



# WHITEHORSE Community Grants

## Guidelines for Applicants 2023/24



# Acknowledgement Of Country

Whitehorse City Council acknowledges the Wurundjeri Woi-wurrung people of the Kulin Nation as the traditional owners of the land. We pay our respects to their Elders, past, present and emerging.

## Key Dates

### Grants Applications Open

Wednesday 22 February, 9am

### Grants Applications Close

Thursday 6 April, 5pm

Several Information Sessions and Grant Writing Workshops are offered to assist your understanding of the different grant categories and the application process.

## Information Sessions (Free)

DATE	TIME	LOCATION
Tuesday 21 February	11am – 12pm	Whitehorse Civic Centre – Willis Room
Wednesday 22 February	6pm – 7pm	Online
Monday 27 February	10am – 12pm	Whitehorse Civic Centre – Willis Room (Mandarin Interpreter Present)

**Bookings required**

<https://yoursay.whitehorse.vic.gov.au/community-grants-registration>

## Grant Writing Workshops (Free)

DATE	TIME	LOCATION
Friday 24 February	10am – 12pm	Whitehorse Civic Centre – Willis Room
Thursday 2 March	6pm – 8pm	Online

**Bookings required**

<https://yoursay.whitehorse.vic.gov.au/community-grants-registration>

# Application Support

## Information Sessions (Free)

- Show you how to register with SmartyGrants (Council's grant management system).
- Explain the objectives of the Community Grants Program.
- Explain the different funding categories.
- Identify documentation you will need to provide with your application.
- Talk through Frequently Asked Questions.

### Bookings required

<https://yoursay.whitehorse.vic.gov.au/community-grants-registration>

## Grant Writing Workshops (Free)

The workshops will be presented by Debby Maziarz, who is an experienced grant writing professional. The aims of the session are to:

- Assist community groups in Whitehorse learn how to write an effective grant application.
- Provide practical, useful and transferable information about how to approach grant writing.
- Encourage you to explore project ideas and clarify point of difference.
- Provide practical, useful and transferable information about building budgets for grant applications.

### Bookings required

<https://yoursay.whitehorse.vic.gov.au/community-grants-registration>

## Further Assistance Required

For applicants that require further assistance, Council can arrange an individual application interview. If requested, a translator can be present.

Any questions or requests for support should be directed to Council's Grants Officer via email: [grants@whitehorse.vic.gov.au](mailto:grants@whitehorse.vic.gov.au) or by phone 0403 662 370

## Help Guide

A range of materials have been developed to assist you with the use of SmartyGrants and the application process. These can be found on [Council's Website](#).



# Introduction

The Whitehorse Community Grants Program provides financial assistance to support not for profit, incorporated associations, schools and other organisations funded by other levels of government located in, or delivering services to, the people of Whitehorse to purchase small equipment items or deliver projects and initiatives that meet the needs of the Whitehorse Community.

Council provides ongoing annual funding to support the community to respond to community needs, provide programs and services that make a positive contribution to the health and wellbeing of the Whitehorse community and deliver strategic outcomes for Council. Council is committed to providing this funding efficiently, equitably and ethically.

Whitehorse City Council is committed to funding community services and activities that support community outcomes aligned with the strategic directions of the **Whitehorse Council Plan** and the **2040 Community Vision**. All grant applications must demonstrate links to these.

## Whitehorse 2040 Community Vision

Developed by the community, for the community, the Whitehorse Community Vision reflects the community's aspirations and priorities for the next 20 years. These include:

- Whitehorse is a resilient community where everyone belongs.
- We are active citizens who value our natural environment, history and diversity.
- We embrace sustainability and innovation.
- We are dynamic. We learn, grow and thrive.

## Whitehorse Council Plan 2021 – 2025

The Council Plan 2021-2025 focuses on eight strategic directions that align with the Whitehorse 2040 Community Vision. These include:

1. Innovation, Transformation and Creativity
2. A thriving Local Economy; Business, Employment, Education & Skill Development
3. Diverse and Inclusive Community
4. Our Built Environment, Movement, and Public Places
5. Sustainable Climate Change and Environmental Care
6. An Empowered Collaborative Community
7. Health and Wellbeing
8. Governance and Leadership

For more information, please read the Council Plan:

[Download the Council Plan 2021-2025](#)

# Community Grants Objectives

The Community Grants Program has four objectives:

1. Provide a transparent and rigorous process to the Community Grants Program, to support good governance and the appropriate distribution of public funds.
2. Strengthen the Whitehorse community through support of a diverse range of activities, services and programs that are responsive to the community needs.
3. Create a resilient community that embraces the history and diversity of Whitehorse, promotes learning, growing and thriving, as well as being safe, healthy and inclusive.
4. Build the capacity of local organisations and strengthen partnerships within the Whitehorse community to support planned growth, collaboration and sustainability.



# Application Process Timeline

The flow chart below describes the Community Grants process. It excludes Discount Support Hall Hire.

## FEBRUARY

- Community Grants Information sessions
- **Grants Open Wednesday 22 February, 9.00am**
- Free grant writing workshops

## MARCH

- **Open for Applications**

## APRIL - MAY

- **Grants Close - Thursday 6 April, 5pm**
- Essential Eligibility Checks
- Assessment Period

## JUNE

- Recommendations presented for consideration by Community Grants Panel

## JULY

- July Ordinary Council Meeting - Panel recommendations adopted by Council
- Outcome notifications sent to all applicants including all Funding Agreement Documentation







## AUGUST - SEPTEMBER







- Grant Payments made upon receipt of completed Funding Agreement and associated documentation

## GRANT ACQUITTAL

- Grant recipients must provide a financial acquittal report by 31 August 2024

# Community Grant Categories

Grant Category	Purpose
<p>Small Equipment Grant</p> <p>Up to \$1,000</p> 	<p>Enables the purchase of small equipment to support the operation of community organisations, enabling them to deliver services, programs and initiatives that are aligned with the Whitehorse 2040 Community Vision.</p> <p><a href="#">View fact sheet</a></p>
<p>Seed Funding Grant (New)</p> <p>Up to \$3,000</p> 	<p>This grant provides organisations the opportunity to test new initiatives, programs or services. It provides an opportunity for organisations to respond to emerging community needs/ trends.</p> <p><a href="#">View fact sheet</a></p>
<p>Creativity Grant (New)</p> <p>Up to \$3,000</p>  <p>Dependent on application and available budget</p> <p>Up to \$1,000</p> 	<p>This grant focuses on the delivery of arts and culture initiatives including festivals, activations and events. <a href="#">View fact sheet</a></p> <p>This includes the following subcategories:</p> <ul style="list-style-type: none"> <li>▪ <b>Artists in School Program:</b> This grant provides funding to schools to assist with the employment of a professional artist or curator to work within the school on a specific artistic project. <a href="#">View fact sheet</a></li> <li>▪ <b>Activation Booster Grant:</b> This grant provides an opportunity for community groups to host and deliver community engagement events in one of Whitehorse's 6 dedicated 'Activation Pods'. <a href="#">View fact sheet</a></li> </ul>
<p>Diversity and Inclusion Grant (New)</p> <p>Up to \$3,000</p> 	<p>This grant seeks to foster social inclusion and increase the participation of diverse communities across Whitehorse.</p> <p><a href="#">View fact sheet</a></p>
<p>Environmental Sustainability Grant (New)</p> <p>Up to \$3,000</p> 	<p>This grant will support organisations to improve their sustainability practices and / or promote sustainability in the community.</p> <p><a href="#">View fact sheet</a></p>

Grant Category	Purpose
<p>Health and Wellbeing Grant (New)</p> <p>Up to \$3,000</p>  <p>Up to \$400</p> 	<p>This grant focuses on improving the overall health and wellbeing of the community through a range of initiatives. For example healthy eating programs, active participation, mental health initiatives, supporting volunteers and vulnerable groups etc. <a href="#">View fact sheet</a></p> <p>This includes the following subcategory:</p> <ul style="list-style-type: none"> <li>▪ <b>Whitehorse Education Assistance Grant:</b> This grant supports families experiencing financial hardship and their young people (aged 10 – 25) to remain engaged in education and training. <a href="#">View fact sheet</a></li> </ul>
<p>Positive Ageing Participation Grant (New)</p>  <p>Up to \$3,000</p> <p>Up to \$1,000</p> <p>Up to \$1,000</p>	<p>This grant focuses on programs, services and initiatives that support positive ageing in the community, including initiatives to tackle ageism, social inclusion and participation initiatives, digital inclusion and intergenerational activities. <a href="#">View fact sheet</a></p> <p>This includes the following subcategories:</p> <ul style="list-style-type: none"> <li>▪ <b>Whitehorse Seniors Participation Grant:</b> This grant supports seniors' groups within the City of Whitehorse to provide participation opportunities that support the health and wellbeing of their members. <a href="#">View fact sheet</a></li> <li>▪ <b>Intergenerational Grant:</b> supports activities to foster connections between generations, celebrate the valuable contribution of older people, and improve the health and wellbeing of older people in the community. <a href="#">View fact sheet</a></li> </ul>
<p>Major Grant Category</p> <p>Up to \$10,000</p> 	<p>The purpose of this grant is to support larger scale programs, services, projects, initiatives or activities that will significantly benefit the Whitehorse community and deliver positive health outcomes for Whitehorse.</p> <p><a href="#">View fact sheet</a></p>
<p>Discount Support Free Tipping</p> 	<p>Free tipping passes to dispose of waste through Council's Recycling and Waste Centre. Determined through demonstrated need and within the available budget allocation.</p> <p><a href="#">View fact sheet</a></p>
<p>Discount Support Hall Hire</p> 	<p>A proportional discount in relation to the hall hire charges of Council owned and operated venues. Determined within the available budget allocation.</p> <p><a href="#">View fact sheet</a></p>



# Overview of Eligibility Criteria

The Artists in Schools Program Grant, Intergenerational Grant and Whitehorse Education Assistance Grant have individual eligibility criteria that can be viewed on their specific Grant Fact Sheet.

All other grants offered through the Whitehorse Community Grants Program are subject to the following eligibility criteria:

- The applicant must meet the definition as either a not-for-profit organisation or incorporated association as detailed in these guidelines, be auspiced by an appropriate organisation that meets this criterion or provide a program, or provide a service or activity that is primarily considered the responsibility of State or Federal Government whereby the initiative is outside of their core business.
- Applicant must be located in, or operate within the City of Whitehorse.
- The funded project, service, program, initiative or activity must take place exclusively within the City of Whitehorse and directly benefit City of Whitehorse residents.
- Applicant must provide evidence of current \$20 million **public liability insurance** coverage. Public Liability Insurance must be maintained for the duration of the funding period.
- Applicants must provide financial records to show financial viability and demonstrate genuine financial need.
- Applicant must have a majority of Whitehorse residents as members or participants in funded project activities.
- Application must be submitted via SmartyGrants by the closing time and date specified for the specific grant round.
- Applicants must submit all supporting material when applying. Given the competitive nature of the grants program, no late submission or supporting documents can be accepted.
- Applicants must have successfully fulfilled reporting requirements (acquittal) for all Whitehorse grant programs that have concluded, and have no outstanding debts with Council.
- The application cannot be for a project that has already commenced. Council will not fund projects retrospectively.
- The application must demonstrate that the funding will be expended by 30 June the following year.
- Applications for a Grant must align to at least one of the objectives outlined in the Council Plan and/ or the 2040 Community Vision or clearly demonstrate how the application is addressing a specific community need, interest or service gap.

# Not Funded

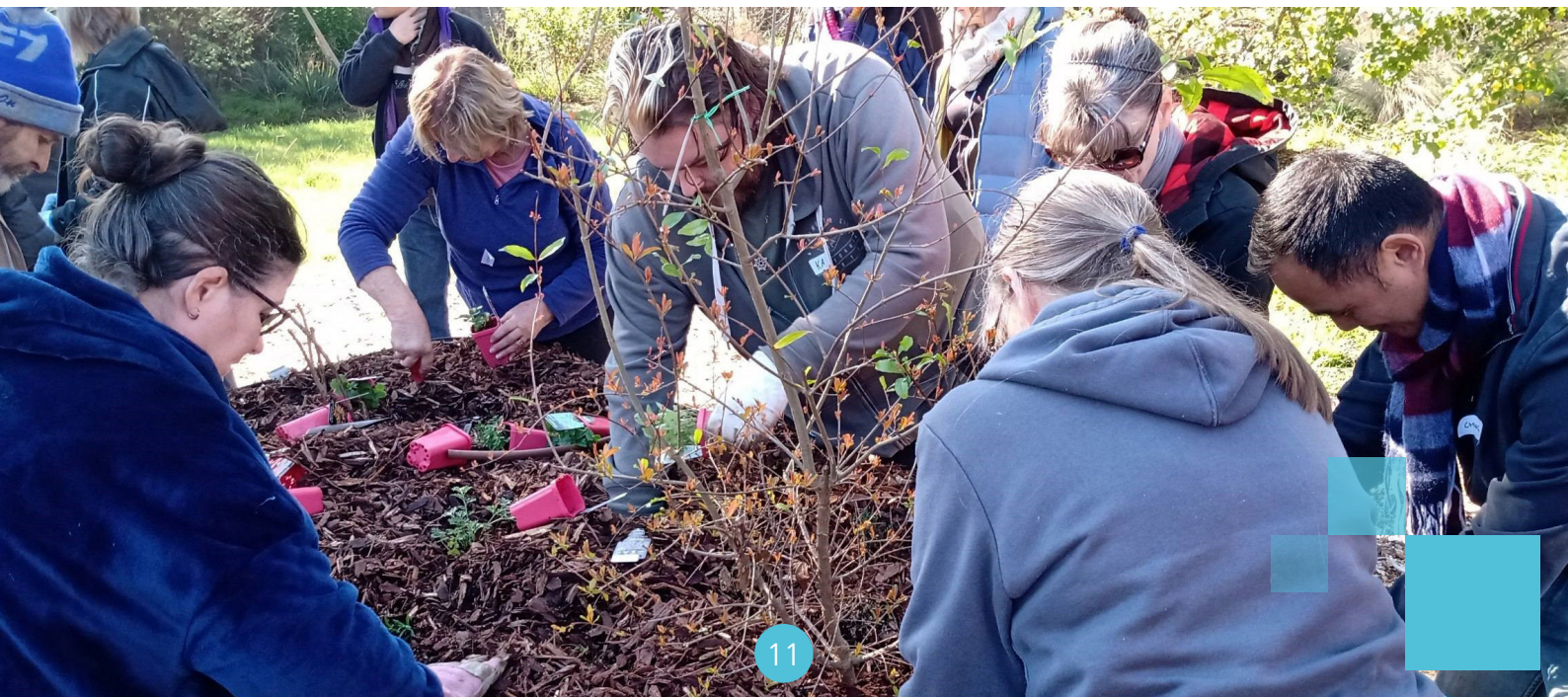
Council will not fund the following:

- Applications for individual pursuits.
- Applications from an organisation that has not satisfactorily acquitted previous grants.
- Applications from an organisation that has an outstanding debt to Council and is not maintaining regular payments. Funding from the Community Grants program cannot be used to repay debt to Council.
- Operational costs and core business costs of the organisation e.g. rent or accommodation costs, ongoing fees, mobile phones, bills and insurance fees.
- Salaries or wages either fulltime, part time or casual or any component of salaries or wages for ongoing positions not specific to the project. Human resource costs that are short term and clearly identified as specific to the project, may be considered.
- Capital expenditure (land, buildings, construction works, refurbishment, renovations, playground installation, landscaping, earthworks, etc.).
- Venue hire, rent, lease or other costs associated with accommodation, other than specified in the Discount Support – Hall Hire grant program.
- Activities that take place outside Whitehorse.
- Uniforms, training tops and promotional clothing.
- Funding for competitions, trophies, prizes or awards.
- Catering costs for individuals or events.
- Reimbursement of personal expenses, including (but not limited to) transport, food/beverage, accommodation.
- Overnight camps for children and young people (excluding the Whitehorse Education Assistance Grant).
- Applications for the singular purpose of promoting political, religious or spiritual activities.
- A program, service or activity that is primarily considered the responsibility of State or Federal Government and is part of their core business, for example, the main activity of schools, hospitals or other services.
- Partnership Grant recipients are not eligible to apply for additional funding to undertake programs, services, projects, initiatives and activities deemed to be covered by the Partnership Grant or are the responsibility of the organisation.
- Discount Support Hall Hire will not be provided for any fundraising event that runs longer than one day's duration and the money raised at the event must not be sent or spent outside the City of Whitehorse without Council approval.



## Please Note:

- With the exception of Discount Support Hall Hire, Council will only accept **one grant application per organisation, in each eligible grant category, per year.**
- A separate application form is required for initiatives in different grant categories and must be completed and submitted in SmartyGrants by the due date and time. Please use the Small Equipment Grant Application form for all equipment requests.
- If an applicant applies for more than one grant category, each application must meet the eligibility criteria and reflect a different program, service, project or activity etc. You cannot apply for the same thing in more than one category.
- Applications deemed to be effectively the same during Council's assessment process, will only be considered in relation to the lesser grant.
- All applications are to be submitted using the SmartyGrants program.
- The City of Whitehorse reserves the right to decline any application that does not meet the eligibility criteria.
- Canvassing or lobbying of Councillors or employees of Whitehorse City Council in relation to any grant application is prohibited during the application process. Failure to comply will mean the application is ineligible.
- The Whitehorse Community Grants program is a competitive process and it is not possible to fund all requests. Applicants should not consider the Community Grants Program as a recurrent funding stream.
- Funding is provided for the term specified in the Funding Agreement. Applicants are to consider future sustainability of their program or activity beyond the funding period in their program planning (for example, other grant or funding streams, sponsorships or other fundraising activities). To access external grant opportunities please use [Grant Guru](#) available on Council's website.





# Assessment Criteria

The assessment criteria for each grant category can be viewed on their Specific Grant Fact Sheet.

## Assessment Process

The assessment process for the annual community grants is as follows:

- The Community Grants Officer will review all applications to determine their eligibility.
- Applications that meet all the essential criteria will be referred to the relevant Council officer for assessment against the criteria.
- An officer panel is established to discuss all the applications and provide a final recommendation against each application.
- The Recommendation report is presented to the July Ordinary Council Meeting for adoption.
- All applicants are notified of outcomes whether successful or not via email.
- Successful applicants will be required to submit a Funding Agreement and a Vendor Form via SmartyGrants.

## Please Note:

Council Officers assessing and recommending grant applications are required to declare any conflict of interest, in line with Council's Conflict of Interest Policy. Councillors must also declare any conflict of interest and be excused from the decision-making process.





# Grant Administration And Documentation

Applicants for Community Grants are required to register in SmartyGrants, which requires an email address and password.

A general organisation email and password will enable more than one person in the organisation to access applications and outcomes. All notification emails and updates regarding the application will be sent to the email address provided in the application.

Each Community Grant opportunity is supported by specific grant documentation that sets out the specific scope, eligibility and evidence requirements. The terms and conditions contained in the Funding Agreement provided to successful applicants outlines the reporting and acquittal requirements.

All applicants must provide the following information when applying for a Community Grant:

- Proof of current incorporation (schools and other services that are primarily considered the responsibility of State or Federal Government are exempt).
- ABN number (if applicable) and not for profit status.
- Certificate of Currency for Public Liability Insurance with \$20million coverage, showing the dates of coverage.
- Financial Records such as an Annual Report that includes financial statements.

These documents can be uploaded onto the Smarty Grants Program.

SmartyGrants will send confirmation of receipt of submitted applications to the email address provided in the application.

## Please Note:

All grant applications must be submitted by the closing time and date specified for the specific grant round. Applications received after the closing time and date will be deemed ineligible.



# Outcomes Of Grant Applications

All applications for the **2023/2024 Community Grants Program** whether successful or not, will receive an email notification following the July 2023 Ordinary Council meeting.

Successful applicants will be provided with additional documentation and be required to:

- Agree to the terms and conditions specified in the Funding Agreement.
- Complete the Vendor Details Form.
- Provide an updated Certificate of Currency – Public Liability Insurance (if the coverage has expired since the time of application).

# Standard Conditions Of Funding

The following standard conditions apply to all funding categories within the Whitehorse Community Grants Program:

- Council's financial contribution is limited to the funding amount awarded in the written offer, with all other costs associated with the application being the responsibility of the grant recipient.
- Funding must only be used for the purposes outlined by Council in the written offer and funding agreement.
- Changes to the funding scope can only be made if requested in writing and approved by Council before implementation.
- When an organisation accepts a grant and/or signs a funding agreement it means they accept the conditions within these guidelines relevant to the specific grant category.
- The organisation receiving a grant agrees to complete the acquittal form by the date specified in the Community Grant Guidelines for the relevant funding period.
- Unexpended funds must be returned to Council, unless an approval for variation is agreed to prior to the acquittal due date.
- The organisation receiving the grant cannot use Council's logo in promotional material unless they have approval in writing by the City of Whitehorse.
- In promotional information, Council's role in funding the initiative should be acknowledged.
- Any other funding conditions will be outlined in the funding agreements.

# Accountability And Reporting

All grant recipients must provide a financial acquittal of funds, including receipts relevant to the grant.

The Acquittal Form must be submitted in SmartyGrants by **31 August 2024**.

Incomplete or non-submitted acquittals will result in an organisation being ineligible for the following funding round.

Council reserves the right to seek reimbursement of grant funding from a funded organisation if the required evaluation or acquittal is not provided in a timely manner, or if Council is not satisfied that funds were used for the intended purpose as outlined in the original application.

## Public Liability

Community Grant recipients are required to have Public Liability Insurance coverage throughout the period of time they will be offering the program, service, project or activity defined in the Community Grant application.

Discount Support Hall Hire applicants will not be able to book or use a Council owned and operated venue without providing their current Certificate of Currency.

Qualifying organisations using Council venues that do not have their own public liability insurance may be eligible for support through Council's Casual Hirers Policy. This option only provides public liability insurance coverage for certain organisations, activities and events and only for the duration of the booking.

## Child Safe Standards

Victorian organisations that provide services or facilities for children (anyone under 18 years old) are required by law to implement Child Safe Standards to protect children from harm. Therefore, if your organisation has direct or indirect contact with children you will be required to demonstrate that you are complying with the Child Safe Standards by **uploading** evidence of this such as a copy of your organisation's **Child Safe Policy** or **Statement of Commitment to Child Safety**.

If your organisation does not yet meet the Child Safe Standards, you will be ineligible to receive Community Grant funding from Council.

The Child Safe Standards do not apply to your organisation if there is no direct or indirect contact with children.

For further information on the Child Safe Standards see: <https://ccyp.vic.gov.au>

## Gender Equality

Whitehorse City Council is committed to gender equality. It is important that all grant applicants consider gender when drafting their application. An example of this is considering the different needs and circumstances of people of all genders.

Further information on running gender-wise projects can be found at: [smartygrants.com.au/help-sheets/gender-lens](https://smartygrants.com.au/help-sheets/gender-lens)



## Environmental Sustainability

Council encourages applicants to take steps to reduce the environmental impact of their program/initiative, reduce littering and adhere to the Victorian Government single-use plastics ban [www.vic.gov.au/single-use-plastics](http://www.vic.gov.au/single-use-plastics).

## Grant Acknowledgement

It is requested that all grant recipients acknowledge the support from Whitehorse City Council via the relevant Grants Program in any promotional materials. This can be done in Annual Reports, newsletters, fliers with wording such as: "The (program, service, project or activity initiative or the organisation), is supported by a grant from Whitehorse City Council."

The Whitehorse City Council logo cannot be used by external organisations without Council approval being obtained.

## Grant Promotion

Council will promote successful grant applicants on Council's corporate website, including a description of the initiative. An annual event will also be held to recognise grant recipients and celebrate grant outcomes.





# Definitions

The following definitions apply to the Whitehorse Community Grants program:

## Not for Profit Organisation

The Australian Charities and Not for Profit Commission defines 'not for profits' as organisations that do not operate for the profit, personal gain or other benefit of particular people.

\*Council utilises the ABN lookup website to identify organisation status. This can be found at: [www.abr.business.gov.au](http://www.abr.business.gov.au)

## Incorporated Association

Incorporated Associations are typically clubs or community groups, operating as not-for-profit, whose members have made the decision to give their organisation a formal legal structure. Incorporated associations are registered under the Associations Incorporation Reform Act 2012.

Council utilises the Consumer Affairs Victoria website to identify active incorporated associations. This can be found at: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

## Seniors' Group

Groups whose sole focus is to offer participation opportunities for older members of the Whitehorse Community. These activities must contribute to health and wellbeing of members. Groups must be a not for profit, an incorporated association or auspiced by a not for profit or an incorporated association.

## Auspice Organisations

An auspice organisation under the community grants program is a not for profit organisation or incorporated association who has agreed to take responsibility and manage the grant on behalf of the club, group, association etc.

Where a club, group, association or other entity does not meet the definition of not for profit organisation or incorporated association they may be auspiced by an organisation that meets this criteria.

## Acquittal

Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funding. It is used by Council to ensure that the funding has been used for the purpose intended in the funding agreement; and to demonstrate the terms of the funding agreement have been met.





## CONTACTING COUNCIL

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- Postal Address:** **Whitehorse City Council**  
Locked Bag 2  
Nunawading 3131
- ABN:** 39 549 568 822
- Telephone:** 9262 6333 (including language support)
- NRS:** 133 677 then quote 9262 6333  
(Service for deaf or hearing impaired people)
- Service Centres:** **Whitehorse Civic Centre**  
379-399 Whitehorse Road,  
Nunawading 3131
- Box Hill Town Hall Service Centre**  
Box Hill Town Hall  
1022 Whitehorse Road, Box Hill 3128
- Forest Hill Service Centre**  
Shop 275  
Forest Hill Chase Shopping Centre  
Canterbury Road, Forest Hill 3131
- Website:** [www.whitehorse.vic.gov.au/contact-us](http://www.whitehorse.vic.gov.au/contact-us)
- Email:** [customer.service@whitehorse.vic.gov.au](mailto:customer.service@whitehorse.vic.gov.au)
- Social Media:** Connect with Whitehorse City Council
-   
- Subscribe:** [www.whitehorse.vic.gov.au/subscribe](http://www.whitehorse.vic.gov.au/subscribe)  
(Stay up to date with Council news on topics you are interested in)

