



# Annual Grants 2022 - Guidelines

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**Cover image:** Open Day 2021 at Collingwood Yards.

Photographer: Michael van Vliet

# Annual Grants 2022 - Guidelines

## Why do we provide these grants?

The Community Grants Program is one of the ways in which Council supports the strategies presented in the Council Plan. The Council Plan guides how Council responds to the opportunities and challenges the municipality faces. The Council Plan can be found at: <https://www.yarracity.vic.gov.au/about-us/council-information/council-plan>

The Community Grants Program aims to:

- a) develop partnerships between Council and community groups to achieve Council's strategic directives;
- b) direct resources to 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 participation.

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

## Key dates for Annual Grants 2022

Preview applications available in SmartyGrants	1 June 2021
Grants Information Sessions	<p><b>Monday 7 June</b> <b>2:30pm-3:15pm</b> <b>Bargoonga Nganjin Community Room,</b> <b>182-186 St Georges Rd, Fitzroy North.</b></p> <p><b>Tuesday 8 June</b> <b>2:30pm-3:15pm</b> <b>Fitzroy Library, Meeting Room 1</b> <b>128 Moor St, Fitzroy.</b></p> <p><b>Monday 14 June</b> <b>1:00pm-1:45pm</b> <b>Richmond Town Hall,</b> <b>Meeting Room 1, 333 Bridge Rd, Richmond.</b></p>
Grant round opens	To be confirmed.
Applications close	<b>11:59pm, Sunday 15 August 2021</b>
Announcement of grant outcomes	November 2021
Projects commence	From January 2022

## Annual Grants Streams and Categories

The Annual Grants program has seven funding streams:

- Community Development;
- Climate Action;
- Family, Youth and Children;
- Sports and Recreation;
- Arts and Culture; and
- Community Housing.

# Annual Grants 2022 - 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;
  - individual artists or arts-related businesses operating under an active sole-trader ABN\* can apply as individuals under the Arts Development or Community Arts 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 provide a financial statement.
- 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.

\*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. Applications with an active sole-trader ABN listed on their application, except for those submitted under the Arts and Culture Stream, will be deemed ineligible and not assessed.

† 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/2021\\_06\\_06\\_03\\_types\\_of\\_community\\_organisations/](https://www.lawhandbook.org.au/2021_06_06_03_types_of_community_organisations/)

### 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.

# Annual Grants 2022 - Guidelines

## Eligible Projects

- Applicants must be locally based and/or applying for a program, service or activity that is of benefit to the Yarra community.
- 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; and/or
  - for the same project from multiple organisations.
- The following applications are **only** eligible in the streams and categories specified:

Eligible Stream(s)	Category	Application Type
Community Development	Community Strengthening	Projects which may include funding for specialised equipment or materials that facilitate new and innovative accessibility programs, provided they address priorities of the <i>Access and Inclusion Strategy</i> .
	Community Support	Solely for the purchase of an approved Australian portable defibrillator.
Sports and Recreation	Sports and Recreation Equipment	Solely for the purchase of an approved Australian portable defibrillator; or Solely for projects covering the cost of purchasing specific equipment.
	Coach/Volunteer Training & Education	Applications to cover the cost of training volunteers in club relevant skills.

- Projects must meet any other specific requirements outlined in the individual stream fact sheets.
- Projects must be completed by 31 December 2022, unless otherwise agreed through a project variation.

## 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.
- Building, renovation works, capital works\*, upgrading of permanent fixtures, 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).
- 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 2022 - Guidelines

## 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 and Training Sessions

Council will hold **information sessions** for applicants seeking further information on this grant program and how to apply. Each session will include time for one-on-one discussions about your project. Please let Council know if you require an interpreter for these sessions. For further details please visit <https://www.yarracity.vic.gov.au/about-us/grants/annual-grants>.

### Having trouble writing your application?

The Grants Team are available to help all applicants with preparing their application. You can call us on 9205 5170 or 9205 5146 to talk about your project and your application. We can also help in person with completing your application form to submit it online. This needs to be **by appointment** (to make sure we are available). Interpreters can be booked if requested.

Applicants should also call the Council Contact listed for the stream they are applying to.

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 via [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

### Auspiced Applications

Auspicings help small or new organisations who are not incorporated or who do not have an ABN access grant funds. They accept legal and financial responsibility for the grant if successful.

### **An auspice organisation must be incorporated and have an ABN.**

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. You will need to provide information from the auspice organisation including: their contact details, ABN, and most recent financial report.

# Annual Grants 2022 - Guidelines

## 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.

## Aboriginal Consultation

If your project relates to the local Aboriginal community, or you are planning on working with Aboriginal community, you should demonstrate that you have undertaken consultation in your grant application.

Council recognises the Wurundjeri people as the Traditional Owners of the land on which the City of Yarra now stands. Consultation and cultural requests such as cultural awareness training, Welcome to Country ceremonies or smoking ceremonies must be directed to the Wurundjeri Council. If your project relates to specific issues you may wish to consult with other Aboriginal organisations such as the Victorian Aboriginal Health Service or the Melbourne Aboriginal Youth Sport and Recreation Co-operative (MAYSAR).

When planning a project relating to or with the Aboriginal community, consultation should happen at the beginning, when the project is being developed. Do not present your proposed plans or projects to the Aboriginal community when they are half and/or already complete.

You should also ensure you allow time for consultation processes. Many decisions require Aboriginal people to consult their Elders. Bear in mind that cultural knowledge and advice from Wurundjeri Council is in high demand and, like any specialised advice, may come at a fee.

The Wurundjeri Council can be reached at [www.wurundjeri.com.au](http://www.wurundjeri.com.au), or by phone on 9416 2905.

## 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 Cheryle Gray, Coordinator Community Planning on 9205 5175.

## Environmental Impact

All applicants are encouraged to incorporate activities that improve the sustainable outcomes of their projects. For more information contact Kelly Heffer, Sustainability Engagement Officer, on 9205 5769.

## 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>.

# Annual Grants 2022 - Guidelines

## Prepare your Grant Application

When preparing your grant application, please consider the following:

- Begin your application as early as possible. We strongly recommend you submit your application before the due date. **The grant round closes strictly at 11:59pm on Sunday 29 November.** 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.
- 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.
- All questions marked 'response required' must be completed for the application to be eligible.

## Prepare your 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.

## 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: 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 thus give applications the best chance at success.

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.

## Why do we ask for a minimum grant amount?

While we strive to fund the grants to the amount requested, 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 is required for the project to run, and give the space for you to describe the 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 project is successful but you did not receive the full amount of funding, the Grants Team will be happy to discuss any changes you may need to make to the project.



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## Attachments and Support Material

You may wish to include 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;
- Links to short videos about your project

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.

## Financial Statements

All those applying as an organisation must upload a copy of the organisation's (or auspicing organisation's) most recent annual financial statement to their Annual 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/>

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## 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 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.

## 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.

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

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.

## 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, which shows how the funding was spent. You are required to keep accurate and up-to-date records including itemised receipts issued when funding is spent.

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 <https://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.

## 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>.

# Annual Grants 2022 - Guidelines

## 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 in October 2021.

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 Sunday 15 August 2021** and any additional 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).

## Stream Fact Sheets

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## Community Development Stream Fact Sheet (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 four 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;
- reduce social isolation in multi-unit housing developments;
- 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. Forty-five projects were funded in 2021 and the average grant was \$3,000. Successful applicants in this category may be offered three-year funding.*

### 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 specialised 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;
- the purchase of a defibrillator.

*Maximum grant: \$10,000. Twenty projects were funded for 2021 and the average grant was \$7,750.*

### 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 street closures as well as multicultural celebrations are encouraged to apply here.

*Maximum grant: \$3,000. Twelve events were funded for 2021 and the average grant was \$2,500.*

### Social Enterprise

The Social Enterprise Category supports not-for-profit organisations and businesses to build or establish innovative revenue generating projects, while also creating community benefits. Priority will be given to social businesses 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 provide a service or product that addresses an identified social, environmental or cultural need that is not being met by the commercial market, and/or develop income streams that allow social businesses to become self-sustaining and independent.

*Maximum grant: \$15,000. Two projects were funded for 2021 and the average grant was \$13,750.*

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## Community Development Stream (Page 2 of 2)

Is your project:	Contact Council Officer:
Relating to the <a href="#">Yana Ngargna Plan</a> : <ul style="list-style-type: none"> <li>From the local Aboriginal community</li> <li>For services targeted to the Aboriginal Community</li> <li>Recognising the local Aboriginal Community</li> <li>Responding to the needs and addressing emerging issues from the Aboriginal community in Yarra</li> </ul>	<b>Colin Hunter</b> (Community Planner - Aboriginal Partnerships) 9205 5014 <a href="mailto:Colin.Hunter@yarracity.vic.gov.au">Colin.Hunter@yarracity.vic.gov.au</a> or  <b>Daniel Ducrou</b> (Special Projects Officer) 9205 5107 <a href="mailto:Daniel.Ducrou@yarracity.vic.gov.au">Daniel.Ducrou@yarracity.vic.gov.au</a>
Relating to the <a href="#">Access and Inclusion Strategy</a> : <ul style="list-style-type: none"> <li>Supporting people with disabilities</li> <li>Increasing the representation and/or participation of people with disabilities in the community</li> <li>Responding to the needs and addressing emerging issues of people with disabilities in Yarra</li> </ul>	<b>Laurice Younge</b> (Access and Inclusion Project Officer) 9205 5414 <a href="mailto:Laurice.Younge@yarracity.vic.gov.au">Laurice.Younge@yarracity.vic.gov.au</a>
Relating to the <a href="#">Multicultural Partnerships Plan</a> : <ul style="list-style-type: none"> <li>Creating opportunities for people from multicultural backgrounds to make connections and share traditions</li> <li>Providing opportunities for cultural exchange between community groups</li> <li>Responding to the needs and addressing emerging issues from multicultural communities in Yarra</li> <li>Addressing racism in the community</li> </ul>	<b>Kathy Vrettas</b> (Community Planner - Multicultural Affairs & Neighbourhood Houses) 9205 5566 <a href="mailto:Katherine.Vrettas@yarracity.vic.gov.au">Katherine.Vrettas@yarracity.vic.gov.au</a> or  <b>Cristina Del Frate</b> (Community Partnerships Team Leader) 9205 5174 <a href="mailto:Cristina.DelFrate@yarracity.vic.gov.au">Cristina.DelFrate@yarracity.vic.gov.au</a>
Relating to <a href="#">Council Plan - Objective 1 "A Healthy Yarra"</a> : <ul style="list-style-type: none"> <li>Addressing health and safety issues in Yarra</li> <li>Promoting mental health and wellbeing</li> <li>Reducing the Harm from alcohol, tobacco and other drugs</li> </ul>	<b>Steph Ashby</b> (Senior Planner Community Health and Safety) 9205 5481 <a href="mailto:Steph.Ashby@yarracity.vic.gov.au">Steph.Ashby@yarracity.vic.gov.au</a>
Addressing issues of women's health: <ul style="list-style-type: none"> <li>Targeting the prevention of violence against women and children</li> <li>Responding to the needs and addressing emerging issues from women in Yarra</li> </ul>	<b>Laura Duncan</b> (Community Grants Officer) 9205 5170 <a href="mailto:Laura.Duncan@yarracity.vic.gov.au">Laura.Duncan@yarracity.vic.gov.au</a>
<ul style="list-style-type: none"> <li>From and/or supporting the LGBTIQ+ (Lesbian, Gay, Bisexual, Transgender, Intersex and Queer) community</li> <li>Responding to the needs and addressing emerging issues of the LGBTIQ+ community in Yarra</li> <li>Increasing the representation and/or participation of the LGBTIQ+ community</li> </ul>	<b>Michael van Vliet</b> (Community Grants Team Leader) 9205 5146 <a href="mailto:Michael.vanVliet@yarracity.vic.gov.au">Michael.vanVliet@yarracity.vic.gov.au</a>
Relating to the <a href="#">Active and Healthy Ageing Strategy</a> : <ul style="list-style-type: none"> <li>Providing accessible and inclusive recreational and social activities</li> <li>Increasing the representation and/or participation of older people in the community</li> <li>Responding to the needs and addressing emerging issues of older people in Yarra</li> </ul>	<b>Cheryle Gray</b> (Coordinator Community Planning) 9205 5175 <a href="mailto:Cheryle.Gray@yarracity.vic.gov.au">Cheryle.Gray@yarracity.vic.gov.au</a>
Relating to the <a href="#">Gambling Policy</a> : <ul style="list-style-type: none"> <li>Providing education on the risks of poker machine gambling for Yarra residents, businesses and visitors</li> </ul>	<b>Julia Bennett-Mitrovski</b> (Senior Planner Social Strategy) 9205 5490 <a href="mailto:Julia.Bennett-Mitrovski@yarracity.vic.gov.au">Julia.Bennett-Mitrovski@yarracity.vic.gov.au</a>
<ul style="list-style-type: none"> <li>Developing a local social enterprise in Yarra (applicants to the Social Enterprise category)</li> </ul>	<b>Michael van Vliet</b> (Community Grants Team Leader) 9205 5146 <a href="mailto:Michael.vanVliet@yarracity.vic.gov.au">Michael.vanVliet@yarracity.vic.gov.au</a>

# Annual Grants 2022 - Guidelines

## Climate Action Stream Fact Sheet (Page 1 of 2)

The Climate Action Stream seeks to support initiatives that accelerate community-led climate action at a local level. This stream places a priority on funding projects that:

- Mobilise the community to take climate action, including advocating for change
- Support the most vulnerable in our community to cope with climate impacts (e.g. extreme weather, energy and food insecurity)
- Build stronger social connections to increase resilience to future climate-related shocks and stresses
- Present replicable models to reduce carbon emissions; support local food systems; care for local natural environments; actively avoid and reduce waste and promote conscious consumption; and foster sustainable transport behaviours in the community

This is in line with the strategic directions and actions in Yarra Council's strategic documents:

- Climate Emergency Plan 2020 – 2024
- Waste Minimisation and Resource Recovery Strategy 2018 – 2022
- Urban Agriculture Strategy 2019 – 2023
- Nature Strategy 2020 – 2024 Prior to submission, applicants are encouraged to discuss their proposed projects with the relevant Council Officers (see below).

There are two tiers for Climate Action Grants:

**Climate Action Grant – Tier 1** The Climate Action Grant – Tier 1 supports smaller projects that accelerate community-led climate action focusing on the priorities listed at the top of this page. Project management, promotional, on-ground works and educational or capacity building activities are all eligible. Infrastructure, equipment or permanent fixtures may be funded as long as they directly contribute to a broader program involving community engagement/education around climate action. If you have an idea that will contribute to climate action in your local community, we're very happy to discuss it with you – see contact details below. Maximum grant: \$5,000. Two projects were funded for 2020, and the average grant was \$2,939.

**Climate Action Grant – Tier 2** The Climate Action Grant – Tier 2 seeks to support more substantial community projects that accelerate community-led climate action focusing on the priorities listed at the top of this page. In addition to the assessment criteria for all grant applications (on page 6), this tier of funding is seeking projects that focus on:

- 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 trialling an approach that is new to Yarra or to you? How will the learning from this project be shared?

# Annual Grants 2022 - Guidelines

Maximum grant: \$10,000. Four projects were funded for 2020, and the average grant was \$9,030. If a scaled-back version of your project could be implemented within the \$5,000 limit of the Climate Action Grant – Tier 1 grants, please indicate this in the Project Budget Summary section of the SmartyGrants online form. If your project is scalable, please indicate what you could do at different levels of funding (e.g. \$8,000 / \$5,000 / \$3,000).

<b>It is a requirement that you discuss your proposal with the relevant Council Officer:</b>	
General Climate Action Grants contact, including climate and energy	Kelly Heffer – 9205 5769 <a href="mailto:Kelly.Heffer@yarracity.vic.gov.au">Kelly.Heffer@yarracity.vic.gov.au</a>
Urban agriculture	Lucy Derum – 9205 5137 <a href="mailto:Lucy.Derum@yarracity.vic.gov.au">Lucy.Derum@yarracity.vic.gov.au</a>
Waste minimisation and recycling	Sophie Green – 9205 5725 <a href="mailto:Sophie.Green@yarracity.vic.gov.au">Sophie.Green@yarracity.vic.gov.au</a>
Sustainable transport	Julian Wearne – 9205 5734 <a href="mailto:Julian.Wearne@yarracity.vic.gov.au">Julian.Wearne@yarracity.vic.gov.au</a>
Biodiversity and urban greening	Craig Lupton – 9205 5727 <a href="mailto:Craig.Lupton@yarracity.vic.gov.au">Craig.Lupton@yarracity.vic.gov.au</a>

# Annual Grants 2022 - Guidelines

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

### Family, Youth & Children's Stream Fact Sheet

The Family, Youth & Children Stream is aligned to Council's 0 – 25 Years Plan 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.

The family, youth and children's services funding stream prioritise applications that clearly demonstrate strong community understanding, engagement and partnership. This is in line with the strategic directions and actions in Yarra Council's strategic documents:

- Councils 0 – 25 years Plan for children, young people and their families [hyperlink]

To submit a compliant and competitive application, make sure you have consulted with the community and/or any other organisation in the area as well as discuss their proposed projects with the relevant Council Officers (see below).

#### Family & Early Years

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:

- Develop partnerships between Council and community groups to achieve shared strategic outcomes
- Prevention and early intervention programs that respond to identified needs, particularly focused on early learning, mental health and wellbeing and attachment (e.g. playgroups, toy libraries, therapeutic interventions)
- 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, mental health, isolation)
- Projects or programs that create opportunities to enhance parental engagement and connection
- 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. Nine projects were funded for 2020, and the average grant was \$5,934

#### Youth & Middle Years

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:

- Develop partnerships between Council and community groups to achieve shared strategic outcomes
- Opportunities and programs for young people to develop their interests, connect and lead change in the community;



# Annual Grants 2022 - Guidelines

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

- Helping to build strong and positive relationships between parents and their children;
- Young people's social and emotional wellbeing and mental health; and
- Improving safety for young people online (and in their communities)

### Youth funding priorities:

- Supporting young people to access information, support and programs that promote mental health and wellbeing;
- Develop targeted prevention and early intervention programs in response to AOD, mental health,
- Initiatives that provide young people access to appropriate Education, Training & Employment pathways and support; and
- Initiatives that raise and amplify young people's voices, ensuring young people have more of a say on matters impacting them (incl. media)

Maximum grant: \$10,000. Thirteen projects were funded in 2020, and the average grant was \$8,407

<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>	
Family & Early Years 0 – 8 years	Melissa Eastwood - 9205 5411 <a href="mailto:Melissa.Eastwood@yarracity.vic.gov.au">Melissa.Eastwood@yarracity.vic.gov.au</a>
Middle Years 8 - 12 years	Rupert North – 9426 1544
Young People 12 - 25 years	<a href="mailto:Rupert.North@yarracity.vic.gov.au">Rupert.North@yarracity.vic.gov.au</a>

# Annual Grants 2022 - Guidelines

## Sports and Recreation Stream Fact Sheet (Page 1 of 2)

The City of Yarra 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 prioritised if they cater for the following unrepresented populations and/or physically inactive communities:

- Women and Girls;
- All abilities;
- LBGTIQ+;
- Culturally & Linguistically Diverse;
- Social Housing Tenants; and
- Older Adults.

To submit a compliant and competitive application, make sure quotes are provided.

### Funding Categories

#### 1. Participation Initiatives

Council is seeking to fund programs and projects that increase inclusion, diversity and access to opportunities that increase physical activity levels. Programs should address local community needs, be environmentally sustainable, enhance local neighbourhoods, and contribute to health and wellbeing outcomes. Priority will be given to initiatives which facilitate sustainability of local clubs and community organisations. New initiatives will be given priority over those that have received funding previously. For this funding stream, applicants must advise if and how they plan to continue at the conclusion of the initial funding period.

Examples may include:

- Programs or projects targeted at priority population participation e.g. programs for people with disabilities, social housing scholarships
- Programs or projects promoting LBGTIQ+ inclusion at the club
- Programs or projects 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
- Modified programs or projects outside traditional structures, with the objective of promoting health and wellbeing not necessarily growing club numbers e.g. couch to 5k (9 week running program) to take place the same time as juniors training sessions

Examples of community group initiatives may include:

- Partnerships between local community groups and physical activity providers
- Alternative recreation activities that do not have a big representation in Yarra e.g. touch rugby

*Please contact the Recreation team to discuss other participation initiative ideas.*

#### 2. Sport and Recreation Equipment

Groups can apply for:

- Up to 75% of the total cost of an approved Australian portable defibrillator, specifically for clubs who use venues which do not contain defibrillators. Funding may include training in the use of equipment. Council recommends Defib for Life or St John's Ambulance as suppliers.
- Up to 50% of the total cost (maximum of \$1,000) towards specific equipment to enable or enhance the participation of underrepresented populations. 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 specialised first aid equipment, portable access ramps, modified equipment, equipment to assist getting a new priority population program up and running. Council facilities do not accommodate storage of additional equipment so this needs to be factored in to proposals.

# Annual Grants 2022 - Guidelines

## Sport and Recreation Stream Fact Sheet (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. Council facilities do not accommodate storage of portable soccer goals so this needs to be factored in to proposals.
- 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. Council facilities do not accommodate storage of cricket roll out synthetic pitches so this needs to be factored in to proposals.

*Please contact the Recreation team to discuss other equipment that may be funded and storage spaces.*

### 3. Coach / Volunteer Training & Education

To increase the skills, knowledge and understanding of clubs 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 a disability and coaching people from culturally and linguistically diverse communities (CALD).
- Up to 75% of the total cost (max \$1,000) 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 \$1,000 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 \$1,000) for club volunteers to undertake practical training such as:
  - Child safe practices
  - Diversity and inclusion
  - Drugs and alcohol in sport
  - Business administration
  - Mental health awareness

### 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 (equipment may be funded if it relates to underrepresented populations as outlined above).
- All score boards (portable or fixed, electronic or manual), timers, stop watches, massage tables.
- Higher level coach licences and courses including: FFA/AFC Advanced Coaching Courses, AFL Level 3, Cricket Victoria Level 3, Swimming Silver Licence or equivalent in other sports.
- Any program that a sport club claims as part of the seasonal allocation discount process. Programs directed at underrepresented groups are to be supported by either the annual discount, or a community grant, not both.

*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. Twelve projects were funded for 2021 and the average grant was \$4,416.*

**To discuss how your project supports the relevant Council Plan or policy, and to meet application requirements please contact Bridget Turner, Sport Administration Officer, via email [Bridget.Turner@yarracity.vic.gov.au](mailto:Bridget.Turner@yarracity.vic.gov.au) or phone 03 9205 5340.**

# Annual Grants 2022 - Guidelines

## Arts and Culture Stream Fact Sheet (Page 3 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 strongly advised that you discuss your project with the relevant project officer before applying.

Funding Categories	Total Funding Pool	Contact Details
Arts Development	\$ 70,000	Brona Keenan 9205 5212 Lizzy Sampson 9205 5232
Festivals & Events	\$135,000	Penny Kyprianou 9205 5109
Community Arts	\$ 50,000	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; and
- creative use of public spaces and places in the municipality.

*\*Work which is newly created as part of the grant proposal or work which has not previously been shown in the City of Yarra and requires further development before presentation.*

*Eight projects were funded for 2021 and the average Arts Development grant was \$8,437. These can be found online at [arts.yarracity.vic.gov.au](https://arts.yarracity.vic.gov.au)*

**Festivals and Events** supports one off or a series of events taking place in Yarra that showcase, celebrate and promote creativity, culture, people, places and the arts. Within Festivals and 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; and
- creative use of public spaces and places in the municipality.

#### *Festivals and 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.

# Annual Grants 2022 - Guidelines

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

*Festivals and Events – Arts (continued)*

*There is no set funding amount that is awarded for each of these two sub-categories. The total funding pool across both categories is \$135,000.*

*Eleven events were funded for 2021 and the average Festivals and Events grant was \$11,812. These can be found online at [arts.yarracity.vic.gov.au](https://arts.yarracity.vic.gov.au)*

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

Funding priorities for this category are:

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

*Seven projects were funded for 2021 and the average Community Arts grant was \$9,514. These can be found online at [arts.yarracity.vic.gov.au](https://arts.yarracity.vic.gov.au)*

**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 relevant completed or in development projects– this could include images (maximum of 10), scripts, plans, sound files 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
- confirmation of venue booking (if applicable)

# Annual Grants 2022 - Guidelines

## Community Housing Stream Fact Sheet

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 those initiatives that help sustain tenancies, build more cohesive and resilient communities, and address social and cultural impacts for tenants of community housing and those at risk of homelessness in Yarra.

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 stability of community housing tenancies; and
- build resilience and local connectedness for community housing tenants.

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

- 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 packages that support new community housing tenancies to access local supports; and
- explore local partnerships that increase the resilience and connectedness of community housing tenants

*Funds available: \$50,000. Maximum grant: \$50,000. Two projects were funded for 2021.*

### **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.

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

Social Strategy and Community Development

**Michael Ward** (Homelessness and Rough Sleeping) 9205 5410  
[Michael.Ward@yarracity.vic.gov.au](mailto:Michael.Ward@yarracity.vic.gov.au)