

2016 - 2017

Community Grants Program Guidelines

Round 1: **Open Monday 4 July 2016 8am**

Close Monday 1 August 2016 5pm

For projects commencing after 1st December 2016

Round 2: Open Wednesday 1 February 2017 8am

Close Tuesday 28 February 2017 5pm

For projects commencing after 1st June 2017

Online applications can be lodged at

www.bendigo.vic.gov.au/grants

Address:

195-229 Lyttleton Terrace
PO Box 733, Bendigo Vic 3552

W: www.bendigo.vic.gov.au

E: grants@bendigo.vic.gov.au

T: 5434 6000

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If you are unsure about any information outlined in these Guidelines or would like to discuss your application further, please contact the Community Grants Officer on 5434 6214 or by emailing grants@bendigo.vic.gov.au

IMPORTANT THINGS YOU NEED TO KNOW BEFORE YOU START!

- Read the Guidelines carefully. It is important to have a full understanding of the Guidelines before you start completing the online Application.
- The term project is used throughout this document. Project means any activity, event, initiative or program that you are seeking funds for.
- Watch the video “Community Grants - How to apply for a grant” in full before you start submitting and make note of any queries you may have. You can find the video online at, <https://www.youtube.com/watch?v=fwQDrmcw4W8>
- We strongly recommend that you discuss your proposed project with the appropriate Council Officer (refer page 5). This will help in checking your group and project eligibility for funding and **that you are applying in the correct category** before you invest lots of time and energy into the application process. It will also help to clarify any queries you may have about the Guidelines and Application Process.
- The maximum grant amount for most categories is \$5,000* Your group can submit applications under multiple grant categories, however the total amount of funding that is being sought across all categories may not exceed \$5,000. The exception to this rule is where your group is submitting an application and has also agreed to be an auspicing body for an unincorporated group's application/s.
** except DEFY Category where the \$5000 limit may be exceeded*
- If your group submits multiple applications, you may be asked to prioritise your applications.
- All applications will be assessed by a Community Assessment Panel who will use a weighting framework to score the applications. **It is recommended you view the framework on the Grants webpage to understand the importance of each question.**
- Ensure your group has current Public Liability Insurance. You will be required to include an attachment of this with your application. Failure to do so may render your application ineligible.
- Applications can only be received from incorporated groups. If your group is not incorporated, you will need to seek out an incorporated group who is willing to auspice (endorse) your application.
- Groups are required to include an estimate of volunteer hours involved in their project's delivery as part of the group's in-kind contribution to the project budget. The rate of \$25 per hour should be used in calculating this figure.
- If your group has received Community Grants Program funding previously you will need to complete any outstanding project acquittal requirements before being eligible to reapply for the current round of the Community Grants Program. The Project Evaluation Form is available online at www.bendigo.vic.gov.au/Residents_and_Services/Grants.
- Any questions regarding acquittal requirements can be directed to the Community Grants Officer on 5434 6214.

A successful funding application in any round does not imply ongoing funding.

COMMUNITY GRANTS PROGRAM TIMELINE 2016-2017

ROUND ONE

Applications Open	4 July 2016
Applications Close	1 August 2016
Applications assessed	August 2016
Assessment Panels' recommendations presented to Council	October 2016
Email advising of application outcome	October 2016
Final date for successful applicants to submit required funding paperwork	11 November 2016
Project can commence from	1 December 2016

ROUND TWO

Applications Open	1 February 2017
Application Close	28 February 2017
Applications assessed	March 2017
Assessment Panels' recommendations presented to Council	May 2017
Emails advising of application outcome sent	May 2017
Final date for successful applicants to submit required funding paperwork	26 May 2017
Project can commence	1 June 2017

PRINCIPLES OF THE COMMUNITY GRANTS PROGRAM

The Community Grants Program provides a great opportunity for groups to undertake projects that complement the focus areas identified as priorities for the City of Greater Bendigo.

Applications are sought for projects that:

- 1. Promote community engagement and participation**
- 2. Support social inclusion**
- 3. Contribute to building of healthy and strong communities**

NOMINATED OFFICER SUPPORT

It is in your best interest to contact the nominated Council Officers for the respective grant categories prior to starting the application process. **This will ensure you are applying in the correct category.** Please note if you apply under an incorrect category we are unable to move your application to a more appropriate category and your chance of receiving funding will be dramatically reduced.

Please call the Community Grants Officer or a Nominated Officer to clarify any component of your application.

The Nominated Officers for each grant category are:

Category	Council Contact	
Community Development	Andrew Plant	5434 6111
Community Events	George Filev	5434 6023
Arts	Rohan Phillips	5434 6478
Environment Sustainability	Kelly Dunn	5434 6436
Active & Healthy Communities	Amy Johnston	5434 6395
Print & Digital Publications	Chris Waites	5434 6214
DEFY	Nikki Williams	5434 6468
For all general Community Grants Program enquiries, please contact 5434 6214		

ASSESSMENT PROCESS

- All applications will be assessed by a Community Assessment Panel comprising of community representatives who will use a weighting framework to score the applications. Copies of the frameworks are available on the webpage at www.bendigo.vic.gov.au/Services/Community/Grants
- The Community Assessment Panels' recommendations will be presented to Council
- Council will consider the recommended funding allocations at a formal Council Meeting
- All applicants will be notified by email as to the outcome of their application.

GENERAL GUIDELINES – *For all categories*

1. WHO IS ELIGIBLE TO APPLY?

To be eligible for funding under the Community Grants Program, applicants must:

- Be a not for profit community group, organisation or club that is **incorporated**
OR
- An **unincorporated** not for profit community group, organisation or club that has an **auspicing body** that is an **incorporated** not for profit community group, organisation or club

2. FEATURES OF AN ELIGIBLE APPLICATION

- The project is based in the City of Greater Bendigo municipality
- The project will generate positive outcomes for Greater Bendigo residents and/or visitors
- The applicant is able to demonstrate their own contribution to the project in the form of funds or in kind support
- There is demonstrated support for the project from other groups within the community (such as letters of support and / or a financial commitment to the project)
- The applicant is able to demonstrate sound project planning
- The project considers cultural diversity, inclusion, accessibility and recognition of traditional owners

3. WHO IS NOT ELIGIBLE TO APPLY?

- An individual
- An **unincorporated** not for profit community group, organisation or club without an appropriate auspicing body
- Any group who has an overdue acquittal of a previous City of Greater Bendigo grant
- Any group already receiving other financial support from the City of Greater Bendigo where their Funding and Service Agreement precludes access to other CoGB funding
- Private, profit making organisations

4. WHAT IS NOT ELIGIBLE FOR FUNDING?

- Applications for retrospective funding, including for projects that are due to start before 1 December 2016 (Round 1) and 1 June 2017 (Round 2)
- Applications seeking funds to cover the cost of fundraising, prizes and/or wages
- Applications seeking sponsorship to attend conferences or sporting events
- Projects that are to occur primarily outside of the City of Greater Bendigo's municipal boundary
- Funding for infrastructure development of privately owned or City of Greater Bendigo owned properties
- Applications from federal or state government agencies (excluding schools) and private profit making organisations or individuals

- Applications that are incomplete such as:
 - not attaching evidence of Public Liability Insurance coverage
 - not attaching copies of relevant quotes

5. GRANT CONDITIONS

Successful applicants will be required to:

- Enter into a Funding Agreement and adhere to the conditions of the Agreement
- Spend the grant money only as stated in the original application. Approval for any proposed variation to the project must be sought in writing via the Community Grants Officer **prior** to a new project commencing
- Return any unspent funds at the completion of the project or the end of the Agreement unless prior approval has been obtained to expend the funds
- Complete an event management plan and obtain all necessary permits if conducting a community event
- Obtain all necessary permits associated with your project
- Inform Council officers of changes to key project contact details, including telephone number, email or postal address
- Invite Council officers and Ward Councillor/s to the project launch if applicable
- Acknowledge City of Greater Bendigo as a funder in all publicity and promotional materials

6. HOW TO APPLY

- All applications are completed online
- Please answer all questions and attach all information as requested
- Late applications will not be considered, and no extensions will be granted

SPECIFIC GRANT CATEGORY GUIDELINES

The Community Grants Program is divided into seven categories, each of which has Specific Guidelines. Please make sure you refer to the Specific Guidelines for the relevant category before you start. Sometimes the project may appear to be applicable to more than one category – if this is the case, please call the Community Grants Officer or the noted Nominated Officer to discuss your proposal and receive advice about which is the best category to submit your proposal.

Once the application has been submitted it is not possible to change it to a more appropriate category and your chance of success may be reduced.

ARTS GRANTS GUIDELINES

To be read in conjunction with the General Guidelines.

The principle aim of the Arts Grants is to support:

- Arts based initiatives that engage the broader community in arts based and creative activities i.e. performance seasons, workshops, residencies, master classes, tours, exhibitions
- Local artists and arts organisations to develop art projects that are collaborative and participatory to increase the community participation in the arts. Art projects that are innovative, accessible, inclusive are encouraged
- Local artists to present work for community display or presentation in a professional manner i.e. professional materials, printing, framing, sound and lighting and venue hire

Groups are to keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the Project Evaluation Report.

Eligibility

Successful applications/applicants will be required to:

- Demonstrate how their project benefits the broader community and encourages participation in the arts
- Demonstrate how the project contributes to developing the cultural vibrancy of the Greater Bendigo area and supports local creativity and innovation
- Demonstrate how the project will enhance arts and cultural development in the region
- Demonstrate (where appropriate) diverse partnerships between arts and cultural groups, philanthropic organisations, the business sector or social enterprise sectors.

Successful funding in this round does not imply ongoing funding. Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.

Examples of previously funded projects:

‘Choice Voices Choir’

Golden City Support Services received funding to enable the Choice Voices Choir to continue to function and to develop its potential to both contribute to the cultural life of Bendigo and make a positive difference in the lives of its members. Choice Voices is a community choir whose membership ranges across people with; physical, intellectual and mental health disabilities and people of all ages who simply love to sing! The choir wants to continue to, attract new members, hold its regular practice meetings and develop and expand its program of public performances.

“Bendigo Queer Film Festival”

The Bendigo Queer Film Festival (BQFF) received funding for an annual cultural festival now in its 12th year. BQFF provides the general community and the Gay, Lesbian, Bi-sexual, Transgender and Intersex community (GLBTI) and those who visit the region, with a cultural and artistic event that promotes acceptance of diversity.

Enquiries regarding Arts Grants should be directed to Rohan Phillips, Arts Officer, on 5434 6478

COMMUNITY DEVELOPMENT GRANTS GUIDELINES

To be read in conjunction with the General Guidelines.

The Community Development Grants aim to support groups to undertake projects that will enhance community capacity building, through participation in social, learning and local activities.

Funding is available for a range of projects including:

- Local/neighbourhood projects that promote collaboration and resource sharing among groups
- Developing new or expanding existing programs and activities e.g.: craft workshops
- Project related equipment/materials e.g.: purchase of printer, materials for workshops
- Building more capable community groups e.g.: Committee of Management training, leadership/skill development

Eligibility

Successful applications/applicants will be required to:

- Demonstrate how the project will benefit the City of Greater Bendigo community
- Promote awareness and/or action with regards to community issues
- Provide opportunities to increase skills /knowledge of community members
- Consider opportunities to collaborate and partner with other groups

Examples of previously funded projects:

Bendigo Family & Financial Services received funding for their Social Stitches Project.

This project aimed to reduce social isolation by offering a creative support group once a week from 11AM to 3PM. Participants are aged from 18 to 90, from diverse cultural backgrounds, with a range of disabilities and mental and physical health issues. The Program provides participants with a means of getting out of the house, meeting and socialising with new people and building a support network. Learning to cook will be incorporated and health issues will be explored. There is also the opportunity for participants to design and create craft projects that will be showcased to the community at the end of the twelve month program.

Heavens Comfort Ministries Inc.

Funding was received to purchase a heat press to enable the professional and durable application of memorial photo blankets for bereaved children and parents on unique "Close to our heart" range of blankets for terminally ill children and their parents. The blankets bring personal, tangible comfort to people experiencing trauma and loss.

Enquiries regarding Community Development Grants should be directed to Andrew Plant, Community Development Officer on 5434 6111.

COMMUNITY EVENTS GRANTS GUIDELINES

To be read in conjunction with the General Guidelines.

The Community Events Grants aim to encourage and assist the development and implementation of community events that:

- Promote and encourage community participation across all sectors of the community
- Strengthen and develop community skills i.e. leadership, performance skills, event management
- Promote awareness of community issues
- Celebrate diversity
- Reduce isolation of individuals and groups
- Are innovative, creative and inclusive celebrations
- Are accessible to and inclusive of all members of the community, including culturally diverse people, people with disabilities, young people and older persons
- Demonstrate partnerships with other local groups and individuals, particularly to support the establishment of new networks and connections
- Funding can be used for one off events providing there is a demonstrated benefit to the community
- The event should be free or low cost for the community to attend

Event Management Plans that include a risk assessment, emergency procedures and wet weather contingencies (for outdoor events) form part of any well managed event. You may wish to submit a draft [Event Management Risk Assessment Template 2013](#) as part of your application. For further information or assistance go to: [Community Events](#)

Council's Access Officers - Inclusive Communities, are also available to discuss your accessibility concerns e.g. entry, signage, facilities and/or your event space suitability on 5434 6000.

Eligibility

- Explain how the event promotes and encourages awareness of community issues and encourages participation across all sectors of the community
- Explain how the event will strengthen and develop community skills i.e. leadership, performance skills, event management
- Demonstrate how the event will be accessible to and inclusive of all members of the community, including culturally diverse people, people with disabilities, young people and older persons
- Demonstrate sound event and risk management skills

Example of previously funded project

"Art Show catering and production of catalogues"

Redesdale Hall Committee received funding to provide catering for the official opening of the Redesdale Festival and Art Show and to produce two catalogues for both the fine art exhibition held at the Hall and the Sculpture exhibition. The catalogues included the description of the work, the artist and the price of all work included at each of the venues.

Enquiries regarding Community Events Grants should be directed to George Filev, Community Events Officer on 5434 6023

ENVIRONMENTAL SUSTAINABILITY GRANT GUIDELINES

To be read in conjunction with the General Guidelines.

The principle aim of the Environmental Sustainability Grants is to assist community groups to undertake a range of environmental sustainability projects which improve our natural and built environments. Projects can address a wide range of environmental issues such as waste and resource management, energy efficiency, nature conservation and land management, water conservation and climate change.

Projects, examples included:

- Pest plant and animal control projects
- Developing educational programs, field days or workshops. Developing brochures, booklets and other resource materials
- Landscape restoration and re-vegetation projects
- Waste management and recycling initiatives
- Projects that promote and achieve improved energy efficiency
- Projects that support sustainable transport initiatives
- Sustainable gardening/community garden projects
- Provision of essential group equipment
- Behavior change projects

Category Specific Criteria:

The following criteria will be applied when evaluating applications:

- Environmental sustainability outcomes and benefits are specified and clearly justified
- Community benefit from the project is described
- Where applicable, relevant regional plan or strategy has been identified
- Monitoring and evaluation activities have been adequately considered
- Requirement for a risk/event management plan has been identified
- The project is (predominantly) within the municipality boundaries
- Permissions and consents have been identified
- Ongoing management has been considered and where applicable, been addressed

Note: depending on the specific project, additional information may be required before final approval is given. If applicable, this information will be sought when a project has been short listed.

Some examples of previously funded projects:

'Natureview Trail Camera & Local Wildlife Movie Sessions'

Mandurang Strathfieldsaye Landcare Network received funding to purchase 4 outdoor motion-sensor activated cameras to help monitor wildlife that is using nest-boxes and areas that have been re-vegetated. The footage obtained will be used to promote the value of habitat protection to the local broader community.

Enquiries regarding Environmental Sustainability Grants should be directed to Kelly Dunn, Senior Environment Officer, 5434 6436

PRINT & DIGITAL PUBLICATIONS GRANTS GUIDELINES

To be read in conjunction with the General Guidelines.

The Print & Digital Publication Grants aim to promote increased information sharing, communication and participation within the community by supporting the development and production of:

- Community Newsletters
- Websites
- Books
- Digital Media, e.g. *DVD, Radio, Podcast*
- Education in Social Media, *Facebook, Instagram, Twitter, etc*

The proposed project could relate to an already established publication, or for the development of a new publication, book or website. The funding can be used to support operating costs (e.g.: the purchase of paper, equipment or software), governance training, skills development for group members.

You might explain:

- How your project will develop new knowledge/skills in print and/or digital production
- How will you provide opportunities to increase skills/knowledge to community members?
- How the project may better engage and inform the broader community
- How the project will become sustainable in the future if further funding is not available? E.g. *Partnerships, Advertising, Sponsorship*

Examples of previously funded projects:

‘The production of a promotional video to raise community awareness of need for increasing the accommodation in Bendigo for adults with an intellectual disability’

Quality Living Options Bendigo received funding to produce promotional material in the form of a professionally produced DVD to be used as part of presentations to service clubs, churches and other community groups, TAFE training courses and university studies. It will also be used with social media such as Facebook, YouTube and our QLOB website; to advance their cause and raise community awareness of the issues people face as ageing parents and carers of intellectually disabled adults. This will be an essential tool in the search for a safe secure and appropriate place to call home where the ongoing care of the adult children is assured beyond their ability to care for them.

‘Supplies for printing Huntly Epsom News’

Funding was provided to Huntly and Districts Historical Society to assist the group to self-publish 1000 copies monthly of the Huntly Epsom News Newsletter. The project is a vital communication tool within the districts of Huntly and Bagshot, Fosterville, Goornong, Elmore, Epsom and, Bendigo.

Enquiries regarding Print & Digital Publication Grants should be directed to Chris Waites, Communications Officer, on 5434 6236

ACTIVE & HEALTHY COMMUNITIES GRANTS GUIDELINES

To be read in conjunction with the General Guidelines.

The City of Greater Bendigo is committed to promoting healthy lifestyles. One of the ways it seeks to do this is through the promotion of participation in formal and informal sport and leisure activities, whether as a player, official or volunteer.

The Active & Healthy Communities Category has been established to encourage and support local community groups to offer a diverse range of formal and informal sport and leisure activities or healthy lifestyle projects for residents.

Applicants are encouraged to address one or more of the following project/activity focus areas:

- Attracting new members
New members can include players, officials and /or volunteers. Juniors/youth
- Volunteer development and/or skills training
Programs/initiatives must show a demonstrated ability to increase the efficiency of volunteer roles/responsibilities, thereby reducing the time commitment required by volunteers. The project may increase skills and knowledge of the community members?
 - Priorities will be given to innovative projects that target:
 - Juniors/youth
 - Older persons (aged 50+)
 - Males 35-49
 - Females participation
 - Areas with poor health statistics and/or socioeconomically disadvantaged locations
 - Culturally and linguistically diverse communities
 - Aboriginal and/or Torres Strait Islander communities
 - People with a disability
- Club promotion and marketing
Examples include web development, social media interfaces, policy & procedure or interpretive maps that will complement and help to promote recreation opportunities
- Provision of essential equipment
Priority will be given to safety equipment e.g. defibrillator, safety padding
- Program sustainability must be demonstrated and success evaluated

NOTE: Funding is not available through this Grants Program for applications that include maintenance, expansion or upgrade of infrastructure or assets. If you have a project of this nature you are encouraged to contact the Active and Healthy Communities Unit to discuss the project in detail.

Examples of previously funded projects:

'The holes are bigger at Neangar Park'

The club received funding to implement an initiative social version of golf in a bid to increase participation in the summer months. The game will include the installation of holes 3.5x the size of the standard golf hole, this modification reduces the time it takes to play a round makes the game more enjoyable for the beginner.

Technology Upgrade for Strathfieldsaye Bowls Club

The club identified the need and importance of it volunteers having access to a computer and printer noting that it was even required to apply for these grants. They received funding to purchase the equipment complete with software in order to reduce the time commitment of its volunteers.

Freewheelin' Fun

To provide safe, friendly cycling experiences for children, young people and adults. Over the medium term create a model of providing twice-a-week and monthly community workshops that invites anyone from the community to contribute their skills and talents for the purpose of family fun and participation. We also want to increase the participation rate of volunteerism, skills-sharing and social inclusion.

Examples of equipment funding previously include:

- *Defibrillator and training for members*
- *Goal Post Padding*
- *Medical Marquee*

Enquiries regarding Active & Healthy Communities Grants should be directed to Amy Johnston, Facilities Team Leader, on 5434 6395

DRIVER EDUCATION FOR YOUTH GRANTS GUIDELINES

To be read in conjunction with the General Guidelines.

Maximum amount of \$5000 may be exceeded

The Driver Education for Youth (DEFY) Grants aim to support the coordination and delivery of youth driver education and training initiatives across Greater Bendigo that assist in reducing road trauma for young people and their families.

Background

The DEFY Committee was established in 1999 after a road accident in Myers Flat claimed the lives of four young people. A parent of one of the young people in the accident formed the DEFY Committee Inc. to raise funds via community donations and a State government grant, to develop a driver education facility for young people.

In July 2007, Council facilitated a community forum for the purpose of engaging in dialogue that would produce a sustainable and co-ordinated approach towards driver education for youth. The DEFY Committee indicated they would like to see the remaining funds be redirected to driver education and training initiatives for young people.

A new DEFY Committee was established with the role to develop and coordinate initiatives and provide input and advocacy on how to best address youth driver training in Greater Bendigo. The original DEFY Committee wound up its Incorporated Association status and transferred remaining funds to the City of Greater Bendigo (CoGB) to hold in a Trust Fund.

CoGB held the funds in trust, to be allocated on the recommendations of the new DEFY Committee for initiatives to support driver education and training for young people.

Funding is available for projects including:

- Driver education in schools
- Education and support for parents of young learner drivers
- Support young learner drivers to achieve 120 hours of supervised driving

Criteria

Successful applications/applicants will be required to:

- Have a history of providing driver education and training for young people aged 16-21
- Champion the value of youth driver training to the community
- Consider opportunities to collaborate and partner with other groups
- Demonstrate how the project will benefit the Greater Bendigo community
- Provide opportunities to increase skills /knowledge of young community members
- Contact the grant support officer before submitting your application

Applications seeking more than \$5000 will be considered. Applicants should always work towards a sustainable funding model for projects that are intended to be ongoing. It is preferable that funding be spent within 12 months from the start date of the project.

Enquiries regarding Driver Education for Youth Grants should be directed to Nikki Williams, Part-Time, Youth Planner, on 5434 6468 or n.williams@bendigo.vic.gov.au
Days of work—Monday, Wednesday and Thursday.