



Annual Community Grants 2021/2022 Guideline

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Governing policy (ref no):	Council Grants Policy 2020
Guideline owner:	Director Environment, Recreation and Infrastructure
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1. Guideline intent

Council's Annual Community Grants Program is intended to support initiatives proposed by community groups which strengthen and enrich community life through the provision of an improved range of leisure, cultural, community development, environmental, health, education, sporting and welfare programs and activities.

2. Scope

This guideline outlines the process for assessment and administration of the Annual Community Grants in 2021/2022. The guideline applies to applicants for grant payments and Council staff involved in the assessment and recommendation of grants.

3. Procedure statement

3.1 Purpose of grants

Grants of up to \$7,500 each may be made for initiatives by community groups that meet the objectives of the Bayside City Council Grants Policy 2020, particularly:

- To assist community organisations to establish, extend and improve programs and services that address local needs;
- To encourage voluntary activities, community participation and the contribution of local groups and organisations to community life;
- To promote community development and build social capital; and
- To encourage innovative approaches to emerging issues and needs.

3.2 Eligibility

Applicants must be not for profit organisations where membership is wholly or significantly made up of people who reside in Bayside, and/or the grant proposal supports a program or project that significantly benefits the Bayside community.

All applications will be assessed on an individual basis and will be determined in accordance with the assessment criteria.

To be eligible for consideration, applicants must have acquitted all previous Council grants (including Contingency grants) by their respective due date prior to submitting to the 2021/2022 Annual Community Grants round. Applicants with approved acquittal extensions due to COVID will also be ineligible until all funds have been acquitted.

3.3 Applications

All applications **must be lodged through Council's online grant management system** which is accessed at <https://www.bayside.vic.gov.au/annual-community-grants>

If an application is being supported by an auspicing body on behalf of another organisation, the application form must have written approval of the auspicing body submitted with the application, or the application must be submitted by the auspicing body.

All applications received are reviewed for eligibility. There is a limit of one application per organisation.

3.4 Assessments

Eligible applications will undergo initial assessment based on:

- Organisations' level of connection to Bayside; and
- Equitable opportunity and organisational sustainability – i.e. number of previous grants.

Following which, applications will be referred to relevant Council staff for internal assessment using a point scoring system based on:

- Evidence of community need;
- Overall expected benefits for the community;
- Alignment with Council's strategic documents – particularly the Wellbeing for All Ages and Abilities Strategy 2017-2021;
- Ability to strengthen local community and build capacity;
- Ability to increase participation and inclusion opportunities; and
- Environmental benefits and sustainability.

Priority will be given to initiatives that target vulnerable members of the community, build resilience or reach new audiences.

- Assessments will be reviewed by the Community Development Officer, Community Wellbeing Coordinator and Manager Open Space, Recreation and Wellbeing, as well as relevant Council department assessors as referred by appropriate department Managers.

- The Community Development Officer, Community Wellbeing Coordinator and Manager Open Space, Recreation, and Wellbeing will refer the prioritised grant funding list to the Director Environment, Recreation and Infrastructure for review.
- The Director Environment, Recreation and Infrastructure will recommend to Council the distribution of annual grants from the 2021/2022 budget allocation.
- Council will determine the grant allocations at a Council Meeting.
- Council may allocate less than the full amount for which an application is made.
- All applicants will be advised of the outcome of their application.
- Successful applicants will be invited to an event to celebrate their success.

3.5 Timetable

Applications open	Monday 12 April 2021, 9am
Information session <i>Information session will be recorded for viewing on Council's website</i>	Tuesday 13 April 2021, 1 – 2pm <i>Bayside City Council, 76 Royal Avenue, Sandringham</i>
Brighton Library computer session - for those applicants without access to a computer	Tuesday 4 May 2021, 1 – 2pm <i>(bookings essential)</i>
Applications close	Wednesday 19 May 2021, 5pm
Assessment of applications	June and July 2021
Recommendations presented to Council	Tuesday 17 August, 2021
Celebration Evening	Thursday 9 September 2021, 6.00pm – 7.30pm
Grant recipient acquittal report due	30 June 2022

3.6 Information about grants

Information about the grants program is contained in this guideline and available on the Bayside City Council website <https://www.bayside.vic.gov.au/annual-community-grants>.

New applicants are strongly encouraged to attend or view an information session before submitting the online application. The information session will outline the grants process and provide an opportunity for applicants to ask questions.

Applicants must have an email address to submit an online application.

Applicants should also consider any Council planning or statutory requirements, standards or permits for the project before submitting an application.

If you require assistance with your project planning or advice regarding your application, please contact Council's Community Development Officer on 9599 4787, or email grants@bayside.vic.gov.au.

3.7 Who can apply?

To be eligible for a Bayside Annual Community Grant:

- The applicant must be a not-for-profit organisation
- The applicant must be either
 - an incorporated association or similar legal entity; or
 - auspiced by another organisation that is incorporated (or has a similar legal identity) and can manage the grant on behalf of the applicant.
- The applicant organisation (or auspicing body) must have public liability insurance that is deemed appropriate by Council's Risk Manager.
- The applicant must
 - have a membership that is wholly or significantly made up of people who are Bayside residents or ratepayers; and /or
 - submit a grant proposal for a program or project that significantly benefits the Bayside community.

Applications will not be considered if they do not meet these basic eligibility criteria.

An organisation that acts as an Auspice Organisation for an unincorporated organisation may also apply for a grant in its own right for a separate project.

3.8 What will not be funded?

Grants will not be made under this program to:

- Individuals
- Profit-making or commercial enterprises
- Registered political parties
- Government agencies
- Fundraising appeals for or by philanthropic foundations or charities
- Projects or initiatives that receive significant funding from another funding agency
- Programs that are the responsibility of State or Federal government
- Projects or activities that form part of a school's curricular or extracurricular program
- Organisations which have an outstanding debt to Council or have not satisfactorily acquitted a previous grant; or
- Fund ongoing core operational costs such as salaries, training, facility maintenance, insurance, rent, utilities, infrastructure, capital projects and rubbish removal etc.

Note: Projects or initiatives that meet the funding purpose of an alternative grant programs within Council's Contingency Grants (for example, Events and Festivals) will be referred to the more appropriate stream. Applicants are encouraged to review all of Council's available funding streams for suitability prior to submitting an application.

3.9 What projects can be funded?

Proposed projects must:

- Be initiatives that are consistent with one or more of the purposes outlined in part 3.1 above
- Have not yet commenced and can be completed by 30 June 2022
- Meet the criteria contained in these guidelines

Note: It is recommended that applications demonstrate an alignment with one or more of the goals and objectives of the Wellbeing for All Ages and Abilities Strategy 2017-2021.

3.10 Payment of grants

Grant amounts will be determined by Council exclusive of the Goods and Services Tax (GST).

Payments to organisations that are registered for GST will include an applicable GST component.

Successful applicants will be required to present Council with a Tax Invoice to enable the grant payment. Tax Invoices should be made out to Bayside City Council, for the attention of the Community Development Officer.

A Tax Invoice from an organisation that is registered for GST must include a GST component and state that this amount is included.

An organisation that does not have an ABN must complete a 'statement by supplier' form (to be provided by Council) to accompany the invoice.

Auspicing bodies will be responsible for submitting a Tax Invoice for any auspiced project and will be responsible for the funds. Payment will be made to the auspicing body.

3.11 Acquittals

Successful applicants must complete and submit an online acquittal form to Council by 30 June 2022. The acquittal form includes a declaration by the organisation's Treasurer, or authorised officer, confirming that the grant funds have been fully spent on the purpose for which the grant was made. The acquittal report will provide details of the project implementation, outcomes, and benefits to the Bayside community.

3.12 Conditions of grants

- Grants are only to be used for the approved project;
- Funds are to be spent by 30 June 2022;
- Any unspent part of the grant must be returned to Council;
- The recipient organisation must follow sound governance practices, comply with all laws and regulations, adequately support and supervise volunteers and work to ensure public safety in conducting the project;
- The recipient is responsible for ensuring Public Liability Insurance cover for the project and must indemnify Council against any legal claims arising out of the project; and
- The organisation must acknowledge Council contribution in all public documents, signage or announcements about the project (logo to be supplied by Council).

4. Related documents

Policies	Council Grants Policy 2020
Strategies	Wellbeing for All Ages and Abilities Strategy 2017-2021 Bayside 2025 Community Plan Council Plan 2017-2021 Other Council strategies may be relevant to particular grant proposals (refer to Council's website https://www.bayside.vic.gov.au/plans-and-strategies for details)

5. Definitions & Abbreviations

Term	Meaning
ABN	Australian Business Number
Acquittal	A reporting process to ensure that all funds have been fully expended for the purpose for which the funds were initially granted.
Auspicing body	An incorporated organisation that manages a grant on behalf of an unincorporated entity. An auspicing body is responsible for managing the funds and providing a financial report (acquittal) on the completion of a project.
Incorporated association or similar legal entity	An organisation that is legally recognised can hold assets and be involved in legal action. This will generally be under the <i>Associations Incorporations Act 1981 (Vic)</i> or as a company limited by guarantee under the <i>Corporations Act 2001</i> .

Please note: This guideline is current as at the date of approval. Refer to Council's website (<https://www.bayside.vic.gov.au/annual-community-grants>) to ensure this is the latest version.