

**THE CITY OF
GREATER GEELONG**



2020–21 GRANT GUIDELINES

Contents

About these grants	3
How to apply	3
Key dates	3
Permits and approvals	3
Contact information	3
Not the right grant for you?.....	3
Who can apply?.....	4
What can you apply for?.....	5
Clever and creative community projects.....	5
COVID-19 operating expenses.....	5
What won't be funded?.....	6
How are applications assessed?	7
Assessment criteria.....	7
Prioritising applications	8
What happens next?	10
If your application is successful.....	10
If your application is unsuccessful	10
General guidelines	11
Auspice information.....	11
Funding agreements	11

About these grants

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).

There is a total grant pool of \$250,000 with individual grants being offered of up to \$2,000 per application.

The grant is divided into two categories (see table below) and our aim is to help eligible community organisations activate community spaces and deliver new or existing community programs that comply with COVID-19 restrictions.

All activities must comply with the latest health advice and government restrictions, as detailed on the following websites:

- www.dhhs.vic.gov.au/coronavirus
- www.vic.gov.au/coronavirus-covid-19-restrictions-victoria

CATEGORY	WHAT WILL BE FUNDED	MAXIMUM FUNDING PER APPLICANT
Clever and creative community projects	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 clever and creative vision .	\$2,000
COVID-19 operating expenses	Operating expenses that help community groups deliver their existing services and programs in line with COVID-19 restrictions.	\$2,000

HOW TO APPLY

Applications for this grant must be made via our SmartyGrants online system.

If you have a SmartyGrants account – visit geelong.smartygrants.com.au/applicant, log-in and apply.

If you don't have a SmartyGrants account – visit geelong.smartygrants.com.au/applicant to register, then apply.

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: Monday 17 August 2020 (multiple rounds subject to demand)

Grant applications decided: September 2020

PERMITS AND APPROVALS

Some community events 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, 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 through our Community Investment and Support Fund.

Find out more by visiting www.geelongaustralia.com.au/grants

Who can apply?

The following table describes who is (and isn't) eligible to apply for funding through these grants:

APPLICANT TYPE	YES	NO
Not-for-profit, incorporated bodies, co-operatives or associations	✓	
Registered charitable organisations – refer to the Australian Charities and Not-for-profits Commission	✓	
Unincorporated bodies with an auspice	✓	
Eligible applicants, as listed above, who hold an Australian Business Number (ABN) or provide a Statement by a Supplier Form , available from the Australian Tax Office.	✓	
Profit-making organisations, commercial entities, businesses, individuals and sole traders		X
Organisations with outstanding debts or arrears to the City of Greater Geelong		X
Organisations that have not provided a satisfactory evaluation/acquittal form for any previous funding received from the City – this includes organisations that have acted as an auspice for an unincorporated group		X
Government schools and learning institutions		X

What can you apply for?

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.

Successful projects must commence within six months of receiving funds, however applicants are encouraged to start their projects as soon as possible.

All activities must comply with the latest health advice and government restrictions, as detailed on the following websites:

- www.dhhs.vic.gov.au/coronavirus
- www.vic.gov.au/coronavirus-covid-19-restrictions-victoria

CLEVER AND CREATIVE COMMUNITY PROJECTS

We are seeking proposals from community organisations interested in developing new and responsive ways of working with the community that comply with COVID-19 restrictions.

Projects in this category must clearly align with the community-led clever and creative vision, as described in *Greater Geelong: A Clever and Creative Future*, and could include:

- proposals that strengthen community relationships, reduce isolation and encourage active participation in community life.
- proposals that provide capacity-building opportunities for volunteers.
- proposals that will improve access to programs for people with all abilities.
- proposals that increase community knowledge and capacity to use and embrace digital technologies.

COVID-19 OPERATING EXPENSES

Note: Any purchased equipment must remain the property of the applicant organisation and be located within the City of Greater Geelong.

In this category, we are seeking proposals that will help eligible community organisations to recommence delivering projects, programs or activities that comply with COVID-19 restrictions. Grant funds could be expended on:

- increased cleaning expense.
- cleaning supplies.
- personal protection equipment.
- new or improve signage.
- visitor registration facilities.

What won't be funded?

The following will not be funded through this grants program:

- staff salaries and wages, although we will consider funding if the costs are 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.
- fundraising events, prizes, gifts, awards or sponsorship costs, such as trophies, medals, money, vouchers and so on.
- activities aimed at promoting political views.
- projects or activities that occur outside the City of Greater Geelong municipality.
- capital works, such as building works, major repairs or major maintenance.
- equipment requiring building permits or permissions for installation.

How are applications assessed?

Our regular assessment process has been streamlined to encourage a quick turnaround of funds. All applications received will therefore go through the following assessment process:

- Pre-eligibility checks – applications are checked against the criteria on pages 4 and 9 to determine their eligibility.
- Internal panel assessment – eligible applications will be assessed according to the assessment criteria (see tables below).
- Executive review and endorsement – Executive will review the panel’s recommendation and determine the final outcome.

ASSESSMENT CRITERIA

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

CLEVER AND CREATIVE COMMUNITY PROJECTS

Key criteria – weighting	What we look for when assessing a project grant application
Well-planned project – 35%	<p>The application must demonstrate:</p> <ul style="list-style-type: none">• clear reasons why the grant is needed.• an explanation of how the proposed project will assist the Geelong community to recover from, and comply with, COVID-19 restrictions.• a clear description of where the proposed project will be located, and who will participate.• supporting evidence to show that any required insurances, permits and approvals relevant to the project have been obtained.• a clear, well-balanced budget, with written quotes obtained in the last 2 months.
Community impact – 65%	<p>The application must demonstrate how the project or activity aligns and contributes to the clever and creative community-led vision for Greater Geelong.</p> <p>The application must also demonstrate how it will help achieve one or more of the following:</p> <ul style="list-style-type: none">• strengthen an organisation or group’s capacity to deliver existing or new programs.• provide or generate additional services for the community.• improve health (mental and/or physical) and safety in our community.• strengthen community relationships, reduce isolation and encourage active participation in community life.• increase community knowledge and capacity to use and embrace digital technologies.• improve access to programs for people of all abilities.

COVID-19 OPERATING EXPENSES

Key criteria – weighting

What we look for when assessing an equipment grant application

Well-planned project – 30%

The application must demonstrate:

- clear reasons why the goods or services being purchased are needed, and how they will be used to help the community organisation comply with COVID-19 restrictions.
- if equipment is to be purchased, where it will be located and who will have access to it.
- a clear, well-balanced budget, with written quotes obtained in the last 2 months.

Community impact – 70%

The application must also demonstrate how the equipment or expenses will achieve one or more of the following outcomes:

- strengthen the capacity of an organisation or group to deliver existing programs.
- provide services for the community.
- strengthen the social and economic capacity of community members and volunteer groups.

PRIORITISING APPLICATIONS

If the total request for funding exceeds the grant funds available, we will prioritise organisations that do not receive revenue from electronic gaming machines.

What happens next?

IF YOUR APPLICATION IS SUCCESSFUL

Successful applicants will be notified in writing.

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.

All funds must be acquitted within two months of the agreed completion date for the project.

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 economicdevelopment@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.

General guidelines

The following guidelines apply to all Community Investment and Support Fund grants.

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

AUSPICE INFORMATION

Your application will require an auspice if your not-for-profit organisation is either:

- not incorporated or
- is not one of the other types of legal entities listed in the individual grant guidelines (see Who can apply?).

An auspice is an organisation that meets our eligibility criteria and agrees to support your application. If you're successful, the grant funds will be paid directly to the auspice, who must then pass it on to you.

If you are planning on using an auspice, you must:

- obtain approval from your proposed auspice before you submit your application.
- keep the auspice fully informed of the details of the application and all project aspects and progress.

Your auspice may also provide public liability insurance for your project. If this is your intention, you must obtain a Public Liability Insurance Certificate of Currency from the auspice and include it with this application. Please note that a policy statement or receipt is not acceptable.

Be aware that some auspice organisations may charge an auspice fee. This is at their discretion and should be negotiated between the applicant and the auspice.

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 (note: you must arrange public liability insurance for funded events, as required);
- c. the deliverables;
- d. acquittal, evaluation and reporting requirements; and
- e. the schedule of payments.

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

If we do not receive a tax invoice by the end of the financial year, the grant offer will be automatically withdrawn.