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 2020/21. 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 2019, 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 incorporated 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, all applicants must have acquitted any previous Annual Community Grant prior to submitting to the 2020/2021 Annual Community Grants round.

### 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](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 and assessed for eligibility.

### 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.
• 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.

• The prioritised grant funding list will be referred 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 2020/2021 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

<table>
<thead>
<tr>
<th>Applications open</th>
<th>9am, Monday 6 April 2020</th>
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<tbody>
<tr>
<td>Information sessions</td>
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<tr>
<td><em>All information sessions will be held at Bayside City Council, 76 Royal Avenue, Sandringham</em></td>
<td>Wednesday 15 April 2020, 10am – 11am</td>
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<tr>
<td>IT computer support sessions - for those applicants without access to a computer (bookings essential)</td>
<td>Highett Neighbourhood Community House</td>
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<tr>
<td></td>
<td>Wednesday 6 May 2020, 5:30pm – 6:30pm</td>
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<td></td>
<td>Monday 11 May 2020, 2pm – 3pm</td>
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<table>
<thead>
<tr>
<th>Applications close</th>
<th>2pm, Tuesday 19 May 2020</th>
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<tbody>
<tr>
<td>Assessment of applications</td>
<td>June 2020</td>
</tr>
<tr>
<td>Recommendations presented to Council</td>
<td>Tuesday 18 August, 2020</td>
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<tr>
<th>Celebration Evening</th>
<th>Thursday 10 September 2020</th>
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<tr>
<td>Grant recipients acquittal report due</td>
<td>30 June 2021, or before closing round of grants 2021/2022 for those seeking to apply in 2021/2022</td>
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</table>
3.6 Information about grants


New applicants are strongly encouraged to attend an information session before submitting the online application. Information sessions will outline the grants process and provide an opportunity for applicants to ask questions and network with other similar community organisations.

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 4711, 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.

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 2021
- 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 Grants 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 Thursday, 30 June 2021. Organisations that wish to apply for the following year’s Annual Community Grants must have acquitted the previous year’s grant by the close of the round. 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 2021;
- 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.
4. Related documents

<table>
<thead>
<tr>
<th>Policies</th>
<th>Council Grants Policy 2019</th>
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<tbody>
<tr>
<td>Strategies</td>
<td>Wellbeing for All Ages and Abilities Strategy 2017-2021</td>
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<td>Bayside 2025 Community Plan</td>
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<td></td>
<td>Council Plan 2017-2021</td>
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<td></td>
<td>Other Council strategies may be relevant to particular grant proposals (refer to Council’s website <a href="https://www.bayside.vic.gov.au/plans-and-strategies">https://www.bayside.vic.gov.au/plans-and-strategies</a> for details)</td>
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5. Definitions & Abbreviations

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<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>ABN</td>
<td>Australian Business Number</td>
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<tr>
<td>Acquittal</td>
<td>A reporting process to ensure that all funds have been fully expended for the purpose for which the funds were initially granted.</td>
</tr>
<tr>
<td>Auspicing body</td>
<td>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.</td>
</tr>
<tr>
<td>Incorporated association or similar legal entity</td>
<td>An organisation that is legally recognised can hold assets and be involved in legal action. This will generally be under the Associations Incorporations Act 1981 (Vic) or as a company limited by guarantee under the Corporations Act 2001.</td>
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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.