



# Community Partnership Grants 2021-2025

Guidelines and application  
information



## Introduction – 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: <https://www.yarracity.vic.gov.au/about-us/council-information/council-plan>

The purpose of the Community Partnership Grants (CPG) program is to support Council in achieving the Strategic Objectives of the Council Plan, to support community organisations through strategic partnerships, to develop a positive approach to the resolution of social issues, and to maintain a high level of accountability and transparency for Council with regards to funding.

The four-year Community Partnership Grants support community engagement activities which utilise both Council contributions and community organisation contributions. These activities will yield data such as leveraged funding, client participation, additional services providers, strategic information, as well as providing exposure for Council.

The impact of these activities for Council is expected to establish and strengthen partnerships and relationships, provide support and resources to the community, contribute to Council's strategic objectives and gather valuable information about emerging and long-term issues. It is also expected to provide sector development within the community, strengthening community organisations and the community as a whole, and developing an increasingly agile and responsive community.

Ultimately, the impact of this program would be to develop an empowered and self-determining community, providing a positive approach to the resolution of social issues while fostering vibrant and diverse cultural activities through Yarra. It will also improve the organisational resilience and capacity of both Council and community organisations, providing a high level of accountability and transparency with regards to funding and the ability to identify and respond effectively to emerging and long-term issues.

The CPG Program runs on a financial year basis. The next round begins on July 1 2021, and will run for four years (2021/22, 2022/23, 2023/24, 2024/25). Funding for each financial year is subject to Council's budget approval.

CPG are for projects that are based on an invaluable, unique and enduring partnership between Council and community organisations. Funding is provided either as operational funding, or for specific programs. This program acknowledges the recurrent nature of a number of partnership projects and provides greater security for the community organisation, and maintains a high level of accountability and transparency of funding for Council. As a result of this the CPG is a targeted and non-contested grants program, whereby Council determines (based on set criteria) who to invite to the program.

To be invited to apply for a CPG each group had to demonstrate:

- The organisation has strong systems and processes
- There is still a need for the project
- The organisation works in partnership / collaboratively
- The project aligns with Council's current priorities
- The project aligns with the sector's direction
- The organisation is the best, or only provider, of the service
- The project plan and budget for the next four years appears realistic.

Inclusion in the current CPG round does not guarantee inclusion in any future rounds.

## Key dates for Community Partnership Grants 2021-2025

Grant round opens	11 May 2021
Applications Close	<b>30 May 2021</b>
Announcement of grant outcomes	30 June 2021
Funding agreements to be returned by successful applicants	July 2021
Grants paid by Electronic Funds Transfer	July/August 2021
Projects Commence	July 2021

## Application Process

Applicants are required to submit their application and any supporting documentation using the SmartyGrants online form. The link to the form will be emailed to applicants when it becomes available on 11 May. Applicants will need to use the specific link emailed, as the form will not be available through the City of Yarra SmartyGrants page. However, once an application has been started, applicants will still be able to access their form in progress and after it has been submitted from their SmartyGrants account, accessible at [cityofyarra.smartygrants.com.au](http://cityofyarra.smartygrants.com.au).

## Assessment Criteria

All applications will be assessed on their ability to meet the following criteria:

- capacity of the applicant to deliver on project outcomes;
- clearly defined project aims;
- clearly defined project plan;
- clearly defined measures of success;
- alignment with Council plans;
- evidence of community need;
- expected community benefit;
- community participation and consultation where appropriate; and
- a complete and realistic budget.

## Applicant Eligibility Criteria

Applicants for Community Partnership Grants must meet the following eligibility requirements. Please note that ineligible applications will not be assessed.

### Eligible Applicants

Community Partnership Grants Applicants must be:

- Invited to apply for the Community Partnership Grant round;
- not-for-profit, incorporated organisations/community groups and have an active ABN **or** meet one of the following specific exceptions:
  - unincorporated not-for-profit community groups can have their application auspiced by an eligible incorporated organisation or Neighbourhood House;
- Applicants must have acquitted previous Council grants and have no outstanding debts to Yarra City Council;
- Adequate public liability insurance, working with children checks, WorkCover and superannuation coverage are required to be held by all funding recipients;
- All required supporting material to be submitted when applying.

## Eligible Projects

- Applicants must be locally based and/or applying for a program, service or activity that is of benefit to the Yarra community;
- Programs must have a public outcome in the City of Yarra;
- Programs must take place throughout 1 July 2021 to 30 June 2025.

## 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. Equipment may be purchased as part of a broader project;
- 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;
- 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;
- Applications to fund projects retrospectively;
- Neighbourhood Houses are funded through Council's Neighbourhood House Funding Program therefore are not eligible to apply directly for support, however they are able to apply as an auspice for another community group

## Organisations that are not incorporated

An organisation that is not incorporated must have their application 'auspiced' by an incorporated organisation. An auspice organisation is an incorporated organisation that applies for a grant on behalf of a group that is not incorporated.

Applications can now be submitted directly by groups being auspiced. Be advised that you will still need to provide information from the auspice organisation including: their contact details, ABN, and Financial Report. All paperwork and funds will be signed by and distributed to the auspice organisation.

The auspice organisation is accepting 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.

Auspice organisations may charge a grants administration fee to perform this role, acknowledging their contribution and responsibility. This fee is to be negotiated by the two parties. This grants administration fee needs to be listed in the submitted project budget. Auspice organisations are also asked to list their in-kind support provided to the organisation in the project budget.

It is recommended that an Auspice Agreement be entered into between the Auspice Organisation and the Auspice Organisation. Issues to be considered in an Auspice Agreement can be found at [www.pilch.org.au/auspicing](http://www.pilch.org.au/auspicing).

## **Goods and Services Tax (GST)**

GST will apply to your grant if your organisation is registered for GST with the Australian Tax Office (ATO). In these cases Council will add 10% to the grant for the GST. Where a grant applicant is not registered for GST, tax does not apply to the grant. Grants are considered taxable income by the ATO. For further information visit [www.ato.gov.au](http://www.ato.gov.au)

## **Collaborative Approaches**

Council encourages all applicants to consider collaborating on projects that work towards a common goal or support a common target group. We encourage groups to work together, learn from each other's experience and avoid unnecessary duplication.

## **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: [www.yarracity.vic.gov.au/services/Community-Planning/Community-grants/annual-grants-2016](http://www.yarracity.vic.gov.au/services/Community-Planning/Community-grants/annual-grants-2016). For more information contact Laurice Younge Metro Access Officer on 9205 5414.

## **Environmental Impact**

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

## **How to Apply**

It is a requirement that you contact the Community Grants Team to discuss your project before you commence working on your application. The Grants Team will then be able to refer you on to the Council Contact assigned to your grant application. The Grants Team can be reached on 9205 5170.

Only applicants invited by Council are eligible to apply. Applicants are required to submit their application and supporting documentation using the SmartyGrants online form. The link to access this form will be emailed to all invited applicants. We will be using the most recently supplied contact information. If you believe this needs to be updated to a different contact person, please contact us as soon as possible.

## **Prepare a Grant Application**

When preparing your grant application, please consider the following important components:

- Begin your application as early as possible. It is highly recommended to submit your application before the due date. The grant round closes strictly at 11:59pm on 30 April 2021, and we are unable to accept late applications.
- Ensure that you have a clear idea about what it is that you want to do and how you are planning on doing it.
- Ensure that you state in your project description what the actual project is. Describe the event/activity/program, so that it is clear what you want to do, and why you want to do it.
- 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 Program Budget

Applicants will be required to provide a program budget for year one of the grant. When preparing a budget for your program please consider the following important components:

- It is important that all costs are realistic and justified for the proposed program;
- Staff costs and equipment must be part of an overall budget to help demonstrate the capacity to achieve the outcomes for the project;
- Due to the limited funding, successful applicants may not be granted the full amount they request. A smaller amount may be recommended if the project is still viable. Therefore it is important to ensure that your budget is as detailed as possible so that Council can be clear on which items they are supporting;
- If you have applied for other funding for your project, please note this in your budget and mark whether the funding is confirmed or unconfirmed.

## Attachments and Support Material

All organisations must upload a copy of the organisation's most recent Annual Report, including their annual financial statement to their Community Partnership Grant application. For most organisations, this will be the 2019/2020 Report. If your application is being auspiced, we only require a financial statement from the auspicing organization.

Applicants must also attach a copy of their Certificate of Current Public Liability Insurance.

Please scan and submit these and all other support materials with your online application.

## Acquittal

To be eligible for a Grant, organisations must have acquitted all completed grants from Yarra City Council. Links to the appropriate acquittal forms are listed under each application in SmartyGrants. Please login to: [cityofyarra.smartygrants.com.au](http://cityofyarra.smartygrants.com.au) and follow the links to the specific grant.

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

## Changing or Ending a Community Partnership Grant

The CPG begins on July 1 2021, and runs for four years (2021/22, 2022/23, 2023/24, 2024/25). Funding for each financial year is subject to Council's budget approval. Programs must take place throughout 1 July 2021 to 30 June 2025.

Council understands that circumstances can change across the four year period, and that changes may need to be made in this time. If a grant recipient need to make significant changes to a CPG, they will need to complete a Project Variation Form through SmartyGrants. They will need to request for this form to be added. It is strongly recommended that they also discuss any proposed changes with the relevant Council Contact.

If a grant recipient has a significant change in circumstances and are no longer able to proceed with the CPG at all, it is possible to end the CPG as per the Funding Agreement that will be signed. This will require the grant recipient to submit notification in writing of their intention to end the CPG. Any spent funds will need to be acquitted, and unspent funds will be required to be returned.

If the conditions of the Funding Agreement (signed by both parties) are not being met, or if the grant recipient needs to vary the project to the extent that it no longer aligns with the Council objectives or the grant criteria, Council can suspend or terminate a CPG, and request the return of unspent funds.

The process for suspending and terminating a grant will be included in the Funding Agreement dispute resolution process.

Inclusion in the current CPG round does not guarantee inclusion in any future rounds.

## Submitting Your Application

11:59pm on Sunday 30 May 2021  
No late applications will be accepted  
You will be notified of the outcome on 30 June 2021

Applicants are required to submit their applications and supporting documentation using the online form. Typed, emailed, faxed or hard copy applications will not be accepted.

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.

You can return to <http://cityofyarra.smartygrants.com.au> at any time to view your application, but once it is submitted it cannot be changed.