

THE CITY OF

GREATER GEELONG

# NEIGHBOURHOOD HOUSE GRANTS



2021-22 GUIDELINES

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# Contents

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<b>About these grants .....</b>	<b>3</b>
How to apply .....	4
Key dates.....	4
Permits and approvals .....	4
Contact information .....	4
Not the right grant for you?.....	4
<b>Who can and can't apply? .....</b>	<b>5</b>
<b>What can you apply for?.....</b>	<b>6</b>
Category 1: Community Development Projects .....	6
Category 2: External Community Group Subsidy .....	6
Category 3: Governance and administration subsidy .....	6
<b>What won't be funded? .....</b>	<b>7</b>
<b>How are applications assessed? .....</b>	<b>8</b>
Assessment criteria.....	8
Prioritising applications .....	9
<b>What happens next? .....</b>	<b>10</b>
If your application is successful.....	10
If your application is unsuccessful .....	10
Funding agreements .....	10
<b>General information .....</b>	<b>11</b>
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

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# About these grants

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The City identifies that Neighbourhood Houses are a significant contributor to community development.

The Neighbourhood House grant is offered to assist DFFH funded and approved Neighbourhood Houses in the City of Greater Geelong in providing opportunities that benefit the wider Geelong community.

Our funding priorities are to support community development projects that assist in achieving the goals and outcomes consistent with Greater Geelong: [A Clever and Creative Future](#) and Council Plan [2018-22 - Putting Our Community First](#).

Our goals are to provide ongoing support to Neighbourhood Houses to ensure the continued delivery of needs-based programs and projects are available to community members and also to enhance the health, wellbeing and quality of life for people living in the Greater Geelong Region

There is a total grant pool of \$182,500 with the total maximum amount being offered of up to \$12,500 per application for eligible Neighbourhood Houses and \$7,500 for The Neighbourhood Houses Barwon.

The grant is divided into 3 categories (see table below)

CATEGORY	WHAT WILL BE FUNDED	MAXIMUM FUNDING PER APPLICANT
<b>Category 1</b> Community Development Project	For the delivery of responsive community projects, programs, activities and small community forums or events that focus on improving health, wellbeing and capacity building that benefit the broader community.	\$ 7,500
<b>Category 2</b> External Community Group Subsidy	In recognition of the importance of groups being able to access rooms at an affordable rate for community activities, this category is to offset the cost of hall or room hire for groups with limited financial capacity. A portion of this grant can be utilised by each Neighbourhood House to subsidise hall/room hire for such groups.  Note: The <b>Neighbourhood Houses Barwon</b> is not eligible to apply for this category	\$2,500
<b>Category 3</b> Governance and administration Subsidy	Subsidies for governance and administration. For example: governance training, auditing, strategic/annual planning, financial bookkeeping, grants administration, professional development/conference attendance  Note: The <b>Neighbourhood Houses Barwon</b> is not eligible to apply for this category	\$2,500

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## HOW TO APPLY

Applications 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  
*or*
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, log-in or create an account

then complete and submit the form.

## KEY DATES

Applications will be accepted until 5.00 pm on the closing date. **Incomplete or late submissions of applications will not be accepted.**

**Applications close: Extended to 2 August 2021**

**Grant applications decided: September 2021**

## PERMITS AND APPROVALS

Some events/activities will require a permit to proceed. If you are organising a community event, please refer to our [Events Planning Guide](#) for further information.

**Note: Permits and approvals must be obtained before you submit your application.**

## 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 5039 or 5272 4736.

## 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-STANDARD	YES	NO
DFFH recognised Neighbourhood Houses	✓	
The Neighbourhood Houses Barwon (for Project Funding only)	✓	
Organisations and groups that are not a DFFH recognised Neighbourhood House (excluding the Neighbourhood Houses Barwon for Category 1 grants only)		X
Unincorporated bodies		X
Organisations 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

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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.

Projects are required to be completed 12 months from the date of funding agreement. If the Project is unable to be completed within the allotted 12-month timeframe a Variation Request Form will need to be submitted and approved.

All activities must comply with the latest health advice and government restrictions, as detailed on the following websites: [www.DFFH.vic.gov.au/coronavirus](http://www.DFFH.vic.gov.au/coronavirus) [www.vic.gov.au/coronavirus-covid-19-restrictions-victoria](http://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria)

## CATEGORY 1: COMMUNITY DEVELOPMENT PROJECTS

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.

- 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, significant anniversary or promote community inclusion and social connections.
- activities that strengthen community relationships and encourage active participation in community life
- initiatives that compliment or support existing programs, or strategies that aim to raise awareness or address complex social issues. For example, this could include issues around discrimination, gender equality, family violence or community safety etc.
- projects that aim to increase community knowledge and capacity to use and embrace digital technologies and contribute to lifelong learning
- wages, for employees undertaking work related to the specified community development project; and is on the strict proviso that is above and beyond the usual activities of the employee; and is clearly acquitted using the 'Change of Employment Conditions' form – which will be provided to you, as well as showing the employee's payslips prior to, during and after the completion of the project.

## CATEGORY 2: EXTERNAL COMMUNITY GROUP SUBSIDY

You are not required to provide details of how this amount will be allocated in the upcoming financial year. However, an acquittal with **evidence of expenditure** will be required as part of the Evaluation/Acquittal process.

Suggested ideas that are suitable subsidies for community groups include

- discounted hall/room hire;
- contributions to utilities
- photocopying,
- catering consumables

## CATEGORY 3: GOVERNANCE AND ADMINISTRATION SUBSIDY

You are not required to provide details other than select the type of subsidy you (as listed below) that you intend to use the funds toward (this list also appears in the application form). However, an acquittal with **evidence of expenditure** will be required as part of the Evaluation/Acquittal process

- governance training
- auditing,
- financial bookkeeping
- strategic/annual planning
- grants administration
- professional development/conference attendance

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# What won't be funded?

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The following will not be funded through the City's 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 *except under Category 1 – Community Development Projects - for wages for employees undertaking work related to the specified community development project and based on the strict proviso that they are above and beyond the usual activities of the employee (see details in the 'What will be funded' section. We will also consider funding if the costs 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)
- 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

Additionally, the following items, activities or projects will not be funded under the Neighbourhood House grants:

- maintenance/capital works costs
- fuel parking or other vehicle related costs
- calendars of events

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# How are applications assessed?

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All applications received will go through the following assessment process

- Eligibility checks – applications are checked against the criteria on pages 5 to 7 determine their eligibility.
- Internal panel assessment – eligible applications will be assessed according to the assessment criteria and priority areas (see tables below).
- Executive review and endorsement – Executive will review the panel's recommendation and determine the outcome.

## ASSESSMENT CRITERIA

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

CATEGORY	
Key criteria – weighting	What we look for when assessing a project grant application
<b>Well-planned project – 30%</b>	<p>The proposal demonstrates it has:</p> <ul style="list-style-type: none"><li>• a sound and clear rationale for the project idea: i.e. the reasons for doing, its aim and why the funding is needed and can't be sourced elsewhere.</li><li>• a project plan or a clear list of actions/tasks and timelines needed to deliver the project.</li><li>• resources and capacity to undertake and deliver the project. e.g. there are sufficient numbers, skills and knowledge of volunteers and/or staff resources, as well as achievable timeframes.</li><li>• provided evidence that any required permits and approvals have been obtained (e.g. an event permit).</li><li>• a clear, well-balanced budget that shows:<ul style="list-style-type: none"><li>– the total project costs</li><li>– additional funding sources that will contribute to total project costs, or an explanation of why additional funding isn't possible</li><li>– substantiating costs with suitable supporting evidence – for example, quotes or price estimates.</li></ul></li></ul>
<b>Community Impact – 65%</b>	<p>The project demonstrates it will assist in achieving one or more of the following outcomes:</p> <ul style="list-style-type: none"><li>• improvements to social connections in our community</li><li>• support for local Aboriginal people to achieve their priorities</li><li>• promotion of gender equity and diversity</li><li>• support for older people, young people and children in our community</li><li>• fostering inclusive communities, multicultural activities and respect for cultural diversity</li><li>• improvement of access to programs for people with all abilities</li><li>• promotion of healthy eating and support for active living</li><li>• improvements to safety in our community</li><li>• addressing social and economic vulnerability</li><li>• improvements in social equity and inclusion</li><li>• strengthening of an organisation's governance structure, and/or financial capacity</li><li>• strengthening of the social and economic capacity of community members and groups</li><li>• provision or generation of additional services for the community</li><li>• increasing or enhancing volunteering</li><li>• fostering life-long learning.</li></ul>

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## CATEGORY

### Environmental Impact – 5%

The proposal demonstrate how it will:

- enhance environmental sustainability
  - avoid negative impacts on the built and natural environment
  - minimise the project's environmental footprint, including through waste wise events
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## 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.

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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.

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 on marketing and publicity material and include the City's official logo with the following wording: 'This project is supported by the City of Greater Geelong Community Grants.'

A logo will be supplied via email to successful applicants.

Applicants are advised to contact the City's Communication and Marketing team on 5272 4803 to arrange for approval of proofs of all marketing materials before production.

Unauthorised use of the City of Greater Geelong logo or inappropriate attribution may result in the Funded Applicant being ineligible to apply for further grants.

## 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.