



## **Connected Communities Impact Grants Guidelines**

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## City of Melbourne Community Grants and Partnership Framework

City of Melbourne adopted the Community Grants and Partnerships Framework in September 2018. The full Framework can be downloaded [here](#)<sup>1</sup>.

Through the Community Grants and Partnerships Framework, the City of Melbourne provides funding, expertise and support to socially-oriented organisations that address key social issues to ensure that our communities thrive. The [Council Plan](#)<sup>2</sup> is the guiding document which sets out Council's priorities and the Community Grants and Partnerships Framework enables the City of Melbourne to:

- empower [our communities](#)<sup>3</sup> to identify and respond to local areas of need
- partner with community organisations to deliver shared outcomes
- activate community participation amongst residents
- build capacity within the community sector.

We encourage our communities to take an active role in identifying and responding to social issues.

The following best practice principles and practices underpin the Community Grants and Partnerships Framework and inform the priorities for funding:

PRINCIPLE	PRACTICE
<b>IMPACT</b>	We take a purposeful and strategic approach to funding projects that deliver meaningful social impact.
<b>INCLUSION</b>	Inclusion, access and participation are the hallmarks of healthy, thriving, prosperous, self-reliant, inclusive and resilient communities.
<b>CONNECTION</b>	We connect meaningfully with our communities and stakeholders and we foster more connected communities for our residents.
<b>PARTNERSHIP</b>	We know we can't solve tough problems alone. Through collaborative partnerships we work with others to deliver exceptional outcomes.
<b>INNOVATION</b>	Our communities experience constant change. We discover new solutions to changing needs and foster innovation in addressing our social challenges.
<b>TRANSPARENCY</b>	We are transparent in our funding priorities, processes and decisions. All of which are published on our website.

<sup>1</sup> <https://www.melbourne.vic.gov.au/community/strong-communities/funding-grants/Pages/community-grants-partnerships.aspx>

<sup>2</sup> <https://www.melbourne.vic.gov.au/about-council/vision-goals/pages/council-plan.aspx>

<sup>3</sup> <https://www.melbourne.vic.gov.au/about-melbourne/research-and-statistics/city-population/pages/community-profiles.aspx>

## **Purpose of Connected Communities Impact Grants**

The City of Melbourne is committed to working in partnership to support connected and inclusive communities. Connected Communities Impact grants provide funding for projects that support our diverse communities, increase community connection, social inclusion and access building on principles of equity, diversity and inclusion.

Council Plan outlines Council Goals and priorities and funding is provided to not-for profit organisations and communities to address these in partnership. Priority areas include, but are not limited to those that address equity and inclusion with special consideration of vulnerable community members, climate change and COVID-19 impacts on our city and communities as we all work towards recovery.

## **Objectives of Connected Communities Impact Grants**

Connected Communities Impact Grants allow the City of Melbourne to:

- value the strengths, needs and aspirations of our diverse communities
- empower communities to identify and respond to issues
- work in partnership with community to support shared outcomes
- increase community participation, equity, diversity and inclusion
- build community capacity.

## **Eligibility criteria**

To be eligible to apply for funding through Connected Communities Impact Grants, applications must meet the following criteria:

- Applicants must be a not-for-profit constituted body or a school. Auspiced applications are permitted in this program except for capital works projects.
  - Body Corporates are eligible to apply for a Connected Communities Impact Grant only for the provision of a community garden.
- Applicants must be located within, or be running the project within, the City of Melbourne municipality.
- Applications must have a focus on City of Melbourne's local communities and/or communities that are considered vulnerable.
- Projects funded through Connected Communities Impact Grants are eligible for a maximum of two consecutive years funding.
- Capital works projects:
  - Capital works projects will be considered for funding for local community organisations whose work aligns with Council priorities.
  - Auspiced applications will not be accepted for capital works projects.
  - Capital works applications will only be considered where the facility is located within the City of Melbourne boundary and owned by not-for-profit organisations. Funding cannot be used for capital works projects on Council owned land or property. Community garden applications will only be considered for property that is within the City of Melbourne boundary, and either owned by a not-for-profit body or privately owned. Funding will not be considered for gardens that are on Council owned land.

Funding will not be considered for:

- core operational funding
- projects with a religious or political focus
- commercial activities and/or organisations
- fundraising activities, competitions, prizes or award events
- interstate and international travel costs including travel costs for facilitators/consultants
- projects that duplicate existing services and programs
- activities that have already commenced or occurred
- projects that are being, or have already been, funded through other City of Melbourne grant or sponsorship programs
- activities run by the City of Melbourne
- organisations with outstanding acquittals or debts owing to the City of Melbourne
- incomplete applications
- late submissions.

## **Funding level**

Applications for Connected Communities Grants funding can be made for between \$1551 and \$20,000.

## **Key dates**

- Applications open 9am on Monday 22 June 2020.
- Applications close 5pm on Monday 20 July 2020.
- Applicants will be advised of the outcome of their application in November 2020.
- Projects must start after 1 January 2021.
- Projects must be completed by 31 December 2021.

## **Assessment process**

After the application period has closed and we have received your application:

- You will receive an email confirming receipt of your application.
- Your application will be assessed against the eligibility and assessment criteria by a panel of external assessors.
- Funding recommendations will be submitted for a decision by Council.
- All applicants will receive a notification via email with the result of their application in November 2020. Information about grant decisions will not be given over the phone.
- The list of successful applicants will be published on the City of Melbourne's website approximately a month after all applicants have been notified of the outcome of their application.

## Assessment criteria

Connected Communities Impact Grant applications are assessed against the assessment criteria below. Only applications that adequately respond to the assessment criteria will be considered.

### 1. Alignment to the purpose and objectives of Connected Communities Impact Grants (35%)

- Does the project support and increase community connection, social inclusion, access and participation?
- Does the project support and increase equity, diversity and inclusion?
- Does the project build community capacity?
- How many City of Melbourne residents are likely to benefit?
- Does the project target groups or individuals that face barriers to community participation?
- Does the project consider COVID-19 recovery and potential ongoing impacts of COVID-19?

### 2. Community need (25%)

- Is there a clearly identified need for this project?
- Has evidence of this need been provided?
- Will the project be successful in addressing this need?
- Has the applicant appropriately engaged with target participants and other community stakeholders prior to submitting the application?

### 3. Organisational capacity (20%)

- Is the scope of the project appropriate to the organisation's resources and expertise?
- Is the application well planned with clear deliverables and a realistic timeframe?
- Does the application identify appropriate partners that will work with them in a collaborative way?
- Does the organisation have a track record of delivering similar types of projects successfully?
- Does the application outline an evaluation plan?

### 4. Budget (20%)

- Does the budget accurately reflect the scope and scale of the project?
- Have other funding sources been identified?
- Have the resources that are required to deliver the project been clearly identified?
- Does the total revenue match the total expenses?
- Is the project financially sustainable if it is to continue beyond the funding period?

## Have quotes been provided to support capital purchases (if applicable)?

### Additional assessment notes:

#### COVID-19.

Due to the ongoing impact of COVID-19, grant applications must mention how the proposed project will be delivered with changing restrictions in mind. Applications must include COVID-19 mitigation in project planning and delivery that addresses current Victorian Department of Health and Human Services (DHHS) [advice](#)<sup>4</sup>.

#### City of Melbourne reserves the right to:

- not consider applications that do not meet the eligibility or assessment criteria
- request further information to inform our assessment
- recommend partial funding
- require normal permits for all projects. If relevant, these should be outlined in the application (refer to the [City of Melbourne website](#)<sup>5</sup> for permits required within the City of Melbourne)
- request a declaration if quotes and/or other proposed services are provided by family, friends or committee members.

#### Additional assessment notes for Capital Works (including community gardens) applications:

- Building or landscape works for establishment, upgrade or renewal are a priority over routine maintenance applications.
- Facilities must be within the City of Melbourne boundary and owned by not-for-profit organisations or privately owned; funding cannot be used on Council owned land or property.
- Body corporates can apply for grants to establish community gardens within their property. Applicants must provide a copy of their constitution to show that they do not distribute profits or assets to their members.

#### Other factors that influence decisions for funding include:

- Supporting not-for profit organisations and community groups that address Council goals and related issues including COVID-19 impacts, climate change, upholding human rights including through responses to racism, gender and gender diversity and the safety of women and children.
- Supporting new organisations and opportunities aligned with Council goals and priorities.
- Other funding provided to organisations by the City of Melbourne.

#### Essential attachments for all applications

- Applicants must provide a certificate of currency for public liability or other relevant insurance.
- If you are applying for capital works or maintenance on a community facility, you must submit at least one quote.
- If you are applying to purchase significant single expenditure items (e.g. single items like computers or items over \$1000) you must include at least one quote.

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<sup>4</sup> <https://www.dhhs.vic.gov.au/coronavirus>

<sup>5</sup> <http://www.melbourne.vic.gov.au/pages/permits.aspx>

## Lobbying

Canvassing or lobbying in relation to an application is strictly prohibited during the application process. No further consideration will be given to an application submitted by an applicant that canvasses or lobbies the Lord Mayor, City of Melbourne councillors or employees of the City of Melbourne.

## Grant terms and conditions

If your application is successful, you will be required to:

- sign a funding agreement with the City of Melbourne that provides details about the terms and conditions of funding. The funding agreement will outline reporting and acquittal requirements specific to your application
- supply all requested information prior to any funding being released
- submit paperwork within the allocated timeframes. Funding is allocated from specific financial year budgets and if paperwork is not submitted within the allocated timeframe, then funding is forfeited by the funded organisation
- in some instances, meet or discuss your project with the grant manager and provide revised information
- if the funded project includes contact with children aged 0-18, ensure that all relevant staff, contractors, volunteers and committee members hold a valid working with children check and provide copies of these if requested by Council
- use the funding allocated for the purposes specified in the application. Grants may not be used for any purpose other than for which it is granted, without the written permission of the City of Melbourne
- deliver the project within the allocated budget. City of Melbourne will not be responsible for shortfalls in project budgets if the applicant is unable to meet project costs.
- acknowledge the City of Melbourne in all promotional materials relating to the successful application, including use of the logo
- complete the project by the date stated in the funding agreement. Requests for extensions will need to be considered and agreed to by City of Melbourne.
- invite the Lord Mayor and Councillors to attend any significant launches or events associated with the project
- acquit the grant and provide receipts to demonstrate the expenditure of a minimum 75 per cent of the grant. Grants for capital works and/or capital purchases must provide receipts to demonstrate the full expenditure of the grant.

## How the grants will be paid

- Grants under \$10,000 will be paid in one instalment.
- Grants from \$10,000 to \$20,000 will be paid in two instalments. The first instalment (70 per cent of the total grant) will be paid on provision of signed contract, invoice and any other requested information. The second instalment will be paid on submission of a mid-term report.

## Completing your application

Applications will be submitted and managed online via SmartyGrants. Application forms can be accessed from the City of Melbourne website.

Applications will automatically be closed by the SmartyGrants system at 5pm on the closing date.

Please avoid submitting your application at the last minute. If there is heavy use of the system with others submitting last-minute applications, there may be delays which will affect your ability to lodge your application before the deadline and it will be deemed ineligible.

When your application is fully submitted you will receive an automated email containing a PDF copy of your application and confirmation that it has been received.

If you experience technical issues with the SmartyGrants system, please contact SmartyGrants directly (contact information on page 10).

## Contacts at the City of Melbourne for assistance and advice

- Administration and general queries: Katrina Brady – Grants and Projects Officer, [Email](#)<sup>Error! Bookmark not defined.</sup> or phone: 9658 9901
- Projects supporting the needs of **families and children**: Anita Marsden – Parenting Services Coordinator, [Email](#)<sup>6</sup>
- Projects supporting the needs of **international students**: Joanne Holl – International Student and Youth Project Officer, [Email](#)<sup>7</sup>
- Projects supporting the needs of **young people**: Natasha Hardy – Youth Project Co-ordinator, [Email](#)<sup>8</sup>
- Projects supporting the needs of **homeless people**: Sue Jones – Project Officer, City People, [Email](#)<sup>9</sup>
- Projects supporting **gender equality**: Nancy Pierorazio – Senior Policy Officer, City Safety, [Email](#)<sup>10</sup>
- Projects supporting the needs of **culturally and linguistically diverse communities**: Kara Barnett – Cultural Diversity Officer, [Email](#)<sup>11</sup>
- Projects supporting the needs of **Aboriginal and Torres Strait Islander communities**: Louise Lyons – Manager Program and Social Inclusion [Email](#)<sup>12</sup>
- Projects supporting the needs of **seniors**: Anna Poulentzas – Healthy Ageing Coordinator, [Email](#)<sup>13</sup> or phone: 9658 9507
- **Neighbourhood based projects**: Georgie Meyer – Team Leader Community Engagement and Partnerships, [Email](#)<sup>14</sup>
- Projects supporting the needs of **people with disabilities**: Vickie Feretopoulos – Senior Policy Officer Ageing & Inclusion, [Email](#)<sup>15</sup> or phone: 9658 8679
- **Sports and recreation** projects: Sarah Doubleday – Business Support and Project Officer, [Email](#)<sup>16</sup>
- **Health and wellbeing** projects: Elise Baro – Projects Coordinator, [Email](#)<sup>17</sup> or phone: 9658 9634
- **Waste minimisation** projects: Victoria Clarke – Co-ordinator Waste & Amenity Programs, [Email](#)<sup>18</sup>

## SmartyGrants technical assistance:

If you experience technical issues with the SmartyGrants system please contact them directly on [email](#)<sup>19</sup> or by phone: (03) 9320 6888.

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<sup>6</sup> [anita.marsden@melbourne.vic.gov.au](mailto:anita.marsden@melbourne.vic.gov.au)

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<sup>18</sup> [victoria.clarke@melbourne.vic.gov.au](mailto:victoria.clarke@melbourne.vic.gov.au)

## Further application assistance

If you are unable to complete the application form online due to access issues or you difficulty using technology please contact us at [commstrength@melbourne.vic.gov.au](mailto:commstrength@melbourne.vic.gov.au) and we will discuss how we can assist you to complete the forms.

## Got questions?

### Q: Can my organisation submit more than one application?

A: No only one application per organisation will be accepted.

### Q: What kind of things can I apply for?

A: To get an idea about the type of applications that have been funded in the past, visit the [website](#)<sup>20</sup> and review previous successful applications

### Q: If we already have some funding allocated to this project, can we still apply for additional funding?

A: Yes. In fact we encourage multiple funding sources for a project as this can strengthen the application and create greater sustainability for the project. The application form will ask you to declare additional funding sources for your project.

### Q: My organisation is located outside of the City of Melbourne; can I apply?

A: To be eligible, organisations must be located within, or offer a project within, the City of Melbourne municipality. In addition, the program has a focus on local and / or vulnerable communities. City of Melbourne suburbs include: Carlton, Central Business District (Melbourne), Docklands, East Melbourne, Fisherman's Bend, Kensington, North Melbourne, Parkville, part of Port Melbourne, Southbank, parts of South Yarra and West Melbourne. You can view a map of the boundaries at the [City of Melbourne website](#)<sup>21</sup>.

### Q: My group is not incorporated; can I apply?

A: To be eligible, applications must come from a school or a not-for-profit community organisation that is a legal entity. If you are an individual or an unincorporated group, you will be required to find an auspice prior to applying for a Connected Communities Grant. If you apply under the auspice of an organisation, the City of Melbourne requires that you provide a letter from your auspice confirming that they agree to this arrangement. Note that for successful applicants that have an auspice, the City of Melbourne pays the grant to the auspice organisation.

### Q What is an auspice?

A: An auspice is an organisation that agrees to take legal and financial responsibility for administering the grant on behalf of the applicant where an applicant is not eligible or unable to apply for funding. To find out more about an auspice arrangement visit <http://www.nfplaw.org.au/auspicing><sup>1</sup>

### Q: I am applying for capital works; can I apply using an auspice?

A: No, applications for capital works and community gardens cannot be auspiced.

### Q What are 'capital works'

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<sup>19</sup> [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

<sup>20</sup> <https://www.melbourne.vic.gov.au/community/strong-communities/funding-grants/pages/community-grants-recipients.aspx>

<sup>21</sup> [http://www.melbourne.vic.gov.au/sitecollectiondocuments/cityofmelbourne\\_boundarymap.pdf](http://www.melbourne.vic.gov.au/sitecollectiondocuments/cityofmelbourne_boundarymap.pdf)

**A:** Capital works projects include community gardens, renovating existing buildings, constructing new buildings and purchase of items over \$1000 that are not part of a larger project.

**Q How many years can I apply for funding for the same project?**

**A:** Projects are eligible for funding for a maximum of two years.

**Q: Can I ask for funding for operational costs?**

**A:** No, any costs that are considered operational will not be considered for funding. [Connected Communities Small Grants](#)<sup>22</sup> provides funding for operational costs up to \$1550.

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<sup>22</sup> <https://www.melbourne.vic.gov.au/community/strong-communities/funding-grants/pages/community-grants.aspx>