



# Small Project Grants 2019-2020

Guidelines and application  
information

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### Cover image:

Aboriginal Housing Victoria hosted their 19th NAIDOC Family Day at the Farm Event at Collingwood Children's Farm. This free event continues to be a family friendly day out inclusive for everyone to come together to celebrate the history culture and achievements of Aboriginal and Torres Strait Peoples. In 2018, this included face painting, jewellery making, colouring in, emu feather crafts, boomerang painting, football clinic, jumping castle, and bush animal weaving, as well as the Indigenous Hip Hop Project performers and PATSI Dance Group to use the energy and enthusiasm of music, dance and safe talk to enable young people to make their own healthy life choices and maximise educational and economic opportunities.

Image courtesy of Aboriginal Housing Victoria



# Small Project Grant Guidelines 2019/2020

The Small Project Grants (SPG) responds to funding requests throughout the year, providing an opportunity for new applicants to engage with Council and gain an understanding of the grants process. The grants allow organisations and individual artists to access small amounts of funding quickly (usually within four weeks from the time of submission).

There are two categories in the SPG program: Community Projects and Arts & Culture Projects.

**Community Projects** is a broad category encompassing the many programs and events run by not-for-profit community groups within Yarra. Eligible community projects include cultural celebrations, sporting events and programs which promote and support, such as social involvement, community connectedness, environmental sustainability, health, well-being and cultural diversity.

Only incorporated not-for-profit community groups are eligible to apply for grants under this category. However, community groups that are not incorporated or do not have their own ABN can be auspiced by an eligible incorporated organisation. Individuals are unable to apply.

**Arts & Culture Projects** funds projects and events run by professional artists, arts organisations and community groups. Eligible arts and culture projects include the development, production and showing of new art works or performances; and the organisation of community arts festivals, events or arts projects.

A variety of applicants are eligible to apply for grants under the Arts and Culture Projects category. Eligible applicants may be: individual artists with an ABN, incorporated not-for-profit artistic groups and organisations, and commercial galleries running not-for-profit events. Individual artists without an ABN may have their application auspiced by an eligible incorporated organisation.

It is strongly recommended that applicants for the Arts and Culture Projects category provide additional supporting documentation as part of their application. This can be uploaded through the online application form.

**SPG rounds open each year on 1 July.**  
**Applications for SPG 2019/2020 will be accepted from 1 July 2019 until 31 May 2020**  
**or until the funding pool for the relevant category is exhausted.**

If you have not previously applied for a grant from Yarra City Council we recommend applying for a SPG first. This grant program provides an opportunity for new applicants to gain an understanding of the grants process.

If you have previously had a grant from Yarra City Council for a project which is now complete, this grant must be acquitted before any new applications can be assessed. Acquittals can be submitted via: <https://cityofyarra.smartygrants.com.au>.

## Program Objectives

Each project/activity funded as part of the SPG Program is expected to address one or more of Council's strategic objectives as stated in the current [Council Plan](#). These are:

1. A HEALTHY YARRA: Focus on community health, safety and wellbeing;
2. AN INCLUSIVE YARRA: Supporting and celebrating inclusion, diversity and uniqueness;
3. A SUSTAINABLE YARRA: leading sustainability and protecting and enhancing the natural environment;
4. A LIVEABLE YARRA: Maintain and enhance the character of the city;
5. A PROSPEROUS YARRA: Helping creative communities thrive;
6. A LEADING YARRA: Enhancing and facilitating community participation.

## Eligibility Criteria

### 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;
  - individual artists or Arts-related businesses operating under an active sole-trader ABN\* can apply as individuals under the Arts and Cultural Projects Category;
  - Arts-related businesses with active ABNs\* registered as other than sole-trader entities can apply under the Arts and Cultural Projects Category. 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.
- Applicants can only receive one SPG per financial year and each grant is limited from \$100 to \$1,000 per application.
- 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 are required to be held by recipients of funding.
- 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/>.

\*The applicant names must match the entity (legal) name for the ABN, or a registered business 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:  
[https://www.lawhandbook.org.au/2018\\_06\\_06\\_03\\_types\\_of\\_community\\_organisations/](https://www.lawhandbook.org.au/2018_06_06_03_types_of_community_organisations/).

### Eligible Projects

- Council will support a maximum of three exhibitions per grant round at any one art gallery.
- All applicants must be locally based and/or be applying for a program, service or activity that is of benefit to the Yarra community.
- Projects must have a public outcome within the City of Yarra boundaries.
- Projects and programs will only be eligible for both SPG and Annual Grants if applications are for distinct activities or stages of development.
- Sport and Recreation groups can apply for the purchase of specialised equipment.
- Eligible organisations can apply for the purchase of defibrillators.
- 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.
- All questions marked 'response required' must be completed for the application to be eligible.

### **Applicants that are not eligible**

- Neighbourhood Houses are funded through Council's Neighbourhood House Funding Program and are therefore are not eligible for SPGs.
  - As above, Neighbourhood Houses can act as an auspice for other community groups;
- Businesses or for-profit organisations, unless exempted above.
- Individuals, unless exempted above.
- Previous grant recipients with overdue acquittals.
- Applicants who have already received an SPG in the current round.

### **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 a larger project with a proven and public benefit to the Yarra community.
- A new building, capital works or facility maintenance works.
- Ongoing staff salaries or administration costs not specific to the project.
- The purchase of equipment only, unless exempted above.
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing.
- Training, study or academic research in Australia or overseas.
- A project that will be offered for assessment in the above training courses.
- Applications that are solely for attending forums, workshops and conferences.
- Competitions (excluding one-off sporting events).
- Prizes and 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.

## **Assessment**

### **Assessment Criteria**

All applications will be assessed on the following criteria:

- Does the project have clearly defined aims?
- Does the project clearly meet the program objectives?
- Does the local community benefit from this project?
- Does the organisation have the capacity to successfully complete the project?
- Is the budget for this project realistic, balanced and complete?
- Arts and Cultural Projects – Does the project have high artistic merit?

### **Assessment Process**

Small Grants are assessed on a competitive basis. Being successful one year does not automatically mean success in subsequent years. Small Grant applications are checked for eligibility, internally assessed by two Council Officers and then the recommendations are reported to Council on a quarterly basis.

### **Timelines**

Applications should be received a minimum of 4 weeks before a project starts. Applications for projects that have already taken place will not be assessed.

Assessment and payment of grants usually takes 4-6 weeks. Payment cannot occur until all required paperwork has been returned, and may occur several weeks after this happens.

## **Auspiced Applications**

Auspicings help small or new organisations who are not incorporated or who do not have an ABN access grant funds.

An auspice organisation must be incorporated and have an ABN. They accept legal and financial responsibility for the grant if successful.

Applications can be submitted directly by groups being auspicied. However, the funding agreement for successful grants will be made between the auspice organisation and Council, and grant money will be paid directly to the auspice organisation. Be advised that you will need to provide information from the auspice organisation including: their contact details, ABN, and most recent financial report.

## **What you need for your application**

### **Public Liability Insurance**

All applicants need to provide a certificate of currency for the public liability insurance policy that will cover the funded project. Depending on the nature of the funded activities, the relevant policy may be in the applicant's name, the auspicings organisation's name or the activities may be covered by the public liability insurance of the venue being used.

### **Financial Statements**

All those applying as an organisation must upload a copy of the organisation's (or auspicings organisation's) most recent annual financial statement to their Small Project Grant application. For most applicants, this will be the previous year's Financial Statement. Alternatively, you can upload the organisation's most recent profit and loss statement.

Applicants who do not provide a financial statement will be ineligible.

All incorporated organisations are required by Consumer Affairs to have a financial statement every year, and to present this to their AGM, even smaller organisations who are not required to send this to Consumer Affairs.

More information on financial statements can be found at [www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/annual-statement/financial-statements-and-auditing](http://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/annual-statement/financial-statements-and-auditing). If you need help with your financial statement, please contact the Grants Team.

### **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 demonstrate 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.

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 Small Project Grants website:

<https://www.yarracity.vic.gov.au/about-us/grants/small-project-grants>. Tailor this document to suit your organisation and activities, then attach the document to your application as evidence. Remember to make sure a copy is distributed to your members.

Individual artists, will need to 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.

For further information on the Child Safe Standards see: <https://ccyp.vic.gov.au/child-safety/resources/>

### **Arts & Culture applicants**

Arts & Culture applicants should also provide a CV and relevant artistic documentation.

## Having trouble writing your application?

The Grants Team are available to help all applicants with preparing their application. Call us on 9205 5170 or 9205 5146 to talk about your project and application. or to make an appointment for help submitting your application online. Interpreters can be booked if requested.

Video pitches can be included as supporting documentation to your application. However, you will still need to complete the written application form. Please ensure any videos are kept short (to a maximum 5 minutes) as assessors have a large number of applications to review. SmartyGrants recommends keeping attachments to 5 MB, so you may need to provide a link to an external video-hosting site instead.

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).

## Successful applications

### What will happen if your application is successful?

If you are successful, a funding agreement which outlines the conditions of your grant will be sent to you (or your auspice organisation). You will need to sign and return **two original** copies of the funding agreement. You will also need to provide a copy of your organisation's bank statement showing the account number, BSB number and name. All payments will be made by electronic transfer.

### 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 \$200 in your acquittal.

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.

## Submitting Your Application

**SPG applications will be accepted at any time until 31 May 2018 or until the funding for each category has been exhausted.** Funding is renewed each financial year on 1 July.

Applicants are required to submit their application and supporting documentation using the online form on <https://cityofyarra.smartygrants.com.au/>.

National Relay Service  
TTY 133 677 then (03) 9205 5055

<b>Languages</b>		中文	9280 1937	Italiano	9280 1931	Tiếng Việt	9280 1939
العربية	9280 1930	Ελληνικά	9280 1934	Español	9280 1935	Other	9280 1940

**Ref: 18322**