

THE CITY OF

GREATER GEELONG

# 2020-21 GRANTS



## STANDARD GUIDELINES

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## **POLICY STATEMENT**

The City provides grants to community groups for the development of positive and beneficial projects to deliver on the community's clever-creative vision and the Council's priority actions. To find out more please refer to:

*Greater Geelong: A Clever and Creative Future* is a guide for all levels of government, community organisations, businesses and anyone wanting to make a genuine contribution to our city-region.

<https://www.geelongaustralia.com.au/clevercreative>

*Council Plan 2018-22-Putting Our Community First* guides our resources to deliver infrastructure, services and programs to the community in a sustainable way. <https://www.geelongaustralia.com.au/councilplan>

*Municipal Public Health and Wellbeing Plan 2018-21* outlines the goals and strategies we will pursue to maximise community health and wellbeing. <https://www.geelongaustralia.com.au/healthygeelong>

*Sustainability Framework* aims to integrate sustainability principles across all the City's operations.

<https://www.geelongaustralia.com.au/sustainability>

## **STANDARD GUIDELINES**

These Standard Guidelines include important information and requirements that are common to all our grants. Applicants must refer to the Standard Guidelines and their chosen grant guidelines when preparing an application.

## LIST OF GRANT PROGRAMS

The City's Community Investment Support Fund offers a range of competitive grants for groups and organisations to undertake projects that benefit the local community. Each grant has its own objectives, priority areas and criteria.

Grants information and guidelines are available on [www.geelongaustralia.com.au/grants](http://www.geelongaustralia.com.au/grants)

Grant Name	Summary of categories available	Who Can Apply? *	maximum per grant?	When? **
<b>COVID-19 Quick Response Community Grants</b>	This is a quick-response grant program designed to fund activities that will help our community adapt to, and recover from, the changes caused by the coronavirus pandemic (COVID-19).	Not for profit community organisations		Multiple rounds subject to demand
	<b>Clever and creative community projects</b>		\$2,000	
	New community projects, programs and activities that will help the Greater Geelong community recover from COVID-19 restrictions in a way that is consistent with our community-led <a href="#">clever and creative vision</a> .			
	<b>COVID-19 operating expenses</b>		\$2,000	
	Operating expenses that help community groups deliver their existing services and programs in line with COVID-19 restrictions			
<b>COVID-19 Arts, Culture &amp; Heritage Recovery Grants</b>	The purpose of this grants program is to support those working in the arts, cultural and heritage sectors who have been impacted adversely by COVID-19. This importantly includes supporting the continued ability to create art, which is fundamental to the viability of the arts sector.	An individual, sole trader or not for profit organisation or commercial arts/music venue.	Up to \$5,000	Multiple rounds subject to demand
<b>Community Events</b>	Support for moderate sized events which bring economic benefits to the City of Greater Geelong, strengthen and enrich community, celebrate common interests, showcase local competitive advantages and provide opportunities for local participation  <i>Multi-year funding may be offered with a maximum of 3 years</i>	Not for profit community organisations	\$10,000	Twice per financial year.
<b>Creative</b>	<b>Arts</b>	Not for profit	\$10,000	Once per financial

Grant Name	Summary of categories available	Who Can Apply? *	maximum per grant?	When? **
<b>Communities</b>	Support the initiation, development and delivery of quality arts projects, enriching the cultural fabric of the Geelong region and maximising community participation in local arts activity.  <i>A two-year (Biennial) funding option of is available, disbursed across two years</i>	community organisations		year.
	<b>Community Festivals</b> Aims to strengthen community festival activities across the municipality and in doing so, celebrate the diverse and unique communities within the City of Greater Geelong.  <i>A three-year (Triennial) funding option may be considered for events which have operated successfully for three or more consecutive years, by invitation only</i>	Not for profit community organisations	\$10,000	Once per financial year.
	<b>Professional Development</b> Support selected professional and skill development for artists.	Individual Artists	\$1,000	Open when Arts Projects and Community Festivals grant round closes
	<b>Quick Response</b> Support 'urgent' arts, culture and heritage projects whose timelines prevent the applicant from applying within the major Creative Communities Arts and Festivals Grants Program application period	Not for profit community organisations	\$1,500	Open when Arts Projects and Community Festivals grant round closes
<b>Healthy and Connected Communities</b>	<b>Projects</b> To facilitate community projects and activities that focus on and contribute to an inclusive, diverse, healthy and socially connected community.	Not for profit community organisations	\$10,000	Once per financial year
	<b>Equipment</b> To assist with the cost of small equipment purchases that help community groups to deliver their services and programs and to improve resources that support volunteer groups.		\$2,000	Once per financial year
<b>Environmental Sustainability</b>	<b>Capital Works</b> Minor works to support environmental outcomes	Not for profit community organisations	\$4,000	Once per financial year.
	<b>Projects</b> Support for activities that achieve the goals and outcomes of Council's strategic objectives relating to environment and sustainability.		\$10,000	Once per financial year.
<b>Community</b>	<b>Planning for Capital Works</b>	*Not for profit	\$50,000	Once per financial

Grant Name	Summary of categories available	Who Can Apply? *	maximum per grant?	When? **
<b>Infrastructure</b>	Costs associated with planning and feasibility activities for future infrastructure projects that demonstrate strong community benefit and align with key priority areas of this program	community organisations		year.
	<p><b>Capital Works</b></p> <p>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.</p> <p>Not applicable for the purchase of land.</p>	<p>*organisations in facilities on public land managed or owned by Council</p> <p>*organisations on crown land where management of the facility is community based with access to the broader community</p> <p>*organisations in facilities NOT located on Council owned or managed land; or managed or maintained by Council and/or not based on a commercial model (for-profit)</p>	\$350,000	
<b>Central Geelong Heritage Fund</b>	<p><b>Strategic Projects</b></p> <p>For heritage restoration projects proposing to provide:</p> <ul style="list-style-type: none"> <li>• Reinstatement of a historic verandah;</li> <li>• Removal of introduced/non-heritage elements (i.e. external paintwork, cladding, and the like); and</li> <li>• Façade reconstruction works.</li> </ul> <p>As recommended by the Geelong Verandah Study (2006)<sup>1</sup>.</p>	Owners and/or occupiers of properties located in Central Geelong <sup>2</sup>	\$70,000 per property	Once per financial year.
	<p><b>General Projects</b></p> <p>Heritage restoration projects within the Central Geelong Central Action Plan boundary.</p>		\$30,000 per property	
	<p><b>Project Feasibility &amp; Investigation</b></p> <p>Costs associated with engaging appropriate consultants and/or practitioners to provide technical investigations, planning, project scoping and feasibility for future eligible heritage restoration projects.</p>		\$10,000 per property	Up to 100% of the eligible project

<sup>1</sup> For a copy of an extract relevant to your property from the Geelong Verandah Study can be provided to you. Please contact us for more information.

<sup>2</sup> Central Geelong refers to the area known as the Central Geelong Action Plan Area (see appendix 1).

Grant Name	Summary of categories available	Who Can Apply? *	maximum per grant? costs	When? **
<b>Geelong Children's Week</b>	Small grants to facilitate events held during Children's Week – This is an international event designated by the United Nations and celebrated annually in the fourth week of October.	Not for profit community organisations	\$400	Once per financial year – applications generally open between May and July
<b>Geelong Seniors Festival</b>	Small grants to facilitate events held during Geelong Seniors Festival, held annually during October. It's the largest community celebration for seniors in regional Victoria and a major partner of the state-wide Victorian Seniors Festival.	Not for profit community organisations	\$450	Once per financial year –generally open between May and July

\*Not for Profit entities must be incorporated under the Associations Incorporation Act OR supported by an Incorporated Association that is deemed to be non-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the Income Tax Assessment Act 1936).

\*\*Subject to funding not being fully expended in any grant program in the first round, consideration will be made to offer a further funding round.

## APPLYING FOR A GRANT – KEY DATES

Applications will be accepted until 5.00 p.m. on the final day. Incomplete or late submissions will not be accepted. Council Officer support with your application will only be available until TBC

GRANT	GRANT APPLICATION DATES	OUTCOMES ANNOUNCED
Geelong Children’s Week	22 June 2020 – 17 July 2020	31 July 2020
Geelong Senior’s Festival	25 May 2020 – 26 June 2020	July/August 2020
COVID-19 Quick Response Community Grants	17 July 2020 - 17 August 2020	September 2020
COVID-19 Arts, Culture and Heritage Recovery Grants	Multiple rounds subject to demand	
Community Events	17 July 2020 – 14 September 2020	December 2020
Creative Communities - Arts		
Creative Communities – Community Festivals		
Environmental Sustainability		
Health and Connected Communities		
Community Infrastructure	17 July 2020 – 12 October 2020	February 2021
Central Geelong Heritage		
Creative Communities – Professional Development	Opens when Community Arts and	
Creative Communities –Quick Response	Community Festivals main grant round is closed	

## APPLICATION PROCESS:

**Blue** steps are mandatory – three steps

**Green** steps are voluntary and as required by individual applicants, but highly recommended.



**Individual Grant Guidelines** are available at [www.geelongaustralia.com.au/grants](http://www.geelongaustralia.com.au/grants)

**Applications must be submitted online.** The City of Greater Geelong uses an online grant application service powered by SmartyGrants. If you already have a SmartyGrants account then simply use that to start your application, if you have never used SmartyGrants then you will need to create an account by visiting the website <https://geelong.smartygrants.com.au/applicant>.

Ensure that you have answered all questions and attached all necessary documents before submitting. All applications must be submitted by the closing date. Late applications will not be accepted.

## HELP WITH YOUR APPLICATION

**Information Sessions:** All applicants are strongly encouraged to attend an information session before applying. These sessions will provide detailed information and advice, including the online application process. They are also an opportunity to discuss your application with staff at the City of Greater Geelong.

**Grant Writing Workshops:** Applicants who require help with how to plan and write a grant application are encouraged to attend a workshop.

**The Grants Team** are also available for assistance and can be contacted on either 5272 4736 or 5272 5039 or email: [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au)

If you need more help using the application form, download [Help Guide for Applicants](#)<sup>3</sup> or check out [Applicant Frequently Asked Questions \(FAQ's\)](#)<sup>4</sup>

## GENERAL REQUIREMENTS

Applicants must offer a project within the City of Greater Geelong municipality.

Applicants must have fully acquitted previous successful (funded) applications and have no outstanding debts to the City of Greater Geelong.

Each specific grant program has its own set of objectives, priority areas and criteria and applicants are required to address the respective grant program's specific guidelines requirements when applying.

## ASSESSMENT PROCESS



Applications are assessed against the general grant guideline and assessment criteria.

Eligible applications are then assessed against the respective grant guidelines, assessment criteria and priority areas as detailed in the respective grant guidelines.

Internal Officer assessment of applications (applicants may be contacted by officers during the assessment process for further clarification about their project).

The Independent (External) Assessment panel reviews Internal Officer assessments and recommends funding allocations to the Council in a Council report.

Council reviews funding recommendations and endorses a final list of successful applications

Applicants are advised of the outcome of their applications as well as next steps if successful.

A list of grant funding allocations will be published on the Geelong Australia website [www.geelongaustralia.com.au/grants](http://www.geelongaustralia.com.au/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 across multiple grant programs for relevant and distinct projects or programs.

Priority will be given to applicant organisations 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 specific 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 it is a competitive process, not all applications will necessarily be funded. In some cases, applicants may also be offered partial funding to run a reduced or modified project.

## PERMITS AND APPROVALS

Evidence of permits or approvals (if required) must be provided with your application if you are requesting funds. Each grant program specifies the type of approvals or permits required.

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3) Full web link to Help Guide for Applicants: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

4) Full web link to Applicant Frequently Asked Questions (FAQ's): <https://applicanthelp.smartygrants.com.au/applicant-faq/s/>

## BUDGET

The budget section in the application form 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 the Applicant contribution to the project cost
- 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 in-kind e.g.: donated equipment; assistance from volunteers.
- Information should be as accurate as possible.

## AUSPICE INFORMATION

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 in the individual grant guidelines under “Who can apply?” you will need to find another organisation that meets the eligibility 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 acceptable.

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) or provide a Statement by a Supplier Form available from the ATO website <https://www.ato.gov.au>.

If you do not provide either an ABN or a “Statement by a Supplier” form Council may be required to withhold the top marginal tax rate (i.e. 46.5%) from your grant payment.

A Tax Invoice will be required prior to releasing any grant funds, the Grants Team will contact successful grant applicants to arrange this at the appropriate time.

Allocated funds must be expended within 12 months of receiving the grant, unless otherwise negotiated.

Allocations for which Council has not received a Tax Invoice will be automatically withdrawn at end of the financial year.

## FUNDING AGREEMENTS

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, the deliverables and schedule of payments.

## ACKNOWLEDGEMENT, PROMOTION AND MARKETING

Successful grant applicants must acknowledge The City of Greater Geelong as a funding source on marketing and publicity material, you will need include the City’s official logo and include the following wording: ‘This project is supported by the City of Greater Geelong through its Community Investment and Support Fund program.

A logo will be supplied via email to successful applicants. Please contact the City's Communication and Marketing team on 5272 4803 to arrange for approval of proofs of all 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.

## **VARIATION TO FUNDED PROJECTS**

Projects are funded for delivery as described in the Funding Agreement. You 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.

If a project is discontinued or the grant funds are no longer required, all funds must be repaid to the City.

Please contact the Grants Team to discuss any changes to your project.

## **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.

## **CONTACT INFORMATION**

To discuss your project or for help and support in accessing the online application form, please contact our Grants Team on 5272 5039 or 5272 4736 or email [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au)

## **OTHER CITY OF GREATER GEELONG FUNDING OPTIONS**

There are a variety of fund programs under the Community Investment and Support Fund. For more information, go to [www.geelongaustralia.com.au/grants](http://www.geelongaustralia.com.au/grants)