



Whitehorse Community Relief Support Grants 2020 Guidelines

Key dates for 2020 applications:

Grants Open: Monday 7th September 2020

Grants Close: Monday 21st September 2020



All Enquiries

Whitehorse City Council Community Development Department on 0408 121 127 or email grants@whitehorse.vic.gov.au or website www.whitehorse.vic.gov.au

Ref: 19/49071

Overview of the Community Relief Grants

Funded by the Victorian Government's new Community Activation and Social Isolation (CASI) initiative, the **purpose** of the Whitehorse Community Relief Grants is to increase the capacity of 'not for profit' and or incorporated community organisations providing emergency relief programs to respond to the needs of vulnerable members of the Whitehorse community in response to the Covid19 pandemic.

The desired **outcome** of the Community Relief Grant program is to support 'not for profit' and/or incorporated community organisations meet additional requests for emergency relief by members of the Whitehorse community during the current pandemic.

Funding Priorities

Council recognises that many 'not for profit' and/or incorporated organisations are delivering a range of emergency relief programs to people who have been impacted by the covid19 pandemic and its associated restrictions. Applications that meet the following criteria will be prioritised:

- Clearly demonstrate demand for emergency relief is a direct result of the covid19 pandemic.
- Organisations that have limited or no access to state or federal funding to support vulnerable members of the community impacted by the pandemic.
- Organisations currently delivering emergency relief programs in the City of Whitehorse

Funding Level

Applicants can apply for a maximum of **\$7,000**.

Only one application per organisation will be funded. If you are being auspiced by another organisation please check they are not intending to submit an application for the Whitehorse Community Relief Grants as the auspice agency is considered to be the organisation making the application.

Essential Eligibility Criteria

Whitehorse Community Relief Grants are only available to 'not for profit' organisations and/or incorporated associations which meet the following essential eligibility criteria.

Essential Eligibility Criteria

- Are based within the City of Whitehorse and or provide services, projects, programs initiatives or activities within the City of Whitehorse.
- The funded service, project, program, initiative or activity must take place within the City of Whitehorse.
- Beneficiaries must be Whitehorse residents.
- Meet the definition of either 'not for profit' organisation and/or incorporated associations as detailed in these guidelines, or are auspiced by an appropriate organisation that meets these criteria.
- Provide evidence of current \$20 million public liability insurance coverage or proof of the same coverage by an auspice organisation.
- Demonstrate a genuine need for financial support from Whitehorse City Council. Failure to provide the financial information regarding funding from other sources may result in applications being deemed ineligible.
- Submit all applications by the closing time and date specified for the specific grant round. Applications received after the stated closing time and date will be deemed ineligible.

Not Funded by Community Relief Grants

The Whitehorse Community Relief Grants will not fund the following:

- Emergency relief efforts that occur outside the City of Whitehorse
- Organisations that do not have a presence in the City of Whitehorse
- Organisations, groups or associations that do not meet the definition of not for profit organisations, incorporated association detailed in these guidelines.
- Political, religious or spiritual activities.
- Programs, services, projects initiatives and activities that Council considers the responsibility of other levels of government.

- Funding requests of more than \$7,000 per organisation
- Costs associated with mortgage, rental, lease or accommodation costs
- Applications that do not demonstrate the request for funding is related to the Covid19 pandemic

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 Community Relief Grant Program will then be sent to the email address provided in the application.

Not for profit organisations and incorporated associations must provide the following information when applying for a Community Grant:

- Proof of current incorporation or not for profit status
- 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.
- Financial Records such as an Annual Report that includes financial statements.

These documents can be uploaded on the Smarty Grants Program.

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 Community Relief Grants Program whether successful or not, will receive an email notification during **October**.

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).

Grant Payments

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

- All successful grant recipients registered for GST will receive an additional 10% upon payment for GST purposes.

Reporting Requirements

Reporting requirements will be specified in the Whitehorse Community Relief Grant Funding Agreement Terms and Conditions.

All funding must be expended by 30th June 2021. Organisations will be notified via email that the relevant Whitehorse Community Relief Grants Acquittal Form is available on Smarty Grants. This notification will include a due date.

Grant Acknowledgement

It is requested that all Community Grant recipients acknowledge the support from Council via the Community Grants Program. 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 the Victorian Government’s Community Activation and Social Isolation (CASI) initiative via the City of Whitehorse Grants program.”

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

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 does not operate for the profit, personal gain or other benefit of particular people. Council utilises the ABN lookup website to identify organisation status

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.

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 these criteria.

Support for Organisations

Council will host information sessions and provide support to organisations who need it to complete the required documentation via the Smart Grants Program.

These sessions will be advertised on Councils website.

Any questions or requests for support should be directed to Council's Grants Officer on 0408 121 127 or grants@whitehorse.vic.gov.au

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