developed the Community Recovery Funding Program to support community groups to hold small scale community activities and cover essential equipment purchases and operational costs that support recovery activities.

Please note

- For the purposes of this grant program, *activity or activities* refers to any initiative, project, program or event that addresses an identified community need
- **Only one application per group will be accepted.**
Groups/organisations submitting more than one application will need to prioritise their applications.

Key dates

Applications open	March 2022
Applications close	Sunday 15 May 2022
Applicants notified of outcome	Applications will be assessed during the weeks beginning: <ul style="list-style-type: none">• Monday 11 April 2022• Monday 16 May 2022 Applicants will be notified of their outcome shortly thereafter
Acquittals due	12 months after successful notifications are received.

Maximum grant value

The maximum grant value is \$2,000 (ex GST) per community group.

Applicants may apply for 100% equipment and operational costs. However, information on how these purchases and costs will support the groups recovery and ongoing activities will be required.

Who can apply

To be eligible to apply for Community Recovery Funding applicants must:

- be a registered not-for-profit group, kindergarten, primary or secondary school located in the City of Whittlesea
- have been meeting regularly (online or in-person) for a minimum of six months at time of application
- be incorporated or partnered with (auspiced by) an incorporated organisation
- have an Australian Business Number (ABN) or qualify to submit a Statement by Supplier
- hold current public liability insurance appropriate to the activity outlined in the application.

Who cannot apply

- Individuals
- Political organisations
- Groups who have not complied with acquittal conditions from previous Council funding
- Seniors Groups who have been supported through Council's Senior Citizens' Club Grant Program.

What cannot be funded

- Gift vouchers, gifts, prizes, trophies, scholarships, donations, other grant programs, air travel or accommodation
- Catering costs where provision of food is not considered integral
- New building projects, capital works or facility maintenance
- Equipment that does not remain the property of the group
- Equipment used solely for private/commercial purposes
- Non-portable equipment (e.g. goalposts)
- Venue hire fees for Council or private premises
- Activities that:
 - do not comply with DHHS or State Government directions (e.g. physical distancing/ essential outings)
 - are currently supported through City of Whittlesea grant programs
 - do not take place in the City of Whittlesea
 - seeking to proselytize
 - are the responsibility of other levels of Government
 - are part of the school curriculum
 - have begun or completed before approval of funding
 - solely for fundraising purposes
 - promote gambling, drugs and/or alcohol.

Assessment criteria

If your group meets eligibility criteria, your application will be assessed according to each of the assessment criteria. Percentages are provided as a guide to the importance of each section in the assessment process.

Community involvement (45%)

Has the applicant:

- provided a clearly identified and demonstrated local need for this activity
- identified a realistic group of expected activity beneficiaries
- addressed barriers to access and inclusion in the proposed activity
- provided evidence of community support (i.e. letters of support) for the activity
- provided a clear understanding of how the activity and/or equipment will support the community post-COVID

Applicants are encouraged to demonstrate local support for their activity by partnering with other groups and/or consulting with community members.

Aims and outcomes (20%)

Has the applicant provided:

- clearly defined aims and outcomes
- a clear activity plan (including timeline)

Group need (15%)

Community groups have experienced varying degrees of hardship and disconnection due to the COVID pandemic and extended restrictions. Group need will be assessed on:

- group location (based on socio-economically disadvantaged areas)
- group size – smaller groups and those who are not supported by a larger organisation will be given higher weighting.

Ongoing benefits (15%)

Has the applicant demonstrated how this activity and/or equipment purchase could provide ongoing benefits to those involved (participants, the applicant group and the wider community)?

Budget (5%)

Is the budget reasonable and does it add up?

Assessment process

1. Applications are reviewed against eligibility criteria
2. Eligible applications are assessed against assessment criteria
3. Assessment recommendations are approved by Management
4. Applicants are advised of their outcomes

Applicants must supply:

- Quotes for items costing \$500 or more (ex GST)
- Your group's incorporation number and ABN (or auspice organisation details)
- Letter confirming auspice arrangements (where applicable)
- Letters of support (recommended)
- Supporting documentation as requested in the application form (e.g. proof of group membership, proof of meeting/minutes from most recent AGM or regular meeting)

Please note: Applications submitted without appropriate quotes (for items costing \$500 or more excluding GST), or supporting documentation will be marked as incomplete and therefore ineligible for assessment.

How to apply

1. Ensure you have carefully read the guidelines and that your group meets the eligibility criteria for the grant program before completing your application
2. Applications are submitted online at: <https://whittlesea.smartygrants.com.au>
Please note: to apply online you will need an email address.

If you require printed forms please contact the Community Development Grants Officer.

Glossary

Activity

An initiative, event, project or program to meet a particular community need

Australian Business Number

An Australian Business Number or ABN is issued by the Australian Tax Office. If your group has an ABN it must be recorded within your application. If your group does not have an ABN, you must complete a Statement by a Supplier form.

Auspice organisation

The partner organisation will manage the funds and be responsible for the delivery and acquittal of the activity

Capital Works

Capital works are repairs or building to a property that creates an asset and increases its value.

Please note: Capital works are not eligible for funding.

Letters of support

Letters of endorsement or commitment for the proposed activity from partners, other community groups or organisations, key stakeholders.

Not-for-profit

A group whose constitution or governing documents state that any profits or surpluses must be used to further the objectives of the group rather than benefit its individual members.

Public Liability Insurance

Public liability insurance provides community groups and organisations with protection against legal and court costs (i.e. legal liability) if someone is injured or has their property damaged while the group or organisation is providing a service to them.

You can purchase public liability insurance from any provider deemed appropriate for the activity described in your application. The Municipal Association of Victoria recommends Local Community Insurance Services who can be contacted on 1300 853 800 or by visiting <https://www.localcommunityinsurance.com.au>