



City of
DAREBIN

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Social Enterprise 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

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PO Box 91, Preston, Vic 3072
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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

العربية	Italiano	Soomalii
繁體中文	Македонски	Español
Ελληνικά	नेपाली	اردو
हिंदी	ਪੰਜਾਬੀ	Tiếng Việt

OVERVIEW

The Social Enterprise Recovery Grants Program has been designed to provide relief to local social enterprise businesses to support their resilience now and into the future in response to the COVID-19 pandemic. These grants form part of the Council's Community and Business Resilience and Recovery Package.

This program will provide a total of up to \$50,000 to social enterprises. 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 \$5,000 for eligible social enterprises;
- **Funding Category 2:** up to \$10,000 for a collective - either two or more social enterprise businesses or a social enterprise business and not for profit community organisations who apply as a collective and build community connections and resilience.

FOCUS AREAS

- Assist local social enterprises to complete small to medium scale adaptation projects, including those related to increasing online capabilities for COVID safe initiatives
- Provide financial support for social enterprise businesses to complete or enhance product or service development that will benefit community members, particularly disadvantaged community members and improve community connection
- Support social enterprises to collaborate through a collective or partnership arrangement to create projects and initiatives that directly benefit the Darebin community, particularly the disadvantaged community, in a COVID- safe way
- Environmentally sustainable initiatives that engage community members.

PRIORITY GROUPS

In their applications social enterprise businesses should consider one or more of the following priority groups:

- Aboriginal and Torres Strait Islander communities
- People seeking asylum and people with a 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 at risk of homelessness
- Low income earners
- People living in public housing

HOW TO APPLY

1. Review this program guidelines document.
2. Check if you are eligible to apply, and your project is something that might be funded.
3. Plan your project or activity and grant submission, review application checklist, get together relevant electronic quotes, attachments and letters of support as required.
4. Attend a Grant Information Workshop: Open to All: August 27 and 28 August [Check here for more dates.](#)
5. Register via SmartyGrants, the website is used to administer our Grants Program, at the following link <https://darebin.smartygrants.com.au/>.
6. Submit your application by the closing date Monday 21 September 2020- (11.59pm).
7. If you require a translation service to assist with your application process, please call 8470 8470.
8. Council will contact you as to whether you have been successful or not.

TIMELINES

Grant applications open	Thursday 27 August 2020
Grant applications close	Monday 21 September 2020 (11.59)
Selection panel conduct assessments	October 2020
Notification sent to all grant applicants & Payments made to successful applicants	November 2020
Project to be completed	30 June, 2021

WHO CAN APPLY?

This round of Social Enterprise Grants is open to all social enterprises who adhere to the criteria detailed below (note * for Funding Category 2, the following applies to the lead organisation):

- Must have an active ABN (Australian Business Number) as at 1 March 2020;
- Must currently operate a business within the City of Darebin (prior to stage 4 restrictions)
- Can provide relevant Public Liability Insurance, Public Indemnity Insurance or Business Insurance documentation, or, include a quote for insurance in the application;
- Did not receive funding through the Business Recovery Grant funding in June 2020;

Additional for Funding Category 2

- Must be completed by a nominated lead who is a social enterprise business registered in Darebin.
- A minimum of two social enterprises or social enterprises and not for profit community organisations working together on a collective project or activity that has tangible benefits for all partners and the communities they represent
- Partner organisations can be registered outside of the City of Darebin but must provide evidence that they provide substantial support to the Darebin community.
- Not for profit social enterprises and community-based organisations may also be eligible to apply for Darebin's Community Recovery Grants Program 2020/21. However, funding will only be awarded in one stream.

WHO CANNOT APPLY?

Social enterprises or organisations:

- Who received funding in the previous round of Darebin Business Recovery Grants in June 2020(2019/ 2020).
- Who are not social enterprises (see accepted definition provided by Social Enterprise Network Victoria – [SENVIC](#))
- Who cannot provide proof of business address within the City of Darebin municipality (applies to nominated lead for the Funding Category 2);
- That are political organisations or that have a political purpose, government departments, agencies, foundations or grant making bodies, advocacy groups or those that have a primary focus on fundraising;
- That own or operate Electronic Gaming Machines (EGMs), or receive funding or in-kind support from EGM venues;
- Who do not meet all requirements of the Fair Work Act 2009 and do not operate in accordance with any applicable code of conduct and ethical standards and/or do not hold all appropriate business permits and licenses;

WHICH FUNDING CATEGORY SHOULD I APPLY FOR?

Projects that may be funded under the Grants program include but are not limited to:

Funding Category 1 (up to \$5,000)	This funding category is available for a social enterprise to boost operational capacity and capability to deliver services to the community.
Funding Category 2 (up to \$10,000)	This funding category is for a minimum of two social enterprise businesses or social enterprise businesses and not for profit community organisations who apply as a collective and build community connections and resilience.

WHAT MIGHT BE FUNDED?

Project Types	Further Information & Examples
Funding Category 1 up to \$5,000	
COVID-Safe environment initiatives	Small-scale business adaptation projects; including but not limited to COVID: <ul style="list-style-type: none"> • safety/hygiene supplies • related cleaning or admin costs • signage and education initiatives
Online initiatives and or the purchase of e-commerce tools,	Online and e-commerce activities such as the purchase of information technology hardware, software, website development or redevelopment, e-commerce platform development or improvements or online content development; Investment in new communications, media and marketing initiatives such as digital marketing, promotion, audio or visual media;
Product or service development	Including but is not limited to, developing or enhancing products/services or markets, particularly ones that benefit identified priority groups, or the purchase or leasing of equipment
Engaging professional business advisory services:	Professional providers to deliver services and training including: <ul style="list-style-type: none"> • Coaching, mentoring, staff training • Business capability building through consultancy advice, including legal, financial or planning. • Courses such as mental health first aid or wellbeing.
Funding Category 2 up to \$10,000	
Community connections	Collaborations between either a minimum of two social enterprises or social enterprises working with not for profit community groups, to deliver projects that will directly benefit identified priority groups or undertake environmentally sustainable initiatives that engage community members, for example: <ul style="list-style-type: none"> • Costs to support participation of people with a disability or house bound elderly people, or any of the identified priority groups • Increase Aboriginal and Torres Strait Islander employment opportunities • Introduce or enhance a product or service, or undertake a community-based project • Projects that support urban food production, food security, circular economy and sustainability • Fees for onboarding interns/ volunteers/ work placement students • Refining recruitment and employment initiatives for disadvantaged job seekers • Activities that aim to bridge the digital divide such as engagement approaches using new and innovative technologies that are accessible and inclusive to diverse communities • Activities that encourage groups of community members to work together (in a COVID safe way)

WHAT WON'T BE FUNDED

Projects that won't be funded under the Social Enterprise Recovery Program include:

<input checked="" type="checkbox"/>	Payment of wages or salaries; operating costs such as rates, rent or utilities or any other ongoing costs
<input checked="" type="checkbox"/>	Funding for projects or activities already completed prior to 30 July 2020;
<input checked="" type="checkbox"/>	Expenses that are not related to, or necessary for the project;
<input checked="" type="checkbox"/>	Applications seeking funding to cover outstanding loans or debts.
<input checked="" type="checkbox"/>	Projects that do not adhere to COVID restrictions imposed by the State Government

HOW WILL COUNCIL ASSESS APPLICATIONS AND WHAT IS THE CRITERIA?

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

Community Need (30%)	<ul style="list-style-type: none"> Does the application demonstrate benefit to identified priority groups as listed above OR is a strong environmentally sustainable initiative that engages members of the community? Does the application demonstrate how the broader Darebin community will benefit? Does the applicant demonstrate that the identified priority group targeted by the initiative / activity has been adversely impacted by COVID-19? For Funding Category 2, 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 in the program or initiative? Does the application address issues of social exclusion or barriers to participation? Is the project or initiative inclusive of the Darebin community, especially disadvantaged communities, priority groups as detailed, or the environment?
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? Does it use local suppliers and have quotes been provided for items and services costed at over \$500? For Funding Category 2, does the project clearly demonstrate that it involves all parties and benefits the communities they represent? Has a project summary or project plan been submitted which clearly outlines how the funding will be spent?
Financial Need (20%)	<ul style="list-style-type: none"> Social enterprise or not for profit community group / organisation demonstrates in its application or via attachments a high level of financial need for the project/program/activity or financial hardship related to COVID-19 impacts.

APPLICATION CHECKLIST

- ✓ You are eligible to apply
- ✓ Identify an initiative that links to projects that 'might be funded' and in response to COVID related issues, and ensure you don't apply for something on the list of 'what won't be funded'
- ✓ Explore local suppliers to help deliver on outcomes, this will enhance the success of your project.
- ✓ Plan your project/program with quotes and related research to ensure its realistic to achieve for the budget (template below) 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

✓ Refer and make plans to adhere to the terms and conditions (fine print) of the grant below

MANDATORY ATTACHMENTS

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Proof of Business Address	<ul style="list-style-type: none"> A copy of your Darebin Council business property rates notice indicating operating premise (for verification purposes only). If you rent, a copy of the business lease agreement or another business document that proves business operating premise i.e. electricity or phone bill
Bank Statement:	<ul style="list-style-type: none"> Provide a copy of the front page a recent bank statement (for verification purposes of your account details only).
Insurance:	<ul style="list-style-type: none"> Certificate of public liability insurance, professional indemnity insurance or relevant business insurance (or included in the project budget)
Project Plan	<ul style="list-style-type: none"> This document can be your own or you may use the template provided below.
Proof of Social Enterprise collective applications (for grants up to \$10,000)	<ul style="list-style-type: none"> Evidence of other social enterprise or not for profit community-based organisation involvement/support – this could include letters of support from the partners. <p>Note: the application must nominate a lead (which must be a social enterprise business) who would be awarded the funding and be responsible for delivery of project and reporting requirements.</p>

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.

THE FINE PRINT

Terms and Conditions of applying and receiving funding support in the Darebin Council Social Enterprise Grants Program are:

- A maximum of one application will be considered (per applicant), however you can apply for more than one project/program/initiative within that application.
- 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 business needing to return funding back to Council.
- Quotes or invoices should be provided where relevant in the application

SOCIAL ENTERPRISE RECOVERY GRANTS PROGRAM

PROJECT PLAN EXAMPLE

PROJECT TITLE: Coffee Service Window

BUSINESS / COMPANY: Espresso Express

Task #	TASK DESCRIPTION	LEAD BY	START DATE	END DATE	TOTAL DAYS	NOTES / COMMENTS
1	CARPENTER WORKS – installing service window	Dave	2.11.2020	6.11.2020	5	Steve the Chippy from Reservoir is the business completing the works
2	Electrical Works	Dave	5.11.2020	6.11.2020	2	Preston Electrical have quote and will complete the works to have all power requirements moved for the new service location.
3	Purchase Refrigerator	Jane	2.11.2020	2.11.2020	1	Purchases from White Goods in Preston High St and comes with a 4-star energy rating.
4	Purchase Coffee Equipment	Jane		2.11.2020	1	Purchased from local coffee company “Cup o’ Joy” from Thornbury.
5	Installation of Espresso Machine	Dave	9.11.2020	10.11.2020	2	Installed by “Cup o’ Joy”
6	Development Communication Plan	Jane	26.10.2020	30.10.2020	5	A series of Instagram and Facebook post will announce the project; highlighting the new service area – improving the safety for customers and allowing for business to operate within COVID safe standards and restrictions. \$100 will be used to boost the Facebook post the week before and of opening.
7	Staff Training	Dave & Jane	11.11.2020	12.11.2020	2	Preparation for opening – images to be used in social post
8	New Service Area Opens	All	13.11.2020			New service window open for business

SOCIAL ENTERPRISE RECOVERY GRANTS PROGRAM

Grant Budget Table Example

1

Funding	\$ Amount	Funding Expenditure	\$ Amount	Quote Attached if ≥ \$500 (Y/N)
Darebin Grant Funding	\$5,000.00	Construction Works Cost	\$2,300.00	Yes
Additional Contributions	\$1,500.00	Refrigerator	\$1,200.00	Yes
		Coffee Equipment	\$2,400.00	Yes
		Electrical Works Cost	\$500.00	Yes
		Facebook Post Boost	\$100.00	
1a TOTAL	\$6,500.00	2a TOTAL	\$6,500.00	
		3 BALANCE	\$0.00	

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; remember quotes are required for any item \$500 and over.
 - a. **TOTAL** – Add all funding expenditure lines together and enter in **TOTAL** box
 - b. All expenditures from \$500 and above require a quote to be submitted with the grant application.
 - c. Projects using Darebin businesses for expenses purchases are weighted higher than those from non-Darebin businesses.
3. **BALANCE** – The end balance is TOTAL FUNDING – TOTAL EXPENDITURE and should be \$0.00 when completed correctly.
4. Please refer to the Information Booklet and FAQs 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