

Banyule Charitable Fund



2022 Grant Guidelines





Banyule Charitable Fund is a charitable fund account of Lord Mayor's Charitable Fund. Lord Mayor's Charitable Foundation, the community foundation for Greater Melbourne, is the trustee of the Lord Mayor's Charitable Fund ABN 63 635 798 473.

The Banyule Charitable Fund Grants aim to support charitable organisations that contribute to making Banyule a safe, healthy, vibrant and connected community where people of all ages and life stages love to live, work and stay and where diversity and inclusion are valued and encouraged

The Banyule Charitable Fund (BCF) invites applications from community groups and organisations that:

- are registered as a charity with the Australian Charities Not for Profit Commission (ACNC)
- are endorsed by the Australian Tax Office (ATO) for Deductible Gift Recipient (DGR) item 1 Status

The grant pool for 2022 is \$88,000.

Table 1 | Important dates for the 2022 Banyule Charitable Fund Grants

Date	Milestone
February	An email introducing the 2022 Banyule Charitable Fund Grants will be sent to charities on the Banyule Charitable Fund database. These grant guidelines and a link to the application form will be made available on banyule.vic.gov.au/CharitableFund
Monday 28 February, 9am	Applications open for the 2022 Banyule Charitable Fund Grants
Sunday 3 April	Applications close at midnight.
April	BCF Grants Assessment Panel review applications.
May	The Panel forward recommendations for grants to the Lord Mayor's Charitable Foundation to consider and determine.
June	Banyule City Council announces the successful grant recipient/s.

Applicants are encouraged to:

- Read the Banyule Charitable Fund Grants Guidelines.
- Visit Council's website banyule.vic.gov.au/CharitableFund to find out more about the Banyule Charitable Fund.
- Contact Karen Molinaro – Community Connections Officer for more information about the grants criteria and process. Tel 9457 9955 or email karen.molinaro@banyule.vic.gov.au

About the Banyule Charitable Fund Annual Grants

The Banyule Charitable Fund (BCF) was established in 2007 as an initiative of Banyule City Council in partnership with the Lord Mayor's Charitable Foundation. Since establishment BCF has grown and will be making its first grant allocations to eligible charitable organisations in 2022.

BCF is a charitable fund account of Lord Mayor's Charitable Fund and is a separate legal entity from the City of Banyule. Lord Mayor's Charitable Foundation, the community foundation for Greater Melbourne, is the trustee of the Lord Mayor's Charitable Fund ABN 63 635 798 473

BCF will provide much needed funds to help charitable organisations that support people living in Banyule. Donations and bequests are welcome to grow the Fund in perpetuity. Donations over \$2 are tax-deductible

Banyule Charitable Fund's 2022 Grants Application Process

Am I eligible to apply?

Not for Profit community groups and organisations that are registered as a charity with the ACNC and are also endorsed as a Deductible Gift Recipient (DGR) item 1 Status are eligible to apply.

Applicants must also meet the following eligibility criteria

- Be located in Banyule or provide support, programs or services to Banyule residents
- Have been established and operational for a minimum of 12 months
- Hold Public Liability Insurance

Who is not eligible for funding?

- Individuals
- Organisations with outstanding grant acquittals. All previous grants from Banyule City Council or Lord Mayor's Charitable Foundation, where the acquittal is due prior to the closing of the BCF funding round, must be acquitted to a satisfactory standard. Unacquitted, or insufficiently/unsatisfactorily acquitted grants will deem the application ineligible.
- Groups with outstanding debts to Council.

How and when do I apply?

Visit Council's website banyule.vic.gov.au/CharitableFund to read the guidelines and find a link to the online application form.

Grant applications are made online by completing an application form through Smarty Grants. To complete your application, you will need access to the internet and an email address (preferable the email address for the organisation you are applying on behalf of, not a personal email)

Applicants will receive an email from Smarty Grants with a copy of the application attached once the application has been successfully submitted.

The grant round is open from Monday 28 February until midnight Sunday 3 April 2022.

What can I apply for?

There are no minimum or maximum limits for this funding pool. Applicants are encouraged to apply for an amount appropriate to their project/activity.

There are no specific categories. Applications for innovative or new programs are encouraged.

The following will not be funded:

- The core business of educational, religious, medical or political organisations.
- Projects which are the responsibility of another funding body or level of government
- Prizes, trophies, scholarships, donations, fundraising, sponsorships or gifts.
- Applicants seeking retrospective funding

- Equipment that does not remain the property of the applicant
- Consumable supplies such as stationery and craft supplies
- Recurrent operational expenses (including utilities such as gas, water and electricity)
- Costs related to project management, delivery or auspicing fees
- Projects where the organisation has received full funding for the same project from another source
- Projects on government/Council owned land, parks and open space unless there is a license agreement in place with the applicant.

Quotes

- Applicants are required to supply at least one quote/estimate of expense in support of their application
- Quotes can be written, scanned images from catalogues or on-line stores, or a screenshot from a website.
- All quotes need to clearly show the supplier/company name and contact details.
- All quotes need to be itemised and clearly show details of the cost of each individual item, labour charges or aspect of the project.
- Quotes should be current (not more than 6 months old)
- Council recommends that any equipment purchased with grant funds should meet Australian Standards.
- Capital works projects proposed for council owned land/buildings where a building permit is required, must be carried out by a commercial builder in line with public access building requirements. In this case, quotes must be from a commercially registered builder.

Financial information

- A current detailed profit and loss statement audited financial statement or the financial statement presented at your AGM must be provided with the application.
- Bank statements are not appropriate and should not be submitted.
- If the organisation has substantial funds in their operating account or has savings or term deposits, the group should clearly explain what the funds are set aside for. Organisations with substantial \$ in bank accounts who do not provide an explanation as to what the money is allocated for will be considered a lower priority.
- The application should demonstrate why the project cannot be completed with existing funds.
- Applicants need to demonstrate that they are in a sound financial position therefore organisations operating with a deficit are not eligible for funding.

Assessment & Decision Making

There are 3 stages in the assessment process

- Eligibility check by Council Officer to ensure the application meets essential criteria
- BCF Grants Panel reviews all eligible applications and puts forward recommendations to the Lord Mayor's Charitable Foundation (Foundation) to consider and determine
- Foundation Board approves or rejects recommendations. The BCF Grant Assessment Panel may decide to not fund, fully fund, partially fund or funds match an application.

Council has a Conflict of Interest declaration which all parties involved in the assessment process must complete to ensure any interests are declared prior to the assessment of applications commencing.

All applicants will be advised in writing of the outcome of their application.

Funding is not automatic on application. All requests are subject to consideration each year. Success in any given grant round does not guarantee success in subsequent rounds.

Banyule Charitable Fund Grant Assessment Panel

As set out in the BCF Deed with the Lord Mayor's Charitable Foundation, Banyule Council has appointed a BCF Grants Assessment Panel to assess and determine all applications for funding.

The BCF Grants Assessment Panel comprises of the Mayor and one other Councillor, the Chief Executive Officer or their delegate, two representatives appointed by Council and a delegate from the Lord Mayor's Charitable Foundation. The Panel meetings are chaired by the Mayor or their delegate.

The Banyule Charitable Fund Grant Assessment Panel will review all applications and put forward recommendations to the Board of the Foundation to consider and determine. The Foundations decision is final.

The BCF Grant Assessment Panel will use some or all the following assessment criteria to consider applications on their merit:

Community outcomes

- Complements the Banyule Council Plan.
- Targets Banyule's disadvantaged communities or improves access.
- Encourages a diversity of activities and opportunities available to the community.
- Helps to build skills in the community.

Link to planning

- States clear aims for the activity.
- Shows evidence of planning e.g. resources, safety, permits.
- Addresses a genuine and identified community need.

Resourcing

- Demonstrates capacity to deliver on the activity and meet conditions of funding.
- Seeks, where possible, to identify other sources of financial/in-kind contributions.
- Demonstrates suitable and efficient use funds.

While, the BCF Grant Assessment Panel may also seek further information from an applicant, it is in the interest of the applicant to fully answer each question in their application and provide as much information as possible to assist the panel in their decision making.

What do I need to do if my application is successful?

- The successful applicant will enter into a Grant Agreement, which outlines the conditions under which the grant will be made available. Funding is released once the BCF receives the signed Grant Agreement.
- Grants are only to be used for the submitted purpose or project, as such grants cannot be transferred.
- The successful applicant is expected to willingly participate in any Council promotion of their activity and the Fund grant.
- The successful applicant needs to prominently acknowledge the support of the BCF on their website, in their Annual Report and in their organisation newsletter.
- The successful applicant will be required to report on the spending of the funding received (acquittal).
- The BCF Grant Assessment Panel may periodically contact the successful applicant to arrange a follow-up visit to review the impact of their grant

Acquittal

Successful grant applicants will be required to submit an acquittal on completion of the project

- To successfully acquit the grant, you will be required to submit receipts accounting for your expenditure.
- Receipts must list items purchased/works completed, detailing the cost per item, and the total cost. All receipts should reflect the expenditure approved and align with the grant budget or letter of offer.

- Invoices and bank transfer statements cannot be accepted as proof of purchase.
- Failure to acquit the grant satisfactorily will be considered a breach.
- A breach may result in requests for grant money to be returned to the Fund and exclude the organisation from future grant rounds.

Help for applicants

For help or for more information regarding the grants round please contact: Karen Molinaro on 9457 9955.

If your hearing or speech is impaired, you can call us through the National Relay Service on 133 677 (TTY) or 1300 555 727 ordinary handset and ask for 9490 4222.

If you need an interpreter, please contact TIS National on 131 450 and ask to be connected to Banyule City Council on 9490 4222.

Banyule City Council is committed to our grants process being open and accessible to everyone. If you are facing barriers to applying due to the submission process, please contact Banyule City Council to discuss how we may be able to support you.