

Banyule Community Fund

2024 – 2026 Grant Guidelines



Acknowledgement of Traditional Custodians

Banyule City Council is proud to acknowledge the Wurundjeri Woi-wurrung people as Traditional Custodians of the land and we pay respect to all Aboriginal and Torres Strait Islander Elders, past, present and emerging, who have resided in the area and have been an integral part of the region's history.

Diversity Statement

Our community is made up of diverse cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone; principles which empower, foster harmony and increase the wellbeing of an inclusive community.

Banyule City Council is committed to access, equity and inclusion in the delivery of our grant programs.

We encourage all applicants to consider the following when developing and implementing their project:

- A commitment to embracing gender equity in its policies, programs and practices. With a focus striving for gender equality and promoting equality of opportunity, rights and resources for women, men and gender-diverse people.
- A commitment to access, equity and inclusion for all members of our diverse community in the delivery of program(s) and/or event(s), including people living with disability (including neurodiversity), people who identify as LGBTIQ+, Aboriginal or Torres Strait Islander people, people experiencing financial disadvantage (including people who are homeless or at risk of homelessness) and our multicultural and multi-faith communities.

Additional support for applicants

We are committed to the Banyule Community Fund grants process being open and accessible to everyone. To this end we would like to offer the following access options.

Please contact us on 9242 3471 or catherine.corbett@banyule.vic.gov.au if you would like any of the following:

- If you need a printed copy of these guidelines or a printed copy in large print.
- If you need to discuss these guidelines by phone.
- If you need to discuss these guidelines with us using the services of an Auslan interpreter
- If you need a printed copy of the application form for reference purposes (all applications need to be submitted online through the SmartyGrants system)
- If you need assistance to enter information into SmartyGrants due to access issues or you have difficulty using technology.

If your hearing or speech is impaired, you can contact us through the National Relay Service on 133 677 (TTY) or 1300 555 727 and ask for 92423471.

Support for Aboriginal and Torres Strait Islander Applicants

If you are Aboriginal or Torres Strait Islander and would like to discuss the grants program with a member of Banyule City Council's First Nations team, please contact Zali Mifsud at zali.mifsud@banyule.vic.gov.au or 9242 3491.

Support for Culturally and Linguistically Diverse Applicants

If you need a language interpreter, please contact TIS National on 131 450 and ask to be connected to us on 8673 4371.

If you face any other barriers to applying and would like to discuss these or any other ways we can help you, please contact us at catherine.corbett@banyule.vic.gov.au or 9242 3471.

Banyule Community Fund

The Banyule Community Fund (BCF) is our new non-profit fund established in partnership with the Australian Communities Foundation. The Fund let's businesses, groups and residents make tax deductible donations which are then collated and granted back out to non-profit groups in Banyule. It's all about **fundraising local** and **donating local** and is specific to our municipality.

This Fund creates a real opportunity for community groups in need to be able to receive additional funding and allows our community to donate to causes that are close to home and meaningful to them.

Charities and non-profit organisations are eligible to apply to receive a grant from this Fund.

The BCF will implement granting rounds to assist local non-profit organisations to deliver projects that will make Banyule a better place to live.

Please visit <https://www.banyule.vic.gov.au/Community-services/Banyule-Community-Fund> for information about the Banyule Community Fund grants.

Purpose

The purpose of the Banyule Community Fund (BCF) is to support Banyule to be a thriving sustainable, inclusive and connected community, where community members are engaged and feel they belong and where our environment is valued and protected.

BCF assists local community groups to deliver community-based services, programs, projects and events that involve and benefit the community of Banyule.

The aim of the BCF is to

- Create a thriving and active community that is safe, healthy, inclusive, bringing communities together and reflecting the diversity of Banyule.
- Build the capacity of local charities and non-profit organisations to strengthen partnership within the Banyule Community to support resilience, collaboration and sustainability.
- Enhance diversity, access and inclusion.

The Banyule Community Fund Guidelines grant applicants information and directions on how to apply for a Banyule Community Fund grant.

Grant categories

Eight key priority areas have been established for the Banyule Community Fund. These are:

- **Housing and Homelessness:** This area includes support services who work with people experiencing, or at risk of, homelessness. The services can include assisting people with their immediate needs such as finding crisis accommodation, making sure people have food, and helping people to access medical treatment if required. They might also assist with finding longer term accommodation options such as transitional, social or community housing, in addition to supporting people into private rental properties if that is appropriate.
- **Emergency Relief:** This area aims to assist community organisations that support people who are experiencing financial distress or hardship and who have limited means or resources to help them alleviate their financial crisis. People accessing emergency relief typically have a low or no income. This makes them vulnerable to financial shock such as high utility bills. Others may need support due to an unforeseen or life changing event such as illness or family violence.
- **Disability:** This area includes support services in Banyule for people living with disability. These services reduce barriers to accessing goods, services and facilities, and obtaining and maintaining employment, they promote inclusion and participation in the community and achieve tangible change in attitudes and practices that discriminate against people with disability.
- **Food Insecurity:** This area aims to support services and non-profits that tackle food insecurity. Food insecurity is deemed to exist when the availability of nutritionally adequate and safe foods or the ability to acquire food in socially acceptable ways is limited or uncertain. A person or household may experience anxiety about running out of food. This may result in buying lower quality and/or unhealthy foods, skipping meals or reducing meal sizes to avoid going without food or to ensure other family members (such as children) have enough to eat. Severe food insecurity is when a person or household experiences hunger due to insufficient food. Food insecurity has significant implications for mental and physical health.
- **Mental Health supports:** This area is to support organisations who aim to assist community members who are experiencing mental health concerns. Services may support different age groups from children and young people to adults and older adults. Support can be delivered in many ways including individual support programs, respite and social/recreation programs.
- **Community Connectedness and Inclusion:** This area is to support services and groups in Banyule which aim to enhance the wellbeing and social connection of our community, thereby reducing social isolation and loneliness. This area particularly aims to support a range of population groups, including but not limited to: residents experiencing lower socio-economic status, LGBTIQ+, first nations community, multicultural groups, people of disability, older adults and more.
- **Environmental Sustainability and Climate Change:** This includes services and groups in Banyule that aim to protect and enhance our natural environment, lead on climate action and work towards achieving environmental sustainability, waste and carbon reduction.
- **Arts and Culture:** This involves granting out donations to charities and non-profit groups to use the funding for art and culture related activities within their services. Arts and culture include but isn't limited to: singing, instrumental performance, dance, drama, theatre, art, craft and more. Examples of this might be, a neighborhood house partnering with an artist to deliver a community arts program, or a mental health support service running a music therapy program.

When donors donate to the fund, they can choose to donate their funds to one key priority area or choose to donate to the overall fund.

Grant applicants should outline how their application aligns with one or more of the eight key priority areas. Projects need to demonstrate longevity and sustainability.

Projects need to demonstrate how they build the capacity of our community and how they help to create connected, accessible and inclusive communities through promoting or enhancing one or more of the areas listed above.

There will be a minimum of \$12,000 worth of grant money per grant round distributed for each annual grant round in 2024 and 2025.

Applicants can apply for up to \$2000.

Key dates

| Item | Dates |
|--|---|
| Grant applications open | Monday 12 August 9am |
| Grant applications close | Wednesday 11 September 11:59pm |
| Grants reviewed for eligibility by Australian Communities Foundation | 12 September – 25 September |
| Eligible applications reviewed by BCF Assessment Panel | 16 September – 6 November |
| BCF Advisor 1 to review Panel recommendations | 7 November – 21 November |
| Applicants advised of outcome | 22 November – 30 November |
| Presentation event for successful applicants | TBC February 2025 |
| Acquittal date | Within 12 months of notification of outcome |

Eligibility Criteria

Applicants must:

- Be a registered charity or a registered non-profit organisation for charitable purposes.
- Have a Deductible Gift Recipient 1 (DGR1) Status. Organisations with a DGR1 status are those that use their funding to carry out charitable works.
- Provide support, programs or services to Banyule residents. Where the applicant is located outside Banyule borders, Banyule residents must be the major beneficiaries.
- Align with one or more of the Fund priority areas: Housing and homelessness, Emergency relief, disability, food insecurity, mental health supports, arts and culture, climate change and environmental sustainability, community connectedness and inclusion.

Applicants also need to:

- Have a formal structure including office bearers and a bank account.
- Provide an ABN or an auspice ABN or be willing to complete a "Statement by Supplier."
- Hold Public Liability Insurance up to \$20,000,000 at the time of commencement and throughout the funding timelines.
- Be able to supply financial statements.

- Demonstrate compliance with all Victorian Child Safe Standards - <https://ccyp.vic.gov.au/child-safe-standards/new-child-safe-standards-now-apply/>

Who is not eligible to apply

- Educational and religious organisations unless the project responds to an identified community need and provides wider community benefit. Projects cannot be curriculum based or totally student/congregation focused.
- Groups who undertake or promote gambling, unless there is significant community benefit demonstrated.
- Political organisations.
- Groups seeking support or assistance from Councillors in their application.
- Groups with outstanding grant acquittals. All previous grants from Banyule Council where the acquittal is due prior to the closing of the grant round you are applying to, must be acquitted to a satisfactory standard. Unacquitted or insufficiently/unsatisfactorily acquitted grants will deem the application ineligible.
- Groups with outstanding debt to Council.
- Groups operating with a deficit.

What won't be funded

In line with Council's Community Funding Policy, and the Australian Communities Foundation, the Banyule Community Fund will not provide funding for applicants that:

- Promote gambling activities and/or that generate an income through gambling.
- Cause material harm to people or the planet, such as through tobacco, weapons or violation of human rights.
- Cause harm to, or violation of, First Nations communities rights.
- Have outstanding grant or funding agreement reports, acquittals or other required documentation.
- Have outstanding debts owing to Council.
- Are seeking retrospective funding i.e. funds for activities or expenditure that has already occurred
- Seek support or assistance from Councillors in their application, including lobby Councillor input or support. This will have their application automatically excluded from the grant round.

The application process

- All applicants are required to read the guidelines and are encouraged to discuss their grant proposal with Banyule Community Fund Development Officer before starting a submission.
- Grant applications are made online by completing an application form on the SmartyGrants platform. There is a separate link to SmartyGrants for the Banyule Community Fund. Link to be provided once grant round is established.
- If you do not have an account set up with SmartyGrants you will need to register. To do this you will have to provide an email address and create a password. Please use the email address for the group you are applying on behalf of, not a personal email.
- If you have an existing SmartyGrants account, please use the same email and password. If you have forgotten your password, please click on "forgotten password" and a link to create a new password will be sent to your email address.
- Please register for SmartyGrants and open a new application as soon as possible. This way you will receive communications and reminders from Council which are sent out to all active applicants. You can save and return to your application at any time prior to submission.

- Once submitted, applicants can request to have their application reopened to update or submit further information if the request is made prior to the grant round closing date. Once the grant round closes, no further changes are possible.
- All requested documentation in support of the application needs to be submitted with your application on SmartyGrants. The Banyule Community Fund Development Officer is unable to attach this information for you.
- The online system does not accept incomplete applications. All fields marked with an * must be completed.
- Applicants will receive an email from SmartyGrants with a copy of the completed application attached once the application has been successfully submitted.
- More information about applying through SmartyGrants can be found here: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Budget

You will need to submit a clear, balanced budget which describes and itemises the total cost of the project.

Income column should:

- Include all funds required to support your project.
- List the grant requested from BCF in the income column.
- Provide details of all other income for the project including all other grant applications, fundraising, donations, participant fees, in kind support etc.

Expenditure column should:

- Include all costs associated with the project including any good or services required and any in kind support that is contributing to the project.

In kind support should:

- Be included in both the income and expenditure columns.
- Include costs such as volunteer or staff time, donations of goods or services, use of a venue at no/low cost, contributions to promotion and marketing etc.

Remember – the budget must balance data – income must equal expenditure.

A budget template will be available for all applicants to use.

Financial information for the applicant

All applicants are asked to provide a link to their Australian Charities and Non-Profits Commission (ACNC) charity profile, if applicable.

Contact with Council

All applicants are encouraged to contact Council if you are unsure of your eligibility or want to discuss ideas for your application. To discuss your application, or to receive more information please contact Banyule Community Fund Development Officer Catherine Corbett on 9242 3471 or banyulecommunityfund@banyule.vic.gov.au

Auspicings

Unincorporated groups will require the support of an incorporated entity to auspice their grant application.

Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation.

Examples of an auspice include:

- A peak body or governing association of your field
- A community organisation you have previously worked or partnered with organisations with a similar mission or purpose.
- Local neighbourhood houses

If the application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project. The auspice organisation is responsible for the effective acquittal of the grant.

If your application is to be auspicied by another organisation, all insurance, incorporation and ABN information of the auspicings group must be provided in your application. A letter from the auspice organisation on letter head stating their support for the application is also required.

It is the responsibility of the applicant to ensure that a clear agreement setting out each party's obligations is reached prior to applying for funding.

Refer to <https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicings> for further information.

Auspice organisations may also apply for funding in their own right. Acting as an auspice for an unincorporated group will not affect the auspice group's opportunity for success with its own grant application.

Multiple applications

Applicants are only able to submit one grant application per BCF grant round.

Organisations that are auspicings an application may apply for their own projects.

Organisations may auspice more than one application.

Assessment and Decision Making

The Banyule Community Fund Assessment Panel is made up of ten members, including:

- Five volunteer community members who are current members of Council's population and advisory committees at the time of appointment to this Assessment Panel. This is to ensure that they are representative of Banyule's diverse populations.
Panel members may be from any of these committees:
 - Age-Friendly Advisory Committee
 - Arts and Culture Advisory Committee
 - Disability and Inclusion Committee
 - Environment and Climate Action Advisory Committee
 - Inclusive Banyule Advisory Committee
 - LGBTIQA+ Population Committee
 - Multicultural Committee
 - Reconciliation Action Plan Advisory Committee
- Four Council officers with relevant roles and experience, including:
 - Resilient and Connected Communities Manager
 - Governance Coordinator
 - Accounts Payable Team Leader
 - Advocacy, Communication, Engagement and Performance Manager
- The Banyule Citizen of the Year as an ex-officio member

The BCF Fund Advisor 1 is the Director of Community Wellbeing, who is the final decision maker.

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

There are 4 stages in the assessment process:

| Stage | Who is responsible |
|------------------------------------|--|
| Eligibility Check | Australian Communities Foundation |
| Officer Review and Comments | Banyule Community Fund Development Officer |
| Assessment Panel Review | Banyule Community Fund Assessment Panel |
| Panel Recommendations | Banyule Community Fund Assessment Panel |
| Final Decision | Banyule Community Fund Advisor 1 |

Approval of applications is based on scoring against the assessment criteria below:

- Likelihood of success
- Benefits to the Banyule community.
- Value for money

Each panel member will independently review applications and score according to the criteria below and provide a score out of 100.

As grants are a competitive process, not all applications will necessarily be funded even if they are eligible.

The decision of the BCF Advisor 1 is final and there is no right of appeal.

Criteria for Grant Application Assessments

| Key Criteria | What we look for | Score |
|--|--|-------|
| Well planned project | The application should demonstrate the likelihood of success by providing clear reasons as to why the application is needed and how it will be delivered and what are the expected outcomes. | 15 |
| Community Impact | <p>The application should demonstrate the benefit to the Banyule Community by providing the following information.</p> <p>A clear description of the community need, issue or opportunity that your application is responding to and an indication of the number of Banyule Residents that will benefit from the project.</p> <ul style="list-style-type: none"> • Who the intended beneficiaries/participants are? • How the application will positively impact the applicant or the community. • How applicant ensures their project is inclusive and accessible for those who wish to participate? | 45 |
| Alignment with BCF priority areas | <p>You must demonstrate how the project aligns with one or more of these BCF priority areas:</p> <ul style="list-style-type: none"> • Housing and Homelessness • Emergency Relief • Disability • Food Insecurity • Mental Health supports • Community Connectedness and Inclusion • Environmental Sustainability and Climate Change • Arts and Culture | 25 |
| Budget | <p>The application should demonstrate value for money by providing.</p> <ul style="list-style-type: none"> • A clear, balanced budget that shows total income equals total expenditure. • The budget must describe and show the total cost of the project and list any additional funding sources and in-kind assistance that will contribute to the total project income. • Accurate costings. The amount requested is reasonable and will allow for completion of the project. | 15 |
| | | 100 |

Successful applicants are expected to be represented at Council's Grants Presentation evening in 2025.

A list of successful applicants will be published on Council's Website on the Banyule Community Fund webpage.

Notification

Notification of grant outcomes are made within 3 months of the closing date for the round. Applicants will be notified by email.

Successful applicants will be required to submit a grant agreement and invoice form online prior to the grant being paid by Council. Council no longer requires a separate invoice to be submitted by the successful applicant.

Successful applicants are expected to be represented at Council's Grants Presentation event in 2025.

A list of successful applicants will be published on Council's Website, on the Banyule Community Fund page.

All grantees must complete ACF's standard grant agreement which includes providing a grant report (acquittal) within one month of the expiration of the grant or 12 months into the grant period, whichever occurs sooner.

The ACF system sends automatic reminders to grantees 14 days before the due date.

Variations

Requests for variations to the purpose, expenditure or end date for the approved project must be submitted online. Contact should be made with the BCF Development Officer to discuss the reason for the variation and to request a form to be added to the application on SmartyGrants. Once submitted the request will be reviewed and the outcome will be advised via email. The project should not proceed until the group has been formally notified of the outcome of the variation request.

Grant Acquittal

Grant recipients are required to log into the ACF Grants Portal to complete the grant report by the due date.

If a grant recipient requires an extension, this request will be forwarded to the Banyule Council to review.

Acknowledgement of Banyule Community Fund

Grant recipients are required to acknowledge the contribution of Banyule Community Fund to their project/initiative by including reference to it in publications and annual reports. Please include the words 'supported by Banyule Community Fund' and the logo which will be provided by the BCF Development Officer.

Who to contact

If you experience technical issues with the SmartyGrants system, please contact them directly by phone on (03) 9320 6888 or service@smartygrants.com.au

For more information about the Banyule Community Fund Grants round please contact:

Catherine Corbett on 9242 3471 or catherine.corbett@banyule.vic.gov.au

Definitions

| Item | Definition |
|--|---|
| ABN (Australian Business Number) | The Australian Business Number is a number used to identify a business or organisation for tax and Australian Government purposes. An ABN for the organisation or for the Auspice organisation must be provided in the grant application. |
| Acquittal report | An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An acquittal report usually consists of a written report that summarises project outcomes in relation to project objectives. Grant recipients will be required to provide a financial statement detailing how the funds were spent. The financial statement must include a detailed budget breakdown. |
| Auspice | Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant. |
| Conflict of Interest | A conflict of interest occurs if a member of the Assessment Panel has something to personally gain from the grant application being either successful or unsuccessful. It also extends to providing family and close friends with preference. |
| Grant agreement | A Grant Agreement is a formal document stating the purpose of the funding, the financial amount, and the conditions attached to the grant. It also defines the rights and responsibilities of the grant recipient and Council. Once signed, recipients are under a legal obligation to comply with the stated terms and conditions. |
| In-kind support | An in-kind contribution is when a group contributes goods or services in lieu of providing funds. In kind contributions must have a \$ value. For example, volunteer hours @ \$41 per hour, use of equipment or facilities or donated goods. |
| Incorporated associations | An incorporated association receives recognition as a legal entity separate from its members and offers some protection for office holders from any debts or liabilities incurred by the group. The organisation must be registered with Consumer Affairs Victoria. For more information, please contact Consumer Affairs Victoria or phone 1300 558 18. |
| Social Enterprise or Profit for Purpose | An organisation that trades to intentionally tackle social problems, improve communities, provide people at risk of exclusion access to employment or training or help the environment. |
| 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 or legal costs that a group may have to pay if it needs to defend claims of bodily injury and/or property damage made by a member of the public against it.

Unincorporated associations

An unincorporated association is not recognised as a separate legal entity to the members associated with it. It is a group of people who agree to act together as an organisation and form an association. The group can remain informal, and its members make their own rules on how the group is managed. The rules may also be referred to as a constitution.

Not for Profit (NFP) Organisations

A NFP is an organisation that does not distribute any profit to an individual, its members and or its shareholders. Any profit from the organisation will be directed back into the organisation and its activities.