Management report to Council

Agenda item 6.2

Connected Communities Grants 2020 Recommendations

Council

Presenter: Eamonn Fennessy, Acting Director City Communities

29 October 2019

Purpose and background

1. The purpose of this report is to seek Council's endorsement of the recommendations of the external assessment panel (Panel) for the inaugural Connected Communities Grants (CC) 2020.

2. Council endorsed the Community Grants and Partnerships Framework in September 2018 and is a funding stream within this framework, replacing the previous Annual Grants. With a total pool of $531,898, the CC program provides funding of:

    2.1. up to $1550 for core operational or small project funding for small not-for-profit organisations through Small Grants

    2.2. up to $20,000 for projects that benefit of City of Melbourne's local and/or vulnerable communities through Impact Grants

3. In both streams, applicants must address community connection, social inclusion and/or access and participation.

Key issues

4. 76 Impact Grants and 45 Small Grants applications were received. Eight applications were ineligible. Of the remaining, 30 per cent were first time applicants. The total funding request was $1,172,175.

5. 38 Small Grants were assessed by staff and all are recommended for funding (total $54,389).

6. 74 Impact Grants were assessed by staff with expertise in the subject area and were then assessed by an independent external panel with diverse experience in community development. The Panel has recommended 46 projects for funding (Attachment 3), 26 for partial funding, where the panel wanted to support particular elements of a proposal or where the quality of proposed projects would not be diminished and could proceed with a reduced level of funding. The panel recommendations total $477,509, fully allocating the available budget.

7. Three applications have been placed on a reserve list to be offered funding should any of the recommended applications be unable to proceed, or decline the offer of the grant. The panel commended the overall high standard of the applications. The reserve applications were highly regarded by the Panel.

8. Consistent with Council's Community Grants and Partnerships Framework, individualised feedback will be offered to all non-recommended applications, including referral to other City of Melbourne opportunities where relevant.

Recommendation from management

9. That Council:

    9.1. Approves the 2020 Connected Communities grants as detailed in Attachment 3.

    9.2. Authorises the Acting Director City Communities to approve funding for up to three reserve applications in the event that one or more of the recommended projects (Attachment 3) cannot proceed or declines funding.

    9.3. Authorises management to enter into negotiations with the organisations responsible for the recommended projects (Attachment 3) and authorises the Acting Director City Communities to execute final funding agreements with each organisation in accordance with this Council resolution and the Community Grants and Partnerships Framework.

Attachments:
1. Supporting Attachment (Page 2 of 27)
2. Connected Communities Grants Guidelines (Page 3 of 27)
3. Assessment Panel recommendations (Page 22 of 27)

Supporting Attachment

Legal

1. The recommendation from management notes that the successful organisations will be required to enter into funding agreements

Finance

2. The Community Grants and Partnerships Framework, endorsed by Council on 25 September 2018, allocates a total of $531 898 annually to the Connected Communities grant program. This amount is now recommended for funding in accordance with this resolution.

Conflict of interest

3. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report. The six members of the assessment panel complete an Assessment Panel Declaration – Conflict of Interest and Privacy and Confidentiality forms. This information is held on corporate files. One panellist had a conflict of interest in five applications and was excluded from discussions and decision-making in regard to those applications.

Health and Safety

4. In developing this proposal, no Health and Safety issues or opportunities have been identified.

Stakeholder consultation

5. Local communities were made aware of the program through a number of communication channels including social media, newsletters, mail lists (including email) and via Council's professional networks. This approach reaches both existing organisations Council already has relationships with and new and emerging organisations and communities. There was a 40 per cent increase in applications compared to the previous 2019 Annual Grants program.

6. Four information sessions were held in June, with a total of 50 external attendees. These smaller sessions allowed for more informal discussion between potential applicants and City of Melbourne staff. Sessions were held at different times of the day to afford greater attendance possibilities.

7. A service to assist people with limited knowledge of English and/or on-line systems was offered to assist applicants. Four organisations were assisted through this bespoke service; all are recommended for funding.

Relation to Council policy

8. The Connected Communities grants program is authorised under the Community Grants and Partnerships Framework, supports the Council Plan and aligns to the outcomes and actions articulated in the City for People goals.

Environmental sustainability

9. All Impact Grant applicants were required to address environmental sustainability issues or opportunities as part of their project plan

CITY OF MELBOURNE

Connected Communities Impact Grants Guidelines

Contents

City of Melbourne Community Grants and Partnership Framework

City of Melbourne adopted the Community Grants and Partnerships Framework in September 2018. The full Framework can be downloaded here[1].

Through the Community Grants and Partnerships Framework, the City of Melbourne provides funding, expertise and support to socially-oriented organisations that address key social issues to ensure that our communities thrive. The Council Plan[2] is the guiding document which sets out Council's priorities and the Community Grants and Partnerships Framework enables the City of Melbourne to:

- empower our communities[3] to identify and respond to local areas of need
- partner with community organisations to deliver shared outcomes
- activate community participation amongst residents
- build capacity within the community sector

We encourage our communities to take an active role in identifying and responding to social issues.

The following best practice principles and practices underpin the Community Grants and Partnerships Framework and inform the priorities for funding:

PRINCIPLE	PRACTICE
IMPACT	We take a purposeful and strategic approach to funding projects that deliver meaningful social impact.
INCLUSION	Inclusion, access and participation are the hallmarks of healthy, thriving, prosperous, self-reliant, inclusive and resilient communities.
CONNECTION	We connect meaningfully with our communities and stakeholders and we foster more connected communities for our residents.
PARTNERSHIP	We know we can't solve tough problems alone. Through collaborative partnerships we work with others to deliver exceptional outcomes.
INNOVATION	Our communities experience constant change. We discover new solutions to changing needs and foster innovation in addressing our social challenges.
TRANSPARENCY	We are transparent in our funding priorities, processes and decisions. All of which are published on our website.

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[1] https://www.melbourne.vic.gov.au/community/strong-communities/funding-grants/Pages/community-grants-partnerships.aspx
[2] https://www.melbourne.vic.gov.au/about-council/vision-goals/pages/council-plan.aspx
[3] https://www.melbourne.vic.gov.au/about-melbourne/research-and-statistics/city-population/pages/community-profiles.aspx

Purpose of Connected Communities Impact Grants

City of Melbourne is committed to creating connected and inclusive communities. We provide impact grants from $1551 up to $20,000 for community-led projects that promote community connection, social inclusion, access and participation for City of Melbourne residents.   Funding may prioritise, but is not limited to, supporting vulnerable communities.

Objectives of Connected Communities Impact Grants

Connected Communities Impact Grants allow the City of Melbourne to:

- value the strengths, needs and aspirations of our communities

- empower community to identify and respond to local issues, concerns and priorities

- partner with community to support shared outcomes

- foster community participation and increase access and inclusion.

Eligibility criteria

To be eligible to apply for funding through Connected Communities Impact Grants, applications must meet the following criteria:

- Applicants must be a not-for-profit constituted body or a school. Auspiced applications are permitted in this program except for capital works projects.

   - Body Corporates are eligible to apply for a Connected Communities Impact Grant only for the provision of a community garden.

- Applicants must be located within, or be running the project within, the City of Melbourne municipality.

- Applications must have a focus on City of Melbourne's local communities and/or communities that are considered vulnerable.

- Projects funded through Connected Communities Impact Grants are eligible for a maximum of two consecutive years funding.

- Capital works projects -

   - Capital works projects will be considered for funding for local community organisations whose work aligns with Council priorities.

   - Auspiced applications will not be accepted for capital works projects.

   - Capital works applications will only be considered where the facility is located within the City of Melbourne boundary and owned by not-for-profit organisations. Funding cannot be used for capital works projects on Council owned land or property. Community garden applications will only be considered for property that is within the City of Melbourne boundary, and either owned by a not-for-profit body or privately owned. Funding will not be considered for gardens that are on Council owned land.

Funding will <u>not</u> be considered for:

- core operational funding

- projects with a religious or political focus

- commercial activities and/or organisations

- fundraising activities, competitions, prizes or award events

- interstate and international travel costs including travel costs for facilitators/consultants

- activities that have already commenced or occurred

- projects that are being, or have already been, funded through other City of Melbourne grant or sponsorship programs

- activities run by the City of Melbourne

- organisations with outstanding acquittals or debts owing to the City of Melbourne

- incomplete applications

- late submissions.

Funding level

Applications for Connected Communities Small Grants funding can be made for any value between $1551 and $20,000.

Key dates

- Applications open 9am on Monday 3 June 2019.

- Applications close 5pm on Monday 1 July 2019.

- Applicants will be advised of the outcome of their application by the end of November 2019.

- Projects must start after 1 January 2020

- Projects must be completed by 31 December 2020.

Assessment process

After the application period has closed and we have received your application:

- You will receive an email confirming receipt of your application.

- Your application will be assessed against the eligibility and assessment criteria by a panel of external assessors.

- Funding recommendations will be submitted for a decision by Council.

- All applicants will receive a notification via email with the result of their application by the end of November 2019.

- Information about grant decisions will not be given over the phone.

- The list of successful applicants will be published on the City of Melbourne's website approximately a month after all applicants have been notified of the outcome of their application.

Assessment criteria

Connected Communities Impact Grant applications are assessed against the assessment criteria below. Only applications that adequately respond to the assessment criteria will be considered.

1. **Alignment to the purpose and objectives of Connected Communities Impact Grants (35%)**

    - Does the project promote community connection, social inclusion, access and participation for City of Melbourne residents?

    - How many City of Melbourne residents are likely to participate?

    - Does the project target groups or individuals that face barriers to community participation?

2. **Community need (25%)**

    - Is there a clearly identified need for this project?

    - Has evidence of this need been provided?

    - Will the project be successful in addressing this need?

    - Has the applicant appropriately engaged with target participants and other community stakeholders prior to submitting the application?

3. **Organisational capacity (20%)**

    - Is the scope of the project appropriate to the organisation's resources and expertise?

    - Is the application well planned with clear deliverables and a realistic timeframe?

    - Does the application identify appropriate partners that will work with them in a collaborative way?

    - Does the organisation have a track record of delivering similar types of projects successfully?

    - Does the application outline an evaluation plan?

4. **Budget (20%)**

    - Does the budget accurately reflect the scope and scale of the project?

    - Have other funding sources been identified?

    - Have the resources that are required to deliver the project been clearly identified?

    - Does the total revenue match the total expenses?

    - Is the project financially sustainable if it is to continue beyond the funding period?

    - Have quotes been provided to support capital purchases (if applicable)?

Additional assessment notes

City of Melbourne reserves the right to:

- not consider applications that do not meet the eligibility or assessment criteria

- request further information to inform our assessment

- recommend partial funding, in consultation with the applicant

- Normal permit requirements apply for all projects. If relevant, these should be outlined in the application. (Refer to the [City of Melbourne website](http://www.melbourne.vic.gov.au/pages/permits.aspx)[4] for permits required within the City of Melbourne)

- If quotes and/or other proposed services are provided by family, friends or committee members, this must be declared in the application.

Additional assessment notes for Capital Works (including community gardens) applications:

- Building or landscape works for establishment, upgrade or renewal are a priority over routine maintenance applications.

- Facilities must be within the City of Melbourne boundary and owned by not-for-profit organisations or privately owned; funding cannot be used on Council owned land or property.

- Body corporates can apply for grants to establish community gardens within their property. Applicants must provide a copy of their constitution to show that they do not distribute profits or assets to their members.

Other factors that influence the final decisions for funding include:

- Supporting as many local organisations as possible and providing opportunities for new and emerging organisations and communities.

- Other funding provided to organisations by the City of Melbourne.

- Supporting a variety of organisations, community outcomes and community target groups.

Essential attachments for all applications

- Applicants must provide a certificate of currency for public liability or other relevant insurance. If applicants do not hold public liability insurance they must provide a risk assessment document identifying risks associated with their application and explaining how these risks will be managed. Council may determine that the risk assessment document is inadequate and require appropriate insurance coverage prior to releasing funding.

- If you are applying for capital works or maintenance on a community facility, you must submit at least one quote.

- If you are applying to purchase significant single expenditure items (e.g. single items like computers or items over $1000) you must include at least one quote.

Lobbying

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[4] http://www.melbourne.vic.gov.au/pages/permits.aspx

Canvassing or lobbying in relation to an application is strictly prohibited during the application process. No further consideration will be given to an application submitted by an applicant that canvasses or lobbies the Lord Mayor, City of Melbourne councillors or employees of the City of Melbourne.

Grant terms and conditions

If your application is successful, you will be required to:

- sign a funding agreement with the City of Melbourne that provides details about the terms and conditions of funding. The funding agreement will outline reporting and acquittal requirements specific to your application.

- Grants under $10,000 will be paid in one instalment.

- Grants from $10,000 to $20,000 will be paid in two instalments. The first instalment (70 per cent of the total grant) will be paid on provision of signed contract, invoice and any other requested information. The second instalment will be paid on submission of a mid-term report.

- supply all requested information prior to any funding being released.

- Submit paperwork within the allocated timeframes. Funding is allocated from specific financial year budgets and if paperwork is not submitted within the allocated timeframe, then funding is forfeited by the funded organisation.

- In some instances, you may be required to meet or discuss your project with the grant manager and provide revised information.

- If the funded project includes contact with children aged 0-18 the organisation must ensure that all relevant staff, contractors, volunteers and committee members hold a valid working with children check and provide copies of these if requested by Council.

- use the funding allocated for the purposes specified in the application. Grants may not be used for any purpose other than for which it is granted, without the written permission of the City of Melbourne.

- deliver the project within the allocated budget. City of Melbourne will not be responsible for shortfalls in project budgets if the applicant is unable to meet project costs.

- acknowledge the City of Melbourne in all promotional materials relating to the successful application, including use of the logo

- complete the project by the date stated in the funding agreement. Requests for extensions will need to be considered and agreed to by City of Melbourne.

- invite the Lord Mayor and Councillors to attend any significant launches or events associated with the project

- acquit the grant and provide receipts to demonstrate the expenditure of a minimum 75 per cent of the grant. Grants for capital works and/or capital purchases must provide receipts to demonstrate the full expenditure of the grant.

Completing your application

Applications will be submitted and managed online via SmartyGrants. Application forms can be accessed from the City of Melbourne website.

Applications will automatically be closed by the SmartyGrants system at 5pm on the closing date.

Please avoid submitting your application at the last minute. If there is heavy use of the system with others submitting last-minute applications, there may be delays which will affect your ability to lodge your application before the deadline and it will be deemed ineligible.

When your application is fully submitted you will receive an automated email containing a PDF copy of your application and confirmation that it has been received.

If you experience technical issues with the SmartyGrants system, please contact SmartyGrants directly (contact information on page 10).

Contacts at the City of Melbourne

- Administration and general queries: Katrina Brady – Grants and Projects Officer, Email[19] or phone: 9658 9901

- Projects supporting the needs of **families and children:** Anita Marsden – Parenting Services Coordinator, Email[5] or phone: 9320 4718

- Projects supporting the needs of **international students**: Jo Holl – International Student and Youth Project Officer, Email[6] or phone: 9658 8381

- Projects supporting the needs of **young people:** Krystel Bendle – City People Project Officer, Email[7] or phone: 9658 9987

- Projects supporting the needs of **homeless people:** Nanette Mitchell – Senior Social Planner, Homelessness, Email[8] or phone: 9658 9920

- **Community safety initiatives**: Nancy Pierorazio – Senior Policy Officer, City Safety, Email[9] or phone: 9658 9910

- Projects supporting the needs of **culturally and linguistically diverse communities**: Kara Barnett – Cultural Diversity Officer, Email[10] or phone: 9658 9925

- Projects supporting the needs of **Aboriginal and Torres Strait Islander communities**: Jeanette Vaha'akolo– Senior Indigenous Policy Officer, Email[11] or phone: 9658 9956

- Projects supporting the needs of **seniors:** Anna Poulentzas – Healthy Ageing Coordinator, Email[12] or phone: 9658 9507

- **Neighbourhood based projects**: Georgie Meyer – Team Leader Community Engagement and Partnerships, Email[13] or phone: 9658 9067

- Projects supporting the needs of **people with disabilities:** Peter Whelan – Metro Access Project Officer, Email[14] or phone: 9658 8359

- **Sports and recreation** projects: Sarah Doubleday –Business Support and Project Officer, Email[15] or phone: 9658 9372

- **Health and wellbeing** projects: Elise Baro – Projects Coordinator, Email[16] or phone: 9658 9634

SmartyGrants technical assistance:

If you experience technical issues with the SmartyGrants system please contact them directly on email[17] or by phone: (03) 9320 6888.

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[5] anita.marsden@melbourne.vic.gov.au
[6] joanne.holl@melbourne.vic.gov.au
[7] krystel.bendle@melbourne.vic.gov.au
[8] Nanette.mitchell@melbourne.vic.gov.au
[9] nancy.pierorazio@melbourne.vic.gov.au
[10] kara.barnett@melbourne.vic.gov.au
[11] jeanette.vahaakolo@melbourne.vic.gov.au
[12] anna.poulentzas@melbourne.vic.gov.au
[13] georgie.meyer@melbourne.vic.gov.au
[14] peter.whelan@melbourne.vic.gov.au
[15] sarah.doubleday@melbourne.vic.gov.au
[16] elise.baro@melbourne.vic.gov.au

Got questions or need help?

Information session

All information sessions will take place in the Mezzanine in Council House 2, 240 Little Collins Street, Melbourne. Book your place. [18]

Staff experts representing each focus area will attend the meetings, if you have any questions specific to your focus area we recommend that you attend the session that the staff expert for that area will attend.

Sessions are limited to 20 attendees

- Tuesday 11 June, 12pm – neighbourhood based projects, culturally diverse communities, sport and recreation.

- Thursday 13 June, 9.30am – young people, homeless people and international students.

- Thursday 13 June, 6.30pm – African Australian communities.

- Tuesday 18 June, 2.30pm - families and children, neighbourhood based projects and people with disabilities.

Application assistance

Assistance sessions are available for applicants who may:

- have difficulty with the language on the forms and / or

- have difficulty with access to or familiarity with technology (ie. online application system)

These sessions are not compulsory. If you are able to complete the form but would like to talk through your idea, feel free to contact a staff member that may be able to provide valuable advice that will strengthen your application; contact details of staff can be found above.

At the assistance sessions, people will have a one-on-one booking with a staff member to get assistance. The staff member will assist you to fill out the form but will not answer the questions for you.

Come prepared, thoroughly read through the guidelines and application forms so you are aware of the type of information required. Bring with you:

- An email address

- An idea that you plan to apply for

- A draft version of the application you may have started already online

- If you can't access the application form, let us know when you book and we will provide you with a hard copy.

Bookings

Bookings for these sessions are essential. To make a booking please email[19] or call 9658 9901.

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[17] service@smartygrants.com.au
[18] https://www.eventbrite.com.au/e/connected-communities-grants-information-sessions-tickets-62294122397

Make sure that you include in your email

- Your name

- Your organisation or group name

- A contact phone number

- If you need an interpreter, please include the language you require

Got questions?

Q: Can my organisation submit more than one application?

A: No only one application per organisation will be accepted.

Q: What kind of things can I apply for?

A: To get an idea about the type of applications that have been funded in the past, visit the website[20] and review previous successful applications

Q: If we already have some funding allocated to this project, can we still apply for additional funding?

A: Yes. In fact we encourage multiple funding sources for a project as this can strengthen the application and create greater sustainability for the project. The application form will ask you to declare additional funding sources for your project.

Q: My organisation is located outside of the City of Melbourne; can I apply?

A: To be eligible, organisations must be located within, or offer a project within, the City of Melbourne municipality. In addition, the program has a focus on local and / or vulnerable communities. City of Melbourne suburbs include: Carlton, Central Business District (Melbourne), Docklands, East Melbourne, Fisherman's Bend, Kensington, North Melbourne, Parkville, part of Port Melbourne, Southbank, parts of South Yarra and West Melbourne. You can view a map of the boundaries at the City of Melbourne website[21].

Q: My group is not incorporated; can I apply?

A: To be eligible, applications must come from a school or a not-for-profit community organisation that is a legal entity. If you are an individual or an unincorporated group, you will be required to find an auspice prior to applying for a Connected Communities Grant. If you apply under the auspice of an organisation, the City of Melbourne requires that you provide a letter from your auspice confirming that they agree to this arrangement. Note that for successful applicants that have an auspice, the City of Melbourne pays the grant to the auspice organisation.

Q What is an auspice?

A: An auspice is an organisation that agrees to take legal and financial responsibility for administering the grant on behalf of the applicant where an applicant is not eligible or unable to apply for funding. To find out more about an auspice arrangement visit http://www.nfplaw.org.au/auspicing[1]

Q: I am applying for capital works; can I apply using an auspice?

A: No, applications for capital works and community gardens cannot be auspiced.

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[19] commstrength@melbourne.vic.gov.au
[20] https://www.melbourne.vic.gov.au/community/strong-communities/funding-grants/pages/community-grants-recipients.aspx
[21] http://www.melbourne.vic.gov.au/sitecollectiondocuments/cityofmelbourne_boundarymap.pdf

Q What are 'capital works'

A: Capital works projects include community gardens, renovating existing buildings, constructing new buildings and purchase of items over $1000 that are not part of a larger project.

Q How many years can I apply for funding for the same project?

A: Projects are eligible for funding for a maximum of two years.

Q: Can I ask for funding for operational costs?

A: No, any costs that are considered operational will not be considered for funding. Connected Communities Small Grants[22] provides funding for operational costs up to $1550.

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[22] https://www.melbourne.vic.gov.au/community/strong-communities/funding-grants/pages/community-grants.aspx

CITY OF MELBOURNE

Connected Communities Small Grants Guidelines

Contents

Purpose of Connected Communities Small Grants

City of Melbourne is committed to creating connected and inclusive communities. We provide small grants of up to $1550 for community organisations to support community connection, social inclusion, access and participation for City of Melbourne residents. Funding may prioritise, but is not limited to, supporting vulnerable communities.

Objectives of Connected Communities Small Grants

Connected Communities Small Grants allow the City of Melbourne to:

- foster community participation and connection

- empower community to identify and respond to local issues, concerns and priorities

Eligibility criteria

To be eligible to apply for funding through Connected Communities Small Grants, applications must meet the following criteria:

- Applicant organisations must be a not-for-profit constituted body or a school. Auspiced applications are not permitted in this program.

- Applicant organisations must be located within, or offer the project within, the City of Melbourne municipality with benefits for local people.

- Funded activities must create opportunities for community members to experience greater connection to their community, or provide greater access, inclusion or participation opportunities for community members.

- Applications are accepted for core operating costs of local volunteer-based community organisations whose work aligns with the goals of the City of Melbourne.

Funding will not be considered for:

- activities with a religious or political focus

- capital works.

- commercial activities and/or organisations

- fundraising activities, competitions, prizes or award events

- interstate and international travel costs including travel costs for facilitators/consultants

- activities that have already commenced or occurred

- activities that are being, or have already been, funded through other City of Melbourne grant or sponsorship programs

- activities run by the City of Melbourne

- organisations with outstanding acquittals or debts owing to the City of Melbourne

- incomplete applications

- late submissions.

Funding level

Applications for Connected Communities Small Grants funding can be made for any value up to $1550.

Key dates

- Applications open 9am on Monday 3 June 2019.

- Applications close 5pm on Monday 1 July 2019.

- Applicants will be advised of the outcome of their application by the end of November 2019.

- Activities must start after 1 January 2020.

- Activities must be completed by 31 December 2020.

Assessment process

After the application period has closed and we have received your application:

- You will receive an email confirming receipt of your application.

- Your application will be assessed against the eligibility and assessment criteria. Ineligible applicants will be notified that their application is ineligible.

- Funding recommendations will be advised to Council. Council will make the final decision on the outcome of all eligible applications.

- All applicants will receive a notification via email with the result of their application by the end of November 2019.

- Information about grant decisions will not be given over the phone.

- The list of successful applicants will be published on the City of Melbourne's website approximately a month after all applicants have been notified of the outcome of their application.

Assessment criteria

Connected Communities Small Grant applications are assessed against the assessment criteria below. Only applications that adequately respond to the assessment criteria will be considered.

1. **Alignment to the purpose and objectives of Connected Communities Small Grants (35%)**

   - Does the activity/organisation promote community connection, social inclusion, access and participation for City of Melbourne residents?

   - How many City of Melbourne residents are likely to participate/benefit from the activity?

   - Does the activity/organsiation target groups or individuals that face barriers to community participation?

2. **Community need (35%)**

- Is there a clearly identified need for this activity/organisation?

- Has the applicant appropriately engaged with target participants prior to submitting the application?

3. **Budget (30%)**

- Does the budget accurately reflect the scope and scale of the activity/organisation?

- Does the total revenue match the total expenses?

- Have quotes been provided to support capital purchases (if applicable)?

Additional assessment notes

City of Melbourne reserves the right to:

- not consider applications that do not meet the eligibility or assessment criteria

- request further information to inform our assessment

- Normal permit requirements apply for all projects. If relevant, these should be outlined in the application. (Refer to the City of Melbourne website[1] for permits required within the City of Melbourne)

- If quotes and/or other proposed services are provided by family, friends or committee members, this must be declared in the application

Essential attachments for all applications

- Applicants must provide a certificate of currency for public liability or other relevant insurance. If applicants do not hold public liability insurance they must provide a risk assessment document identifying risks associated with their application and explaining how these risks will be managed. Council may determine that the risk assessment document is inadequate and require appropriate insurance coverage prior to releasing funding.

Lobbying

Canvassing or lobbying in relation to an application is strictly prohibited during the application process.

No further consideration will be given to an application submitted by an applicant that canvasses or lobbies the Lord Mayor, City of Melbourne councillors or employees of the City of Melbourne.

Grant terms and conditions

If your application is successful, you will be required to:

- sign a funding agreement with the City of Melbourne that provides details about the terms and conditions of funding. The funding agreement will outline reporting and acquittal requirements specific to your application.

- supply all requested information prior to any funding being released.

- Submit paperwork within the allocated timeframes. Funding is allocated from specific financial year budgets and if paperwork is not submitted within the allocated timeframe, then funding is forfeited by the funded organisation.

- use the funding allocated for the purposes specified in the application. Grants may not be used for any purpose other than for which it is granted, without the written permission of the City of Melbourne. Unspent funds must be returned to City of Melbourne.

- deliver the activity within the allocated budget. City of Melbourne will not be responsible for shortfalls in budgets if the applicant is unable to meet costs.

- If the funded project includes contact with children aged 0-18 the organization must ensure that all relevant staff, contractors, volunteers and committee members hold a valid working with children check and provide copies of these if requested by Council.

- acknowledge the City of Melbourne in all promotional materials relating to the successful application, including use of the logo.

- complete the activity by 31 December 2020. No extensions will be provided.

- invite the Lord Mayor and Councillors to attend any significant launches or events associated with the activity.

- acquit the grant and provide receipts for any purchases over $200.

Completing your application

Applications will be submitted and managed online via SmartyGrants. Application forms can be accessed from the City of Melbourne website.

Applications will automatically be closed by the SmartyGrants system at 5pm on Monday 1 July 2019.

Please avoid submitting your application at the last minute. If there is heavy use of the system with others submitting last-minute applications, there may be delays which will affect your ability to lodge your application before the deadline and it will be deemed ineligible.

When your application is fully submitted you will receive an automated email containing a PDF copy of your application and confirmation that it has been received.

If you experience technical issues with the SmartyGrants system, please contact SmartyGrants directly (contact information below).

Contacts

For general enquiries:

Please contact the City of Melbourne Grants and Projects Officer via email: commstrength@melbourne.vic.gov.au or phone 9658 9901

SmartyGrants technical assistance:

If you experience technical issues with the SmartyGrants system please contact them directly on [email](#)[1] or by phone: (03) 9320 6888.

Got questions or need help?

Information session

All information sessions will take place in the Mezzanine in Council House 2, 218-240 Little Collins Street, Melbourne. [Book your place](#)[1].

Sessions are limited to 20 attendees

- Tuesday 11 June, 12pm – neighbourhood based projects, culturally diverse communities, sport and recreation.

- Thursday 13 June, 9.30am – young people, homeless people and international students.

- Thursday 13 June, 6.30pm – African Australian communities.

- Tuesday 18 June, 2.30pm – families and children, neighbourhood based projects and people with disabilities.

Application assistance

Assistance sessions are available for applicants who may:

- have difficulty with the language on the forms and / or

- have difficulty with access to or familiarity with technology (ie. online application system)

These sessions are not compulsory. If you are able to complete the form but need advice please contact the a staff member, contact details of staff can be found above.

At the assistance sessions, people will have a one-on-one booking with a staff member to get assistance. The staff member will assist you to fill out the form but will not answer the questions for you.

Come prepared and log onto [City of Melbourne](#)[1], thoroughly read through the guidelines and application forms so you are aware of the type of information required. Bring with you:

- An email address

- An idea that you plan to apply for

- A draft version of the application you may have started already online

- If you can't access the application form, let us know when you book and we will provide you with a hard copy.

Bookings

Bookings for these sessions are essential. To make a booking please [email](#)[1] or call 9658 9901.

Make sure that you include in your email

- Your name

- Your organisation or group name

- A contact phone number

- If you need an interpreter, please include the language you require

If you just want to talk through your idea, feel free to contact a staff that may be able to provide valuable advice that will strengthen your application.

Frequently asked questions

Q: Can my organisation submit more than one application?

A: No, we will only accept one application per organisation. If you apply for operational funding in the Small grants program you can still apply for a project in the Impact Grants program.

Q: If we already have some funding allocated to this project, can we still apply for additional funding?

A: Yes. In fact we encourage multiple funding sources for a project as this can strengthen the application and create greater sustainability for the project. The application form will ask you to declare additional funding sources for your project.

Q: My organisation is located outside the City of Melbourne, can I apply?

A: To be eligible, organisations must be located within, or offer a project within, the City of Melbourne municipality. In addition, the program has a focus on local and / or vulnerable communities. City of Melbourne suburbs include: Carlton, Central Business District (Melbourne), Docklands, East Melbourne, Fisherman's Bend, Kensington, North Melbourne, Parkville, part of Port Melbourne, Southbank, parts of South Yarra and West Melbourne. You can view a map of the boundaries at the City of Melbourne website[1].

Q: My group is not incorporated, can I apply?

A: To be eligible, applications must come from a school or a not for profit community organisation that is a registered legal entity

Q: How long can the project be funded for?

A: In the Small grants program activities can be funded for multiple years.

Q: Can I ask for funding for operational costs?

A: Yes, the Small grants program is open to applications for operational costs and small projects.

Program overview and table of recommended applications

1. **Objectives of the Connected Communities Impact Grants**

    Connected Communities Small and Impact Grants allow the City of Melbourne to:

    - value the strengths, needs and aspirations of our communities

    - empower community to identify and respond to local issues, concerns and priorities

    - partner with community to support shared outcomes

    - foster community participation and increase access and inclusion.

2. **Recommended application criteria**

Each application is assessed by City of Melbourne officers, and by an independent external panel. Applications are assessed against the following criteria;

Impact grants -

1. Alignment to the purpose and objectives of Impact Grants (35 per cent weighting)
2. Community need (25 per cent weighting)
3. Organisational capacity (20 per cent weighting)
4. Budget (20 per cent weighting)

Small grants –

1. Alignment to the purpose and objectives of Impact Grants (35 per cent weighting)
2. Community need (35 per cent weighting)
3. Budget (20 per cent weighting)

3. **Non–recommended applications**

Applications that were not recommended generally did not strongly address the assessment criteria or the program's key objectives relative to the other applications.

The four most common elements demonstrated across the non–recommended applications were:

- Poor demonstration of community need

- Poor of demonstration of connection to the City of Melbourne community

- Lack of alignment to the Connected Communities grants objectives

- Lack of clarity that the activity will support the outcome

4. **Recommended applications**

The following 83 applications are recommended for funding due to their strong alignment to the assessment criteria. These applications represent a diverse selection of community focussed projects.

Impact grants			
No	**Organisation**	**Project title**	**Panel recommend**
1	Youlden Parkville Cricket Club	Building Social Connection, Physical Literacy & Involvement of Girls in Cricket	$8210
2	Kensington Stockyard Food Garden Inc.	Growing the Kensington Stockyard Food Garden!	$11,088
3	Housing Choices Australia	Ready to Connect	$5280
4	The Probus Club of Carlton-Parkville Inc.	Facilitating greater social inclusion and participation in the Probus Club of Carlton-Parkville activities	$5500
5	Parkville Gardens Residents Association	Community inclusive gatherings/events	$4800
6	All The Queens Men	Connecting LGBTI+ Elders – a social transformation program that addresses social isolation through creative actions	$20,000
7	Ross House Association	Providing Equal Access - Upgrading accessible community facilities at Ross House	$20,000
8	Kensington Neighbourhood House	Growing our Green Space – phase two – implementation	$20,000
9	Hotham Mission	Girls' Night	$7000
10	Society Melbourne	Society Melbourne - Tackling Youth Homelessness	$20,000
11	Drill Hall Community Garden Association	Local Community Maintenance and Development of Drill Hall Community Garden	$3000
12	Northern And Inner Multiple Birth Association Inc.	Managing multiples in the City of Melbourne	$1569
13	Women's Information and Referral Exchange Incorporated (WIRE)	Explore Melbourne: Lunch-time excursions for those experiencing isolation and homelessness	$20,000
14	Carlton Neighbourhood Learning Centre	Open Door Hub - Empowering public housing residents in Melbourne	$20,000
15	Transition Towns Kensington	Kensington Repair Hub	$9565
16	Switchboard Victoria	Public ASIST Workshop: Toward a Suicide-Safer LGBTIQA+ Community	$20,000
17	South Sudanese Australian Youth United (SSAYU)	South Sudanese Youth Conference (SSYC)	$6000
18	Marco Polo Project	Parallel translation – reinventing public conversations in multilingual settings	$5780
19	Melbourne North Police Community Consultative Committee	Melbourne North Police SPASE program (Students Police Achieving Safer Environments)	$12,472
20	Kensington City Soccer Club	The Kensington City Soccer Club (KCSC) - Expansion Programme Second Women's Team.	$7150

21	North Melbourne Language & Learning Inc	The Flourish Project	$16,470
22	United through football inc	United through African football and Cultural Festival	$10,000
23	Reading Out of Poverty	Bilingual children's books exchange and resource centre	$10,000
24	The Community Grocer	Pedal Powered Produce goes Electric	$8149
25	OzHarvest	NEST 2.0 Program (Nutrition Education Skills Training)	$18,198
26	East African Women's Foundation	Somali Seniors Heritage Project	$12,000
27	Oromo Sports Federation Australia	Australian Oromo Soccer Tournament+ Oromo Family Day.	$10,000
28	City in the Community	City Leaders	$7500
29	Inner Melbourne African Australian Partnership	IMAAP School Holiday Program	$10,000
30	Guide Dogs Victoria	Installing navigational technology for people with low vision or blindness in City of Melbourne	$7159
31	African Australian Welfare Bureau Inc.	African Mental Health Wellbeing Program	$10,000
32	Flemington Kensington Community Legal Centre Inc.	Walking Alongside Program City Outreach	$10,650
33	HeartKids Ltd	Congenital Heart Disease TEEN Transition Program	$15,800
34	Community Hubs Australia/ Refuge of Hope	Help Centre	$16,000
35	OZ AFRICAN TV Inc.	African Family Violence Women Program	$15,000
36	Southbank Sustainability Group	Sustainability Education Days	$5000
37	Multiple Sclerosis Limited (MS Ltd)	MS: Wellness Workshop in the Melbourne CBD.	$4000
38	Flemington-Kensington Rotary	Flem-Ken Festival of Arts and Ideas 2020	$17,000
39	Africa Day Australia Inc.	Music Arts and Dance (MAD) Flavours, moving towards self-sustainability. Enabling Youth to Meet Across the Divide (MAD)	$18,350
40	Docklands Reference Group	An Empowered, Active Residents Association for Docklands	$5069
41	Parkville Association	Parkville Community Party in the Park	$7550
42	The Huddle	Huddle Holiday Program	$10,000

43	Cohealth	Supporting healthy living connections	$1550
44	The East Melbourne Group Inc	East Melbourne Group Engagement and Communication Project	$1550
45	Chinese Community Health Advisory of Australia Inc.	Chinese Community Health Advisory of Australia Inc	$1550
46	Indochinese Elderly Refugees Association	Empower Vietnamese Senior community	$1550
Total funding allocation Impact grants			**$477,509**

Small grants			
No.	**Organisation**	**Project Title**	**Panel recommend**
1	Uniting Church Gospel Hall Melbourne (Yee Hong Group)	Caring and sharing for senior members	$1010
2	Salvation Army	Community Garden and Ornamental Garden Program	$1550
3	Spanish Speaking Elderly Group of North Melbourne	Craft making, knitting.	$1550
4	North Melbourne Chinese Association Inc	Day Trip	$1550
5	North and West Melbourne Senior Citizens Centre Inc	Expansion of publicity for our "Art for All Cultures" program using multimedia platforms.	$1550
6	Happy Senior Life Inc	Mid moon festival	$500
7	Parkville Association	Project to work through our association for residents to have improved connections to community	$1550
8	Circolo Pensionate San Marco In Lamis	Recreational and Healthy Outings for Italian Seniors	$1550
9	Slavic Welfare Association Inc.	Slavic Seniors Meeting and outing	$1550
10	Royal Park Tennis Club	The Huddle and Mercy Health	$1180
11	Australian Romanian Community Health and Services Inc.	Operational costs	$1550
12	East Melbourne Historical Society	Operational costs	$1550
13	Architects for Peace	Operational costs	$1520
14	Drill Hall Residents Association	Operational costs	$1550
15	North West Patch Inc.	Operational costs	$1550
16	Carlton Gardens Probus Incorporated	Operational costs	$1550
17	Num-Hoi, Poon-Yu, Soon-Duc Society Inc	Operational costs	$870

18	Kensington Chinese Friendship Association Inc	Operational costs	$1050
19	The Probus Club of Carlton-Parkville Inc.	Operational costs	$1550
20	Parkville Gardens Residents Association Incorporated	Operational costs	$1550
21	Chinese Arts Association of Melbourne Inc	Operational costs	$1250
22	Kensington Association Inc	Operational costs	$1550
23	North & West Melbourne Association Inc	Operational costs	$1550
24	EastEnders Inc	Operational costs	$1550
25	Northern And Inner Multiple Birth Association Inc.	Operational costs	$1550
26	Morning Exercise Melbourne Incorporated	Operational costs	$1550
27	Residents 3000 Inc	Operational costs	$1550
27	Melbourne South Yarra Residents Group Inc	Operational costs	$1550
28	Melbourne Sunrise Probus Club Inc	Operational costs	$1550
29	Southbank Residents Association	Operational costs	$1550
30	Melbourne Line Dancing Group	Operational costs	$1550
31	Australian Somali Healthcare Community Foundation	Operational costs	$1300
32	Circolo Pensionati Italiani di Kensington Inc.	Operational costs	$1550
33	Carlton Residents Association Inc	Operational costs	$1550
34	Melbourne Men's Shed Inc	Operational costs	$759
35	Africa Day Australia Inc.	Operational costs	$1550
36	Carlton Housing Estate Residents Services	Operational costs	$1550
37	African Australian Communities Leadership Forum	Operational costs	$1550
Total funding allocation Small grants			**$54,389**

5. Social Priorities Addressed

The above recommended applications address the following key social priorities:

- Allow children and young people to grow up healthy, safe and to their full potential.

- Create pathways to meaningful and secure employment for all members of our community.

- Support young people to remain engaged in education and provide opportunities for people of all ages to actively participate in lifelong learning.

- Prevent violence against women, promote respectful relationships and gender equality.

- Make eating healthy food an easier choice.

- Provide opportunities that welcome newly arrived residents, build understanding, social cohesion, belonging and resilience through intercultural and intergenerational connections.

- Increasing access and inclusion for people with a disability.

6. Community Cohorts Targeted

Recommended applications target the following community cohorts:

- Children (aged 0 to 12)

- Culturally and linguistically diverse

- Families and Children

- International students

- LGBTIQ+ communities

- Men

- People with a disability

- People who are homeless

- Residents

- Seniors

- Women

- Young people (aged 12 to 25)

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