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**2022/2023 ANNUAL COMMUNITY GRANTS PROGRAM  
INFORMATION & GUIDELINES**

## Contents

Acknowledgement of Country.....	3
Welcome to the 2022/2023 Darebin Community Grants Program.....	3
Grant programs available .....	3
Who is eligible to apply for a Community Grant? .....	4
Public Liability Insurance.....	5
Incorporation .....	5
Who is Not Eligible to apply for funding: .....	6
What can be funded? .....	6
What cannot be funded:.....	7
Council Plan 2021-2025 Strategic Directions and Objectives:.....	8
What should be clear in your application? .....	9
What will be prioritised: .....	10
What are the aims of the grants in the Community Grants Program? .....	10
Small Grants (of up to \$3,000 per application) .....	10
Youth Project Grants (up to \$5,000 per application) .....	11
Venue Hire Support Grants (up to \$8,000 in-kind per application) .....	12
How will small and youth grant applications be assessed? .....	13
Medium Grants.....	14
Council's Commitment to Gender Equity .....	14
The project plan for medium grant applications.....	14
How will medium grant applications be assessed? .....	15
How do I apply for a Community Grant? .....	18
Timelines & Key application dates .....	20
What happens after applications are submitted? .....	20
What happens if I am not happy with the outcome of my application? .....	21
What happens if my application for a Community Grant is Successful? .....	22
Acknowledging Council support.....	22
Project Variations .....	22
Project Acquittals .....	22
Other Funding Sources.....	23
Annex A - Project Plan Examples (for Medium Grants of \$7,000 or more).....	24

## Acknowledgement of Country

*We acknowledge the Wurundjeri Woiwurrung people who are the Traditional Owners of the land on which Darebin stands. We recognise their continuing connection to land, waters and culture. We pay our respects to Elders past, present and emerging.*

## Welcome to the 2022/2023 Darebin Community Grants Program

The City of Darebin is made up of so many diverse groups and individuals who make incredible contributions to the community. Darebin City Council is committed to supporting projects which matter to community. Community grants can assist not-for-profit (NFP) groups and organisations to address the needs and issues within their community and support Darebin residents to address discrimination and/or exclusion.<sup>1</sup>

### The following grants programs are available under the Community Grants Program:

**2022/2023 Small Grants Program** (Up to \$3,000 per application)

**2022/2023 Medium Grants Program** (Up to \$15,000 per application)

**2022/2023 Venue Hire Support Grants Program** (Up to \$8,000 per application)

**2022/2023 Youth Projects Grants Program** (Up to \$5,000 per application)

There are additional grants programs that are open throughout the 2022/2023 year and have their own guidelines and assessment criteria.

These include:

Sports Grants Program  
3-year Partnership grants 2022-2025  
FUSE Festival Grants

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<sup>1</sup> Residents 'at risk' of exclusion may include people from Culturally and Linguistically Diverse (CALD) backgrounds, women, young people, older adults, Aboriginal and Torres Strait Islander people, people with a disability, people experiencing or at risk of homelessness, low income earners, recently arrived migrants, refugees, people seeking asylum and people who identify as LGBTIQ+.

## Who is eligible to apply for a Community Grant?

Council wants to ensure that Community Grants are distributed and support projects which address the issues and needs of the local community. For this reason, the following outlines the eligibility requirements for accessing Community Grant funds.

- Applicants must be located or deliver activities within the City of Darebin.
- A formally recognised not-for-profit<sup>2</sup> organisation/group  
(Groups must be incorporated if applying for more than \$2,000)
- A profit for purpose (social enterprise) community group/ organisation<sup>3</sup>.
- Not incorporated organisations/groups can apply for a Small Grant (up to \$2,000) but must have a bank account name as the name of the organization/group and demonstrate that they operate as not-for profit organisation.
- Alternatively, groups applying for \$3,000 more may choose to find an incorporated organisation to auspice<sup>4</sup> them for their project. Auspice organisations receive and manage funds on behalf of non-incorporated groups. Groups seeking an auspice body are advised to contact the Corporate and Community Grants Officer on 8470 8504.
- A school. (Schools are also encouraged to partner with community groups in activities that benefit the wider community.)
- Individual artists who lead community-based arts/cultural projects.
- A current Public Liability Insurance certificate.
- Provide an Incorporation Number
- Provide an ABN or completed Statement by Supplier form
- Provide a financial statement as per the requirements of operating an Incorporated Association, Charity or Public Company Limited by Guarantee.

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<sup>2</sup> A not-for-profit organisation is an organisation that is not operating for the profit or gain of its individual members. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes.

<sup>3</sup> A profit for purpose (social enterprise) organisation is one that trades to intentionally tackle social problems, improve communities, provide people at risk of exclusion access to employment or training or help the environment.

<sup>4</sup> In this context, the auspice organisation would receive the grant funding and have responsibility for ensuring that the activity is completed on time. A letter from the auspicings organisation that confirms the arrangement must be submitted with the grant application form.

- Have no outstanding debts to Council
- Provide quotes for expenditure items \$1000 or more that are essential for the delivery of the activity
- Apply before the closing date and time.

## Public Liability Insurance

In order to receive a Community Grant, all applicants are required to have Public Liability Insurance with \$20 million cover (this may be reassessed on a case by case basis). A current copy of the groups Public Liability Insurance Certificate should be attached to their Community Grant application. Community Grant funding may be used to cover the costs of Public Liability Insurance. In this case, please obtain a formal quote by an insurance company and attach it to the application form.

Public Liability Insurance protects community groups and organisations against legal liability to pay:

- Compensation to third parties
- Property damage that may occur as a result of activities undertaken by the group/organisation.
- Legal costs that a group/organisation may have to pay if it needs to defend claims of bodily injury and/or property damage, made by any member of the public, made against it.

The Municipal Association of Victoria (MAV) recommends the Local Community Insurance Services (LCIS), a division of Jardine Lloyd Thompson (JLT) who have been actively providing insurance solutions to clubs and volunteer-based community groups since 1987. For quotations, please contact LCIS by email [insurance@lcis.com.au](mailto:insurance@lcis.com.au) or phone 1300 853 800.

## Incorporation

Incorporation gives community groups a formal legal structure. Incorporated groups are given legal responsibilities and advantages which also legally protects individual group members.

All groups applying for more than \$3,000 must be incorporated. If you are not incorporated and would like to become incorporated, contact the Office of Consumer Affairs Victoria on 1300 55 81 81 or visit [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

## Who is Not Eligible to apply for funding:

- Individuals (except artists applying for the Creative Projects - Artist Led Initiatives).
- Political organisations.
- Religious organisations, applying with the purpose of promoting religion or proselytizing.
- Businesses or for-profit organisations.
- Applicants who have not fulfilled the conditions of grant for previous Council grants (including submitting acquittal reports) and/or have outstanding debts with Council.
- Applicants that own or operate Electronic Gaming Machines (EGMs)\*.
- Applicants who receive sponsorship or support (in-kind or cash) from EGM revenue\*.
- Applicants who meet and/or hold events/activities in venues that have EGMs\*.
- Groups that promote gambling and/or EGM venues\*.

## What can be funded?

Projects that promote active participation of Darebin residents, especially those who have been identified as 'at risk' of exclusion such as people from Culturally and Linguistically Diverse (CALD) backgrounds, women, young people, older adults, Aboriginal and Torres Strait people, people with disability, people experiencing or at risk of homelessness, low income earners, recently arrived migrants, refugees, people seeking asylum, people who identify as same sex attracted and/or gender diverse (LGBTIQ+).

Some examples include:

- Fees for temporary staff to implement the project.
- Printing, advertising, publicity and promotional costs.
- Translations and interpreting costs.
- One off Non-Council venue hire (not including the applicant 's permanent venue).
- Materials and other items essential to the project.
- Transport costs for project participants.
- Public Liability Insurance costs.
- Activity entry fees for participants.

- Volunteers 'out of pocket' expenses.
- Costs to support participation of people with a disability or house bound elderly people.

### What cannot be funded:

- Projects that are inconsistent with Council strategic directions or Community Grant Program aims
- Projects are the responsibility of other levels of government (e.g. State, Federal)
- New building projects, capital works and facility maintenance projects.
- Have a religious or political purpose which seeks to promote core beliefs & Religious functions.
- Are funded through other Council programs or activities, including grant and sponsorship programs
- Duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need
- Capital equipment purchases (i.e. telephone lines, computers, printers, power tools, audio-visual equipment, building maintenance or capital improvements such as heating or cooling systems, shade sails, solar panels etc.). If you are not sure if an item for which you are seeking support is "Capital Equipment" or 'Material', please call the Corporate and Community Grants Officer to discuss (8470 8504).
- Outstanding loans and debts.
- Projects that have already commenced or where the organisation has committed expenditure prior to the grant notification date (activities will not be funded retrospectively)
- Core school curriculum activities (kindergarten, primary or secondary school). Only applications that demonstrate a broader community partnership approach will be considered.
- Gift vouchers, prizes and trophies.
- Recurrent rent of private venues.
- Any project also funded (cash or in-kind) through EGM revenue, including sponsorship or venue hire. \*



- Any project that operates in a venue with EGMs.<sup>5</sup>
- Any project that promotes gambling. \*

**All grant applications must address one or more of the following Council Plan 2021-2025 Strategic Directions and Objectives<sup>6</sup>:**

Strategic Direction	Strategic Objective
Vibrant, Respectful & Connected	<ul style="list-style-type: none"> <li>• Develop partnerships with organisations from across our city, to value and include Aboriginal and Torres Strait Islander peoples and people from multicultural and diverse backgrounds</li> <li>• Help to build an inclusive and empowered community, where social cohesion and community harmony are fostered</li> <li>• Embrace diversity and ensure everyone is included in our society, and no one is left behind - by combating discrimination, and championing equity, inclusivity and diversity</li> <li>• We will increase social connection to reduce isolation and loneliness, and support positive mental health</li> <li>• Prevention of violence against women, and support gender equity</li> <li>• Prioritise and respect the voices and aspirations of Traditional Owners and Aboriginal and Torres Strait Islander communities in Darebin</li> <li>• Ensure festivals, events and functions are inclusive and respond equitably to, and value the diverse needs and aspirations of our community</li> <li>• Work towards a discrimination-free, and systemic racism-free Darebin and reduce the impact of poverty and disadvantage</li> </ul>

<sup>5</sup> NOTE (\*):

Darebin City Council will work with groups and organisations who agree to develop a transition plan in order to move away from: owning and operating Electronic Gaming Machines (EGMs); meeting in venues operating EGMs; promoting gambling; or receiving sponsorship or support from EGM venues.

<sup>6</sup> <https://www.darebin.vic.gov.au/-/media/Council/Files/About-Council/Council-structure-and-performance/Council-plan/CouncilPlan2021to2025.ashx>



Strategic Direction	Strategic Objective
Prosperous, Live able and Flourishing	<ul style="list-style-type: none"> <li>• Foster urban streetscapes and activity centres that connect our community, support economic recovery, and encourage people to live, work and play locally</li> <li>• We will support the human rights, housing and wellbeing needs of our people experiencing homelessness</li> <li>• We will work in partnership to address place-based socio-economic disadvantage and health inequity in East Preston and East Reservoir</li> <li>• We will advocate to reduce the harm associated with electronic machine gambling, alcohol and tobacco</li> <li>• We will support, promote, and attract diverse local businesses and industries.</li> </ul>
Strategic Direction	Strategic Objective
Climate, Green and Sustainable	<ul style="list-style-type: none"> <li>• We will adapt to climate change and build the resilience of our community, infrastructure and the built environment, with a focus on our vulnerable communities at risk of fuel poverty, and flooding</li> <li>• Educate our community and businesses on Climate emergency and zero carbon emissions</li> <li>• Regeneration, enhancement and protection of our natural ecosystems and biodiversity.</li> <li>• Integrate ecological solutions into our built environment.</li> <li>• Promote sustainable development and retrofitting practices that protect our natural assets.</li> </ul>

### What should be clear in your application?

- Which Council Strategic Direction & Objectives your project aligns with.
- Clearly identify & explain the community's need or the issue the project seeks to address.
- The issue/need is supported by local data and information.
- An explanation of how you will engage community members

- How your project will benefit the Community with more than one benefit to participants.
- A well-developed and realistic budget.
- Engaging more than one group of residents who are 'at risk' of exclusion.<sup>7</sup>
- How your project will be implemented.

### What will be prioritised:

- Projects which respond to one or more of the Council's Strategic Direction & Objectives
- Projects that are new and creative.

### What are the aims of the grants in the Community Grants Program?

Grants are available to support eligible community groups to provide projects which are aligned with at least one of the above listed Council's Strategic Direction & Objectives.

### Small Grants (of up to \$3,000 per application)

Small grants support projects which are aligned with at least one of the Council's Strategic Directions, address local priorities through new, innovative and creative approaches and build new and/or enhance inter-generational and intercultural partnerships and collaborations between diverse communities.

### Medium Grants (Up to \$15,000 per application)

Medium grants support projects which in the delivery of Council's Strategic Directions and demonstrate social, wellbeing, environmental or cultural benefits for our community. There are three categories to choose from: Environment and sustainability, Equity, inclusion & wellbeing, Creative Projects - Artist Led Initiatives.

\*Applications for \$7,000 or more are also required to submit a project plan. (See Annex A for a project plan example)

Each category has specific aims:

#### Environment and sustainability

- Promote and engage residents in proposals that address climate change.
- Respect and preserve our water ways and open space.
- Build new and/or enhance inter-generational and intercultural partnerships and collaborations between diverse communities.

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<sup>7</sup> See page 3

## Equity, inclusion & wellbeing

Promote active participation of Darebin residents, especially those who have been identified as 'at risk' of exclusion such as people from Culturally and Linguistically Diverse (CALD) backgrounds, women, young people, older adults, Aboriginal and Torres Strait Islander people, people with a disability, people experiencing or at risk of homelessness, low income earners, recently arrived migrants, refugees, and people seeking asylum, people who identify as being same sex attracted and/or gender diverse (LGBTIQ+).

Build new and/or enhance inter-generational and intercultural partnerships and collaborations between diverse communities.

## Creative Projects - Artist Led Initiatives

- Encourage participation and social connection through art.
- Support creative industries, making Darebin a significant art and creative centre.
- Contribute to equity within the community and recognising and celebrating the diversity of the Darebin community

## Youth Project Grants (up to \$5,000 per application)

Has a direct benefit to Darebin's young people and aligns with the Youth Services Strategy's following goals, that supports young people to be;

Goal 1: Healthy, Connected and Resilient

Goal 2: Employed, Educated and Financially Secure

Goal 3: Safe and Welcomed

Goal 4: Empowered and Engaged

Goal 5: Hopeful About the Future

Applications should also address:

- Local priorities through new, innovative and creative approaches
- Promote active participation of Darebin's young people, especially those who have been identified as 'at risk' of exclusion such as people from Culturally and Linguistically Diverse (CALD) backgrounds, young women, Aboriginal and Torres Strait people, people with disability, people experiencing or at risk of homelessness, low income earners, recently arrived migrants, refugees, people seeking asylum, people who identify as same sex attracted and/or gender diverse (LGBTIQ+).
- Provide an alternative to Electronic Gaming Machines (EGMs) and reduce the harm associated with EGM use.

## Venue Hire Support Grants (up to \$8,000 in-kind per application)

The main aims of the Darebin Venue Hire Support Program are to:

- Encourage community access to and use of nominated Council owned facilities.
- Enable community organisations and groups to provide programs and activities at a reasonable cost.
- Maximise use of Council owned venues by residents of Darebin.

In-kind support grants for the use of selected Council venues (see table below) for eligible applicants are available for the 2022/2023 financial year. Before starting your application, please call the venue you are interested in to get a quote and make a booking.

\* All bookings are tentative until applications have been assessed, approved and venue hire support has been allocated.

**For more information on each venue, please contact the venue.**

Council's venues.	
Preston City Hall Preston Shire Hall	Ph: 8470 8649
Darebin intercultural Centre (*)	Ph: 8470 8440
Northcote Town Hall Arts Centre (*)	Ph: 9481 9500
Darebin Arts Centre (*)	Ph: 8470 8280
Donald Street Community Hall Fairfield Community Room Clyde Street Community Hall Ruthven Pavilion	Ph: 8470 8110
Preston and Northcote Libraries' Meeting Rooms	Ph: 1300 655 355
Reservoir Community and Learning Centre	Ph: 9496 1021 or Ph: 8470 8110
Keon Park Children 's Hub	Ph: 8470 8022
Thornbury Early Years Centre (*) Fairfield Activity Room (*)	Ph: 8470 8347

**\* Note:** Venue hire support applications for the use of the Darebin Intercultural Centre, Thornbury Early Years Centre, Fairfield Activity Room, Darebin Arts Centre and Northcote Town Hall Arts Centre are subject to specific eligibility criteria.

Please be advised that due to the COVID19 pandemic, Council's venues may not be available or, if available, some restrictions may apply and must be implemented by the groups using Council's venues.

## How will small and youth grant applications be assessed?

Council assesses each application on its merits. Eligible applications will be assessed using the questions and criteria listed below. The percentage weightings are provided as a guide to the importance of each question in the assessment process:

Grant	Maximum Grant Value	Assessment Criteria
Small	\$3,000	<p><b>Community need (30%)</b> Does the application support the Council's Strategic Direction &amp; Objectives? Does the project address the community needs?</p> <p><b>Environmental benefit (25%)</b> Does the proposal identify the expected outputs and outcomes? Is there a clear link between the need, the outcomes and the activities that will be delivered?</p> <p><b>Equity and Inclusion (25%)</b> Does the proposal engage group/s who are 'at risk' of discrimination or exclusion? Does the application address issues of social exclusion or barriers to participation?</p> <p><b>Budget and planning (20%)</b> Is the application well planned and achievable within the timeframe? Does the budget accurately reflect the scope and scale of the application?</p>
Grant	Maximum Grant Value	Assessment Criteria
Youth Project Grants	\$5000	<p><b>Community need (25%)</b> Does the application support the priority areas? Does the project address the community need?</p> <p><b>Community benefit (25%)</b> Does the proposal identify the expected outputs and outcomes? Is there a clear link between the community need, the community outcomes and the activities that will be delivered? Does the application address environmental sustainability?</p> <p><b>Equity and Inclusion (30%)</b> Does the proposal engage group/s who are 'at risk' of discrimination or exclusion? Does the application address issues of social exclusion or barriers to participation?</p> <p><b>Budget and planning (20%)</b> Is the application well planned and achievable within the timeframe? Does the budget accurately reflect the scope and scale of the application?</p>

## Medium Grants

Grants of up to \$15,000 are available, within three sub-categories, to support projects in the delivery of Council's Strategic Direction & Objectives and demonstrate social, wellbeing, environmental or cultural benefits for our community.

### Council's Commitment to Gender Equity

We are committed to supporting gender equity and want to create a community that is safer, healthier, more inclusive and diverse for everyone. In alignment with the [Gender Equality Act](#), Council is applying a gender lens, to assess how policies, programs and services will meet the different needs of women, men and gender diverse people.

### The project plan for medium grant applications will also need to include:

- An outline of the community groups you are planning to reach with a breakdown by gender.
- A description of how the project will consider the different needs, interests, and circumstances of different genders?
- An explanation of how the program will address gender-based inequities?

### Example

If a project is seeking funds to help support refugee and asylum seeker communities in Darebin, please explain how the different needs and circumstances of men, women and gender diverse people will be considered (e.g. you might consider differing cultural expectations, caring responsibilities, levels of education, social exclusion)<sup>8</sup>.

- \* Project plans will also need to include how will you manage COVID-19 and other risks to safely manage this project? How do you plan to minimise these risks?

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<sup>8</sup> Refer to [Gender Impact Assessments](#) for further guidance.

## How will medium grant applications be assessed?

Grant Category	Example Activities	Assessment Criteria
Environment & sustainability	<p>Climate emergency engagement projects which engage community to take genuine and measurable action on the climate emergency</p> <p>Climate emergency projects which build the resilience of our communities to avoid heat stress and fuel poverty</p> <p>Waste reduction, food security, sustainable food production, increased food recycling and stimulation of local circular economy community initiatives.</p> <p>Biodiversity</p> <p>Sustainable transport: projects which increase sustainable transport use</p>	<p><b>Community need (20%)</b></p> <p>Does the application support the priority areas?</p> <p>What evidence is there to support the need?</p> <p>Does the project address the community/ environmental needs?</p> <p>Has the application appropriately engaged with the local community?</p> <p><b>Community benefit (25%)</b></p> <p>Does the proposal identify the expected outputs and outcomes?</p> <p>Is there a clear link between the community need, the community outcomes and the activities that will be delivered?</p> <p>Does the application address environmental sustainability?</p> <p><b>Environmental benefit (30%)</b></p> <p>Does the proposal identify the expected outputs and outcomes?</p> <p>Is there a clear link between the need, the outcomes and the activities that will be delivered?</p> <p><b>Organisational capacity and planning (25%)</b></p> <p>Is the application well planned and achievable within the time-frame?</p> <p>Does the application include clear evaluation processes and methods?</p> <p>Does the budget accurately reflect the scope and scale of the application?</p>



Grant category	Example Activities	Assessment Criteria
Equity, inclusion & wellbeing	Improving the wellbeing of Aboriginal and Torres Strait Islander communities;	<b>Community need (20%)</b>  Does the application support the priority areas?
	Addressing disadvantage and promoting inclusion of CALD communities including refugees and asylum seekers;	What evidence is there to support the need?  Does the project address the community need?
	Building an age friendly Darebin;	Has the application appropriately engaged with the local community?  <b>Community benefit (25%)</b>
	Reducing the harm of Electronic Gaming Machines;	Does the proposal engage group/s who are 'at risk' of discrimination or exclusion?
	Improving gender equity;	Does the application address issues of social exclusion or barriers to participation?
	Improving access and inclusion for the benefit of people with disability and the broader community;	Does the proposal focus on an area/s that experiences disadvantage or in a public housing estate?
	Addressing health inequity and discrimination across Darebin's diverse communities.	<b>Equity and Inclusion (30%)</b>  Does the proposal identify the expected outputs and outcomes?  Is there a clear link between the need, the outcomes and the activities that will be delivered?  <b>Organisational capacity and planning (25%)</b>  Is the application well planned and achievable within the timeframe?  Does the application include clear evaluation processes and methods?  Does the budget accurately reflect the scope and scale of the application?

Grant category	Example Activities	Assessment Criteria
Creative Projects – Artist Led Initiatives	<p>Participation and social connection through art;</p> <p>Supporting creative industries, making Darebin a significant art and creative Centre;</p> <p>Collaboration with community members who are 'at risk' of exclusion (see page 3)</p>	<p><b>Community benefit (30%)</b></p> <p>Does the application support the priority areas?</p> <p>Has the application appropriately engaged with the local community?</p> <p>Clearly identify activity locations within the Darebin municipality.</p> <p>Clearly explain how the organisation currently engages or plans to engage community members, including priority groups.</p> <p>Does the proposal identify the expected outputs and outcomes?</p> <p><b>Organisational capacity and planning (40%)</b></p> <p>Is the application well planned and achievable within the timeframe?</p> <p>Does the application include clear evaluation processes and methods?</p> <p>Does the budget accurately reflect the scope and scale of the application?</p> <p><b>Artistic merit (30%)</b></p> <p>How does the work/project activate Darebin as a creative city?</p> <p>How does the project progress the artistic practice of artists and/or community collaborators?</p> <p>Why is the project important to you as an artist and to the community in Darebin as audiences and/or as collaborators?</p>

## How do I apply for a Community Grant?

### Step 1:

\* Applicants are advised to check carefully the eligibility criteria on page 3-6 first (Who is eligible and Who is not eligible to apply to a Community Grant). If you are uncertain whether your group or your proposed project are eligible, please contact the Corporate and Community Grants Officer on 8470 8504.

### Register with Smarty Grants

The Darebin Community Grants Program is administered through the Smarty Grants website using the following link:  
<https://darebin.smartygrants.com.au/>

If you have not submitted an application using the Smarty Grants website before, you will need to register an account. To do this you will need to provide an email address and you will be asked to create a password.

**Tip:** Create a password that is meaningful or easy for you to remember. This way, you will be able to access documents if your application is successful and easily apply for future grant funding.

If you have previously submitted an application via the Smarty Grants system, please use the same email address and password. If you have forgotten your password, please click on 'Forgotten password' and a link to set up a new password will be sent to your email address.

If you need to change the registered 'User', please call the Corporate and Community Grants Officer on 8470 8504.

### Step 2:

After registering with Smarty Grants for the first time you will receive an activation email to the address that you have provided. Use the link provided in the email to log-in to the Smarty Grants website and access application forms.

Plan your project and grant submission, get quotes, attachments and letters of support as required.

### Step 3:

Access the relevant application form as listed in the <https://darebin.smartygrants.com.au/>

Please note that any Venue Hire Support applications submitted without first booking your preferred venue and supplying a quote from the venue booking officer cannot be assessed.

#### Step 4:

Fill out the appropriate application form and upload any documents that you have been asked to provide. You will be asked to supply:

- A bank statement or slip, printed by the bank, which shows account name, BSB and account number if applying for a cash grant;
- A Public Liability Insurance Certificate or quote if applying for both cash grant and venue hire support grant;
- A Certificate of Incorporation or a confirmation from an auspice organisation (if applying for more than \$2,000);
- Venue booking quote (for Venue Hire Support applications)

Once completed, you will be asked to review the application. Ensure you use the **SUBMIT** button to finalise your submission. You should receive an email acknowledging that your application has been received. If you do not receive this acknowledgement, please contact the Corporate and Community Grants Officer on (03) 8470 8504 or [darebingrants@darebin.vic.gov.au](mailto:darebingrants@darebin.vic.gov.au))

Only one Grant Application (Small/Medium/ Youth projects and Venue Hire Support) are accepted in the same financial year.

One-on-one assistance to write applications using the online forms may be provided to applicants unable to access the online forms or unable to fill out the online forms in the English language. Interpreters can be arranged for these sessions if required.

Information sessions and grant writing workshops can be arranged with the Corporate and Community Grants Officer (03) 8470 8504 or [darebingrants@darebin.vic.gov.au](mailto:darebingrants@darebin.vic.gov.au))

## Timelines & Key application dates

The 2022/2023 Darebin Community Grants Program opens Monday 4 April and closes Tuesday 31 May 2022 at 11.59pm.

<b>Grant applications open</b>	Monday 4 April 2022, at 9am
<b>Grant applications close</b>	Tuesday 31 May 2022 at 11.59pm Applications after this deadline will not be accepted.
<b>Acknowledge of receipt of application</b>	Acknowledgement of receipt of application is received after the application is submitted. If the acknowledgement is not received, it means that the application is not submitted.  Please call the Corporate and Community Grants Officer immediately on 8470 8504 or Smarty grants technical support on 9320 6888
<b>Screening and assessment of applications</b>	June 2022
<b>Notification of application results</b>	Applicants will be notified by email (the same used to submit the application) in July 2022. If results are not received by the end of July, please call the Corporate and Community Grants Officer on 8470 8504.
<b>Payments</b>	From July/August 2022 onwards
<b>Project to be completed</b>	30 May 2023
<b>Project Acquittal &amp; Final Report</b>	30 June 2023 *Acquittal reports to be submitted in Smarty Grants

## What happens after applications are submitted?

A maximum of one successful application will be considered (per applicant) each financial year, however the club 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.

### Screening (June)

Once submitted, applications are screened against the eligibility criteria by the Community Grants Officer.

## Assessment (July)

Each application is assessed in a panel comprising at least two Council Officers who make their recommendations based on a set of strict selection criteria. Assessing Officers from each program meet to discuss and finalise their recommendations.

All assessing officers (internal and external) must disclose any conflict of interest they might have with either the applicant or the proposal.

## Review (July)

Council reviews the assessment process once assessing officers have made their recommendations. This is done to make sure that the guidelines and protocols of the Charter of Good Governance have been met.

If Council's Executive Management Team are satisfied that the correct guidelines and protocols have been followed, they will endorse assessing officers' recommendations.

## Notifications (August)

Notifications of results are emailed out to all applicants. If you do not receive notification of your application's results by Friday 22 July 2022, please call the Corporate and Community Grants Officer on 8470 8504.

## What happens if I am not happy with the outcome of my application?

A review process provides unsuccessful applicants (or applicants who are part-funded) with a transparent process of their grant decision. If you are not happy with the outcome of your application, you should first contact the Corporate and Corporate and Community Grants Officer on 8470 8504, who will provide feedback.

If you believe that your application has been unfairly assessed or that the application process has not been followed, please submit a written request for an outcome review. In the written request please include also the name of your group or organisation and your application ID number.

\*A request for an outcome review needs to be submitted no later than 10 business days from the date of notification of the grant outcome may be delivered via email to [darebingrants@darebin.vic.gov.au](mailto:darebingrants@darebin.vic.gov.au) or in hard copy handed to Darebin Council's Preston Customer Service Centre, 274 Gower Street Preston. Or it can be posted to Darebin City Council's Community Grants Program, PO Box 91, Preston 3072. Council will aim to finalise a review & outcome within 14 days of receiving the request for review.

## What happens if my application for a Community Grant is Successful?

If you are successful in your application for a community grant, we'll ask you to fill out a 'Conditions of Grant' form online (via Smarty Grants). The 'Conditions of Grant' outlines necessary monitoring, evaluation, accountability measures and other conditions. This form helps Council ensure that the Community Grants Program funding is spent suitably and in line with Council's vision and goals.

Successful applicants must complete the online conditions of grant form to confirm their grant and agree to conditions for payment to be processed. Instructions on how to access and submit the online document will be sent to applicants via the email address which was used to apply for the grant.

## Acknowledging Council support

The conditions of this grant also require grant recipients to acknowledge Council support in any public communication, publication, media or social media related to the funded project/activity by using the following sentence: **"Proudly supported by the City of Darebin's Community Grants Program"**. The wording of the acknowledgement must be approved in writing by the Council. The website and social media home page must prominently display the Council's logo. Grant recipients are also required to invite, when possible, the Darebin Mayor and/or Councillors to any event/activity related to the funded project. Evidence of invitations and publications or social media posts should be attached to the acquittal report.

## Project Variations

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. Requests for project variations to be submitted to the Corporate and Community Grants Officer and to be completed in Smarty Grants.

## Project Acquittals

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 club/organisation needing to return funding back to Council.



## Other Funding Sources

(This is by no means a comprehensive list of all grants and funding opportunities which may be available to not-for-profit groups who serve the Darebin community.)

### State Government

More information on Victorian State Government grants and funding opportunities can be found through:

[www.vic.gov.au/grants](http://www.vic.gov.au/grants)

[www.vichealth.vic.gov.au/funding](http://www.vichealth.vic.gov.au/funding)

[www.multicultural.vic.gov.au/grants](http://www.multicultural.vic.gov.au/grants)

[www.seniorsonline.vic.gov.au/Get-Involved/For-Organisations/Grants](http://www.seniorsonline.vic.gov.au/Get-Involved/For-Organisations/Grants)

### Federal Government

More information on Federal Government grants and funding opportunities can be found by going to [www.grants.gov.au](http://www.grants.gov.au)

### Other sources

Other non-Government, funding opportunities may be available through:

Inner North Community Foundation: [www.innernorthfoundation.org.au](http://www.innernorthfoundation.org.au)

Philanthropy Australia: [www.philanthropy.org.au](http://www.philanthropy.org.au)

Funding Centre via Our Community: [www.ourcommunity.org.au](http://www.ourcommunity.org.au)

Bendigo Community Bank (Clifton Hill and Preston Branches)

## Annex A - Project Plan Examples (for Medium Grants of \$7,000 or more)

**Anticipated Project Start Date: August 2022**

**Anticipated Project End Date: May 2023**

Key tasks (List key tasks in order that they will be completed)	Person responsible (List who will be responsible for the completion of the task)	What will show that you have completed the task? (List the key outputs)	Date to be completed by
1. Establish project working group to provide guidance for the duration of the project	Funded organisation program manager	Project working group formed	July 2022
2. Prepare activity content and finalise project plan	Funded organisation program manager Project working group members	Project plan finalised including: A COVID-Safe plan. An outline of the community groups it plans to reach with a breakdown by gender.  How the project will address the different needs, interests, and circumstances of each gender?  How will the program address gender-based inequities?	August 2022
3. Book venues and facilitators	Funded organisation program manager Project partners	Stakeholder consultation venues and facilitators confirmed	August 2022
4. Create promotional material and distribute to partners and interested organisations	Funded organisation program manager	Promotional material drafted and submitted to Council for approval Promotional material distributed via networks	September 2022
5. Host stakeholder consultation forums and evaluate sessions	Funded organisation program manager Project partners	Consultation sessions delivered and evaluated. Consultation findings documented	December 2022
6. Develop draft resources and present to the project working group	Funded organisation program manager Project partners project working group members	Draft resources developed and presented to the project working group	February 2023
7. Finalise resources and community event	Funded organisation program manager	Resources printed and distributed to relevant stakeholders. Launch event	April 2023
8. Evaluate the activity	Funded organisation program manager project working group members	Activity evaluated including how many people the project benefitted with a breakdown by gender and recommendations for the working group	May 2023
9. Complete the project acquittal and final report	Funded organisation program manager	Project receipts, finances and acquittal report completed.	June 2023