

Christmas Grants

2022 – 2023 Guidelines

Christmas Celebrations for vulnerable
community members



Purpose

Council acknowledges that Christmas can be a difficult time for many, those separated from family and friends, those living alone and those unable to afford a Christmas celebration due to limited financial capacity.

For some people in our community, Christmas is a time that heightens feelings of isolation and hardship.

In recognition of this, Council has allocated funds to assist not for profit groups to provide opportunities for socially isolated and vulnerable community members to participate in Christmas celebrations.

Groups are encouraged to apply for funding to host Christmas events in the month of December.

Preference will be given to proposals that will take place in the week leading up to Christmas and for events on Christmas Eve and Christmas Day.

Please visit <https://banyule.smartygrants.com.au/Christmas2022> to start an application.

To discuss your application, or to receive more information please contact Karen Molinaro or Laura Cattapan on 9457 9955.

Christmas Grant Pool

Council's Christmas Grants' Pool provides up to \$15,000 to not-for-profit community groups to provide opportunities for members of the Banyule community to participate in Christmas celebrations.

The maximum standard grant available is \$3,000.

Larger grants may be considered for larger scale events. If this applies to your event, please contact Karen Molinaro or Laura Cattapan on 9457 9955 to discuss.

Key Dates

Grant round opens	14 October 2022
Grant round closes	8 November 2022
Applicants advised of outcome	From Friday 11 November 2022
Acquittal due	31 January 2023

Eligibility

Applicants must satisfy one of the following requirements to be eligible for a Christmas Grant.

- an incorporated association or a not for profit auspiced by an incorporated association
- a Public Company limited by guarantee (not-for-profit)
- a Charity, Benevolent Trust or cooperative
- Indigenous corporation, association or cooperative
- organisation established through specific legislation

Applicants also need to:

- have a formal structure including office bearers and a bank account.
- provide support, programs or services to Banyule residents.
- have been established and operational for a minimum of 12 months.
- provide an ABN or an auspice ABN or be willing to complete a "Statement by Supplier".
- hold Public Liability Insurance up to \$10,000,000 at the time of commencement and throughout the project.

Who is not eligible to apply?

- Individuals
- Groups who undertake or promote gambling.
- 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 and groups operating with a deficit.

What is council seeking to fund

Grant proposals for Christmas celebrations need to meet the following eligibility criteria

- the event must be held in December 2022
- the event must take place within the City of Banyule
- the participants must be Banyule residents or have an association with Banyule
- the funding cannot be used to purchase alcohol
- the funding can only be used for carers/volunteers/staff who are attending to support the participation of vulnerable community members
- the applicant is responsible to have appropriate measures in place to ensure the event is COVID Safe and can be adapted to meet any government COVID Safe guidelines at the time of delivery.

What won't be funded

- Events held outside the Banyule City Council area.
- Events held at venues that promote gambling
- Applications seeking retrospective funding.
- Projects where the applicant has received full funding for the same purpose from another source.
- End of year celebrations for volunteers and/or staff

The application process

Grant applications are made online by completing an application form on the Smarty Grants platform. There are separate links to Smartygrants for each Banyule Grants Program funding round.

Visit www.banyule.smartygrants.com.au to view the current grant rounds and guidelines.

To start an application, you will need a Smartygrants account which requires a login (email address) and password. Please use the email address for the group you are applying on behalf of, not a personal email.

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. Council staff are 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 submitting an application through Smartygrants can be found here:

<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Budget

You will need to submit a clear budget showing all aspects of the event that you are seeking funding for.

Applicants are encouraged to seek quotes or estimates of cost in support of their application.

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.

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 letterhead stating their support for the application is also required.

*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.

Assessment and Decision making

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 grants commencing.

There are 3 stages in the assessment process:

Stage	Who
Eligibility check	Community Connections Officer
Grants Panel review	Banyule Council Senior Officers
Panel recommendations	Approved under the delegation of Director Community Programs

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

If the total request for funding exceeds the available grant pool, priority for funding may be given to applicants that did not receive Christmas Grant funding in the 2021 – 2022 financial year.

In some cases, applicants may also be offered partial funding to run a reduced or modified event.

Notification

Notification of grant outcomes will be made from Friday 11th November.

Applicants will be notified by email.

Successful applicants will be required to submit a grant agreement and invoice prior to the grant being paid by Council.

A list of successful applicants will be published on Council's Website.

Grant agreement

Successful grant applicants will be required to submit an invoice and grant agreement form on Smartygrants. The grant agreement is submitted by the group/organisation to acknowledge that they are fully aware of the application and the conditions associated with the grant been awarded.

The applicant agrees to:

- use the funds for the purposes outlined in the grant application and/or as detailed in the letter of offer advising of the success of the application.
- submit an acquittal on completion of the project including receipts for expenditure
- apply for variations to the original purpose, scope or spend of the grant by lodging a variation request online via SmartyGrants. These requests are subject to Council approval.
- return any unexpended grant funds to Council if a project is discontinued or the grant funds are no longer required.
- comply with all statutory legal and insurance obligations.

Acquittal

The acquittal is to be submitted online at <https://banyule.smartygrants.com.au> and must detail how the grant funds were spent.

To successfully acquit your grant, you will be required to submit receipts or an invoice showing a zero balance owing, accounting for your expenditure.

Receipts must list items purchased, 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.

Copies of unpaid invoices, online orders 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 funding to be returned to Council and exclude the group from future grant rounds.

Acknowledgment of Council

Grant recipients are required to acknowledge the contribution of Banyule City Council to the project by including reference to it in publications and annual reports and by including the words “supported by a Banyule Christmas Grant’ or Council’s logo in any promotional material.

Help for applicants

Banyule City Council is committed to our grants process being open and accessible to everyone. To this end we would like to offer the following access options. Please contact us on the numbers and/or email addresses below 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 these guidelines in a captioned video format
- If you need to discuss these guidelines with using the services of an Auslan interpreter
- 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.
- If you need support to enter information into Smartygrants

If you are facing barriers to applying due to the submission process and would like to discuss these options or any other ways in which we can help, please contact Karen Molinaro to discuss how we may be able to support you.

Who to contact

For more information about the Christmas Grants round please contact:

Karen Molinaro on 9457 9955 or karen.molinaro@banyule.vic.gov.au

Laura Cattapan on 9457 9803 or laura.cattapan@banyule.vic.gov.au

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

Credits

Front page image credits to [image by coolvector](#) on Freepik