

THE CITY OF GREATER GEELONG

COMMUNITY MEALS GRANTS

2020–21 GUIDELINES

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About these grants

The purpose of these grants is to assist a diverse range of eligible community groups and organisations to support older vulnerable people and/or people with a disability (who are not eligible to receive support from the National Disability Insurance Scheme - NDIS) and who are on low or fixed incomes to provide low cost, healthy and nutritious meals that are culturally appropriate in an environment that is welcoming and fosters inclusiveness and diversity.

The grants compliment and broaden the City of Greater Geelong's current meals subsidy scheme.

There is a total grant pool of \$80,000 available which is funded by the Federal Government's Commonwealth Home support program and the State Governments Home and Community Care Program for Younger People.

GRANT OBJECTIVES

The objectives of these grants are to

- promote wellness and healthy eating by providing nutritious meals within group settings.
- support older people in the local community on low or fixed incomes.
- support and be accessible to people with a disability in the local community on low or fixed incomes (not eligible for NDIS support).
- improve food safety and security.
- promote social inclusion and diversity by encouraging groups to welcome new members to reduce loneliness and vulnerability within the community.
- increase participation levels and strengthen connections within the community.
- support groups and organisations to build capacity in order to work towards a sustainable model of community meal provision.

WHAT WILL BE FUNDED	MAX. AMOUNT OF FUNDING FOR EACH MEAL PROVIDED	MAX. FUNDING PER APPLICANT
Grants to support the cost of providing community meals.	Capped at a maximum contribution of \$5.00 per meal Where a group or organisation provides meals that cost more, the group should look for other ways to fund the gap such as fundraising, membership fees or charging participants.	\$10,000 The grant amounts allocated to successful applicants will be based on the number of meals that the applicant will provide and is subject to the assessment process and availability of funds.

HOW TO APPLY

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

To access the system, you need to create or use an existing SmartyGrants account by logging in by visiting:

geelongaustralia.com.au/grants, – Select the Community Meals Grant link and choose 'apply online here'

or

geelong.smartygrants.com.au/applicant, - Select the Community Meals Grants from the list of available grants currently open.

KEY DATES

Round one: 9.00am **Monday 8 February 2021** to 5.00pm **Monday 8 March 2021**.

Round one outcomes will be announced in late March/early April 2021.

Round two: 9.00am **Thursday 1 April 2021** to **Monday 17 May 2021**

Round two outcomes will be announced in June 2021.

Applications will be accepted at any time during the opening and closing dates for each round. Late applications will not be accepted.

PERMITS, APPROVALS AND OTHER REQUIRMENTS

- The applicant organisation or its Auspice (if using an Auspice) must hold public liability insurance and upload a copy with the grant application form.
- If you sell food, you are required to comply with Victorian Food Act 1984. There are two methods by which your organisation can prove the community meals:
 1. Contract Catering – Under this arrangement you may contract a caterer to prepare and/or deliver meals to your venue. The caterer must be a registered food premise with the City of Greater Geelong and must comply with the Food Safety Standards.
 2. Self-Catering - Members of your group prepare the meals and do all the associated tasks of shopping, cooking, reheating, portioning, cleaning and serving. In this case you are required to register your venue with the City of Greater Geelong Environmental Health Services team.

For further information regarding the Food Act registration and food safety handling information contact the City of Greater Geelong's Environmental Health Services Team on 5272 5272. You can also visit the Victorian Department of Health Food Safety website for further information on safe food handling and community groups.

<http://dofoodsafely.health.vic.gov.au>

3. Provide a sample menu with your application that demonstrates the types of meals that will be provided.
4. An intake form will be provided to successful groups to gain the participants' signature and agreement for them to be included in My Aged Care (Commonwealth for over 65 year old participants) or Home and Community Care Program for Younger People Services (State Government for people under 65 years with functional needs, not eligible for the NDIS).

CONTACT INFORMATION

You are encouraged to discuss your project with Megan Farlow, Team Leader, Food Services, Community Care who can also assist you with the application process. Please contact us at mfarlow@geelongcity.vic.gov.au, or call 5272 5272.

NOT THE RIGHT GRANT FOR YOU?

There are a range of other City of Greater Geelong grant opportunities available at various times throughout the year.

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 not for profit 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 expenses that the grant funds can be used towards:

- Meal ingredients e.g.: pantry supplies, fruit, vegetables, meat etc
- Cost of contracted catering services

The following will not be funded through this grants program:

- alcoholic beverages
- food/meals not considered to be healthy or nutritious
- the purchase of the majority of food or supplies that will be used outside of the City of Greater Geelong
- costs of goods or services already ordered or purchased
- equipment and infrastructure required for meal preparation and delivery e.g. kitchen set up, cooking utensils, delivery vehicles.
- purchase of equipment for employees, such as laptops, PCs, personal devices and so on
- core business and normal operating expenses of an organisation including salaries, wages, administration costs, utilities and insurances
- volunteer expenses or reimbursements

How are applications assessed?

All applications received will go through the following assessment process:

- Pre-eligibility checks – applications are checked against the criteria determine their eligibility.
- Internal panel assessment – eligible applications will be assessed according to the assessment criteria and priorities for funding (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:

COMMUNITY MEAL GRANTS – ASSESSMENT CRITERIA	
Key criteria – weighting	What we look for when assessing a grant application
Community Impact and Alignment to the program objectives – 60%	<p>The application must demonstrate</p> <ul style="list-style-type: none">• the reasons why your group wants to provide this service.• the need and benefits that the supply of the community meals will provide to the local community including how it will:<ul style="list-style-type: none">– foster inclusiveness and build local community connections– promote healthy living and encourage healthy eating– offer capacity building opportunities for clients, volunteers and the applicant organisation.– support older people in the local community on low or fixed incomes– be accessible and inclusive of people with disability on low or fixed incomes• that the provision of your meal services will not impact negatively on other local community meals service providers and amenities
Well-planned proposal– 40%	<p>The application must demonstrate the following:</p> <ul style="list-style-type: none">• that the meal delivery service is well-planned and has a well scoped implementation plan• an appropriate, clear and realistic budget detailing costed services, quotes and products required for delivery of the meals service• schedule of dates including meal delivery commencement and completion.• that any relevant permits, approvals and other requirements have been obtained (refer to permits, approvals and other requirements section)

PRIORITISING APPLICATIONS

If the total request for funding exceeds the grant funds available, we will prioritise:

- Applicants are not guaranteed funding, nor can any applicant be guaranteed full funding.
- Successful projects funded previously cannot be guaranteed funding in future years.
- These limitations require consideration when developing a project application.

What happens next?

IF YOUR APPLICATION IS SUCCESSFUL

Successful applicants will be notified in writing **by late March early April 2021**

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, supplier form and a Tax Invoice we will transfer your grant funds to your nominated bank account.

All funds must be acquitted within one month of the agreed completion date for the project.

- Successful applicants must record meal numbers and retain a sample size of receipts for money spent (1 months' worth) and general demographic information and provide this information on online reporting templates that will be provided by the City of Greater Geelong. The due dates of these reports will be advised after the funding is announced and will form part of the terms and conditions of the Funding Agreement.

An intake form will be provided to successful groups to gain the participants' signature and agreement. (refer to this item under the Permits, Approvals and other Requirements section of these guidelines for further information).

IF YOUR APPLICATION IS UNSUCCESSFUL

Unsuccessful applicants will be notified by late March early April 2021. If you would like feedback on your application, please contact mfarlow@geelongcity.vic.gov.au

While unsuccessful applicants are eligible to reapply for any future grant rounds, we would recommend revising the application to make sure it fits the assessment criteria before doing so.

General guidelines

Grant amounts offered to successful applicants are based on outcomes determined during the assessment process, and in line with budget limitations.

As this 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.

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.

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 2020-21 financial year, the grant offer will be automatically withdrawn.