



Annual Community Grant Guidelines

2024/25

Description

The Bayside City Council's Annual Community Grants Program supports 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.

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 2021 and these guidelines.



Eligibility

Not for profit, community organisations residing within Bayside, or providing services to residents of Bayside, are eligible to apply. All applications will be assessed on an individual basis and will be determined in accordance with the assessment criteria.

To be considered eligible:

- 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 that benefits the Bayside community.

Applications will not be considered if they do not meet these basic eligibility criteria. Grants will not be made to individuals.

A limit of one application per organisation will be assessed per grant round however an organisation that acts as an Auspice Organisation may also apply for a grant in its own right for a separate project.

To be eligible for consideration, applicants must have acquitted all previous Council grants (including Quick Response Grants) by their respective due date prior to submitting to the 2024/2025 Annual Community Grants round. Projects or initiatives that meet the funding purpose of an alternative Council grant (for example, Events and Festivals or Fundraising) 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.



2024/25 Annual Community Grants Round - Important Dates

5 March	Effective Grant Writing Training
13 March	Effective Grant Writing Training
21 March	Annual Community Grants information session
25 March	Annual Community Grants information session
27 April	Annual Community Grants Open
17 April	Annual Community Grants information session
18 April	Annual Community Grant Application IT support session
10 May	Annual Community Grants Close
8 May - July	Assessment of applications
20 August	Community Grant recommendations presented to Council
30 June 2025	Grant recipient acquittal report due

*Bookings can be made at www.bayside.vic.gov.au/our-community/community-grants/annual-community-grants



Applications

Applications must be made through Council's online grant management system which can be accessed through Council's webpage: www.bayside.vic.gov.au/grants.

Applicants will be required to set out details of the proposed initiative, how it benefits Bayside residents and how it meets the criteria outlined in these guidelines. Funded projects must be carried out in the financial year in which payment is made unless an extension is approved.

Applicants will be required to provide details of the nature and costs to be incurred in the form of a budget and the level and nature of other sources of financial and in-kind assistance.

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.



Assessment Criteria

Applications will be evaluated against the criteria contained in these guidelines and in accordance with the Council Grants Policy. All applications are assessed by the Community Wellbeing Team and referred to the Manager Family, Youth and Wellbeing for final determination, in line with financial delegation.

All applications are assessed by the Council Officers and referred to Council for final determination.

Applications will be assessed based on the following criteria:

- Evidence of need for initiative.
- The capacity of the initiative to encourage voluntary activity, community participation and the contribution of local groups and organisations to community life.
- The capacity of the initiative to promote community development and partnership opportunities to address community needs.
- Alignment to MPHWP 2021–2025 objectives
- Alignment to Climate Emergency Action Plan 2020–2025 objectives

An application will be strengthened if it:

- Demonstrates longevity of the project benefits beyond the funded period.
- Directly benefits vulnerable and/or disadvantage residents
- Reaches new audiences
- Is accessible and inclusive for all members of the Bayside community

Grants will not be made:

- for recurrent funding where there is no plan for long term sustainability of the initiative.
- for initiatives deemed 'business as usual' or items considered ongoing operational costs.
- for capital works including permanent structures or anything that increases the value of your facility.
- for initiatives implemented or completed prior to the application being submitted.
- for initiatives that are the responsibility of State or Federal government including those that form part of a school's curriculum.
- for initiatives that only advocate religion or faith.
- for initiatives that have already been funded through another Bayside grant program.
- to organisations that have an outstanding debt to Council or have not satisfactorily acquitted a previous grant. To check if your organisation is up to date with acquittal reports, please contact by email: grants@bayside.vic.gov.au.

Assessment Process

- 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.
- Applications will be referred to relevant Council staff for internal assessment.
- Assessments will be reviewed by the Community and Social Planner, Community Wellbeing Coordinator and Manager Family Youth and Wellbeing as well as relevant Council department assessors as referred by appropriate department Managers.
- The Community and Social Planner, Community Wellbeing Coordinator and Manager Family Youth and Wellbeing, will refer the prioritised grant funding list to the Director Community and Customer Experience for review.
- The Director Community and Customer Experience will recommend to Council the distribution of annual grants from the 2024/2025 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.



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 Australian Business Number.

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.

All applicants are encouraged to provide photographs (with consent) for Council to use in promoting community projects and grants.

Variations

Variations to funded initiatives, including extension requests must be approved by Council. Council officers have authority to approve variations. A project amendment request or acquittal extension request form must be completed via Councils online grant management system Smartygrants.

Conditions of grants

- Grants are only to be used for the approved initiative.
- Funds are to be spent and acquitted by 30 June 2025.
- 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.
- The organisation must acknowledge Council contribution in all public documents, signage or announcements about the project (logo to be supplied by Council).



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.
Auspice/Auspecting body	An incorporated organisation that manages a grant on behalf of an unincorporated entity. An auspecting body is responsible for managing the funds and providing a financial report (acquittal) on the completion of a project.
Community group/organisation	<p>A community group or organisation is defined for the purposes of the Community Grants Program as a not-for-profit group of people formed for a common purpose.</p> <p>It includes incorporated associations and similar legal entities. Specific eligibility requirements for applicants are included within grant guidelines.</p>
Incorporated association or similar legal entity	A not-for-profit organisation that is legally recognised to hold assets and be involved in legal action. This will generally be under the Associations Incorporations Reform Act 2012, as a company limited by guarantee under the Corporations Act 2001 or as a non-distributing co-operative under the Co-operatives National Law Application Act 2013.
GST	Goods and Services Tax



Related documents

Policies	Council Grants Policy 2021
Strategies	Bayside's Municipal Health and Wellbeing Plan 2021-2025 Climate Emergency Action Plan 2020 – 2025

Further information

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

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

All applicants are encouraged to attend a one-off effective grant writing workshop to support the content of their applications.

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 Wellbeing team on 9599 4787, or email grants@bayside.vic.gov.au.

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

