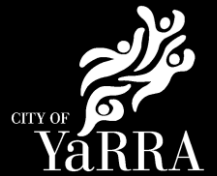# Investing in Communities Grants

2021-2023

Guidelines and information

CITY OF
YaRRA

Introduction

Yarra City Council runs a number of Programs and Grant Rounds to help achieve the Strategic Objectives of the Council Plan.

Investing in Community Grants (ICG) 2021-2023 is a competitive grant round which provides three years of funding to not-for-profit organisations that run programs which serve the community and align with Council's funding priorities. The total pool of funding available is $280,000 per year over three years. The maximum grant is $50,000 per annum.

ICG will focus on twenty-five Funding Priorities that represent priority elements of nine of Council's key strategic plans. These priority objectives are listed in a table at the end of this document. Each successful application will directly address at least one of these priority areas. Council's strategic plans are available in full on Council's website. Visit https://www.yarracity.vic.gov.au/about-us/council-information/council-plan to view a full copy of the current Council Plan or see the table at the end of this document for links to individual Strategic Plans.

ICG recipients will work on their projects over three years (2021-2023), keeping in regular contact with Council's Contacts and maintaining an ongoing evaluation of their work.

Key dates for ICG 2021-2023

Preview application form available in SmartyGrants	October 2020
Grant round opens	**9am, Thursday 15 October, 2020**
Grants Information Session	Yet to be confirmed
Council Contacts available for consultation	Until Friday 27 November, 2020
Applications close	**11:59pm, Sunday 29 November, 2020**
Announcement of grant outcomes	February 2021
Funding agreements to be returned by successful applicants	From February 2021
Grants paid by Electronic Funds Transfer	From February 2021
Projects commence	From February 2021

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 funding priorities;
- evidence of community need;
- expected community benefit;
- community participation and consultation where appropriate; and
- a complete and realistic budget.

Eligibility Criteria

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

Eligible Applicants

- Applicants must have an active ABN*;
- 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;
- Applicants must have acquitted previous Council grants and have no outstanding debts to Yarra City Council;
- Applicants must provide a financial statement;
- Adequate public liability insurance, working with children checks, WorkCover and superannuation coverage are required to be held by all funding recipients;
- 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/

Eligible Projects

- Applicants must demonstrate how the proposed project will meet at least one listed Council Funding Priority listed in the table at the end of this document;
- Applicants must be locally based and/or applying for a program, service or activity that is of benefit to the Yarra community;
- All projects must have a public outcome within the City of Yarra;
- The project must take place across the three year period from 1 January 2021 and 31 December 2023.

*Applicant names must match the entity (legal) name for the ABN, or a registered buriness 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, 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/2020_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 Investing in Community Grants;
- Businesses or for-profit organisations;
- Individuals;
- Auspiced applications will not be accepted in this grant 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 an ongoing project with a proven and direct benefit to the Yarra community;
- Building, renovation works, capital works**, upgrading or permanent fixtures, or facility maintenance works;
- Ongoing staff salaries or administration costs not specific to the project;
- The purchase of equipment only. Equipment may be purchased as part of a project;
- Activities that are sponsored by gambling businesses or take place at inappropriate venues;

Projects that are not eligible (cont.)

- 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;
- A project that will be offered for assessment in the above training courses;
- Applications that are solely for attending forums, workshops and conferences;
- Competitions; Prize-events, award exhibitions or exclusively fundraising events;
- 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.

Before Submitting your Application

Information and Training Sessions

Council is holding an **information session** for applicants seeking further information on the grants and the application process. There is no need to RSVP, however please let Council know if you require an interpreter for these sessions. Please see the table of Key Dates on Page 1 for times and locations. Should social distancing measures remain in place in response to the COVID-19 pandemic, these information sessions will be delivered online. For further details please visit https://www.yarracity.vic.gov.au/about-us/grants/investing-in-community-grants.

Council is also offering grant writing sessions through our Skills and Training Program. For details and to register please visit https://www.yarracity.vic.gov.au/about-us/grants/community-training

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. Applicants should also call the Council Contact listed against the Funding Priority 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 difficulty with your SmartyGrants user account or accessing an application, please contact SmartyGrants via email at: service@smartygrants.com.au

Speak to a Council Contact

Contact details of the Council Officers responsible for each Funding Priority are detailed in the table at the end of this document. **It is important that you talk through your project ideas with the officer responsible for the Funding Priority before applying**. The Council Officer can provide you with advice on how to shape your program and application to give it every chance of success.

If you would like to request a meeting with the Council Contact or a member of the Grants team, please contact the Council Contact for the appropriate Funding Priority as listed in the table at the end of this document to arrange a suitable time.

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. Additional supporting documentation for collaborative projects can be attached to the application via the upload link in the application.

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, or by phone on 9416 2905.

Accessibility

Council encourages all applicants 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 Yarra Grants website at: https://www.yarracity.vic.gov.au/about-us/grants/investing-in-community-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 round of grants

Applicants are encouraged to view the successful grants from the 2018-2020 round 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/investing-in-community-grants

Preparing 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, Sunday 29 November 2020**, and technical support will not be available after 5pm on the closing date. We are unable to accept late applications for any reason.
- Ensure that you state explicitly what your project is. Describe the event/activity/program, so that it is clear what you want to do, how you want to do it, and why it is worth doing.
- 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:

- Due to the competitive nature of ICG, successful applicants may not be granted the full amount they request. A smaller amount may be recommended if the project will still be viable. Therefore it is important to ensure that your budget is as detailed as possible so that the assessment officers can be clear which items they are supporting;
- The average Investing in Community Grant in 2018-2020 was $32,000 per annum;
- Staff costs and equipment must be part of an overall budget to help demonstrates the capacity to achieve the outcomes for the project;
- Applications may be strengthened by applying for and securing other funding for your project. Please include all funding in your budget and ensure it is clear if the funding is confirmed or unconfirmed; and
- It is important that all costs are realistic and justified within your application.

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.

Attachments and Support Material

You may wish to include support 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, or that you have previously worked with;
- links to short videos about your project;
- examples of previous work or projects;
- evaluation report from previous iterations of the program

Financial Statements

All those applying as an organisation must upload a copy of the organisation's most recent annual financial statement to their 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 https://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 you 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/

Public Liability Insurance

Applicants are not required to include a copy of their public liability insurance with their Investing in Community 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.

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.

Submitting Your Application Online

Applicants are required to submit their application and supporting materials using the online grants form available via: cityofyarra.smartygrants.com.au

A preview version of the application form will be available from this website from October 2020.

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 which will include a PDF copy for your records. This will be sent to the email address you logged into SmartyGrants with. *If you do not receive this email your application has not been submitted successfully.* City of Yarra staff cannot view applications that have not been submitted, so please make sure you hit the submit button at the end of the application process.

Applications and all supporting material are due by **11:59pm, Sunday 29 November 2020,** and any additional information or materials will not be accepted after this date.

Smartygrants support will not be available after 5pm, and as such, we recommend submitting before this time. Typed, emailed or faxed applications will not be accepted. Ineligible applications will not be assessed.

For further information please call Community Grants on 9205 5170 or email yarragrants@yarracity.vic.gov.au.

Yarra Annual Grants 2021

Applications for Yarra's Annual Grants 2021 program will also be open from 15 October to 29 November, 2020. As the Annual Grants close at the same time you are able to submit an application to both the Investing in Community Grants and the Annual Grants for the same project. If your application is recommended in the ICG, it will be withdrawn from consideration for an Annual Grant.

It is highly recommended that you submit an application to both programs, so that your project can still be considered for funding in 2021 if it is not successful in the ICG program. Council cannot move an application to the Annual Grants on your behalf.

Applications to be submitted by 11:59pm, Monday 29 November, 2020.

No late applications will be accepted

Technical support will not be available after 5pm. As such, we recommend submitting before this time.

Applicants will be notified of outcomes in February 2021.

You can save and return to http://cityofyarra.smartygrants.com.au/ at any time. Once submitted, the application can still be viewed, but can only be changed with the Grant Team's assistance. Please call the Grants Team on 9205 5170. Changes will not be possible after the application closing date.

Funding Priorities for Investing in Community Grants 2021-2023

It is important that you talk through your project with the relevant Council Contact for the Funding Priority before applying for a grant.

	Funding Priorities	Council Contact
1	**0-25 Years Plan 2018-2022 – Early Years** **Priority 1:** The voices of young children in Yarra are listened to along with those of their families (principles of respect and participation) **Priority 2:** Young children and their families in Yarra are resilient (principles of inclusive and accessible and valuing diversity)	Melissa Eastwood 9205 5411
2	**0-25 Years Plan 2018-2022 – Middle Years** **Priority 1:** Support and enhance the health and wellbeing of middle years children and young people, and their families **Priority 2:** Design and deliver activities, programs, and events that meet the diverse needs and interests of middle years children and young people **Priority 3:** Link middle years children and young people to positive role models and enhance connections to peers, families and communities	Rupert North 9426 1544
3	**0-25 Years Plan 2018-2022 – Youth** **Priority 1:** Develop targeted prevention and early intervention programs in response to emerging themes for young people such as mental health; safety; bullying, racism and discrimination; youth justice; and the climate emergency **Priority 2:** Support young people to access appropriate education, training and/or employment pathways responsive to their needs **Priority 3:** Work with young people and media outlets to provide proactive and positive media representations that showcase talents, culture and identity of young people	Rupert North 9426 1544
4	**Access and Inclusion Strategy 2018-2024** **Priority 1:** Provide equitable and accessible opportunities for people with disability to engage in cultural and social activities and events and in civic and community decision making. **Priority 2:** Create and promote resources, information and communication that are responsive to the needs of people with disability. **Priority 3:** Increase community awareness regarding practices that are inclusive of people with disability.	Cheryle Gray 9205 5175
5	**Active and Healthy Ageing Strategy 2018-2024** **Priority 1:** Ensuring residents 50yrs+ have access to a wide range of opportunities for all aspects of healthy living, including recreational, mental, emotional and social. **Priority 2:** Ensuring accessibility and mobility for residents 50yrs+ throughout Yarra. Providing safe access to open space, parks, local shopping centres and neighbourhood precincts. **Priority 3:** To provide opportunities for residents 50yrs+ to be involved in lifelong learning activities and engage in active roles through intergenerational learning opportunities and mentoring between students and residents 50yrs+.	Cheryle Gray 9205 5175

6	**Multicultural Partnerships Plan 2019-2023** **Priority 1:** Create opportunities for people from multicultural backgrounds to make connections and share traditions, encouraging a stronger sense of belonging to the broader Yarra community. **Priority 2:** Support programs and services that target groups from multicultural backgrounds at risk of disadvantage (e.g. people seeking asylum, women, people with disabilities, international students, LGBTIQ+). **Priority 3:** Support opportunities which promote intercultural relations, combat racism, celebrate diversity and acknowledge the multicultural heritage of Yarra.	Cristina Del Frate 9205 5174
7	**Yana Ngargna Plan** **Priority 1 (Relationships):** supporting community connections, promoting culture, and protecting important places. **Priority 2 (A Visible Culture):** increasing the visibility of Wurundjeri Woi Wurrung, Aboriginal and Torres Strait Islander people, culture, issues and achievements in Yarra. **Priority 3 (Community Health and Wellbeing):** working towards improved health and wellbeing outcomes for Wurundjeri Woi Wurrung, Aboriginal and Torres Strait Islander people in Yarra. **Priority 4 (Organisational Development):** increasing Council's capacity, confidence and connection through improved Wurundjeri Woi Wurrung, Aboriginal and Torres Strait Islander employment pathways, cultural awareness and internal coordination.	Colin Hunter 9205 5014
8	**Climate Emergency Plan 2020-2024** **Priority 1:** Mobilise the community to take climate action, including advocating for change. **Priority 2:** Support the most vulnerable in our community to cope with climate impacts (e.g. extreme weather, energy and food insecurity). **Priority 3:** Build stronger social connections to increase resilience to future climate-related shocks and stresses. **Priority 4:** Present replicable models to reduce carbon emissions; support local food systems; care for local natural environments; avoid waste and enable more conscious consumption; and foster sustainable transport behaviours in the community.	Kelly Heffer 9205 5769
9	**Yarra Volunteering Strategy 2019-2023** **Priority 1:** Encourage volunteering, across a range of cohorts, as a way for people to connect with and participate in the Yarra community. **Priority 2:** Support and create pathways to help people into employment opportunities within the Yarra community via volunteering. **Priority 3:** Recognise and celebrate the valuable contributions made by volunteers.	Elly Murrell 9205 5106

Cover photo courtesy of Kids Space in Yarra

FOR INFORMATION IN YOUR LANGUAGE ABOUT THIS DOCUMENT OR ABOUT COUNCIL, PLEASE CALL 9280 1940 AND QUOTE THE **REF** NUMBER BELOW.

ARABIC

للمعلومات باللغة العربية، حول هذا المستند أو عن المجلس البلدي، نرجو الإتصال هاتفيا على الرقم 9280 1930 وأذكر رقم المرجع **REF** المذكور أدناه.

SIMPLIFIED CHINESE

欲知有关本文档或议会的普通话版本信息，请致电9280 1937并报上下列**REF**号码。

TRADITIONAL CHINESE

欲知有關本文檔或議會的粵語版本資訊，請致電9280 1932並報上下列**REF**號碼。

GREEK

ΓΙΑ ΠΛΗΡΟΦΟΡΊΕΣ ΣΤΑ ΕΛΛΗΝΙΚΆ ΣΧΕΤΙΚΈΣ ΜΕ ΑΥΤΌ ΤΟ ΈΓΓΡΑΦΟ Ή ΤΗ ΔΗΜΑΡΧΊΑ, ΠΑΡΑΚΑΛΟΎΜΕ ΚΑΛΈΣΤΕ ΤΟ 9280 1934 ΚΑΙ ΑΝΑΦΈΡΕΤΕ ΤΟΝ ΑΡΙΘΜΌ **REF** ΠΑΡΑΚΆΤΩ.

ITALIAN

PER AVERE INFORMAZIONI IN ITALIANO SU QUESTO DOCUMENTO O SUL COMUNE, SI PREGA CHIAMARE IL NUMERO 9280 1931 E CITARE IL NUMERO DI RIFERIMENTO (**REF** NUMBER) SOTTOINDICATO.

SPANISH

PARA INFORMACIÓN EN CASTELLANO SOBRE ESTE DOCUMENTO O SOBRE EL AYUNTAMIENTO, LLAME AL 9280 1935 Y CITE EL NÚMERO DE **REF** DE MÁS ADELANTE.

VIETNAMESE

ĐỂ BIẾT THÔNG TIN BẰNG TIẾNG VIỆT VỀ TÀI LIỆU NÀY HAY VỀ HỘI ĐỒNG, XIN HÃY GỌI SỐ 9280 1939 VÀ NÊU SỐ **REF** DƯỚI ĐÂY.

REF **17081**