

THE CITY OF

GREATER GEELONG

FIRST NATIONS CULTURAL HERITAGE GRANTS



2021-22 GUIDELINES

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Acknowledgement of Country

Council acknowledges the Wadawurrung People as the Traditional Owners of this Land. We pay our respects to their Elders, past and present.

We also acknowledge other Aboriginal and Torres Strait Islander people who are part of the Greater Geelong community today.

About these grants

The First Nations Heritage Grant were established to protect Aboriginal cultural heritage, promote a greater appreciation and awareness of our Aboriginal cultural heritage in Geelong and improve the skills and expertise of heritage professionals.

This grant was established in collaboration with Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) and is guided by the Aboriginal Heritage Act 2006. The objectives of the grant are:

- to protect Aboriginal cultural heritage in the greater Geelong area;
- to conserve and protect items of Aboriginal Cultural Heritage that are included on the Victorian Aboriginal Heritage Register (VAHR);
- to improve knowledge and understanding of Aboriginal Cultural Heritage particularly as it relates to Traditional Owners as protectors of their cultural heritage;
- to increase understanding, respect and celebration of and cultural participation in Aboriginal Cultural Heritage; and
- to support connection to Country and self-determination.

There is a total grant pool of \$100,000 per annum with no set limit on the amount of individual grants being offered.

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

GRANT	WHAT WILL BE FUNDED	MAXIMUM FUNDING PER APPLICANT
First Nations Cultural Heritage	Projects that recognise, protect and preserve, Aboriginal cultural heritage.	Applicants may request the suitable amount of funding that is required for their project; funding requests cannot exceed the total grant budget of \$100,000.

LEGISLATION

This grant has been developed in accordance with the Aboriginal Heritage Act (the Act) 2006 and Aboriginal Heritage Regulations 2018 (the Regulations).

The Aboriginal Heritage Act 2006 provides for the protection of Aboriginal cultural heritage in Victoria.

The Aboriginal Heritage Regulations 2018 gives effect to the Act.

DEFINITIONS

Aboriginal Cultural Heritage

Under Section 4 of the Aboriginal Heritage Act, Aboriginal Cultural Heritage means Aboriginal places, objects and Aboriginal ancestral remains. An Aboriginal place is defined as an area in Victoria or the coastal waters of Victoria that is of cultural heritage significance to Aboriginal people generally or of a particular community or group of Aboriginal people in Victoria.

Aboriginal Intangible Heritage

Section 79B of the Act, defines Aboriginal Intangible Heritage as any knowledge of or expression of Aboriginal tradition, other than Aboriginal cultural heritage, and includes oral traditions, performing arts, stories, rituals, festivals, social practices, craft, visual arts, and environmental and ecological knowledge, but does not include anything that is widely known to the public.

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 [First Nations Heritage Grants page at the Geelong Australia website](#), 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.

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

Applications close: 20 August 2021

Grant applications decided: December 2021

PERMITS AND APPROVALS

Applicants must provide written support from Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) for their proposal.

Proposed projects may require permits or approvals.

Applicants must consider whether the proposed works will require approval under the State Aboriginal Heritage Act 2006 and Regulations 2018 and/or Greater Geelong Planning Scheme. This may include a permit to undertake works and/or action or requirement to prepare a Cultural Heritage Management Permit (CHMP).

These processes are separate to the grant application process and require additional time and budget in the project plan. Approval under these Acts requires formal consultation with the Registered Aboriginal Party, WTOAC, and applicants may start the permits and approvals process prior to applying for grant funding.

For Aboriginal cultural heritage, the City encourages all work to avoid impacts to Aboriginal sites. Where avoidance is not feasible, then the scale of impact is to be minimised or mitigated.

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.

To discuss your project with WTOAC please call 5222 5889.

RESOURCES

It is important to the City that applicants can submit a well thought through and well-developed application that answers all eligibility questions, addresses all the criteria and provides the evidence and support documents required. To assist applicants, we have compiled a list of useful website links as follows:

- Aboriginal Heritage Legislation www.aboriginalvictoria.vic.gov.au/aboriginal-heritage-legislation
- Victorian Aboriginal Heritage Register – refer to Aboriginal Victoria staff for assistance www.aboriginalvictoria.vic.gov.au/victorian-aboriginal-heritage-register
- Wadawurrung Traditional Owners Aboriginal Corporation www.aboriginalheritagecouncil.vic.gov.au/wadawurrung-traditional-owners-aboriginal-corporation
- Greater Geelong Planning Scheme – refer to Statutory Planning staff for assistance <https://planning-schemes.api.delwp.vic.gov.au/schemes/greatergeelong>
- Find out more about Victoria's Aboriginal places and objects www.aboriginalvictoria.vic.gov.au/aboriginal-places-and-objects

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

Who can and can't apply?

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
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	✓	
Profit-making organisations, commercial entities, businesses	✓	
Schools and Learning institutions – only for activities that are not curriculum based and the primary benefit is for the wider community	✓	
Organisations with outstanding debts or arrears to the City of Greater Geelong or experiencing insolvency or bankruptcy (and individuals is applicable)		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
Organisations that have already received funds within the current financial year from this grant.		X
Government Departments and Agencies		X
Organisations that have breached their Reconciliation Action Plan as determined by Reconciliation Australia		X
Organisations in breach of the Aboriginal Heritage Act 2006 and/or the Greater Geelong Planning Scheme		X

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 above.

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 them 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.

What can you apply for?

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

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

What won't be funded?

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, 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, or where activities commence prior to announcement of funding outcome.
- 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 by the First Nations Cultural Heritage Grants:

- heritage management documents required for statutory or legal purposes, for example fees required to be submitted to the Registered Aboriginal Party, except for the development of a CHMP.
- heritage services that seek to repeat existing services or products.
- major capital works.

How are applications assessed?

All applications received will go through the following assessment process:

- Eligibility checks – applications are checked against the criteria on pages 6 and 9 to determine their eligibility.
- Assessment by Wadawurrung Traditional Owners – eligible applications will be assessed according to the assessment criteria of *Cultural Heritage Benefits* and *Community Engagement*.
- Wadawurrung Traditional Owners recommend applications are either supported or not supported
- City assessment of supported applications – applications supported by the Wadawurrung Traditional Owners will be assessed according to the assessment criteria of *Well Planned Project*.
- Assessment outcomes will be reviewed jointly by Wadawurrung Traditional Owners and the City to make recommendations to Council.
- Council review and endorsement – funding recommendations are further reviewed by Council then endorsed.

ASSESSMENT CRITERIA

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

Key criteria – weighting	What we look for when assessing a project grant application
Cultural Heritage Benefits – 40%	<p>The application must demonstrate:</p> <ul style="list-style-type: none"> • the long-term cultural heritage benefits of the activity • the level of risk to the heritage significance of the item or cultural knowledge (with priority to items with more immediate urgent need) • the extent that the project links to an item of Aboriginal cultural heritage significance that is included on the Victorian Aboriginal Heritage Register AND/OR an approved Cultural Heritage Management Plan or Cultural Heritage Permit.
Well Planned Project - 40%	<p>The application must demonstrate</p> <ul style="list-style-type: none"> • a clear description of what is included in the project (i.e. scope) • letter of support from the Wadawurrung Traditional Owners Aboriginal Corporation • relevant documentation including plans (e.g. architectural, engineering, building) and photographs • permits as required (e.g. cultural management, planning, building) • specialist heritage advice if relevant • evidence that the applicant has the necessary expertise to support delivery of the activity • a clear, balanced budget that shows total income equals total expenditure. The budget must describe and show the total cost of the activity including contingency and list any other sources of funds that will contribute to the total project income • written quotes that accurately reflect the complete scope of proposed works as follows: <ul style="list-style-type: none"> – project cost up to \$25K = one written quote – project cost \$25K-\$100K = three current written quotes.
Community Engagement - 20%	<p>The application must demonstrate</p> <ul style="list-style-type: none"> • the extent of active and continuous community engagement in understanding, celebrating and participating in Aboriginal cultural heritage.
Total 100%	

PRIORITISING APPLICATIONS

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

- applications relating to items with immediate or urgent need
- 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. 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.

Any acknowledgement, promotion and/or marketing must have written approval from Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) before any publication and/or distribution.

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, must include a PLI certificate of Currency from the Auspice in their application.

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 organisation.

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.