



# Individual Inclusion Participation Grant Guidelines **2022–2025**

## Description

**Bayside City Council's Individual Inclusion and Participation Grant Program provides funds to reduce financial barriers to participation.** These funds support individuals experiencing financial hardship to participate in community life and improve their personal outcomes through sustainable change.

### Applications may receive funding for:

- Social support: providing support for an individual to remain socially connected through membership to social activities such as sporting clubs, social groups and programs.
- Pursuing educational opportunities that would assist an individual to gain employment or improve life skills (not including educational fees).
- Other needs not covered in this guideline will be assessed on an individual basis.

## Eligibility

A community service organisation, school welfare support, healthcare professional or approved equivalent is eligible to apply for a grant on behalf of individuals experiencing financial hardship and living within the City of Bayside. All applications will be assessed on an individual basis and will be determined in accordance with the assessment criteria.

A limit of one grant per individual to a maximum of \$500 will be funded per financial year however there is no limit on the number of applications a community service organisation or equivalent can make on behalf of individuals.

Individuals considered to be experiencing hardship are those who are struggling financially to manage the cost of a reasonable standard of living.

Financial hardship may arise in an array of circumstances and may include, but not limited to:

- Unemployment;
- Sickness or injury (including acute and chronic mental health issues);
- Family dissolution; and
- Low income.

Where appropriate, more than one applicant may be considered per application when referred by a community service organisation to alleviate the administrative burden and to maximise the utilisation of funding support available.



## Applications

Applications for an Individual Inclusion and Participation Grant must be made through Council's online grant management platform Smartygrants which can be accessed through Council's website: [www.bayside.vic.gov.au/our-community/community-grants](http://www.bayside.vic.gov.au/our-community/community-grants)

Applications will be assessed in accordance with the Council Grants Policy 2021 and these guidelines.

Applications should be received as early as possible, ideally at least four weeks prior to the date of any payment deadline. Funding will not be approved retrospectively. Due to the urgent nature of some applications, Council will endeavour to advise applicants of the funding decision within 5 working days of Council receiving a correctly completed and submitted application.

### **The community service agency will apply on behalf of the individual and will:**

- Identify the need of the applicant for financial assistance.
- Provide evidence of financial hardship through a copy of a Centrelink issued Health Care Card or Pensioner Card.
- Provide evidence of Bayside residence through a copy of a Centrelink issued Health Care Card or Pensioner Card or other approved identification.

- Provide a letter of support from a community or health service representative known to the recipient to support evidence of financial hardship.
- Provide details of the nature and costs to be incurred and the level and nature of other sources of assistance sought for proposed activity.
- Provide evidence of proposed participation in the nominated activity (if applicable);
- Provide an ABN and tax invoice for the community service agency for payment to be made.

Requests for items that are covered by state or federal government grants, subsidy programs or local crisis relief programs will not be considered.

Grants will be paid directly to the applying community service agency or other approved organisation. Funding will not be paid directly to the individual.

## Assessment

All applications are assessed by the Community Wellbeing Team and referred to the Manager Open Space, Recreation & Wellbeing for final determination, in line with financial delegation.

## Payments to successful applicants

All grant amounts payable under these guidelines are exclusive of GST. Where the Australian Taxation Office regards a grant payment as subject to GST, and the grant is made to an organisation that is registered or required to be registered for GST, 10% GST will be added to the grant payment.

Applicants will be required to provide a tax invoice from the responsible or auspicing organisation as identified on the grant application and provide an ABN or completed 'Statement by a Supplier' form (for organisations that do not have an ABN).

## Acquittals

Successful applicants must complete and submit to Council, an online acquittal form, within the current financial year. Applicants that do not submit an acquittal form may not be eligible for future Council grants.

## Variations

Variations to funded initiatives, including extension requests must be approved by Council. Council officers have authority to approve variations for Individual Inclusion and Participation Grants. A variation request form must be completed via Council's online grant management system.

## 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.
Community service organisation	Community service organisations promote, provide or carry out activities, facilities or projects for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances. Specific eligibility requirements for organisations are included within grant guidelines.

## Related documents

Policies	Council Grants Policy 2021
Strategies	Bayside's Municipal Health and Wellbeing Plan 2021 – 2025

For assistance with applications please contact the Community Wellbeing team email [grants@bayside.vic.gov.au](mailto:grants@bayside.vic.gov.au) or phone 9599 4787.

**Please note:** This guideline is current as at the date of approval. Refer to Council's website ([www.bayside.vic.gov.au](http://www.bayside.vic.gov.au)) to ensure this is the latest version.

