



CITY OF WHITEHORSE

2021/22 Community Grants

Round 2

GUIDELINES FOR APPLICANTS

Key dates for applications:

Grants Open (9am): Monday 9th August 2021

Grants Close (5pm): Friday 27th August 2021

All Enquiries

Whitehorse City Council Community Grants Officer by email
grants@whitehorse.vic.gov.au , phone 0477 320 873, or website
www.whitehorse.vic.gov.au

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Introduction

The purpose of these Guidelines is to outline Councils approach to Round 2 of the 2021/2022 Whitehorse Community Grants program that is available to eligible not-for-profit and/or incorporated organisations, clubs and groups.

These guidelines will provide details about the program including:

- Eligibility
- The **purpose** and **desired outcomes** of the funding opportunity
- Funding streams available
- Timeline from application to notification of outcomes
- Key processes to ensure that not-for-profit organisations and incorporated associations are able to make informed decisions about the relevance of the Grants Program to their proposed project, service, program, initiative or activity.

Essential Eligibility Criteria

Round 2 of the 2021/22 Whitehorse Community Grants Program are available to not-for-profit organisations and incorporated associations which meet the following criteria:

Essential Criteria
<ul style="list-style-type: none">• Be a not-for-profit organisation and/or an incorporated association; or• Be auspiced by an appropriate organisation that meets this criteria.
<ul style="list-style-type: none">• Be based within the City of Whitehorse and/or provide services, projects, programs initiatives or activities within the City of Whitehorse.
<ul style="list-style-type: none">• The majority members or participants in the service, project, program, initiative or activity must be Whitehorse residents.
<ul style="list-style-type: none">• The applicant must provide evidence of \$20million public liability insurance coverage or proof of the same coverage by an auspice organisation.
<ul style="list-style-type: none">• The applicant must demonstrate a genuine need for financial support from Whitehorse City Council through the provision of financial statements/ financial reports
<ul style="list-style-type: none">• The applicant must 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.
<ul style="list-style-type: none">• Programs, services, projects, initiatives and activities must not have commenced prior to payment of the grant, and must be completed by end of the financial year in which the funding is approved and allocated.
<ul style="list-style-type: none">• Applicant must not have any outstanding debts to Council

* *Additional criteria for some categories may be specified in the application form.*

NOT Funded

Council will **not** fund the following in both of the available grant programs:

<ul style="list-style-type: none">• Applications for individual pursuits
<ul style="list-style-type: none">• Organisations not operating in Whitehorse.
<ul style="list-style-type: none">• Organisations that cannot demonstrate genuine financial need
<ul style="list-style-type: none">• Organisations that have an outstanding debt with Council

<ul style="list-style-type: none"> Organisations that have not acquitted funding from the 2019/20 Community Grant round, or earlier.
<ul style="list-style-type: none"> Organisations that do not meet the definition of a not for profit or an incorporated association as detailed in these guidelines.
<ul style="list-style-type: none"> Organisations that do not submit all of the required paperwork/documentation in the application form.
<ul style="list-style-type: none"> Programs, services, projects, initiatives or activities that occur outside the City of Whitehorse.
<ul style="list-style-type: none"> Salaries or wages - either fulltime, part time or casual or any component of salaries or wages for ongoing positions. (While <u>salaries</u> are not funded under the grants program, a small amount of funding can be sought to coordinate the implementation of initiatives.)
<ul style="list-style-type: none"> Capital Expenditure – fixed or permanent equipment, building maintenance or capital improvements that exceed \$1,000.
<ul style="list-style-type: none"> Rental, lease or other costs associated with accommodation, other than specified in the Discount Support – Hall Hire Grant.
<ul style="list-style-type: none"> Operational costs and core business costs of the organisation - e.g. salaries for permanent staff, office rent, fees, mobile phones, software licences, bills and insurance.
<ul style="list-style-type: none"> Projects that have a commercial purpose.
<ul style="list-style-type: none"> Political, religious or spiritual activities.
<ul style="list-style-type: none"> Programs, services, projects initiatives and activities that Council considers the responsibility of other levels of government.
<ul style="list-style-type: none"> Expenses for projects, activities or equipment that has already been paid for (retrospective funding)
<ul style="list-style-type: none"> Event catering costs
<ul style="list-style-type: none"> Funding for competitions, trophies, prizes or awards.
<ul style="list-style-type: none"> Reimbursement of personal expenses
<ul style="list-style-type: none"> Uniforms
<ul style="list-style-type: none"> Programs, projects, services or activities that cannot demonstrate the ability to provide safe working methods or adherence to relevant government restrictions.

- Discount Support Hall Hire will not be provided for any fundraising event that runs longer than 1 day's duration.
- 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 as the responsibility of the organisation.

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.

OVERVIEW- WHITEHORSE COMMUNITY GRANTS PROGRAM

Whitehorse City Council's vision for *a healthy, vibrant, prosperous and sustainable community supported by strong leadership and community partnerships* is implemented through the Whitehorse Council Plan.

The Council Plan guides the work of Council and contains five key strategic directions. All community grant applications must align with one or more of Council's strategic directions:

1. To support a healthy, vibrant, inclusive and diverse community.
2. To maintain and enhance the built environment to ensure a liveable and sustainable city.
3. To protect and enhance open space and natural environments
4. To provide strategic leadership and open and accessible government
5. To support a healthy local economy

The **Whitehorse Community Grants Program** responds to:

Strategic Direction 1:

To support a healthy vibrant, inclusive and diverse community.

Goal 1.1:

A safe, inclusive, resilient and diverse community which benefits from good health and wellbeing through the delivery of services, facilities and initiatives.

As part of the annual budget process Whitehorse City Council allocates funding to an annual Community Grants Program to provide financial support to not-for-profit organisations and incorporated associations within the City of Whitehorse so that they can deliver programs, services, projects, initiatives and activities that align with the community priorities and strategic directions contained in the Whitehorse Council Plan and contribute to the health and wellbeing of the community.

It is not possible for the Community Grants Program to fund all requests, therefore 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 the future sustainability of their program or activity beyond the funding period in their program planning (for example, sponsorships or other fundraising activities).

ABOUT ROUND 2

Council recognises that many community organisations, clubs and groups in Whitehorse are at different stages of returning to operations following the ongoing impacts of the pandemic. In response, Council is administering a second round of Whitehorse Community Grants in 2021.

Community Grants: **Purpose - Objectives – Outcomes**

The **purpose** of Round 2 of the Whitehorse Community Grants Program is to:

- Support community groups with whatever phase of recovery/ operations they are in at the present time (some may still be focussing on returning to operations, other may be ready to deliver innovative programs to bring people back together and enhance the wellbeing of the Whitehorse Community)
- Encourage and support the provision of programs, services, projects, initiatives and activities that align with the community priorities and strategic directions set out in the Council Plan
- Deliver initiatives, activities and resources required to address the changing needs of the community in response to impacts of the pandemic; and
- Enhance community capacity during the transition to 'COVID Normal'.

There are 4 key **objectives** of the Community Grants Program:

Program	Programs services, projects, initiatives or activities which meet the social, cultural, economic, recreational and development needs of residents.
Identity	Foster a sense of community identity across the City of Whitehorse and improve community linkages.
Access	Maximise access to programs, services, projects, initiatives and activities for people who have had limited opportunity to participate in the life of the community.
Cooperation	Encourage co-operation between organisations leading to enhanced program or activity delivery and more efficient use of resources.

There are 4 desired **outcomes** of the community grants program:

- Foster a sense of community identity
- Improve social connections and linkages
- Are inclusive of individuals who may not otherwise have opportunities to participate in community life.
- Address new and emerging community priorities.

Community Grants: **Funding Priorities**

The Community Grants program is a competitive application process. Applications that meet the following criteria will be prioritised:

- Applications that have not received funding from the first 2021 Community Grants round.
- Initiatives that address new and emerging priorities within the Whitehorse Community
- Applications that will increase the organisations capacity to reconnect with members and/ or bring members of the community together in a COVID-Safe way.
- Applications for initiatives that will engage, support and connect with the hard to reach ie. CALD, people who are homeless, those socially isolated, etc.
- Organisations that can demonstrate that their program, service, project, initiative or activity adds significant value to the City of Whitehorse and that their own contribution requires particular Council support
- Applications that clearly identify and address COVID Safe measures that will be in place

Community Grants – Funding Categories

Not-for-profit groups and incorporated associations are invited to apply for funding under the following grant categories:

Grant Category	Funding Range	Purpose
<p>Whitehorse Seniors Participation Grant</p> <p>This category is only available to Seniors Groups that did not receive funding for this category in Round 1.</p>	<p>Maximum \$1,000 per group</p>	<p>To support seniors groups within the City of Whitehorse to provide participation opportunities that support the health and wellbeing of their members. Funding allocated is based on membership numbers.</p>
<p>Small Equipment Grants</p>	<p>\$0 - \$1,000</p>	<p>Enable organisations to purchase small equipment items that will benefit Whitehorse residents and/ or enhance the group's ability to deliver the desired outcomes of the Community Grants program or return to operations. May include equipment required to ensure COVID-Safe measures are in place ie. PPE, cleaning supplies, and items required to manage social distancing (barriers/ cones/ tape, etc.)</p>
<p>Minor Grants</p>	<p>\$0 - \$3,000</p>	<p>To support programs, activities and initiatives that:</p> <ul style="list-style-type: none"> • Respond to community need and increase the opportunities for safe community engagement and participation post lockdown; and/or • Help the community to reconnect ie. a project that enhances volunteering opportunities; and/ or • Strengthen and respond to the needs of the Whitehorse Community and deliver the desired outcomes of the Community Grants program. (Includes seed funding for trial projects). • Promotional/ marketing initiatives aimed at attracting participants, consumers and volunteers back into programs ie. Advertising costs,

		Social media campaigns and promotional material.
Major Grants	\$3001 - \$10,000	To support larger scale programs, activities and initiatives as outlined in the 'Minor Grant' description above.
Discount Support Hall Hire	Proportional discount on hall hire cost.	This is a proportional discount in relation to the hall hire charges of Council owned and operated venues.
Discount Support Free Tipping (currently not available)	Generally 2 – 12 passes per year	Free tipping passes to dispose of waste through Council's Waste Transfer and Recycling Centre. Determined on demonstrated need.

Please note:

- If an applicant applies for more than one grant category, each application must meet the specified 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 that are deemed to be effectively the same during Council's assessment process, will only be considered in relation to the lesser grant.
- With the exception of Discount Support Hall Hire, Council will only accept **one grant application per organisation, in each eligible category, per year.**
- A separate application form for each grant category must be completed and submitted by the due date.

Community Grants - Further Information

WHITEHORSE SENIORS' PARTICIPATION GRANT

Whitehorse City Council recognises that **Seniors Groups** within the community provide important participation opportunities for older people living in the municipality and the opportunity to build and maintain friendships and social connections.

The Community Grants Program provides an opportunity for **Seniors Groups** to apply for funding to help manage the costs associated with providing activities that will enhance their member's participation in the community and help reduce social isolation and/ or loneliness.

For the purpose of this grant, Seniors Groups are viewed as:

"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."

*Please refer to pg.27 of these guidelines for the definition of 'Auspice'.

Only Seniors Groups meeting the above definition are eligible to apply for the Whitehorse Seniors Participation Grant.

Without exception all funding provided under the Whitehorse Seniors' Participation Grant must be utilised within the City of Whitehorse.

Whitehorse City Council recognises that for some Seniors Groups an internet based grants process poses difficulties and, to assist Seniors Groups and others who may experience challenges with using the Smarty Grants Program, Council will:

- Organise times in the application and funding agreement periods where assistance can be provided to build knowledge of the Smarty Grants Program and to assist with the lodgement of documentation.

Discount Support – Hall Hire

Discount Support Hall Hire Grants are open throughout the year to enable not for profit organisations and incorporated associations to book Council venues for meetings, activities and events at a discounted rate. Where organisations are booking venues on a recurrent basis, for example for monthly meetings, it is preferred if all meeting dates are submitted on one application.

All applications are made via SmartyGrants and applications need to seek availability from the venue manager prior to applying.

Discount Support Hall Hire is only available for bookings in the following Council owned and operated venues:

Council Owned and Operated Venues	
Box Hill Community Arts Centre	Horticultural Centre
Box Hill Town Hall (excluding the Town Hall Hub)	Rentoul Hall
Blackburn North Community Hall	Strabane Avenue Hall
East Burwood Hall	Willis Room (Civic Centre)
Forest Hill Hall	

Each application is assessed based on the information provided. The level of Discounted Support granted cannot exceed the maximum percentage shown in the following table. Applications are monthly and all applicants will receive notice of outcome via email.

Type of Community Organisation	Maximum Discounted Support Available
Eligible not for profit and incorporated associations	50%
Service Clubs: Rotary, Lions, Apex etc.	75%
Senior Citizens Groups	90%
Fundraising Events: See Criteria	100%

More information about the venues including contact details to check availability are available on Council's website: <https://www.whitehorse.vic.gov.au/things-do/planning-your-event/halls-and-function-centres>

Discount Support Hall Hire (Fundraising Event) Grant

Where the express purpose of an event is fundraising, eligible not for profit organisations and incorporated associations can apply for the Discount Support Hall Hire (Fundraising Event) Grant, which provides one free venue hire per organisation per year.

Groups that are auspiced by another organisation will be viewed as part of the auspice organisation. Multi-site organisations or auspiced organisations should check that the organisation has not already applied and been approved for Discount Support Hall Hire (Fundraising Event) Grant.

In addition to the Eligibility Criteria set out in these guidelines the following additional criteria are applied to Discount Support Hall Hire (Fundraising Event) Grants:

- The fundraising event must be held at one of the venues listed in the Discount Support Hall Hire section of these guidelines.
- The event must not exceed one day.
- Discount Support is for Hall Hire only.
- The money raised must not to be sent or spent:
 - outside of the eastern region of Melbourne
 - interstate or overseas

Where fundraising activities are undertaken in response to natural disasters that have occurred locally, nationally and internationally the organisers should speak to the Venue Manager to discuss eligibility prior to submitting an application.

Please note: Council does not consider a graduation night, an annual dinner, a presentation night, an event recognising an individual, an expo or any other function where raffle tickets or merchandise is sold for the purpose of raising funds as part of the event, a fundraising event.

Discount Support -Free Tipping

***Please Note:** The budget for the 2021/2022 Discount Support- Free Tipping program has been fully allocated. Council is unable to accept further applications for the rest of 2021. The next round of Free Tipping applications will open in February 2022.

Council is committed to the responsible and sustainable management of rubbish and recycling in the City of Whitehorse. The Discount Support - Free Tipping grant is a voucher based grant provided to eligible not for profit organisations and incorporated associations to assist with the cost associated with waste disposal.

The provision of a Discount Support - Free Tipping Grant comes with the expectation grant recipients will take an active recycling approach to ensure as little waste as possible enters landfill. The Whitehorse Recycling and Waste Centre accepts some recyclable material free of charge, collected items should be separated for this purpose. For more detail please visit the Whitehorse Recycling and Waste Centre website: <https://www.whitehorse.vic.gov.au/waste-environment/rubbish-recycling/recycling-and-waste-centre>

In addition to the Eligibility Criteria set out in this document, the following applies to Discount Support - Free Tipping Grant:

- Only **one** voucher can be used each trip.
- Each voucher equates to **one trailer** load of waste not exceeding a one tonne limit
- A maximum of **one** mattress may be disposed of per voucher, in addition to the one tonne trailer load.
- Council will not reimburse tipping costs already incurred.
- Vouchers must be presented to the Weigh Bridge Operator.
- Vouchers cannot be reproduced and if the vouchers are reproduced and or the allocation is exceeded, the organisation's participation in the community grants program will be reviewed.
- Replacement vouchers will not be issued.

The following table identifies the maximum number of vouchers that will be issued as part of the Community Grants Program.

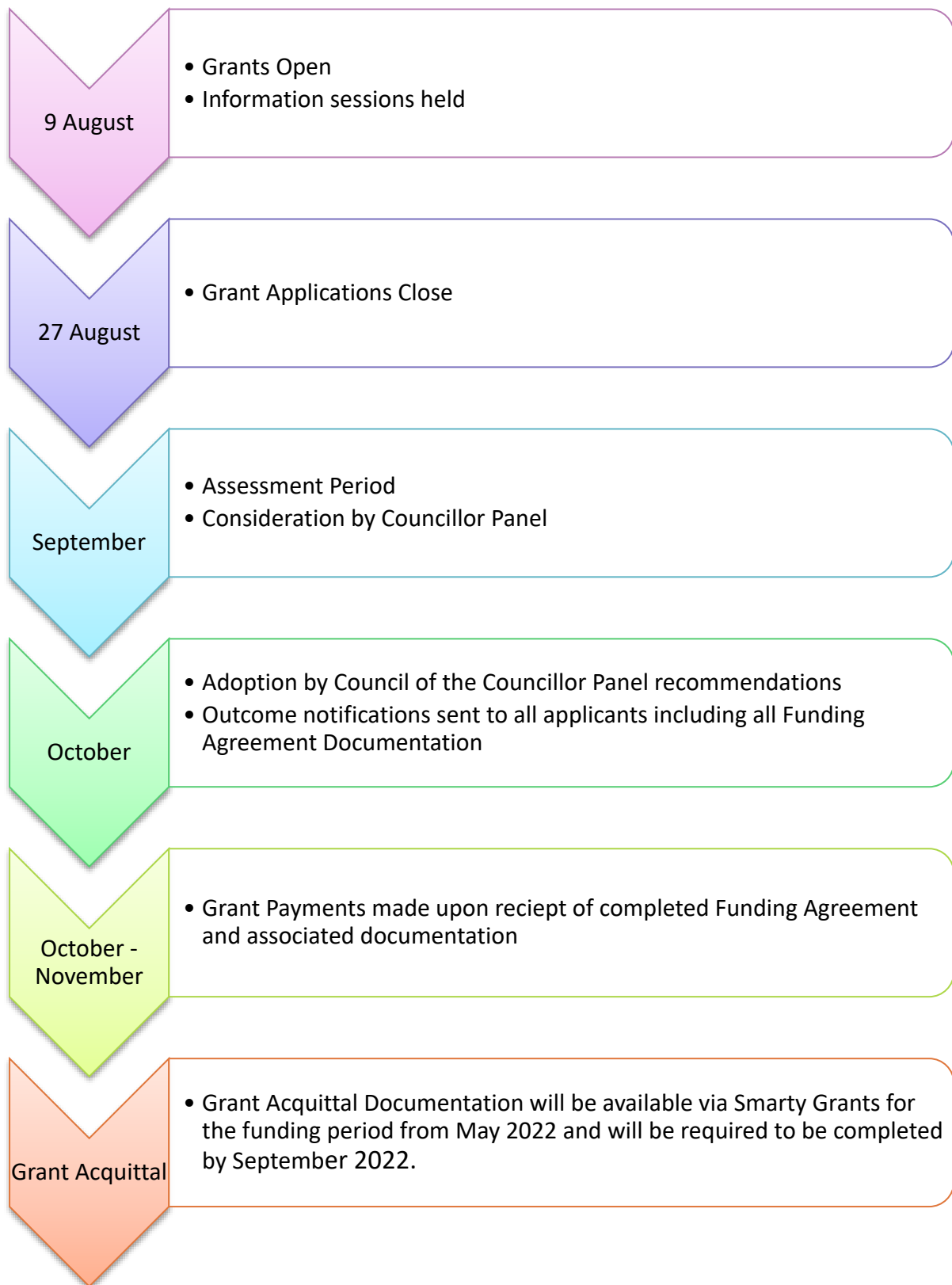
Organisation	Maximum number of Vouchers
Schools, preschools and kindergartens	Up to 4 per year (1 per school term)
Opportunity shops	Up to 12 per year (1 per month)
Scout and Guide Groups	Up to 4 per year

Other Not for Profit or
Incorporated Associations

The nature of the request and service to the community will determine the number of tip passes granted. In most instances the number of vouchers approved will not exceed 12 per year.

Grants Process

*this flow chart excludes Discount Support Hall Hire, which operates on an ongoing basis



Grant Administration and Documentation

Applications

Applicants for a Community Grant 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 Grants Program will then 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.

Not for profit organisations and incorporated associations must provide the following information when applying for a Community Grant or a Community Recovery 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 for the specific grant round.

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

Outcomes of Grant Applications

All applications for **Round 2** of the **2021/22 Community Grants Program** whether successful or not, will receive an email notification following the October Council meeting.

Successful applicants for both grant programs 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 required).

Grant Payments

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

Unless otherwise agreed:

- Grants up to \$ 10,000 are paid in one instalment unless advised otherwise
- Grants over \$10,000, such as Partnership Grants, are paid twice yearly in equal instalments on receipt of the reporting documentation specified in the funding agreement.

Reporting Requirements

Reporting requirements will be specified in the Funding Agreement Terms and Conditions. The level of reporting required is specific to the Grant Category and the level of funding provided.

Excluding Partnership Grants at this time, organisations will be notified via email that the relevant Grants Acquittal Form is available on Smarty Grants. This notification will include a due date.

Grant Acknowledgement

It is requested that all grant recipients acknowledge the support from Council via the relevant 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 City of Whitehorse Community Grants Program.”

Or

“The (program, service, project or activity initiative or the organisation), is supported by the City of Whitehorse Community Recovery Grants Program.”

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

Public Liability Insurance Coverage

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 the 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. Please contact the Venue Manager for further details. More information is available on Councils Community Grants webpage.

Please Note: Councils Casual Hirers Policy only provides cover for the booked time period at the Council venue and for no other times or places.

Support for Organisations

Any questions or requests for support should be directed to Council's Grants Officer via email grants@whitehorse.vic.gov.au or by phone 0477 320 873.

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 Council's website, under the heading 'Smarty Grants'.

Tip-sheets are also available via Council's website for assistance with the following:

- How to register for SmartyGrants
- What to do if you forget your log-in details and password
- How to complete a Budget Table in the application form
- Finding your forms in SmartyGrants

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.

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.