



City of
DAREBIN

the place
to live

Community Recovery Grants Program 2020/21 Guidelines

Acknowledgement of Country

Darebin City Council acknowledges the Wurundjeri Woi Wurrung peoples as the Traditional Owners and custodians of the land and waters we now call Darebin and pays respect to their Elders, past, present and emerging.

Council affirms that Wurundjeri Woi Wurrung peoples have lived on this land for millennia, practising their ceremonies of celebration, initiation and renewal.

Council respects and recognises all Aboriginal and Torres Strait Islander communities and their values, their oldest living cultures and practices, including their continuing spiritual connection to their land and waters and their right to self-determination.

Translators

If you need a translator to assist with your application – please call 8470 8470.

CITY OF DAREBIN

274 Gower Street, Preston
PO Box 91, Preston, Vic 3072
T 8470 8888 F 8470 8877
E mailbox@darebin.vic.gov.au
darebin.vic.gov.au



National Relay Service
relayservice.gov.au

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.



Speak Your Language
T 8470 8470

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| हिंदी | ਪੰਜਾਬੀ | Tiếng Việt |

COMMUNITY RECOVERY GRANTS PROGRAM 2020/21

OVERVIEW

The Community Recovery Program is part of Council's Community and Local Business Resilience and Recovery Package. This program will support Darebin community groups and organisations to respond and recover to the impacts of COVID-19. This program will provide a total of up to \$250,000 to community groups and organisations. Applications will be assessed against how well they meet the assessment criteria.

This is a competitive grants program with grants available in two funding categories; these are:

- **Funding Category 1:** up to \$3,000 for eligible community groups;
- **Funding Category 2:** \$5,000 – \$15,000 for eligible community organisations

FOCUS AREAS

The Community Recovery Grants should target one or more of the following focus areas with programs and initiatives that:

- Support Aboriginal and Torres Strait Islander community recovery;
- Support mental health and wellbeing services;
- Respond to family violence or homelessness;
- Support social connection and addresses isolation;
- Address racism and building community resilience;
- Support families and youth;
- Improve service linkage by increasing awareness of programs and services;
- Support employment outcomes.

PRIORITY GROUPS

The Community Recovery Grants should consider one or more of the following priority groups:

- Aboriginal and Torres Strait Islander communities
- People seeking asylum and people with refugee background
- International students
- Young people
- Families, including early years and school level
- Women and children
- Older people
- Multicultural and faith communities
- LGBTIQ+ communities
- People with disabilities
- People experiencing or at risk of homelessness
- Low-income earners
- People living in public housing

HOW TO APPLY

1. Review this program guidelines document.
2. Check if your organisation / community group is eligible to apply, and your project is something that might be funded.
3. Plan your project and grant submission, review application checklist, get together relevant electronic quotes, attachments and letters of support as required.
4. Register via SmartyGrants, the website is used to administer our Grants Program, using the following link <https://darebin.smartygrants.com.au/>
5. If you need assistance the online application please contact the Customer Service on 8470 8888 (Mon to Fri; 9.00am - 5.00pm) and ask for Recovery Grant Support or email recoverygrants@darebin.vic.gov.au
6. Attend a grant information online workshops: Open to All: August 27 and 28 August – more sessions will be scheduled soon please [check here for more dates](#)
7. Specific support for culturally and linguistically diverse and Aboriginal and Torres Strait Islander led organisations can be requested via recoverygrants@darebin.vic.gov.au
8. If you require a translation service to assist with your application process, please contact 8470 8470:
9. Submit your application by the closing date for this round by 11.59pm, Tuesday 10 November 2020 via the following link: <https://darebin.smartygrants.com.au/>
10. Council will contact you to notify you of the outcome of your submission. Applicants will have the opportunity to request a review of outcome within 10 business days.

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TIMELINES

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| Grant applications open | Thursday 27 August 2020 |
| Grant applications close | 11.59pm, Tuesday 10 November 2020 |
| Selection panel conduct assessments | November 2020 |
| Notification sent to all grant applicants & Payments made to successful applicants | December 2020 |
| Project to be completed | 30 June 2021 |

WHO CAN APPLY?

- Applicants who are a formally recognised not-for-profit group/organisation. A not-for-profit group does not operate for the gain or profit of its individual members. Any profits made by the group go back to the operation of the group. If the group is not incorporated, an incorporated auspice organisation is needed.
- Applicants who run the project from a location within Darebin and / or show that it will substantially benefit Darebin community members.
- Applicants that are able to provide the organisations most recent Public Liability Insurance Certificate and Proof of Incorporation OR evidence of partnership with auspice organisation
- Unincorporated individuals / community groups who are auspiced by an incorporated entity. See Auspice Organisations on Page 5 for more information.
- Applicants who have no outstanding grant acquittals with Council
- Applicants who can provide a copy of the front page a recent bank statement in the name of the group or an incorporated auspice organisation (for verification purposes of your account details only).
- Neighbourhood houses and community organisations currently receiving annual operational and program funding from Council are eligible to auspice unincorporated applicants for funding category 1 and eligible to apply as partner organisation for funding category 2 – they can apply as the lead organisation but must provide evidence of the partnership.
- One application per organisation for the Community Recovery Grants will be accepted.
- Organisations as partners can apply for a maximum two applications.

WHO CAN'T APPLY?

- Individuals
- Unincorporated associations who are NOT being auspiced
- Political organisations or organisations that have a political purpose, government departments, agencies, foundations or grant making bodies, or those that have a primary focus on fundraising;
- Organisations that own or operate Electronic Gaming Machines (EGMs), or receive funding or in-kind support from EGM venues;
- Applicants who have not fulfilled the conditions of grant for a previous Council grants (including submitting acquittal reports) and/or have outstanding debts with Council

WHICH FUNDING CATEGORY SHOULD I APPLY FOR?

The Community Recovery Grants Program offers grants under two funding categories:

- Funding Category 1 is for projects up to \$3,000
- Funding Category 2 is for projects of \$5,000 – \$15,000

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| Funding Category 1 (up to \$3,000) | This funding category is for Community Groups OR an auspiced Community Groups. Applicants must demonstrate that they are responding to at least one priority area and focus group. |
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| Funding Category 2 (\$5,000 - \$15,000) | <p>This funding category is for established incorporated organisations.</p> <p>Applicants applying for this funding category must be able to demonstrate a proven track record in the provision of quality programs and services to be eligible for this funding category.</p> <p>Applicants are strongly encouraged to address two or more focus areas outlined on page 2.</p> <p>Neighbourhood houses and community organisations currently receiving annual operational and program funding are eligible to apply for this funding category ONLY as a partner organisation – they can apply as the lead organisation but must provide evidence of the partnership.</p> |
|--|---|

You may also be eligible for one of the other streams available as part of the Recovery Grants namely: Social Enterprises, Business, Sport, and Cultural Infrastructure. Visit <http://www.darebin.vic.gov.au/recoverygrants> for further information.

If you have any further questions or would like to discuss your grant idea further, please contact the Customer Service Team on 8470 8888 (Mon to Fri; 9.00am - 5.00pm) and ask for Recovery Grant Support or email recoverygrants@darebin.vic.gov.au

AUSPICE ORGANISATIONS

An auspice organisation can support organisations who are not incorporated access the Community Recovery Grants. An auspice organisation must be incorporated and have an ABN. The auspice organisation accepts legal and financial responsibility for the grant if successful.

Groups that are being auspiced must submit proof of auspice arrangement in the form of a letter of support with their application. Funding agreement for successful grants will be made between the auspice organisation and Council, and grant money will be paid directly to the auspice organisation.

Speak to your local Neighbourhood House, community health service or established community organisations if you need to be auspiced.

To find out more about an auspice arrangement visit [Auspicing - Not for Profit Law Information Hub](#).

WHAT MIGHT BE FUNDED

Projects and activities that are eligible for funding under the Community Recovery Grants program include:

| Project Types | Further Information & Examples |
|--|--|
| Projects that support social and emotional wellbeing of the Darebin Community | <ul style="list-style-type: none"> • Costs associated with temporary staff to implement the project • Equipment hire costs • Transport costs for program participants • Volunteer support expenses, for example travel and specific training for the project. • Costs to support participation including for people with a disability and older people with the project or activity • Communications including translations, media and marketing <p>Examples include:</p> <ul style="list-style-type: none"> • COVID safe activities (note: in-person events are not a priority for these grants) • Providing opportunities for the community to contribute or volunteer during the coronavirus (COVID-19) pandemic • Social activities that provide alternative options to gambling or accessing gambling venues • Creative projects involving priority groups at risk of loneliness and isolation • Projects that encourage people to connect during COVID-19 both online and in other ways, such as a community phone or virtual tree • Projects for families to support primary school aged children to readjust • Projects which build community resilience • Projects which leverage the richness and resilience of Aboriginal and Torres Strait Islander culture to strengthen community connections and build greater capacity and opportunities for self-determination. |

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| <p>Facilitating new ways to connect by adaptation to online service delivery</p> | <ul style="list-style-type: none"> • Investment in new communications, media and marketing initiatives such as digital marketing, promotion, audio or visual media • Purchasing devices or required technology as part of a program for the purpose of enabling the participation of priority groups, notably older people, people living in public housing or people on low incomes • Fees for temporary staff to develop online content <p>Examples include:</p> <ul style="list-style-type: none"> • Supporting organisations to develop digital content or purchase specialist equipment to enable initiatives to be provided online • Engagement approaches using new and innovative technologies accessible and inclusive to diverse communities • Supporting individuals, households and community groups/organisations with limited skills or equipment/technology to access available resources and devices to participate online • Community-based projects that can be scaled up to respond to community need during COVID-19 |
| <p>Building stronger and more sustainable communities</p> | <ul style="list-style-type: none"> • Projects that encourage community partnerships between community groups and organisations • Increasing service linkage and awareness of support services • Projects that consider the environmental and sustainability impacts of COVID-19 <p>Examples include:</p> <ul style="list-style-type: none"> • Green technology and sustainable environments • Collaborative partnerships between Neighbourhood Houses and small community organisations • Projects leveraging community leaders within multicultural and faith communities to lead community resilience • Aboriginal and Torres Strait Islander cultural practices and connecting to nature in the COVID-19 environment. • Projects that support urban food production, food security, circular economy and sustainability. |
| <p>COVID-Safe environment initiatives</p> | <p>This could include up to \$500 of funding for COVID-19 related:</p> <ul style="list-style-type: none"> • safety/hygiene supplies to support program delivery • related cleaning or admin costs • signage and education initiatives |

WHAT WON'T BE FUNDED

Projects that won't be funded under the Community Recovery Grants Program include:

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| <p><input checked="" type="checkbox"/> Projects that are funding responsibility of other levels of government</p> |
| <p><input checked="" type="checkbox"/> Capital equipment purchases for organisations or staff (i.e. telephone lines, internet, computer, printers, power tools, etc) Note: purchases, subscriptions for the applied project can be funded</p> |
| <p><input checked="" type="checkbox"/> Outstanding loans and debts</p> |
| <p><input checked="" type="checkbox"/> New building projects, capital works and facility maintenance</p> |
| <p><input checked="" type="checkbox"/> Funding for projects or activities started before 1 August or completed prior to 1 December 2020</p> |
| <p><input checked="" type="checkbox"/> Core school curriculum activities</p> |
| <p><input checked="" type="checkbox"/> Shortfalls in funding from other Local Governments, State and/or Federal Government</p> |
| <p><input checked="" type="checkbox"/> Religious functions outside of funded project activities</p> |
| <p><input checked="" type="checkbox"/> Gift vouchers, prizes and trophies</p> |
| <p><input checked="" type="checkbox"/> Recurrent rent of private venues</p> |
| <p><input checked="" type="checkbox"/> Any project also funded (cash or in-kind) through EGM revenue including sponsorship or venue hire, operates in or promotes gambling</p> |

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HOW WILL COUNCIL ASSESS APPLICATIONS AND WHAT IS THE CRITERIA?

Our council team will assign a panel to assess applications based on the below criteria. When responding to questions in the application, be clear and concise and include relevant attachments to support your application.

Aboriginal and Torres Strait Islander peoples working in partnership with Aboriginal and Torres Strait Islander organisations are encouraged to apply for the Recovery Grants. These applications will be prioritised as part of the grant assessment process and is aligned to our Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander peoples.

| Evaluation Criteria | |
|-----------------------------------|---|
| Community Need (30%) | <ul style="list-style-type: none">• Does the application support the focus areas outlined above?• Does the project address community needs?• Does the applicant demonstrate that the targeted community of the initiative/activity has been adversely impacted by COVID-19?• Is the project community led and does it involve community to plan and deliver the project? |
| Equity and Inclusion (30%) | <ul style="list-style-type: none">• Does the proposal engage one or more priority group/s identified above or initiative and which reflects commitments under the Darebin Towards Equality Framework?• Does the application address issues of social exclusion or barriers to participation?• One or more priority groups are identified and targeted in the program or initiative.• Is the applicant an Aboriginal and Torres Strait Islander organisation?• Is the applicant partnering with an Aboriginal and Torres Strait Islander organisation? |
| Budget and planning (20%) | <ul style="list-style-type: none">• Is the application well planned and achievable within the timeframe?• Does the budget accurately reflect the scope and scale of the application?• Community group/organisation demonstrates a budget showing it can spend funding effectively to deliver the program or activity outcomes with an appropriate council contribution. |
| Financial Need (20%) | <ul style="list-style-type: none">• Community group/organisation demonstrates in its application or via attachments a high level of financial need for the project/program/activity or for financial hardship related to COVID-19 impacts. |

APPLICATION CHECKLIST

- ✓ Your community group or organisation is eligible to apply.
- ✓ Identify an idea, program or initiative that links to projects that 'might be funded' and in response to COVID-19 related issues. Ensure you don't apply for something on the list of 'what won't be funded'.
- ✓ Choose which funding category best suits your program and initiative.
- ✓ Plan your project/program, seeking quotes and other documentation where possible, to ensure its realistic to achieve for the budget and timeline.
- ✓ Complete all questions in online application with clear and concise answers, addressing the selection criteria areas where possible.
- ✓ Attach the 'mandatory' list of attachments at the conclusion of the online application.
- ✓ Remember there are terms and conditions ("fine print") of the grant you need to follow (see below).

WHAT IF I STILL NEED HELP AND SUPPORT?

If you have any further questions or would like to discuss your grant idea further, please contact the Customer Service Team on 8470 8888 (Mon to Fri; 9.00am - 5.00pm) and ask for Recovery Grant Support or email recoverygrants@darebin.vic.gov.au

Please also refer our website for related council information at www.darebin.vic.gov.au

THE FINE PRINT

Terms and Conditions of applying and receiving funding support in the Community Recovery Grants Program are:

- Council may provide funding less than the amount requested by an applicant and make special conditions for the funding to be provided.
- Projects will not be funded retrospectively.
- Projects must be completed by the end of the financial year in which funding was secured unless Council has agreed to an alternate date in writing.
- Successful applicants must sign/complete a funding agreement before payment is processed
- At the conclusion of their grants program, successful applicants must provide a brief (acquittal) report to Council on the project demonstrating its completion, impact and use of funds. Failure to do so satisfactorily, may lead to the group / organisation needing to return funding back to Council.
- Organisations must prove their identity and status as an incorporated association or provide a proof of incorporation of auspicating organisation,
- Council recommends successful applicant obtain an Australian Business Number (ABN) for tax purposes.
- Applicants must provide proof of Public Liability Insurance by attaching a current copy of the group's public liability certificate or auspicating organisation's public liability certificate
- Quotes or invoices should be provided where relevant in the application
- Canvassing or lobbying Councillors, Council employees in relation to a grant application, is prohibited. Any application submitted by an applicant that lobbies or canvasses a Councillor, Council employee or independent assessor in relation to their application will be deemed ineligible.

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1. Project Plan

Project Name: _____

Project Start Date: _____ Project End Date: _____

| What needs to be done? <i>List items in the order they will be done</i> | How you will do it? <i>Add individual steps as required</i> | Who will be responsible? | What will show that you have done it? | Anticipated Completion Date | Status <i>Complete / In-Progress/Not Started</i> |
|---|--|-------------------------------------|---|------------------------------------|--|
| Example: <i>(this row can be deleted)</i> <i>Establish a Steering Committee</i> | <ul style="list-style-type: none"> - Identify skills required - Consult with key stakeholders and community - Draft proposed Terms of Reference - Approach potential committee members - Schedule 1st meeting | <i>Project Manager, Consultant.</i> | <ul style="list-style-type: none"> - Members appointed - 1st meeting held, - Terms of Reference formally agreed and noted in minutes. | 20 Dec 2020 | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |

COMMUNITY RECOVERY GRANTS PROGRAM 2020/21

2. Grant Budget Table Example

1

2

| Funding | \$ Amount | Funding Expenditure | \$ Amount |
|---------------------------------|-------------------------------|---------------------|---------------------|
| <i>Darebin Grant Funding</i> | <i>example \$5,000.00</i> | | |
| <i>Additional Contributions</i> | <i>Example \$1,500.00</i> | | |
| | | | |
| | | | |
| | | | |
| 1a TOTAL | \$6,500.00 | 2a TOTAL | |
| | | BALANCE | 3 \$6,500.00 |

Notes:

1. **FUNDING** – List all Funding for Project; including requested grant funding and additional funding being

used.

- a. **TOTAL** – Add all funding lines together and enter in **TOTAL** box
- 2. **FUNDING EXPENDITURE** – List all expenditures for the project;
 - a. **TOTAL** – Add all funding expenditure lines together and enter in **TOTAL** box
- 3. **BALANCE** – The end balance is TOTAL FUNDING – TOTAL EXPENDITURE and should be \$0.00 when completed correctly.
- 4. Please refer to the *Community Recovery Grants Program Guidelines* for further details on what can be funded through these grants.
- 5. Don't hesitate to contact the Recovery Grants team for further support and questions - Contact the Customer Service Team on **8470 8888** (Mon to Fri; 9.00am - 5.00pm) and ask for **Recovery Grant Support** or email recoverygrants@darebin.vic.gov.au