

THE CITY OF

GREATER GEELONG

CHRISTMAS IN THE COMMUNITY GRANTS

2024-25 GUIDELINES

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About this booklet

A **grant** is money given to an organisation or an individual for an agreed reason.

This booklet contains information about the City of Greater Geelong's Christmas in the Community Grants. Please read it before you apply for this grant. It explains the following:

- the reason for the grant
- the amount of grant money available
- who can apply
- what you can and can't apply for
- how to apply
- when to apply and other important dates
- how to contact us
- how we choose who gets a grant
- what we will do and what you must do.

Important words have been explained at the back of this booklet (page 17).

ACKNOWLEDGEMENT OF COUNTRY

We Acknowledge the Wadawurrung People as the Traditional Owners of the Land, Waterways and Skies.

We pay our respects to their Elders, past, present and emerging. We Acknowledge all Aboriginal and Torres Strait Islander people who are part of our Greater Geelong community today.

About these grants

The purpose of the *Christmas in the Community Grant* is to provide support for community celebrations across our municipality during the Christmas period.

The objective of the grant is to provide greater equity and inclusion for festive celebrations across the municipality with a focus on communities experiencing significant levels of social and economic disadvantage.

This is an invitation only grant to the 14 Department of Health and Human Services (DHHS) recognised Neighbourhood Houses that operate in the City of Greater Geelong.

If you would like to apply for a grant, you can ask for up to \$4,000, but you can only submit one Christmas in the Community application per year. The total amount of funding available is \$40,000.

Category	What you can apply for	Grant amount
Christmas in the Community	Support for community celebrations across the municipality during the Christmas period	Up to \$4,000

* You can only submit one application for this grant per financial year

HOW TO APPLY

This is an invitation only grant.

To apply you must read this booklet and then complete an online form on SmartyGrants.

An application link will be sent via email directly to eligible Neighbourhood Houses.

KEY DATES

Applications will be accepted until 5.00 pm on the closing date. Late submissions will not be accepted.

Applications open: 20 July 2024

Applications close: 19 August 2024 by 5pm (applications received after this date will not be accepted)

Notification to applicants: 27 September 2024

Activity start and end: If your grant is successful, your activity cannot start until after you have signed a funding agreement with us. Funds must be used during the 2024 Christmas period.

Evaluation and Financial Report due: No later than 31 January 2025

MAKING CHANGES TO AN APPLICATION

If you contact us before the closing date, we can help you make changes to your application.

If you contact us after the closing date, you will not be able to make any changes.

CONTACT INFORMATION

To discuss your project please contact Rob Menzies, Team Leader, Community Inclusion at rob.menzies@geelongcity.vic.gov.au

For other grant matters please contact the City's Grants Unit.

E: communitygrants@geelongcity.vic.gov.au

P: 5272 5560

OUR COMMUNITY GRANTS PROGRAM

These guidelines apply to the Christmas in the Community Grants; however, we offer grants in a variety of areas.

While you can apply for other City of Greater Geelong Community Grants, you can only do so if you are applying for different projects, events and activities.

Please do not submit the same application for more than one grant.

For more information about our other community grant opportunities, please visit geelongaustralia.com.au/grants

Who can apply

The following information will help you determine whether you are eligible to apply for this grant.

Being eligible means that you are allowed to receive a grant. It does not guarantee that your project will be funded.

To be eligible to apply for this grant, you must:

- deliver the proposed project or activity within the City of Greater Geelong’s municipal boundaries.
- be one of the applicant types listed as a ‘yes’ in Table 1.
- be **none** of the applicant types listed as a ‘no’ in Table 1 (this will override all other eligibilities).

Table 1

Applicant types	Can you apply?
This is an invitation only grant to the fourteen DHHS recognised Neighbourhood Houses that operate in the City of Greater Geelong (see below)	Yes
Applicants with outstanding acquittals for grant funding from the City – including auspices	No
Applicants with outstanding debts or arrears to the City of Greater Geelong or in legal proceedings with the City	No
An organisation involved in legal proceedings relating to winding up its operations, or experiencing insolvency or bankruptcy (this includes any legal bankruptcy-related actions against the organisation’s directors or officers)	No

1. Anakie Community House
2. Bellarine Living and Learning Centre (Whittington)
3. Bellarine Training and Community Hub (Ocean Grove)
4. Cloverdale Community Centre (Corio)
5. Geelong West Neighbourhood House
6. Grovedale Neighbourhood House
7. Lara Community Centre
8. Leopold Community and Learning Centre
9. Norlane Community Centre
10. Portarlington Neighbourhood House
11. Rosewall Neighbourhood Centre (Corio)
12. South Barwon Community Centre (Belmont)
13. Springdale Neighbourhood Centre (Drysdale)
14. Vines Road Community Centre (Hamlyn Heights)

Supporting Documents

Supporting documents help us check that you are legally and practically able to deliver the project you need funding to help deliver.

These supporting documents must be included with your online application. Please allow enough time to get all the necessary documents and upload them with your application.

REQUIRED DOCUMENTS

1. A copy of the organisation's certificate of incorporation (if incorporated)
2. A certificate of currency for public liability insurance to cover the proposed activity
3. Quotes or price estimates for all expenses the grant funding will be used for
4. Evidence confirming employment arrangements if the requested grant money will cover additional staffing costs directly related to the funded project
5. Letters of support or agreement (if relevant) – can be provided as email screenshots
6. Permits and approvals (if relevant)

What you can apply for

The Christmas in the Community Grants are intended to fund activities that will take place in City of Greater Geelong and benefit the community.

To help you work out whether your project is the sort of thing we are looking to fund, we have developed the following list of example projects and costs may be covered.

- craft sessions that include making Christmas and culturally significant decorations
- catering for community celebrations during the Christmas period
- marketing and promotion
- event production costs (e.g., artist fees, hire of equipment)
- materials to create gifts for community members (e.g., food hampers, gift hampers, activity packs)

What won't be funded

The following items, activities or projects will not be funded by Christmas in the Community Grants.

- cash payments
- cash gift cards
- staff salaries and wages, although we will consider funding if the costs are related to the specific activity (e.g. performers)
- Projects or activities outside the City of Greater Geelong municipality
- Cost of council services where fees are charged – for example, council rates, waste removal, parking and so on
- Existing staff and salary costs, although funds to cover costs for extra staff or contractors need to deliver the funded project will be considered if evidence is provided (see page 9)
- Requests to use the money for purchases, projects, or activities that began before we notified you of the application outcome
- Fundraising events where the aim is to directly fundraise for a charity, including your own group
- Prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers
- Political or gambling activities
- Expenses that can be considered core business, such as ongoing projects and activities, administrative overheads (utilities, insurances and fees) or similar
- Additional funding for previously successful applications
- Projects, activities or events that could commit the City to ongoing funding
- Projects, activities or events that better meet the criteria of another City of Greater Geelong grant or program.
- Applications that duplicate existing activities, programs or events, unless there is a compelling reason to do so

How we assess applications

The complete list of checks we do on each grant application include:

- **Eligibility checks** – we check the applicant and proposed activity are eligible (see pages 7 to 10).
- **Officer panel assessment** – if the applicant and activity are eligible, our employees assess the application using the four assessment criteria (see table below) and the prioritising process (on page 12).
- **Executive review and endorsement** – executive will review the officer panel's recommendation and if they agree with the recommendations, endorse them.

ASSESSMENT CRITERIA

Applications will be assessed on a **weighted average scoring system**, as shown in the tables below. The higher the percentage next to the key criteria, the more influence it has over the final score.

CATEGORY 3: COMMUNITY DEVELOPMENT PROJECTS

Key criteria	Weighting	What we look for when assessing a project grant application
Community Benefit	70%	<p>The application must demonstrate how it will:</p> <ul style="list-style-type: none">• provide support for the community to celebrate together during the Christmas period, and• provide greater equity and inclusion for the community through the delivery of relevant activities.
Well Planned Project	30%	<p>The application must demonstrate a clear explanation of the project, including:</p> <ul style="list-style-type: none">• a project plan, or clear list of tasks and timelines• a balanced budget that shows<ul style="list-style-type: none">– total project costs– the budget items the grant will help to fund and detailed quotes or estimates from suppliers as evidence of your project costs.– Note: If quotes or estimates are not submitted with your application your score for this criteria will be lower. Also, unsupported costs may be removed from the grant funding offered• an awareness of the necessary permits and approvals required to implement the project

EXPENSE DETAILS REQUIRED

It is important that you include information that explains how much your activity will cost. You can do this by uploading any of the following with your application:

- quotes with the supplier's business name ABN/ACN and contact details
- screenshots from online retailers that include item description, price and supplier's business name
- project staff/contractor costs calculated from industry awards or codes of practice

HOW WE WILL PRIORITISE APPLICATIONS

If the total request for funding is more than the money available, we may choose to prioritise:

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

- applications from the Northern and Eastern suburbs of Geelong,
- those communities experiencing greater levels of social and economic disadvantage.

HOW WE ALLOCATE FUNDING

Our grants are a competitive process. This means even if your application meets the criteria, it might be ranked lower than other applications and may therefore not be funded.

You cannot rely on this grant for ongoing or recurrent funding. However, we will consider funding a project again if there are compelling reasons, in line with the objectives of this grant. Any decision to award further funding will be based on the merit of the application.

In some cases, we may offer you partial funding to run a reduced or modified project.

We generally only fund projects once.

How we notify you of the outcome

Once we have decided who is going to receive a grant, we will let you know of the outcome of your application, even if it was unsuccessful.

If we notify you that your application was successful, this does not guarantee funding. There are additional steps you must complete.

Note: We will not make any grant payments without a signed funding agreement, so please do not start your project until you have returned a signed agreement.

SUCCESSFUL GRANT APPLICATIONS

1. You will be notified in writing by the date listed on page 5 of this booklet.
2. You will be sent an email link to a funding agreement explaining the terms and conditions of our offer (see Funding agreements section below). You must also upload an invoice.
3. We will process your invoice and pay you the agreed amount.
4. You must complete your funded activity over the 2024 Christmas period.
5. You must submit an evaluation and financial report no later than 31 January 2025 (see Reporting on page 15 for more information about this).

UNSUCCESSFUL GRANT APPLICATIONS

1. You will be notified in writing by the date listed on page 5 of this booklet.
2. We strongly encourage you to email us at communitygrants@geelongcity.vic.gov.au to ask why your application was unsuccessful. This may help if you plan to apply again in future rounds.

FUNDING AGREEMENTS

Successful grant applicants will be required to enter into a funding agreement. The agreement will include:

- a. the terms and conditions of funding
- b. the details of the activity
- c. what you are expected to deliver and
- d. your reporting requirements.

If do not understand the agreement, or have questions, please contact us immediately at communitygrants@geelongcity.vic.gov.au

General information

The following information applies to all City of Greater Geelong grants.

PERMITS AND APPROVALS

Some projects or events may need a permit or approval. These processes are separate to the grant application process and require additional time and budget in your project plan.

While you do not need to secure permits or approvals before applying, securing them will be a condition of the grant if your application is successful. As such, we may choose not to pay you any money until the relevant permits and approvals are secured.

You must demonstrate that you are aware of the necessary permits and approvals in your application. We will consider this information when assessing your application under the 'well-planned project' criteria on page 11.

INSURANCE

You must arrange public liability insurance (PLI) to cover the activity detailed in your application and include the PLI certificate of currency with your 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.

Some arts organisations can assist with public liability insurance under a membership. Contact us to find out more.

REPORTING

If you receive a grant, you must submit an evaluation of your activity and a financial report by 31 January 2025.

The evaluation report tells us about your activity and the financial report includes all income and expenses for the grant. It demonstrates you have spent the money how you said you would.

We may request meetings with you to check your progress or ask for an audit of your financial records to prove you have spent the grant as you said you would. As such, you must keep accurate financial records and make them available to us if requested.

PAYMENT

We will only pay grant money to the applicant (or auspice).

A tax invoice is required before we pay any grant funds. Our team will contact successful grant applicants to arrange this.

If you do not provide either an ABN or a 'Statement by a Supplier' form, we may have to withhold tax from the grant payment at the top marginal rate of 45%.

WITHDRAWING FUNDING

We reserve the right to withdraw funding if we do not receive a tax invoice within the financial year in which the grant was awarded, or by the due date/s included in the agreement.

We can also withdraw funding if you are in breach of your funding agreement.

MAKING CHANGES TO YOUR FUNDED ACTIVITY

Projects are funded for delivery as described in your funding agreement.

If you need to change something about your grant, you must seek our approval in writing. This includes:

- changes to your proposed completion date
- changes to the nature of your activity
- changes to how you want to spend the money.

We reserve the right to withdraw funding if:

- we do not support your request for changes
- your request is not made within a reasonable timeframe
- you make changes without our knowledge.

If a project stops or the grant funds are no longer required, you must repay all funds to the City of Greater Geelong.

ACKNOWLEDGING OUR SUPPORT

You must acknowledge the City of Greater Geelong if you receive a grant. This should be done in the following ways:

- using our logo in marketing and publicity materials (we will provide this)
- acknowledging our support in social media, launches and events
- inviting our councillors or City representatives to attend events.

IF YOU ARE DEAF OR HAVE A HEARING OR SPEECH IMPAIRMENT

National Relay Service (NRS)

If you are deaf, or have a hearing or speech impairment, and you wish to contact us, you can do so through the National Relay Service (NRS) and ask for 03 5272 5272. Our call centre team will then connect you with the grants team.

Our business hours are Monday to Friday, 8.30am–5.00pm.

- TTY users – call 13 36 77
- Speak & Listen (voice relay) users – call 1300 555 727
- SMS relay users – message 0423 677 767

Note: Area code must be included for each call.

Further information and NRS call numbers can be found on the Access Hub website:

www.accesshub.gov.au/about-the-nrs/nrs-call-numbers-and-links

IF YOU NEED AN INTERPRETER



If you need an interpreter, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to call the City of Greater Geelong on 03 5272 5272. Our business hours are Monday to Friday, 8.30am–5.00pm.

Definitions

Following are definitions of some of the words we use in this document. If you find other words that you are not familiar with, please contact us for help.

Word	Explanation/definition
ABN	Australian Business Number
Application	The form you fill out to ask for money
Assessed	How your application was considered
Auspice	An organisation that can apply for a grant on your organisation's behalf (if you are not incorporated)
Budget	A plan or prediction of how much money you will have to spend (income) and what you will spend it on (expenses)
Categories	Some grants have more than one type of funding available
Community panel	A group of community members that work together to assess (consider) all the applications and make funding recommendations.
Eligibility	If you are allowed to apply for a grant and/or if your activity is allowed to be funded
Evaluation and financial report	Report you must complete when your activity is finished to account for how well the planned activity went and what you spent the grant money on
Expenditure	All the things you spent money on to complete your activity
Funding agreement	A document that explains why we are agreeing to pay you grant money and the conditions you must observe when spending it.
Grant	A grant is money given to an organisation or an individual for an agreed reason.
GST	Goods and Services Tax
Income	Money that you have for the activity, or that will be generated by the activity – this can include grant money from the City, fundraising, sponsors, tickets or other grant funding.
Incorporated	Description of a group or organisation that has followed a process to become a legal entity
Insurance	A contract you have with an insurance company to protect you against losses if something goes wrong
Log in	Your contact details and password for SmartyGrants
Not for profit	An organisation that does not pay money to shareholders
Officer panel	A group of City officers that work together to assess (consider) all the applications and make funding recommendations
Online	Available on the internet
Quote	An estimate of how much something will cost.
SmartyGrants	An online computer program we use to manage all the grant applications we receive
Submitted	Completing your application form in SmartyGrants and hitting the submit button
Weighted average scoring	A decision-making technique that uses a mathematical calculation to add greater importance to some aspects of a decision than others – in this case, the higher the percentage allocated to a criteria, the more influence it has over the final score