



Whitehorse Recovery Grants Package - Community

Guidelines

Key dates for applications:

Grants Open: Monday 6 July 2020

Grants Close: Friday 24 July 2020

Information Sessions: Tuesday 7 July 2020 (details on Council Website)

All Enquiries

Whitehorse City Council Community Development on email grants@whitehorse.vic.gov.au
or website www.whitehorse.vic.gov.au

Alternatively you can call **0477 320 873** or **0408 121 127** to speak to a staff member.

Table of Contents

Table of Contents.....	2
Purpose and Objectives	3
Essential Eligibility Criteria	4
Not Funded by Recovery Grants - Community	5
Recovery Grant Categories - Community.....	6
Community Grant Administration and Documentation	8
Applications	8
Outcomes of Grant Applications	9
Grant Payments	9
Reporting Requirements	9
Assessment Process	9
Public Liability Insurance Coverage.....	9
Support for Businesses	10

Purpose and Objectives

The Whitehorse Recovery Grants Package - Community provides financial assistance to eligible community organisations, clubs and groups who have been impacted by COVID-19, to:

1. Assist in their recovery
2. Respond to local community need in light of COVID-19

Essential Eligibility Criteria

Whitehorse Recovery Grants - Community are available to community organisations, clubs and groups that are located, or operate within the City of Whitehorse municipality which meet the essential eligibility criteria listed in the table below.

Essential Eligibility Criteria – applications MUST
<ul style="list-style-type: none">• Be registered as a Not-for-Profit organisation and/or Incorporated association (or be auspiced by an appropriate organisation that meets this criteria.) who has operated for 12 months or more.
<ul style="list-style-type: none">• Be based within the City of Whitehorse and all activities, programs, projects, services and events must be held within the City of Whitehorse.
<ul style="list-style-type: none">• Have a majority of Whitehorse residents as members/ participants/ beneficiaries.
<ul style="list-style-type: none">• Have a min \$20million Public Liability Insurance and provide an up to date certificate of currency.
<ul style="list-style-type: none">• Provide a financial report (<u>not a bank statement</u>)
<ul style="list-style-type: none">• Demonstrate the financial impact of COVID-19 on the organisation (genuine financial need)
<ul style="list-style-type: none">• Demonstrate that what they are applying for is sustainable into the future and will not rely on ongoing funding from Council.
<ul style="list-style-type: none">• Programs, services, projects, initiatives and activities must not have commenced prior to this Grant payment, and must be completed by end of the financial year in which funding is allocated.
<ul style="list-style-type: none">• While salaries are not funded under the grants program, a small amount of funding can be sought under the stream(s) to coordinate the implementation of initiatives.

Not Funded by Recovery Grants

The Recovery Grants Program will not accept applications from the following:

- Profitable organisations or groups that are not incorporated (or not auspiced by an appropriate organisation that meets this criteria)
- Applications for individual pursuits
- Organisations not based in, or operating in, Whitehorse
- Organisations that cannot demonstrate genuine financial need
- Organisations that seek funding for political, religious or spiritual activities
- Organisations that have an outstanding debt with Council
- Organisations that have not acquitted funding provided prior to 2020/21 Financial year
- Organisations that do not submit all of the required paperwork
- Fee relief, coach or player payments or salaries for staff
- Funding for Rent/ accommodation costs
- Funding that is the responsibility of another level of government.
- Funding for significant capital equipment/ works
- Programs, projects, services or activities that cannot demonstrate the ability to provide safe working methods or adherence to relevant government restrictions.
- Activities that contravene any COVID-19 restrictions including mass gatherings and social distancing requirements.

The City of Whitehorse reserves the right to decline any application that is ineligible or does not meet the eligibility criteria.

Canvassing or lobbying of Councillors or employees of the City of Whitehorse in relation to any grant application is prohibited during the application process. Failure to comply will make the application ineligible.

Recovery Grant Funding Streams

The following Funding streams are administered under the Whitehorse Recovery Grants Program – Community.

Please note: More than one funding stream can be applied for, however **the total amount requested (per Organisation) can be no greater than \$5000**

Funding Stream	Funding Range	What can be funded
Equipment, supplies & other items (physical requirements)	\$0 - \$3,000 (ex GST)	<p>Equipment and other physical requirements essential to assist organisations to recover including: hand sanitisers, disinfectant, other cleaning products essential to manage hygiene requirements of recommencement of activity etc.</p> <p>Plastic cones, markers, barrier tape, cords etc. useful to manage physical distancing requirements.</p> <p>Supplies including loss of items/perishables.</p> <p>Cleaning, rubbish removal etc.</p>
Community Engagement/ Participation/ Volunteers initiatives	\$0 - \$2,500 (ex GST)	<ol style="list-style-type: none"> 1. Programs, projects, activities and initiatives that encourage community members to participate and/or engage with your organisation. 2. Creative strategies and initiatives to support volunteers and volunteering activity.
Programs and initiatives relating to: <ul style="list-style-type: none"> • sport & recreation organisations • arts & culture organisations • community organisations 	\$0 - \$2,500 (ex GST)	<p>Sport & Recreation, Arts & Culture and broad Community focused programs and initiatives that the organisation will develop to respond to community need as a result of COVID-19 (and which are sustainable for the Whitehorse community into the future)</p>

Funding Stream	Funding Range	What can be funded
Marketing & Promotions	\$0 - \$2,000 (ex GST)	Assisting organisations, clubs etc., to attract participants, consumers and volunteers back into programs by supporting promotional/marketing initiatives (branding, advertising, social media campaigns, temporary signage, mail outs, etc.).
Organisation Operating Costs/ Administration	\$0 - \$1,500 (ex GST)	To assist organisations, clubs and groups to re-commence their operations.

All applications will be required to demonstrate:

- That they are based in Whitehorse
- The financial impact of COVID-19 on the organisation (genuine financial need)
- That what is being applied for is sustainable into the future
- That the planned program, project, service, activity or equipment purchase application is responding to community need in recovery from COVID-19

Community Grant Administration and Documentation

Applications

Applicants will need to register for Smarty Grants, 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 subsequent emails and updates regarding Council's Recovery Grants Program - Community will then be sent to the email address provided in the application.

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

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

- Certificate of Currency for Public Liability Insurance with \$20million coverage, showing the dates of coverage. Please note that an invoice or quote will not meet this requirement.
- A financial report that shows profit/loss statement and income/expenditure. A bank statement will not meet this requirement

These documents can be uploaded on the Smarty Grants Program.

Applicants are to declare if they have already applied for or received grant money from other sources.

Smarty Grants 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.

Applications received after the stated closing time and date will be deemed ineligible.

Outcomes of Grant Applications

All applications for the Recovery Grants Program whether successful or not, will receive an email notification.

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 and Recipient Created Tax Invoice Form (GST registered organisations only).
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- Provide an updated Certificate of Currency – Public Liability Insurance

Grant Payments

Payment of successful Recovery Grant applications cannot be made until all required documentation is provided.

Unless otherwise agreed:

- Grants up to \$3,000 are paid in one instalment unless advised otherwise
- All successful grant recipients registered for GST will receive an additional 10% upon payment for GST purposes.
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Reporting Requirements

Reporting requirements will be specified in the Recovery Grant Funding Agreement Terms and Conditions.

Organisations will be notified via email that the relevant Recovery Grants Acquittal Form is available on Smarty Grants. This notification will include a due date.

Assessment Process

- Applications will be assessed by relevant council officers, who will make recommendations to the decision making panel against an assessment matrix.

Public Liability Insurance Coverage

Recovery Grant recipients are required to have Public Liability Insurance coverage throughout the period of time of the project defined in the Whitehorse Recovery Grants Program - Community.

Support

Council will host two **online information sessions**, via ZOOM, to provide support to organisations who need it. The information sessions will cover:

- How to register for SmartyGrants
- Using SmartyGrants to apply (understanding the online application form)
- The funding streams available and the relevant criteria
- Process and timelines

Please note: The information sessions will **not** be an opportunity to canvas ideas or seek advice on proposed projects.

You must register in order to attend a session. Please visit council's website for information on how to register.

Any questions or requests for support should be directed to the Whitehorse City Council Community Development team via email grants@whitehorse.vic.gov.au or website www.whitehorse.vic.gov.au

Alternatively you can call **0477 320 873** or **0408 121 127** to speak to a staff member.

A **Help Guide** for the use of Smarty Grants has been developed and can be found at <http://applicanthelp.smartygrants.com.au/help-guide-for-applicants>. This link can also be accessed via Council's website, under the heading 'Smarty Grants'.