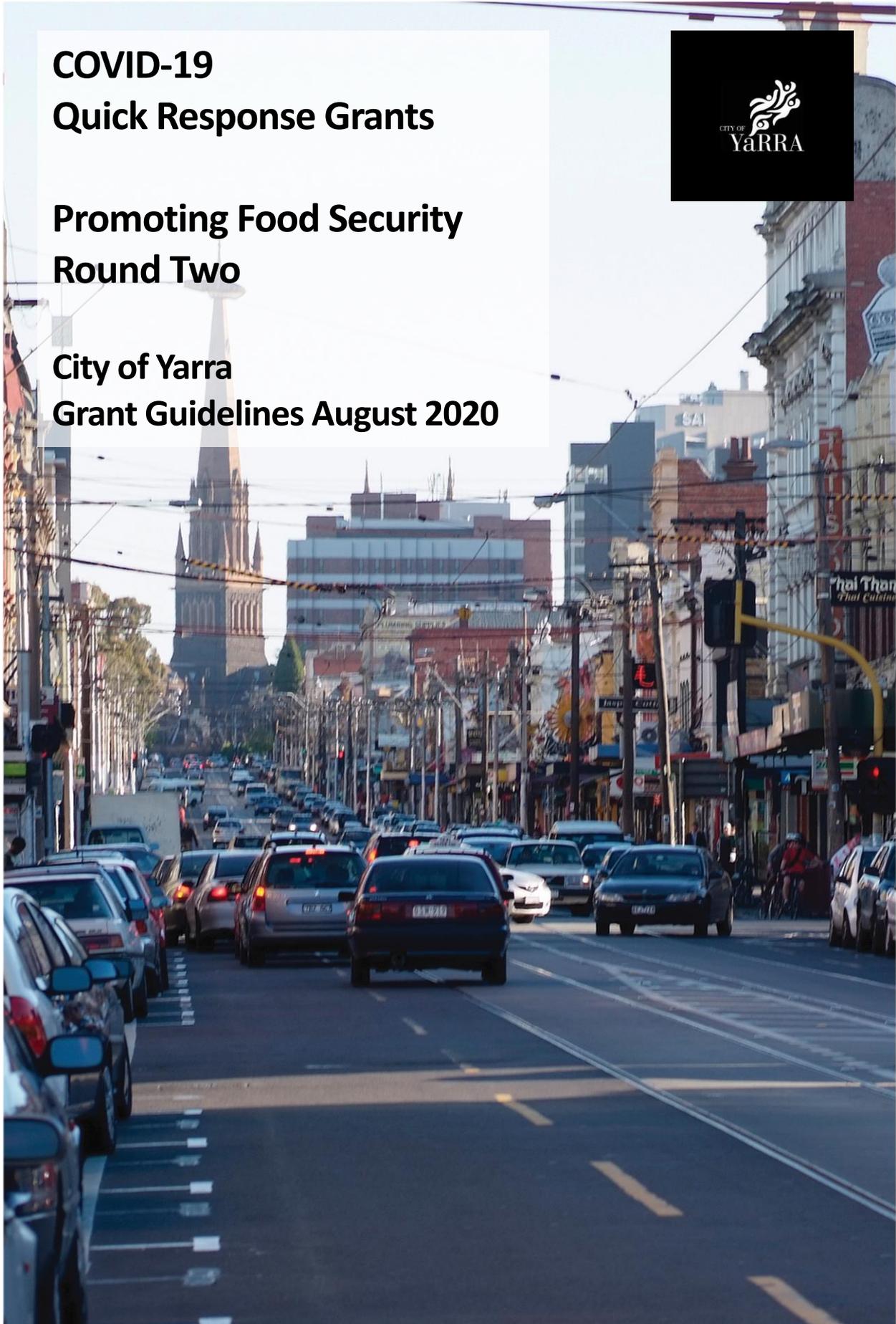
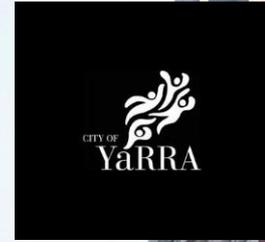


**COVID-19
Quick Response Grants**

**Promoting Food Security
Round Two**

**City of Yarra
Grant Guidelines August 2020**



City of Yarra Grant Guidelines

Promoting Food Security Round Two

COVID-19 Quick Response Grants

Background

In response to the COVID-19 pandemic Yarra City Council has announced a number of measures to promote food security in the City of Yarra. These measures are intended to address the immediate threat faced by vulnerable and disadvantaged residents of Yarra, including people experiencing homelessness and families in financial distress. The grants aim to help support not-for-profit organisations respond to the needs of the community and help address any food security issues they may face.

The program pool is \$200,000 and is available to community welfare organisations to provide food parcels, packaged meals or suitable gift cards for families in financial distress, people experiencing homelessness or vulnerable persons such as those unable to access Centrelink payments (e.g. temporary visa holders)

Timelines

Applications are now open and remain open until 11:59 pm, Wednesday 16 September 2020. Applicants should expect to be notified of the outcome within two weeks of the closing date. If you are successful, you (or your auspice organisation) will be sent a funding agreement. Once you have returned this, along with any other required paperwork such as a bank statement, we aim to have the grant paid within two weeks of receipt of the necessary documents.

Projects must be completed by Saturday 31 July 2021.

Assessment Criteria

All applications will be assessed on the following criteria:

- Does the project have clearly defined aims?
- Does the project address the criteria?
- How will the project benefit the Yarra community?
- Does the applicant have the capacity to successfully complete the project?
- Is the budget for this project realistic, balanced and complete?

Eligibility Criteria

Any proposed activities will be required to be undertaken within COVID-19 protocols as identified by Federal and State Government directives.

Eligible Applicants

- Applicants must be based or be currently operating in the City of Yarra
- Applicants must have an active ABN*.

(Not-for-profit community groups that meet all other eligibility criteria but do not have an ABN can have their applications auspiced by an eligible incorporated organisation or Neighbourhood House)

- Applicants must be a not-for-profit, incorporated community group (that is a group with a voluntary membership who come together to pursue a common goal)† **OR** meet one of the following specific exceptions:

- be a registered charity, public benevolent institution or have DGR status;
- Applicants must have acquitted any previous Council grants and have no outstanding debts to Yarra City Council.
- Organisations must comply with their obligations under Child Safe Legislation and any appropriate Child Safe Standards.
- Organisations or their auspicing body must hold appropriate public liability/professional indemnity insurance (minimum \$20M public liability and \$10M professional indemnity) and provide a copy of a certificate of currency.
- Applicants must provide a copy of an appropriate food safety plan, where meals are being prepared.
- Applicants must provide a copy of an Occupational Health and Safety (OHS) Plan.

Eligible Projects

- Projects must respond to demand for specialist food security services within the City of Yarra.
- Appropriate food relief includes the provision of food parcels, packaged meals or suitable gift cards (such as the groceries cards provided by Coles, Woolworths, Aldi or IGA)

Applicants that are not eligible

- Businesses that are for-profit organisations.
- Previous grant recipients with overdue acquittals.
- Organisations which are not meeting their responsibilities to their staff under the Fair Work Act 2009 and Occupational Health and Safety Act 2004.

Projects that are not eligible

- A program that is considered the responsibility of State or Federal Government
- A program that has received full funding for the same activity from another funding source. Partial funding from other sources is permitted, where the organisation can demonstrate that Council funds will compliment or enhance the service offering.
- Activities that do not demonstrate a strong connection with the City of Yarra or deliver benefits to the Yarra community
- Building, capital works or facility maintenance works
- Ongoing staff salaries or administration costs not specific to the project
- Applications to fund projects retrospectively

How to Apply

Applications can be made online through Council's website, at <https://cityofyarra.smartygrants.com.au>

Acquittal

- Each grant recipient is required to submit an acquittal form within two months of completion of the project.
- The acquittal includes questions about how many people and Yarra residents participated in the event/program, what adjustments were made to the project as it unfolded, and whether the aims and objectives outlined in the application were met.
- The acquittal also includes a financial report in which you are required to demonstrate that the funds were spent in accordance with the budget submitted. You are required to keep accurate, up-to-date records in relation to the project including, but not limited to, itemised receipts issued when funding is

spent. We request that you include receipts for items/services over \$500 in your acquittal and/or provide other appropriate documented evidence (e.g. a copy or detailed excerpt of an audited financial statement).

- The required acquittal form will be linked to your application in the My Submissions area of SmartyGrants. When you are ready to submit the acquittal form please log onto <https://cityofyarra.smartygrants.com.au> and submit it in the same way you submitted your grant application. Applications from past grant recipients will not be considered while they have overdue acquittals.
- Council may also require organisations to fully participate in any audit of the program/activity by making readily available all income/expenditure records, correspondence, meeting notes, promotional material, and any other document relating to the funded program/activity. This may include site visits and the collection of documents relating to the funded program/activity.