



Annual Grants 2019  
Guidelines and Application Information

# Annual Grants 2019 - Guidelines

**Cover image:**

A two week festival of experimental circus featuring emerging and established provocative independent artists. Sidesault at the Melba included five productions over ten amazing nights.

Image courtesy of Circus Oz.

Photographer: Rob Blackburn

# Annual Grants 2019 - Guidelines

## Why does Council provide these grants?

The Community Grants Program is one of the major ways in which Council supports the strategies presented in the Council Plan. The [Council Plan](#) provides guidance on how Council will respond to the opportunities and challenges the municipality faces. The Council Plan can be found at: [www.yarracity.vic.gov.au/Your-Council/Council-Plan](http://www.yarracity.vic.gov.au/Your-Council/Council-Plan)

The Community Grants Program aims to:

- a) develop partnerships between Council and community groups to achieve Council's strategic directions;
- b) direct resources to both the emerging and specific needs of disadvantaged groups;
- c) develop a positive approach to the resolution of local social issues;
- d) support local groups, activities and community connectedness; and
- e) support community organisations to develop skills and increase community participation.

The annual grants provide funding for small to medium sized projects and initiatives that respond to the social, cultural, recreational, economic and sustainability needs of Yarra residents.

## Key dates for Annual Grants 2019

Grants Information Session Collingwood Town Hall, Wurundjeri Room	11am-12pm, Tuesday 5 June, 2018
Grants Information Session Fitzroy Library, Meeting Room 1	2pm-3pm, Wednesday 6 June, 2018
Grants Information Session Richmond Town Hall, Meeting Room 1	6pm-7pm, Thursday 7 June, 2018
Grants Information Session Bargoonga Nganjin, Seminar Room 1	1pm-2pm, Friday 8 June 2018
Youth-Led Grant Information Session Yarra Youth Services	5pm-7pm, Wednesday 6 June 2018
Youth-Led Grant Information Session Yarra Youth Services	5pm-7pm, Wednesday 13 June 2018
Grant round opens	<b>9am Monday 11 June 2018</b>
Applications close	<b>11:59pm Monday 23 July 2018</b>
Announcement of grant outcomes	November 2018
Funding agreements to be returned by successful applicants	From December 2018
Grants paid by Electronic Funds Transfer	From end of December 2018
Projects commence	From 1 January 2019

## Annual Grants Streams and Categories

The Annual Grants program has seven funding streams:

- Community Development;
- Community Housing;
- Arts and Culture;
- Family, Youth and Children;
- Youth-Led Grants;
- Sports and Recreation; and
- Sustainability.

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Each stream has its own specific priorities and these are listed in the relevant fact sheets at the end of these guidelines.

## Eligibility Criteria

Applicants for Annual Grants **must** meet the following eligibility requirements. Ineligible applications will not be assessed.

### Eligible Applicants

- 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;
  - be a state government entity seeking funding for activities beyond those considered the responsibility of State or Federal Government;
  - unincorporated not-for-profit community groups can have their applications auspiced by an eligible incorporated organisation or Neighbourhood House;
  - auspiced individual youths or auspiced youth-led organisations can apply to the Youth-Led stream;
  - individual artists or arts-related businesses operating under an active sole-trader ABN\* can apply as individuals under the Arts Development, Community Arts or Richmond Theatre categories in the Arts and Culture Stream;
  - Arts-related businesses with active ABNs\* registered as other than sole-trader entities can apply under the Arts Development or Community Arts categories in the Arts and Culture Stream. These applications are contingent on successfully demonstrating that the project being funded will run on a not-for-profit basis. This will require detailed financial reporting;
  - Social enterprise businesses can apply to the Social Enterprise Category in the Community Development Stream.
- Applicants must have acquitted previous Council grants and have no outstanding debts to Yarra City Council.
- Applicants must have public liability insurance with a suitable level of coverage, working with children checks, WorkCover and superannuation coverage.
- Relevant applicants must, as required by law, implement and adhere to the Victorian Child Safe Standards. <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/> .
- Applicants must meet any other specific requirements outlined in the individual stream fact sheets.

\*The applicant names must match the entity (legal) name for the ABN, or a registered business name or trading name associated with the ABN **and** the name on the bank account provided for payment. The ABN Entity name can be checked when entering your ABN into the application form.

† For further information on the kinds of groups we deem eligible please see the definition provided by the Fitzroy Legal Service at:

[http://www.lawhandbook.org.au/2017\\_06\\_06\\_03\\_types\\_of\\_community\\_organisations/](http://www.lawhandbook.org.au/2017_06_06_03_types_of_community_organisations/)

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## Eligible Projects

- Applicants must be locally based and/or applying for a program, service or activity that is of benefit to the Yarra community.
- All projects in the Arts and Culture Stream must have a public outcome in the City of Yarra.
- Applicants can submit multiple applications for **different** projects; however only one application per project will be considered;
  - Do not submit applications for the same project to different categories/streams. If you believe your application crosses multiple streams, please contact the grants team for advice;
  - Do not submit applications for the same project from multiple organisations.
- Groups can apply to the Sport and Recreation Stream for the purchase of certain equipment. See the Sport and Recreation Fact Sheet for further details. In other categories and streams, equipment may only be purchased as part of a broader project.
- Groups can apply to cover the cost of training volunteers in club relevant skills. See the Sport and Recreation Fact Sheet for further details.
- Applications to the Sustainability Stream may include funding for the installation of permanent fixtures (e.g. water tanks, wall gardens), only when the fixture directly contributes to a broader program involving community engagement/education around targeted issues.
- Applications to the Community Strengthening Category addressing priorities of the Access and Inclusion Strategy may include funding for specialised equipment or materials that facilitate new and innovative accessibility programs. Renovation works or the upgrading of permanent fixtures remain ineligible.
- Projects must meet any other specific requirements outlined in the individual stream fact sheets.
- All questions marked 'response required' must be completed for the application to be eligible.
- Projects must be completed by 31 December 2019.

## Applicants that are not eligible

- Neighbourhood houses are funded through Council's Neighbourhood House Funding Program and are therefore are not eligible for Annual Grants.
  - As above, neighbourhood houses can act as an auspice for other community groups.
- Businesses or for-profit organisations, unless exempted above.
- Individuals and sole-traders, unless exempted above.

## Projects that are not eligible

- A program that is considered the responsibility of State or Federal Government, e.g. Core school curriculum activities.
- Activities that take place outside the City of Yarra (including touring costs), unless part of an ongoing project with a proven and direct benefit to the Yarra community.
- Building, capital works\* or facility maintenance works, unless exempted above.
- Ongoing staff salaries or administration costs not specific to the project.
- The purchase of equipment only, unless exempted above.
- Activities that are sponsored by gambling businesses or take place at inappropriate venues.
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing.
- Individual training, study or academic research in Australia or overseas, unless exempted above.
- Applications that are solely for attending forums, workshops and conferences.
- Competitions (other than one-off sporting events).

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- Prize-events, award exhibitions or exclusively fundraising events.
- School fetes and other similar events.
- Covering the deposit or bond associated with hiring a Council Town Hall.
- Applications to fund projects retrospectively.

*\* Capital works are defined as projects undertaken to create a new permanent asset or space, or to permanently change the use, function or layout of an existing asset or space.*

## Annual Grants Assessment Criteria

All applications will be assessed against the following criteria:

- capacity of the applicant to deliver on project outcomes;
- clearly defined project aims;
- clearly identified target group;
- alignment with stream funding priorities;
- evidence of community need;
- well defined intended outcomes;
- clear evaluation methods;
- community participation and consultation where appropriate; and
- a complete, balanced, and realistic budget.

## Before Submitting your Application

### Information Sessions

Council is holding three information sessions (On the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> of June) for applicants seeking further information on this grant program and how to apply online. There is no need to RSVP to these sessions, however please let Council know if you require an interpreter for these sessions.

Council is also offering two training session on grant writing in general through our Skills and Training Program. These will be held on 8 May and 16 May, 2018. For details and to register please visit <https://www.yarracity.vic.gov.au/about-us/grants/community-training>.

### Need assistance to complete an application?

Applicants who need help completing their application are encouraged to contact the Grants Team on 9205 5170. Assistance developing your project plan and submitting your application online can be provided in person **by appointment** until 13 July. Interpreters can be booked if requested.

If you are having trouble accessing your SmartyGrants user account, please contact SmartyGrants directly on 03 9320 6888 or via [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

### Auspiced Applications

An auspice organisation is an incorporated organisation that applies for a grant on behalf of another group, for example if the group is not incorporated.

The auspice organisation accepts legal and financial responsibility for the application. If the application is successful, the auspice organisation will be required to enter into the Funding Agreement with Council and grant money will be paid directly to the auspice organisation.

Applications can be submitted directly by groups being auspiced. Be advised that you will need to provide information from the auspice organisation including: their contact details, ABN, and most

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recent financial report. All paperwork and funds will be signed by and distributed to the auspice organisation.

## Speak to a Council Officer

Contact details of the Council Officers responsible for each Funding Stream are detailed in the Fact Sheets. ***It is important that you talk through your project ideas with the officer responsible for the Funding Stream before applying.*** The Council Officer can give you advice on how to shape your application to give it every chance of success.

## Last year's grants

Applicants are encouraged to view last year's successful grants to see the range of projects funded and realistic grant allocation amounts. A list of successful grants is available at <https://www.yarracity.vic.gov.au/about-us/grants/annual-grants>.

## Accessibility

All applicants are encouraged to consider how their organisation and project will be accessible and inclusive of people with a disability. For ideas on how to make your program, project, or event more flexible please see the Accessibility Guide on the Annual Grants website at: <https://www.yarracity.vic.gov.au/about-us/grants/annual-grants>. For more information contact Laurice Younge, Metro Access Project Officer on 9205 5439.

## Annual Grant Council Facility Subsidy - Venue Bookings

If your project includes an event which will be held in one of Yarra's Town Hall Facilities, you may be eligible for the Annual Grant Council Facility Subsidy. If you apply for the Subsidy and your Annual Grant application is successful, Council may fully fund the cost of hiring the hall. Please contact Venues and Events on 9205 5577 to make a tentative booking **before** you submit your application. Venues and Events will provide a quote for your budget and a booking number which will need to be recorded in your application for you to be eligible for this Subsidy.

**Please note:** Applicants to the Arts Development Stream can also apply to receive this subsidy for events at the Richmond Theatrette. If you wish to use the Theatrette for your event, please contact Venues and Events on 9205 5577 to make a tentative booking **before** you submit your application. Venues and Events will provide a quote for your budget and a booking number which will need to be recorded in your application for you to be eligible for this Subsidy.

## Environmental Impact

All applicants are encouraged to incorporate activities that improve the sustainable outcomes of their projects. For more information contact Karen Cameron, Environmental Programs Officer, on 9205 5717.

## Prepare a Grant Application

When preparing your grant application, please consider the following:

- Begin your application as early as possible. We strongly recommended you submit your application before the due date. The grant round closes strictly at 11:59pm on Monday 23 July, and technical support will not be available after 5pm on the closing date. We are unable to accept late applications for any reason.
- Ensure that you state explicitly what your project is. Describe the event/activity/program, so that it is clear what you want to do, how you want to do it, and why it is worth doing.

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- Bear in mind that the assessors change each year and presume that they are not familiar with your organisation or your previous projects. Assessors are not given access to your grant history.
- Be as precise as possible. The assessors are aware that your project may still be in the planning stage, and that definite plans are not always possible until funding is secured. However, you can still clearly state what your intentions are and, if needed, adjust the project plan through a project variation if your grant is successful.
- If your project involves partnering with another organisation, it is useful to show some evidence of that partnership, such as a letter of support.

## Prepare a Project Budget

When preparing a budget for your project please consider the following:

- It is important that all costs are realistic and justified/explained within your application;
- Ensuring that your budget is as detailed as possible helps the assessors understand the amount requested and demonstrates what the impact of reduced funding might be;
- If you have applied for other funding for your project, please note this in your budget and ensure it is clear if the funding is confirmed or unconfirmed;
- If you have applied for the Annual Grant Council Facility Subsidy please make sure you include this as both a budget income and budget expenditure item. Do **not** include this additional subsidy as part of the total cash amount requested for the grant.

## What to do if your grant is not fully funded

With the Yarra Annual Grants, we strive to fund the grants to the amount requested, but with limited funds available that is not always possible. Sometimes, successful applicants are offered a lower amount than requested when the full funding is not available and the assessors believe the project will still be viable and worthwhile. This is why we ask what the minimum funding needs are for the project to run, and what impact a lower funding amount would have on your project. We strongly encourage applicants to make use of these questions when appropriate, so that the assessors can make informed decisions.

If your application is successful but you did not receive the full amount of funding requested, and you would like to proceed with the grant, the Grants Team are happy to discuss any changes you need to make to the project. The Grants Team can also advise you whether you need to submit a project variation form outlining the changes being made.

## Choosing which stream and category to apply under

Only one application per project will be considered, therefore it is important to consider which stream and category is the best fit for your project. If your project covers a range of issues and you are not sure which category to apply under we suggest speaking to the Council Contacts for each of the different streams that you are considering so that you can make an informed decision.

Things to bear in mind when choosing which stream to apply under are:

- What is the primary outcome of this project – what is the main thing you are trying to do or achieve?
- Who are the primary beneficiaries of the project – which group of people do you want to reach most of all?

The Grants Team reserves the right to move your application from one stream to another. If this occurs, you will be advised by email. Stream changes are only made to ensure applications are in the most appropriate category for their project and eligibility, and therefore give applications the best chance at success.



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In this competitive grant round, fitting in with the category priorities is essential to success. So choose your stream based on the priorities of your project rather than on the amount of funding available in any given stream.

## Attachments and Support Material

All those applying as an organisation **must** upload a copy of the organisation's most recent annual financial statement to their Annual Grant application. For most applicants, this will be the 2016/17 Financial Statement that all incorporated organisations are required to send to Consumer Affairs Victoria. Alternatively, you can upload the organisation's most recent profit and loss statement. Please do **not** send your full Annual Report. If your application is being auspiced, we require a financial statement from the auspicating organisation.

You may also wish to include additional supporting material with your application. Some items that might be appropriate include:

- letters of support from partner organisations, confirming their intention to work with you on this project;
- letters of support from organisations consulted;
- evaluations or assessments of previous programs or projects.

If you are applying under the Arts and Culture Stream, please also see the Arts and Culture fact sheet for a list of specific support materials requested.

Please note, the maximum attachment size in SmartyGrants is 25MB. To avoid technical difficulties which may prevent you being able to submit your application, we recommend keeping files to a maximum of 5MB. Files can only be uploaded one at a time and upload speeds will vary depending on your computer's specifications, your internet connection and the amount of traffic on the SmartyGrants server. If you do have concerns or encounter any issues, consider providing links to specific website pages or online/cloud file transfer service in the space provided instead.

## Child Safe Standards

Victorian organisations that provide services or facilities for children (anyone under 18 years old) are required by law to implement Child Safe Standards to protect children from harm. Therefore, if your project/program will engage children as either participants or audience members you will be required to provide documentation demonstrating that you are complying with the Child Safe Standards by uploading a copy of your organisation's Child Safe Policy or Statement of Commitment to Child Safety. For individual artists, please upload a copy of your current working with children check and/or your exhibition space's Child Safe Policy or Statement of Commitment to Child Safety.

If your organisation does not yet have a Child Safe Policy or Statement of Commitment to Child Safety, a template document is available on the Annual Grants website:

<https://www.yarracity.vic.gov.au/about-us/grants/annual-grants>. You can tailor this document to suit your organisation and your organisation's strategy for ensuring that all your members are meeting these standards. The document can then be scanned and attached to your application as evidence. Remember to make sure a copy is distributed to your members.

For further information on the Child Safe Standards see:

<https://ccyp.vic.gov.au/child-safety/resources/>.

## Public Liability Insurance

Applicants are not required to include a copy of their public liability insurance with their Annual Grant application. However, if the application is successful, Council requires that all grant

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recipients provide evidence of public liability insurance, with an adequate coverage level, before payments can be processed. In most cases this will be a copy of your public liability insurance certificate of currency. If you do not have public liability insurance, you will need to provide a copy of the public liability insurance certificate of the venue where your project will take place. Organisations that are being auspiced may be covered by the auspice body's public liability insurance, and so will need to provide a copy of their certificate of currency.

## Small Project Grants

If you require funding of \$1,000 or less, you may wish to consider applying for a Small Project Grant (SPG) instead of an Annual Grant. SPGs allow grant recipients access to small amounts of funding quickly with the assessment process taking around four weeks. Applicants can apply for one Small Project Grant per financial year. Applications open in July each year and remain open until all funds are distributed. For more information see: <https://www.yarracity.vic.gov.au/about-us/grants/small-project-grants>.

## Assessment Process

All applications undergo the following assessment process:

Stage 1: Eligibility check by a Council Officer.

Stage 2: Internal assessment by a Council Officer.

Stage 3: External assessment by members of the Community Panel.

Stage 4: Community Panels of external experts connected to the Yarra community meet to decide on recommendations.

Stage 5: Recommendations are submitted to Council for approval.

## Submitting Your Application Online

Applicants are encouraged to submit their application and supporting materials using the online grants form at [cityofyarra.smartygrants.com.au](http://cityofyarra.smartygrants.com.au).

A preview version of the application form will be available at this address from 4 June 2018.

Please note that applications are not submitted online until you hit the **submit** button. After submitting your application you will receive an email acknowledging receipt of your application – it will have a PDF copy of your application attached for your records. This will be sent to the email address you used to register. *If you do not receive this email your application has not been submitted.* City of Yarra staff cannot view applications that have not been submitted.

Applications and all supporting material are due by **11:59pm on Monday 23 July 2018** and any additional information or materials **will not be accepted after this time**.

If you cannot access the online application form, Council will accept handwritten applications. Please contact the Grants Team on 9205 5170 to request a printed version of the application form. Typed, emailed or faxed applications will not be accepted.

For further information please call Community Grants on 9205 5170 or email [yarragrants@yarracity.vic.gov.au](mailto:yarragrants@yarracity.vic.gov.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

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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 and relevant account records to submit as part of the acquittal.

The required acquittal form is attached to each successful application. Links to the acquittal forms are listed under each application in the “My submissions” area of SmartyGrants. To access an acquittal form, please log onto [cityofyarra.smartygrants.com.au](http://cityofyarra.smartygrants.com.au), click on the “My Submissions” tab and scroll down to the specific grant. You can then complete and submit the acquittal in the same way you submitted your grant application.

**Please keep receipts for expenditure items over \$200 to upload into your online acquittal.**

To be eligible for a Grant, organisations and/or individuals must have successfully acquitted all completed grants from Yarra City Council. Applications from applicants with outstanding acquittals will **not** be assessed.

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## Community Development Stream (Page 1 of 2)

The Community Development Stream is designed to strengthen the social and cultural diversity of the City of Yarra, and encourage people from all backgrounds to participate in community life.

This stream supports the valuable work undertaken by the diverse range of not-for-profit organisations and community groups in Yarra who run projects building social inclusion, supporting social justice and strengthening our local communities.

This stream primarily focuses on projects that address strategies from the Council Plans listed in the table below. There are three categories to choose from:

### Community Strengthening

The Community Strengthening Category will suit local community-run groups seeking to hold activities in Yarra which will address the following priority areas:

- develop partnerships between Council and community groups to achieve shared strategic outcomes;
- direct resources to the emerging and specific needs of disadvantaged groups;
- develop a positive approach to the resolution of local social issues;
- foster the increased connectedness of people by supporting local groups and activities;
- foster the development of healthy and respectful relationships within communities;
- support and strengthen community organisations;
- develop skills and increase participation in the community.

*Maximum grant: \$4,000.*

### Community Support

The Community Support Category will suit non-profit organisations offering services and programs for the benefit of the Yarra community and will address the following priority areas:

- develop partnerships between Council and professional organisations working within the Yarra community to achieve shared strategic outcomes;
- direct specialized resources to the emerging and specific needs of disadvantaged groups;
- develop a positive approach to the resolution of local social issues;
- foster the development of healthy and respectful relationships within communities;
- develop skills and increase participation in the community.

*Maximum grant: \$10,000.*

### Community Celebrations

The Community Celebrations Category supports a diverse range of smaller events that showcase, celebrate and support Yarra's diverse communities and build community connectedness. Applications for multicultural celebrations are encouraged to apply here.

*Maximum grant: \$3,000. 15 events were funded for 2018 and the average grant was \$2,024*

### Social Enterprise

The Social Enterprise Category supports not-for-profit organisations and businesses build or establish innovative revenue generating projects, while also creating community benefits. Priority will be given to social business with a mission aimed at the creation of employment opportunities for people facing barriers to workforce participation. Funds should be directed towards building employment opportunities and not primarily to wages.

In addition, priority will be given to applications which address one or both of the following criteria:

- Providing a service or product that addresses an identified social, environmental or cultural need that is not being met by the commercial market;
- Developing income streams that allow social businesses to become self-sustaining and independent.

*Maximum grant: \$15,000. 3 projects were funded for 2017 and the average grant was \$13,333.*

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## Community Development Stream (Page 2 of 2)

To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer.	
Council Plan or Policy	Council Officer
<a href="#">Aboriginal Partnerships Plan</a>	Colin Hunter (Community Planner - Aboriginal Partnerships) 9205 5014 Or Daniel Ducrou (Special Projects Officer) 9205 5107
<a href="#">Access and Inclusion Plan</a>	Laurice Younge (Metro Access Project Officer) 9205 5439 Or Marta Rokicki (Disability Planning Officer) 9205 5435
<a href="#">Multicultural Partnerships Plan</a>	Kathy Vrettas (Community Planner - Multicultural Affairs & Neighbourhood Houses) 9205 1889 Or Cristina Del Frate (Community Partnerships Team Leader) 9205 5174
<a href="#">Council Priority 1 A Healthy Yarra</a> Specifically in relation to: - Promoting mental health and wellbeing - Reducing the Harm from Alcohol, Tobacco and Other Drugs	Erika Russell (Senior Planner Community Health and Safety) 9205 5534
- Women's health - Prevention of violence against women and children	Georgia McRae (Policy Advisor - Gender Equity) 9205 5240
- GLBTIQ (Gay, Lesbian, Bisexual, Transgender, Intersex and Queer)	Sarah Jaggard (Community Advocacy Team Leader) 9205 5160
<a href="#">River of Life Positive Ageing Strategy</a>	Fran Moloney (Community Development Coordinator) 9205 5595
<a href="#">Yarra Gaming Strategy</a>	Belinda Robson (Senior Policy Advisor) 9205 5093
<a href="#">Night Time Economy</a>	Malcolm McCall (Unit Manager Social Policy and Research) 9205 5001
Social Enterprise	Michael van Vliet (Community Grants Team Leader) 9205 5146

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## Community Housing Stream

The City of Yarra is home to a high proportion of residents living with socio-economic disadvantage, in what is otherwise a relatively affluent municipality. The distribution of household earnings in Yarra shows great disparity between high and low income households. This brings specific challenges for inclusion and participation.

Through the Community Housing Stream, Council seeks to promote and advance affordable housing locally, especially those initiatives that help sustain tenancies and secure appropriate housing for those experiencing housing stress and at risk of homelessness.

While the maximum grant available is \$50,000, we would welcome both large and small scale projects being submitted for consideration.

### Funding Priorities

The program objectives are to:

- maintain community diversity;
- increase or renew community housing; and
- support diversification of housing types for people on low incomes.

Eligible initiatives include, but are not limited to those that:

- support suitable and sustainable housing types for vulnerable tenants;
- address the impacts of complex multiple issues on vulnerable tenants;
- sustain tenancies of low income households that are at risk of homelessness;
- explore development of innovative housing models for low income households;
- aim to access privately owned/ private rental properties for low income households; and
- explore possibilities within the sharing economy for low income housing

*Funds available: \$50,000. Maximum grant: \$50,000. 1 project was funded for 2018.*

### Please note

The Community Housing Stream has the following additional eligibility requirements:

To be eligible applicants must:

- be a private or non-government organisation whose operations either directly or indirectly improve the availability, quality and security of affordable rental tenancies for households on income support from Centrelink or for people on low incomes. Affordable rental rates are defined as rents fixed at a rate no greater than 30 per cent of household income. Low income households are defined as at the bottom 40 per cent of the income range.

Applications will also be ineligible if funding is intended for:

- reducing ongoing operating costs; and
- paying for standard maintenance of current residential stock.

<b>To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer</b>	
Policy Advisor - Housing and Homelessness	Anne Barton 9205 5094

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## Sport and Recreation Stream (Page 1 of 2)

The City of Yarra Sports and Physical Activity Strategy 2015-2019 (Draft) recognises the value of participation in sport, physical activity and recreation, and the related health benefits to the individual, and the Yarra community. The Sport and Recreation Funding Stream supports a wide range of accessible opportunities for the diverse Yarra community. Projects will be looked upon favourably if they cater for any of the following priority populations:

- Social Housing / CALD communities
- People with disability
- Indigenous
- Seniors / Over 65's
- LGBTIQ communities including youth.

### Funding Priorities

#### 1. Participation Initiatives

Council is seeking to fund programs and initiatives that increase inclusion and access to sport, recreation and health opportunities. Programs should address local community needs, be environmentally sustainable, enhance local neighbourhoods, and contribute to community health and wellbeing outcomes. Priority will be given to projects which promote the long term sustainability of local clubs and community organisations.

Examples of Sports Club initiatives may include:

- Initiatives/programs beyond the core club business that are innovative or new to the club environment e.g. parent fitness classes during junior training.\* New programs will be eligible for funding for a maximum of 2 years.
- Programs targeted at priority population participation e.g. programs for people with disabilities, social housing scholarships.
- Programs promoting LGBTIQ inclusion at your club e.g. Soccer Come and Try Day.
- Programs that enhance the club's capacity to provide ongoing opportunities for participation e.g. starting a women's fitness program that develops into a new sports team.

Examples of community group initiatives may include:

- Partnerships between local community groups and physical activity providers e.g. Sudanese mothers yoga group with childcare facilities available
- Alternative recreation activities that do not have a big representation in Yarra e.g. inclusive roller derby programs

*\*Please contact your SDO to discuss other participation initiative ideas*

#### 2. Sport and Recreation Equipment Grants

Groups can apply for:

- Up to 75% of the total cost of an approved Australian portable Defibrillator, specifically for Yarra Bend facilities. Funding may include training in the use of equipment. Yarra Clubs must demonstrate they utilise Yarra Bend facilities. Council recommends Defib for Life or St John's Ambulance.
- Up to 50% of the total cost (maximum of \$1,000) towards specific equipment to enable or enhance the participation of priority populations including: those living with a disability, females, over 65's, social housing residents and members of the indigenous community. Equipment can be for club based activities beyond the normal core business of the club or community programs run by not-for-profit groups. The make and model of equipment must be identified in your application. Examples of equipment can include specialized first aid equipment, portable access ramps, modified equipment, equipment to assist getting a new priority population program up and running.\*\*

Continued overleaf...

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## Sport and Recreation Stream (Page 2 of 2)

- Up to 50% of the total cost (maximum of \$2,000) for the purchase of portable soccer goals that conform to Australian Standard AS 4866.1-2007.
- Up to 50% of the total cost (maximum of \$2,000) for the purchase of cricket roll out synthetic pitches to assist with junior participation on grounds.

*\*\*Please contact your SDO to discuss other equipment that may be funded*

### 3. Coach/ Volunteer Training & Education

To increase the skills, knowledge and understanding of club volunteers including coaches, committee members, parents, team managers etc. around general club operations and governance. The training and education should promote and support leadership and skill development within the club. Examples may include:

- Up to 50% of the total cost of coach development and training for new and established coaches, for Grassroots, Junior Accreditation, female specific coaching programs, coaching athletes with disability and coaching people from culturally and linguistically diverse communities (CALD).
- Up to 75% of the total cost (maximum \$1000 per organisation) of training required to deliver or support physical activity classes for a community group or not-for-profit organisation e.g. yoga / group fitness instructing.
- Up to 75% of the total cost (maximum of \$1000 per club) for [Sports Community](#) membership and training. Examples of training can include: accredited skill or mentor training programs for existing or new committee members.
- Up to 50% of the total cost (maximum of \$1000) for Club volunteers to undertake practical training such as:
  - Food Handling Certificate
  - First Aid
  - Concussion Awareness Training
  - Responsible Service of Alcohol.

### Funding Restrictions

The following will **NOT** be funded:

- Ongoing funding for club core business e.g. coaching fees, social events & activities, mandatory equipment, uniforms, travel expenses to matches, club functions, membership drives and promotional activities for the purpose of attracting and retaining members. Membership subsidies, concession fees, and team registrations are considered core business unless part of an initiative targeting a priority population as outlined above.
- Equipment: Standard team and individual equipment e.g. Balls, bats, first aid kits, coaches boards, stretchers, uniforms, tracksuits, hoodies, specialised equipment that is for the sole use of individual athletes e.g. pole vaults, canoes. *\*Some equipment may be funded if it relates to a priority population as outlined above.*
- Portable score boards, timers, stop watches, massage tables
- Specific higher level coach licenses and courses including: FFA/AFC Advanced Coaching Courses, AFL Level 3, Cricket Victoria Level 3, Swimming Silver Licence or equivalent in other sports.

***All funding applications will be assessed on applicants demonstrated need basis including clubs financial statements and ability to self-fund activities.***

*Maximum grant: \$5,000. 11 projects were funded in 2018 and the average grant was \$3,344.*

<b>To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer</b>	
Acting Team Leader, Recreation	Peter Mitten 9205 5756
Sport Development Officer	Kimberley Castiello 9205 5735
Sport Development Officer	Trent Carpenter 9205 5779



# Annual Grants 2019 - Guidelines

## Sustainability Stream Fact Sheet

The Sustainability Stream seeks to support initiatives that engage and empower the community in environmental sustainability at a local level. Council's sustainability priorities, including the area of Community Empowerment and Local Action, are outlined in the [Yarra Environment Strategy \(2013-2017\)](#). The primary objective in this area, to which these grants contribute, is

***'Supporting an empowered community that acts locally to increase the sustainability of consumption and lifestyles to reduce its ecological footprint.'***

The [Yarra Urban Agriculture Strategy \(2014-2018\)](#), [Waste and Resource Recovery Strategy \(2014 – 2018\)](#) and [City of Yarra Bike Strategy - 2016 Refresh](#) are also relevant to this stream and applicants are encouraged to discuss how their projects align with these strategies with the relevant council officers (see below).

There are two project categories: *Partnering for Sustainability* and *General Sustainability Grant*.

### **General Sustainability Grant**

The General Sustainability Grant supports a diverse range of smaller projects to deliver sustainability outcomes. Projects may be broad and holistic or may focus on any particular aspect of environmental sustainability. Project management, promotional, on-ground and capacity building activities are all eligible. Infrastructure and equipment may be funded as long as they are part of a holistic project that benefits and engages the community (see more in the **Eligibility Criteria** section of these guidelines). In fact if you have an idea that will contribute to sustainability in your local community, we'd love to discuss it with you – see contact details below.

*Maximum grant: \$4,000. Nine projects were funded in 2017. The average grant was \$3,056.*

### **Partnering for Sustainability**

This category seeks to support community projects that are larger and more complex in nature. Bearing in mind the assessment criteria listed on page 6 for all grants applications, the priorities for this funding stream are:

- Partnerships – what partnerships will be built or enhanced through this project, and how will that add value to the outcomes and the ongoing work of the partners?
- Legacy – how will the project lead to long-lasting change? What capacity building outcomes will live on after the project? Can it be replicated, scaled up or expanded?
- Reach – will you engage with new audiences or deepen engagement with existing audiences? How will diverse sectors of the community be empowered through the project? How many people will you reach?
- Innovation – will you be trialing an approach that is new to Yarra or to you? How will the learning from this project be shared?

*Maximum grant: \$15,000. Typically one to three Partnering for Sustainability grants will be awarded. Three projects were funded in 2017. The average grant was \$8,500.*

If a scaled-back version of your project could be implemented within the \$4,000 limit of the general Environment Stream grants, **please indicate this in the Project Budget Summary section of the Smarty Grants online form**. If your project is scalable, please also indicate what you could do at different levels of funding (e.g. \$4,000/\$10,000/\$15,000).

<b>It is a requirement that you discuss your proposal with the relevant Council representative prior to submission.</b>	
Yarra Environment Strategy	Karen Cameron (9205 5717) Karen.Cameron@yarracity.vic.gov.au
Yarra Urban Agriculture Strategy Waste and Resource Recovery Strategy	Lisa Coffa (9205 5793) Lisa.Coffa@yarracity.vic.gov.au
Bike Strategy – 2016 Refresh	Julian Wearne (9205 5734) Julian.Wearne@yarracity.vic.gov.au

# Annual Grants 2019 - Guidelines

## Family, Youth & Children's Stream (Page 1 of 2)

The Family, Youth & Children Stream is aligned to Council's Zero to 25 Plan (Draft) for children, young people and their families. Our vision is that *"all children and young people are loved and safe, have material basics, are healthy, are learning and participating, and have a strong sense of culture and identity"*. This stream applies to projects that support families, children and young people from all backgrounds who live, work, study, or have a strong connection to Yarra, with a particular focus on:

- Vulnerable families, children and young people;
- Aboriginal and Torres Strait Islanders families, children and young people;
- Culturally and linguistically diverse families, children and young people;
- Socioeconomically diverse families, children and young people; and
- Gender diverse families, children and young people.

There are two categories within the Family, Youth & Children Stream: the Family & Early Years Category, and the Youth & Middle Years Category.

### Family & Early Years Category and Funding Priorities

Aligned to Council's Zero to 25 Plan (Draft) for children, young people and their families, this category is for evidence-based or innovative programs that support children from birth to 8 years and their families. Proposed projects need to clearly articulate the need; demonstrate strong community engagement and support (including the voices of children); and highlight how they will positively impact the local community. Funding priorities include:

- Prevention and early intervention programs that respond to identified needs, particularly focused on early learning and attachment (e.g. playgroups, toy libraries, homework clubs)
- Evidence based information and support for parents (e.g. parenting sessions and programs)
- Adventurous play, physical activity and health development (e.g. recreational programs)
- Specialist services or programs that met a high risk need (e.g. family and domestic violence support, child safety)
- Projects or programs that create opportunities to enhance parental engagement
- Research or evaluation or consultation that investigates barriers and potential innovative options for families or young children experiencing disadvantage and vulnerability regarding active participation, engagement and leadership

*Maximum grant: \$10,000. Seven projects were funded for 2018, and the average grant was \$9,071*

*To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer*

*Family & Early Years 0 – 8 years*

*Melissa Eastwood - 9205 5411*

Continued overleaf...

# Annual Grants 2019 - Guidelines

## Family, Youth & Children's Stream (Page 2 of 2)

### Youth & Middle Years Category and Funding Priorities

Aligned to Council's Zero to 25 Plan (Draft) for children, young people and their families, this category is for evidence-based or innovative programs that support children and young people aged 8 – 12 years (middle years) and 12 – 25 years (youth). Proposed projects need to clearly articulate the need; demonstrate strong community engagement and support (including youth participation); and highlight how they will positively impact the local community. Funding priorities include:

#### *Middle Years funding priorities:*

- to support and enhance the safety, health and wellbeing of middle years children and young people, and their families;
- to form partnerships to support the delivery and enhancement of affordable sports and recreation activities, programs, and access to clubs to meet diverse needs and interests;
- to plan and deliver affordable targeted engagement programs that provide positive role models and enhance connections to peers, families and communities; and
- to strengthen school and community connectedness, increase student aspiration and enhance parent engagement in all aspects of learning.

#### *Youth funding priorities:*

- to develop targeted prevention and early intervention programs in response to emerging themes for young people such as alcohol and other drugs, sexual health, mental health, safety, bullying, racism and discrimination;
- to provide opportunities for young people to learn new skills, build self-esteem and feel empowered to lead programs and events in their community;
- to support young people to access appropriate education, training and/or employment options and pathways that are culturally relevant and responsive to their needs;
- to work with young people and media outlets to provide proactive and positive media representations that showcase talents, culture and identity of young people; and
- to undertake research and develop tools that enable the measurement and evaluation of service and program outcomes and impacts for young people and their families.

*Maximum grant: \$10,000. Twelve projects were funded for 2018, and the average grant was \$7,790.*

To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer	
Middle Years 8 - 12 years	Rupert North – 9426 1544
Young People 12 - 25 years	Rupert North – 9426 1544

# Annual Grants 2019 - Guidelines

## Youth-Led Grants

These grants were new in 2015 and provide an opportunity for a young person or group of young people aged 16-25 who live work or play in the City of Yarra, to apply for a grant of up to \$3000 to plan, drive and deliver a project or event by young people for young people within Yarra. Applicants will need to be auspiced and mentored by an incorporated organisation or school.

Interested applicants are strongly encouraged to attend at least one of the workshopping sessions to get planning advice, application support or help finding an auspice organisation.

The sessions will be held at the Yarra Youth Centre (156 Napier Street, Fitzroy) on:

- Wednesday 6 June, 5pm-7pm, and
- Wednesday 13 June, 5pm-7pm.

These grants will be assessed by a panel of young people and Council Officers.

Priority will be given in particular to projects or events that provide opportunities for young people to:

- connect with or learn from, their peers, family and community;
- showcase their talents, identity, and culture;
- get involved and have a say in matters affecting them locally;
- learn about and address emerging themes for young people (such as health, safety, bullying, discrimination, and environmental awareness and sustainability); and
- get involved in inter-generational activities and opportunities.

*Maximum grant: \$3,000. Four projects were funded for 2018, and the average grant was \$3,000.*

*There is a total funding pool of \$12,000 in the Youth Services Category grants available for 2018.*

*Applications in the Youth Services Category from young people aged 16-17 years must be for projects based in an education setting; these projects must be driven by young people but supported by an education organisation/school.*

<b>To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer</b>	
Youth-led Grants	Rupert North– 9426 1455

# Annual Grants 2019 - Guidelines

## Arts and Culture Stream Fact Sheet (Page 1 of 2)

This Stream supports the creation and presentation of arts and cultural projects, activities and works within the City of Yarra. Our vision is for arts and culture to be integrated into our City so that it can be an everyday experience and be enjoyed by all of our community, whether as makers, audience members or participants. Creativity can exist anywhere and its pursuit is open to everyone.

### Funding Categories

There are three different categories of funding available in the Arts and Culture stream.

It is advised that you discuss your project with the relevant project officer for the category in which you intend to apply before submitting your application.

Funding Categories	Total Funding Pool	Contact Details
Arts Development	\$70,000	Brona Keenan 9205 5212 Louisa Marks 9205 5029
Festivals & Events	\$90,000	Festival & Events Officer 9205 5109
Community Arts	\$40,000	Olivia Allen 9205 5038

**Arts Development** supports professional artists and art organisations to produce and present new work in any medium.

Funding priorities for this category are:

- high artistic merit;
- innovative and contemporary approaches to the production and presentation of the art form and the project;
- attracts new audiences;
- creative use of public spaces and places in the municipality.

*Seven projects were funded for 2018 and the average Arts Development grant was \$8,675*

**Festivals & Events** supports activities taking place in Yarra that showcase, celebrate and promote creativity, culture, people, places and the arts. Within Festivals & Events there are two sub-categories:

#### *Festivals and Events - Arts*

Funding priorities for this category are:

- high artistic and/or cultural merit;
- showcase arts practice;
- attracts new audiences;
- creates new presentation opportunities for artists;
- creative use of public spaces and places in the municipality.

Continued overleaf...

# Annual Grants 2019 - Guidelines

## Arts and Culture Stream Fact Sheet (Page 2 of 2)

### *Festivals & Events – Community Participation*

Funding priorities for this category are:

- events with a strong arts and/or cultural focus;
- showcases local arts and/or cultural practice;
- increases community participation in arts and culture;
- celebrates local communities, places, history and/or neighbourhoods;
- promotes partnerships between organisations and communities; and
- creative use of public spaces and places in the municipality

*Eight events were funded for 2018 and the average Festivals & Events grant was \$12,349*

**Community Arts** supports projects that enhance community participation and engagement in arts and culture within Yarra.

Funding priorities for this category are:

- high artistic merit;
- celebrate diversity and/or address contemporary issues;
- increase awareness, appreciation and participation in arts;
- engages new audiences;
- promote partnerships between community members, artists and arts organisations;
- develop community and connectedness; and
- creative use of public spaces and places in the municipality.

*Three projects were funded for 2018 and the average Community Arts grant was \$8,734*

**All Arts and Culture Stream applicants are encouraged to submit the following materials:**

- resume or short biography of applicant/s (maximum 3 pages);
- examples of previous projects – this could be images (maximum of 10), or website links to specific projects or sites. If submitting electronically all files must be Windows compatible.
- letters of support – if your project requires the support of another organisation to develop or proceed then a letter acknowledging this support is recommended (if applicable);
- confirmation of venue booking (if applicable).

## Annual Grants 2019 - Guidelines

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