THE CITY OF
GREATER GEELONG

COVID-19 COMMUNITY RECOVERY GRANT

—

2021–22 GRANT GUIDELINES ROUND 2

CITY OF GREATER
GEELONG

Contents

About these grants

The community recovery grants are designed to fund activities that will help community groups, clubs, and organisations to recover from the changes caused by the Coronavirus pandemic (COVID-19).

There is a total grant pool of $100,000 with individual grants being offered of up to $3,000 per application. This grant aims to reduce vulnerabilities and disadvantage caused by COVID-19 by reducing barriers to participation, regenerating community projects and programs, and supporting relief efforts within the Geelong municipality.

GRANT	WHAT WILL BE FUNDED	MAXIMUM FUNDING PER APPLICANT
COVID-19 Community Recovery	New and existing community projects, programs, and activities that will help the Greater Geelong community with recovery from the COVID-19 pandemic in a way that is consistent with our community-led clever and creative vision of an inclusive, diverse, healthy, and socially connected community. Funding will be considered for expenses that help community groups and organisations deliver their services and programs in line with COVID-19 restrictions, including the purchase of cleaning supplies, personal protective equipment (PPE), and other required items. **Note: Any purchased equipment must remain the property of the applicant organisation and be located within the City of Greater Geelong.**	$3,000

COVID-19

All projects, activities or events are required to comply with the latest COVID-19 health advice and government requirements. For information about the Victorian Government's COVID-19 health advice, COVID safe settings and requirements please refer to the following sites:

www.dhhs.vic.gov.au/coronavirus

www.coronavirus.vic.gov.au/coronavirus-covidsafe-settings

Guidance for business and community event organisers for events held in Victoria is detailed here

www.coronavirus.vic.gov.au/business-events-information-organisers

HOW TO APPLY

Applications for this grant 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 will not be accepted.**

Applications close   Monday 23 May 2022

Grant applications decided: June 2022

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 5560

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 <u>Australian Charities and Not-for-profits Commission</u>	✔	
Unincorporated bodies with an auspice	✔	
Eligible applicants, as listed above, who hold an Australian Business Number (ABN) or provide a <u>Statement by a Supplier Form</u>, 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
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

We are seeking proposals that will help community groups and organisations to begin or recommence delivering projects, programs or activities that comply with COVID-19 restrictions. Applications could include, but are not limited to:

– 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.

– proposals for programs supporting the community to recover from the impacts of COVID-19 across domains such as mental health, unemployment or underemployment, homelessness, and family violence.

– COVID-19 related expenses such as cleaning supplies, personal protection equipment, and 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.

– cost of Council services where fees are normally charged e.g., Council rates; waste removal; building or planning permit fees; parking fees, etc.

– capital works, such as building works, major repairs, or major maintenance.

– equipment requiring installation works (e.g., plumbing electrical, carpentry) or requires building permits or permissions.

– facility/room hire for ongoing/regular activities

– facility rental/lease costs

– utility costs e.g., gas, electricity, phone expenses

– insurance costs

– requests for retrospective purchases or projects.

– fundraising events, prizes, gifts, awards, or sponsorship costs, such as trophies, medals, money, vouchers and so on.

– projects or activities that occur outside the City of Greater Geelong municipality.

– activities aimed at promoting political views.

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 to determine their eligibility.
- Internal panel assessment – eligible applications will be assessed according to the assessment criteria (see table below).
- Executive review and endorsement – executives 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 table below:

CLEVER AND CREATIVE COMMUNITY PROJECTS	
Key criteria – weighting	**What we look for when assessing a project grant application**
Well-planned project – 30%	The application must demonstrate: • clear reasons why the grant is needed. • an explanation of how the proposed project or equipment purchases will assist the Geelong community to recover from changes caused by the pandemic and /or assist to comply with, COVID-19 related restrictions or requirements. • a clear description of where the proposed project will be located, and who will participate. • if equipment is to be purchased, where it will be located and who will have access to it. • supporting evidence to show that any required insurances, permits, and approvals relevant to the project have been obtained. • a clear, well-balanced budget, with supporting evidence to satisfactorily justify costs e.g., quotes
Community impact – 70%	The application must demonstrate how the project or activity aligns and contributes to the clever and creative community-led vision for Greater Geelong. The application must also demonstrate how it will help achieve one or more of the following: • 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.

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.

What happens next?

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

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.

General Information

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.