

COVID-19 Community Relief and Recovery Grants Program Guidelines

About the Program:

The COVID-19 Community Relief and Recovery Program provides funding of up to \$5,000 (plus GST if registered) to eligible not for profit community organisations, groups, social enterprises, creative organisations, groups and individual artists for activities that assist communities with relief and recovery from the COVID-19 pandemic. The program focuses on the following three priority areas:

1. Build the capacity and resilience of communities and organisations/groups.
2. Build the capacity and resilience of creative organisations, groups and individual artists.
3. Provide emergency support to communities.

Funding Categories and Selection Criteria:

1) Build the capacity and resilience of communities and organisations/groups:

- A) *Communities*: For example, projects that improve health and wellbeing through community engagement, collaboration, innovation, and social connection; projects that take a preventative evidence based approach to family violence and homelessness; projects that prepare people for paid and or voluntary work; and projects that seek to develop the community's readiness to recover from the COVID-19 pandemic. Activities might include professionally facilitated webinars, workshops or training programs, awareness-raising campaigns, collaborations between community groups and local businesses, or Do it Yourself (DIY) activity kits that families can use at home.
- B) *Organisations/groups*: For example, projects that strengthen organisations' operations, upgrading of equipment to deliver services in new ways including online, training/workshops for staff and volunteers to equip them with the information and skills needed to assess client needs and to address long term social and economic recovery.

Selection criteria (must meet 3 out of 5 of the following):

Capacity building is having the necessary resources, equipment, or opportunities to:

- Learn: providing training to staff and volunteers, or educating and increasing awareness in the community.
- Work: enabling people to get involved in paid or voluntary work.
- Engage: connecting organisations, groups, businesses or individuals within an industry, sector or geographical area.
- Advocate: involving groups and individuals in making decisions that affect them.
- Plan: ensuring your project has specific, measurable goals and a clear work plan and budget.

2) Build the capacity and resilience of creative organisations, groups and individual artists:

For example, upgrading of equipment to deliver services in new ways, including online; projects which optimise opportunities for communities to participate, celebrate, preserve and promote local culture and identity; skills development

training/workshops; creative projects that foster the arts; projects that increase community access to artists' work; activities that improve artists' connection with local business and communities; and supporting local artists to deliver events or performances that can generate income.

Selection criteria (must meet 3 out of 5 of the following):

Capacity building is having the necessary resources, equipment, or opportunities to:

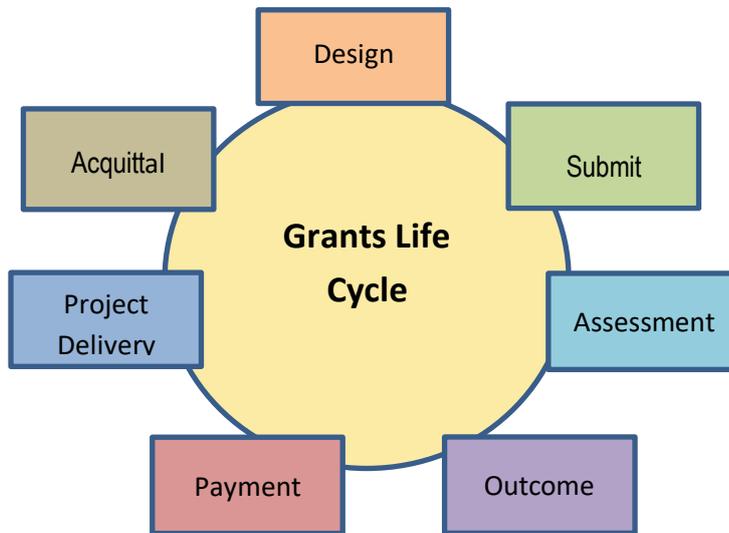
- Learn: providing training to artists and volunteers, or educating and increasing skills and expertise in creative industries.
- Work: enabling artists and others to get involved in paid or voluntary work.
- Engage: connecting organisations, groups, businesses or individuals within the creative industries.
- Advocate: involving creative groups and artists in making decisions that affect them.
- Plan: ensuring your project has specific, measurable goals and a clear work plan and budget.

- 3) Provide emergency support to communities:** For example, projects that improve access to information regarding emergency relief services; Improve access and connection to psychosocial support services, health care and first aid, and family violence services with a focus on vulnerable communities; expand and improve the distribution of food, water and material aid; improve access to emergency accommodation (including animal care); providing training opportunities for staff and volunteers to equip them with the knowledge and skills needed to assess the immediate needs.

Selection criteria (must meet 3 out of 5):

- Learn: providing training to staff and volunteers, or educating and increasing awareness and knowledge in the community.
- Work: enabling people to get involved in paid or voluntary work.
- Access: improving access to goods and services.
- Advocate: involving groups and individuals in making decisions that affect them.
- Plan: ensuring your project has specific, measurable goals and a clear work plan and budget.

Grants life cycle:



Design	Design by the applicants with Council support
Submit	Online application with supporting documentation
Assessment	Assessment of applications conducted by Council officers
Outcome	Applicants advised of the assessment outcome.
Payment	Funds provided to successful applicants.
Program delivery	Project delivered within the specified timeframe.
Acquittal	Acquittal of funds required including receipts of expenditure.

How does an applicant apply?

Applicants can apply through the Council's online SmartyGrants portal.

Before applying, individual applicants/representatives of the organisations must read and understand the program guidelines and are strongly encouraged to discuss their project idea with a Council officer before applying.

How often can an applicant apply?

An eligible applicant can submit one application only. An individual artist must be auspiced by an incorporated organisation. An auspicing organisation is permitted to sponsor more than one application. This is to ensure fair access across groups and organisations in Yarra Ranges.

Timelines:

The funding rounds open and close on the first and last calendar day of each month respectively. Applications are assessed at the end of each month. Applicants are notified of outcomes approximately four weeks after the end of each month.

Make sure you apply a minimum of 8 weeks before your activity or event takes place as there is no retrospective funding awarded. The approved project must be completed before the end of June 2021.

Is your organisation eligible?

Eligible organisation	Ineligible organisation
<p>Incorporated not-for-profit organisations, associations, community groups, registered charities and social enterprises with an ABN.</p> <p>Unincorporated not-for-profit organisations, community groups, arts groups or an individual artists must auspiced by an eligible incorporated not-for-profit organisation through an Auspice Agreement.</p> <p>If sourcing an auspice organisation, ensure the auspice agrees to accept legal and financial responsibility for the grant.</p>	<p>Government or semi-government organisations, i.e. schools, hospitals and libraries (unless the project benefits the wider community).</p> <p>For-profit businesses/organisations.</p> <p>Political parties and lobby groups.</p> <p>Auspicing organisations and/or applicants that have outstanding reports or other debts to Council.</p>

What we can fund:

The following important requirements demonstrate the foundations for projects to be successful.

- Projects must be located in Yarra Ranges and deliver all outcomes in Yarra Ranges.
- Applicants must commit to obtaining all necessary permits related to the funded activity, particularly for events.
- Projects must have suitable public liability insurance that covers the duration of the project. If the organisation/individual does not have public liability insurance at the time of application, a funding condition is that they must provide evidence of obtaining it before the grant is paid.
- Current Working with Children Checks and Child Safe Standards compliance is required of funding recipients (where appropriate).
- Applicants must consent to provide evidence of how funds were spent, progress reports if required and outline project activities, outcomes, impacts, and benefits through an acquittal process.
- Equipment and Materials - Applications that are for the sole purpose of purchasing equipment or materials, e.g. art supplies, IT equipment, etc. may receive up to \$2,500.
- IT equipment (such as laptops, tablets, cameras, etc.): Applicants, including individual artists, are eligible to apply for up to \$2,500. Applications need to demonstrate measurable outcomes with wide community benefit. Applications will be reviewed on a case by case basis. **Please note:** For applications from individual artists, the equipment needs to be purchased by an organisation that is auspicing the artist, and needs to be retained by that organisation as a community asset, after the completion of the project. Individual artists are

strongly encouraged to discuss their plans with the Grants Team before starting their applications.

- Applicants, including individual artists, can purchase consumable materials or supplies, rent IT equipment, or subscribe to software platforms for the duration of the project, if that is required to undertake the project, up to the sum of \$2,500.
- For **all** applications, all types of equipment and materials combined must not exceed \$2,500.
- Dedicated fundraising events - Can apply for up to \$2500 and need to demonstrate how the fundraising effort will create a social connection in the community.
- Applicants must submit all supporting material when applying. Given the competitive nature of grants, no late submission of supporting documents will be accepted.

What we can't fund:

Applications will be ineligible if funding is intended for:

- A program, service, or activity that is primarily considered the responsibility of the State or Federal Government and activities that are currently funded by the State and Federal Government; for example, the core business of schools, hospitals, libraries or other services.
- Activities that take place outside Yarra Ranges.
- A new building, capital works or facility maintenance works. Small works can be considered – up to \$2,500 - if the project aligns with the program objectives.
- Activities that duplicate programs already being delivered within the same geographical area.
- Purchasing food and water.
- Ongoing staff salaries or administration costs not specific to the project.
- Projects that involve children and young people to stay overnight.
- Projects that are for core school curriculum activities and school-based projects that do not engage the wider community.
- Activities that take place at inappropriate venues; for example, gambling venues or venues that are sponsored by gambling businesses.
- Projects with the singular purpose of promoting religion or politics.
- Professional services, training, study or academic research here or overseas.
- Retrospective funding of projects. Applicants need to submit their application before the event or activity occurs.
- Subsidising ongoing or regular use of Council's halls or facilities.
- Awards, purchase of trophies and competitions.

Guiding Values:

Good Governance:

Yarra Ranges Council is dedicated to ensuring the COVID-19 Community Relief and Recovery Grants program is run fairly and transparently. We commit to managing an effective grants program that responds to community needs and represents excellent value for money.

This commitment is expressed through openness to constructive feedback and a desire for continuous improvement.

We hold ourselves to a high standard of grant-making and support our partners to do the same through their work. Successful grant recipients must have robust governance structures in place.

Child Safety Standards:

The introduction of Child safe standards by the Victorian Government stipulates that all organisations that provide services for children or receive government funding are now covered by mandatory reporting requirements. Grant recipients that have direct/incidental contact with children during the course of their project will be required to provide additional documentation as part of the application process.

Gender Wise:

Yarra Ranges Council is committed to gender equity in the region and considers our partner organisations as key in pursuing this. Men and women can face different expectations and challenges based on social conditioning and subtle biases. Consequently, when designing or delivering a project and treating all people as the same may not necessarily result in equal inclusion and impact.

It is important that grant applicants apply a 'gender lens' when drafting their application. An example of this is considering the different needs and circumstances of people of all genders within the target beneficiary group. Further information on running gender-wise projects can be found at: fundingcentre.com.au/help/gender-lens. Alternatively, applicants are invited to contact Council's Gender Equity Officer on 1300 368 333 for ideas on integrating gender-aware practices into your organisation's work.

Environmental Impact and Sustainability:

Yarra Ranges is renowned for its natural beauty and Council is committed to maintaining the health and significance of the region's environment. All proposed projects are encouraged to incorporate activities that improve sustainable outcomes and minimise unnecessary environmental impacts. For more information or support on this, please contact Council's Sustainability Officer on 1300 368 333.

Diverse and Inclusive:

Diversity is a strength within Yarra Ranges and something the program seeks to promote. Grant submissions from groups and individuals of all abilities, cultures, age groups, gender and sexual orientation are strongly encouraged.

Including People with Diverse Needs:

Council is committed to increasing access and participation by people with disability in their community. Grants projects can lead the way in this. Consideration of how projects will reach out and include people of all abilities is encouraged (e.g. promotion, physical access, including performers of all abilities). All grantees are encouraged to consider how their project will be accessible to people with a disability or marginalised groups. For practical ideas and considerations, please contact Council's Metro Access Officer or Indigenous Development Officer on 1300 368 333.

Contact details:

Please contact the Grants Project Officer on 1300 368 333, or grants@yarraranges.vic.gov.au if you have any questions or need support.

Key Terminologies:

Acquittal: A written report submitted following the completion of a project. The acquittal should detail what was achieved by the project, lessons learnt and how the grant funding was spent. Council will provide grant recipients with an acquittal form.

Advocacy: Advocacy is the act of promoting, supporting or arguing in favour of an idea, need, cause or policy.

Auspice: An organisation that receives and manages grant money on behalf of an unincorporated grant applicant. To be eligible, and auspicing body must be incorporated and have a current ABN.

Community group: community group is a collective of individuals that are committed to working for the public benefit. In the grants context, these groups are usually comprised of volunteers. It is encouraged that community groups have an established governance structure (committee) and strong membership base before applying for grants.

Capacity: Capacity refers simply to the skills or abilities of an individual, group or organisation to plan, deliver and achieve project outcomes.

Capacity building: Capacity building is more than just training. It refers to the process by which communities, organisations, groups or individuals strengthen competencies and abilities to identify and achieve their development objectives. It is an ongoing and dynamic process.

Evidence based: Provides the proof that a project or approach is best placed to respond to a community need. This may include research, community consultation or data.

Incorporation: Incorporation is a voluntary process where a not-for-profit or community group can apply to become its own 'legal body'. This means that the group can enter into a contract, sign a lease or employ people. For further information please contact the Consumer Affairs Helpline on 13 0055 8181 or visit the Not-For-Profit Law Information Hub's website.

In-kind support: in kind support is in place of monetary support. It could take the form of goods from businesses through to services and time from volunteers. Examples of in-kind support provided by Council include free training, networking and promotion opportunities.

Outcomes: Outcomes are the changes, benefits or other effects that occur as a result of the project. Examples could include increased skills as a result of access to training opportunities, increased confidence in nutritional meal preparation or increased event management skills.

Project: Project is a set of organised activities or steps that are planned to achieve a particular aim or outcome. It will have a start and end date.

Reconciliation: Reconciliation is about building positive relationships between Indigenous Australians and the wider Australian community.

Social enterprise: Social enterprise is a commercially viable business with the clear and stated purpose of generating positive social or environmental impact. They exist primarily to benefit the community, rather than shareholders or owners.

SmartyGrants: SmartyGrants is an online grants management platform. All Council grant submissions must be made through this system. The system is easy to use and supports the goals of an effective and efficient granting process.

Variation: Variation is any change to the project compared to the original grant application, Council understands that sometimes variations are required; however these changes must be discussed with the Grants Officers before the completion of the funding period.