



Whitehorse Activation Booster Fund Grant Program Guidelines

Council will consider funding to those groups that meet the assessment and eligibility criteria set out in these Guidelines.

1. Objectives

- a. To support and assist local community groups to run activations that enhance the local community.
- b. To promote arts, culture, learning and wellbeing activities in Whitehorse.
- c. To promote inclusion and diversity within the local community.
- d. To activate retail precincts to better support local businesses.

2. Exclusions

- a. Expenses that are not related/aligned with the proposed Activation.
- b. Activations that are political or religious in nature
- c. Activations that include any fundraising component or commercial purpose.
- d. The Activation Booster Fund will not fund Activations run in conjunction with Council funded organisations.

3. Eligibility Criteria

The Whitehorse Activation Booster Fund Grants are available to groups located within the City of Whitehorse municipality which meet the following criteria:

- a. Eligible group/organisation must be:
 - i. Whitehorse community groups;
 - ii. Volunteer or not-for-profit organisations with membership based within the municipality; and
 - iii. Community groups responsible for providing services within the municipality.
- b. The proposed activation must be conducted within a City of Whitehorse Activation Pod.
- c. Have Public Liability Insurance of at least \$20 million or has requested Council purchase insurance for the Activation upon booking of Activation Pod.
- d. The group has all appropriate insurances, licences and permits for the current operation and to undertake the proposed activity or operation funded by this program.
- e. Activation team members must live, work, study or have an operational base within the City of Whitehorse.

4. **Booster Fund Terms and Conditions**

- a. A minimum of two activation pod bookings prior to applying for Activation Booster fund.
- b. Activation must satisfy the Whitehorse Activation Pod Booking Guidelines [\(add link\)](#)
- c. Application is to be endorsed by an authorised person within the Group who will be responsible for the receipt and use of the funding.
- d. Applicants must submit a completed application form and all documents requested in order for their application to be assessed.
- e. Applications to the Activation Booster Fund must be made at least 12 weeks prior to the proposed activation date.
- f. Applications to the Activation Fund will be limited to a maximum of one per year per group/organisation. This can be used for up to 6 bookings per year – refer to Activation Pod Booking Guidelines
- g. Applicants are responsible for costing their projects accurately. Council is not responsible for costs that have been underestimated.
- h. The authorised person will be accountable to Council for the use of those funds and must complete the declaration on this application form.
- i. There is a maximum of \$1,000 ex GST per successful application.

5. **Successful applicants will be required to:**

- a. Accept the grant conditions as per the Funding Agreement prior to the release of funds.
- b. Submit an online Acquittal report with receipt/s included in relation to the Activation. If no proof is provided or there is evidence that the grant has not been spent for the purpose it was awarded, Council may request the return of the grant monies.
- c. Failure to acquit this funding will result in ineligibility for future Whitehorse City Council grants that may be offered.

For queries regarding the application process, please contact Placemaking Officer at: activate@whitehorse.vic.gov.au

