Annual Community Grants Program 2020/2021

Information Session

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Presentation Overview

• Annual Community Grant objectives
• Eligibility
• Submission process
• Assessment process

• Payment and conditions of funding
• Acquittal process
• Other grant opportunities
• Question time
Objectives

Grants of up to $7,500 may be made for initiatives by community groups that meet the following grant program objectives:

• To assist community organisations to establish, extend and improve programs and services that address local needs;
• To encourage voluntary activities and community participation;
• To promote community development; and
• To encourage innovative approaches to emerging issues and needs within the Bayside community.
Eligibility

Applying clubs/community groups must:

- be a not for profit incorporated organisation.
- have current, valid public liability insurance in place.
- have acquitted all previously funded Bayside City Council grants prior to the closure of the 2020/21 Annual Community Grants round.

Application for funding must:

- directly benefit the Bayside community.
- meet one or more of the objectives of Council's grant program (see previous slide)
- align with the Wellbeing for All Ages and Abilities Strategy
What will not be funded

• Individuals
• Profit-making or commercial organisations
• Registered political parties
• Government agencies
• Fundraising appeals for or by charities
• Projects that receive significant funding from another funding agency
• Programs that are the responsibility of State or Federal government
What will not be funded (continued)

- Projects that form part of a school’s curricular or extracurricular program

- Core operational costs such as salaries, training, facility maintenance, insurance, rent, utilities, infrastructure, capital projects and rubbish removal etc.

- Organisations which have an outstanding debt to Council
  - have not satisfactorily acquitted a previous grant
  - have a previously funded program currently in progress (eg, Inclusive Partnerships)

- One off events
How to make your application stand out

• Have a clear project proposal and take time to articulate it clearly within your application.

• Be different - successful applicants focus on how their project is different from the rest.


• Ensure your budget is clearly outlined.
Submission Process

All applications are made online through Bayside’s Smartygrants program.


You need to create an online user account. We strongly suggest you use a generic organisation account for example info@ so information can be easily retrieved by anyone in the organisation for acquittals or future years submissions.
IT Assistance

For those in need of IT assistance we host IT support sessions:

Register your interest in these sessions at

or by phoning our Community Development Officer on 9599 4787

• Bookings are essential
• An interpreter can be provided
• You need to have an email address you can access
• Note: These sessions are for computer assistance only, staff at these sessions cannot assist with providing advice for individual application content.
Assessment Process

1. Pre-eligibility
2. Specialist assessment
3. Assessment review
Pre - Eligibility Assessment

- Check against eligibility criteria
- Check not for profit incorporated status (applicant or Auspicing agency)
- Evaluated against grant program objectives
- Evaluated against the Wellbeing for All Ages and Abilities Strategy
- Check required documents are provided:
  - ABN or certificate of incorporation
  - Annual Financial Statement
  - Insurance Certificate of Currency
Specialist Assessment

Specialist assessment is undertaken by Assessors from various Council departments (dependent upon focus of application).

Assessor will be looking for:
• Evidence of need
• Measures of community involvement and inclusion
• Overall expected benefits
• Reach
Assessment Review and Recommendation

Conducted by Assessment review team comprised of:

- Community Development Officer,
- Community Wellbeing Coordinator,
- Manager Open Space, Recreation, and Wellbeing, and
- Director Environment, Recreation and Infrastructure

Recommendations are referred to Council who will determine the grant allocations at the August Council Meeting
Payment of Successful Grants

• Successful applicants will be asked to provide an invoice.

• Organisations without an ABN must complete an ATO “Statement by a Supplier” form.

• Payment is made directly into organisations bank account via EFT

• Auspicing bodies will be responsible for funds including submitting a Tax Invoice. Payment will be made to the Auspicing body
Conditions of Successful Grants

• Bayside Council must be acknowledged in all public documents, signage or announcements relating to the project.

• Project is to be completed by 30 June 2021.

• Any unspent money must be returned to Council.
Acquittal process

• Successful applicants must report on expenditure.

• Details of the project spending, implementation, outcomes and benefits for the Bayside community.

• **This is done via an online acquittal submitted by 30 June 2021** (or before next funding window closes if you wish to apply again) or communicate with Council any difficulties.
  - Failure to do so may place your organisation at risk of being disqualified for future funding
Timeline
Annual Community Grants 2020/2021

• **Open**: Monday 6 April 2020, 9am
• **Close**: Tuesday 19 May 2020, 2pm
• **Assessment of Applications**: June-July 2020
• **Recommendations to Council**: Tuesday 18 August, 2020
• **Successful recipients notified via email**: Late August 2020
• **Celebration Event**: Thursday 10 September 2020, 6.30pm – 8:00pm
• **Acquittal due**: 30 June 2021
Other Grant Opportunities

**Inclusive Bayside Partnership Grant Program**

Funds of up to $5000 are available for community organisations, sports clubs and not-for-profit groups to encourage greater participation and inclusion of people with a disability within Bayside.

These grants can be used for new programs, equipment, activities or events.

Other Grant Opportunities

Grants for Purpose

Events and Festivals ($750)
Funding for Bayside events and festivals run by not-for-profit groups for the benefit of the Bayside community.

Individuals and Families in Financial Hardship ($500)
Funding individuals or families in financial hardship for purposes not covered by other state or federal government grants, subsidy programs or local crisis relief programs.

New program or Community Initiatives
Funding is available to not-for-profit groups for new programs that address an emerging or unexpected community need where an action is time critical.

Donations to fundraising appeals
Funding is available for donations to fundraising appeals that identify a need and outline the benefit to the Bayside community.

Questions?