

# This Girl Can Grant 2022 Guidelines

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Applicants must speak to a Council officer regarding their proposal prior to submission.

## Purpose of the Grant

The 'This Girl Can' campaign celebrates and supports Victorian women to embrace physical activity in a way that suits you. Whether it's a little or a lot, what matters is getting some movement into your day.

To help support this campaign, Banyule City Council are offering the **This Girl Can** grant program to sport and recreation clubs and groups that are running events or programs aimed at providing participation opportunities for females, gender diverse and transgender women.

The total grant pool is \$6,000 for the 2022/23 financial year and grants of up to a maximum of \$1,000 per applicant are available. The Grant round applications will be open from Monday 5 to Friday 23 September.

## Who Can Apply?

Sporting clubs and groups that:

- Are located in the City of Banyule
- Have been established and operational for a minimum of 12 months
- Are incorporated or have appropriate auspice support
- Have an ABN, or are willing to complete a "Statement by Supplier"
- Hold Public Liability Insurance
- Submit at least 1 quote

## Who Cannot Apply

- Individuals
- Schools and churches
- Groups with outstanding grant acquittals. All previous grants from Banyule City Council, where the acquittal is due prior to the closing of the current funding round, must be acquitted to a satisfactory standard. Unacquitted, or insufficiently acquitted grants will deem the application ineligible
- Clubs with overdue seasonal fees/outstanding debt to Council

## What We Will Fund

Funding can be provided to assist in the delivery of events or programs that focus on sport or recreation opportunities for females. This includes people who are gender diverse and transgender women.

Examples of what funding can cover the costs of:

- Facility/venue hire
- Coaches/facilitators/guest speakers
- Media campaigns and marketing collateral
- Food and non-alcoholic beverages associated with the event/program
- Development opportunities for existing female players
- New or updated female team uniforms

## What We Will Not Fund

- Capital works
- Prizes, trophies, scholarships, donations, sponsorships or gifts
- Projects run solely for private or commercial purposes
- Projects that require ongoing financial support from Council
- Projects, events or activities that are held outside the Banyule municipal boundary
- Projects, events or activities which do not benefit the target groups identified
- Projects, events or activities that will not substantially benefit the Banyule community
- Projects, event or activities which are purely social in nature and do not incorporate participation in a sport or active recreation activity
- Sports equipment
- Ongoing operational expenses or core business costs (e.g. administrative costs, maintenance costs, uniforms, utility bills, etc.)
- Projects for fundraising purposes
- Competitions with no community component
- Alcohol or gambling related activities

## How Do I Apply?

Contact Ryan Batchelder 9049 3369 or Christina Grayland on 9457 9813 to discuss your grant idea prior to completing the application form.

- Grant applications are made online by completing an application form through Smarty Grants. To complete your application, you will need internet access to and an email address (preferable the email address for the group you are applying on behalf of)
  - Step 1: Open the online application form link at <https://banyule.smartygrants.com.au>
  - Step 2: Select the application form — This Girl Can Grant
  - Step 3: Start an application — if you need some assistance to complete an application, please contact Ryan Batchelder on 9049 3369
  - Step 4: Complete and submit the application - The online system does not accept incomplete applications. All fields marked with an asterisk\* must be completed
- 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.
- When you submit your application, you will receive an application number. Make a note of it for future reference
- Applicants will receive an email from Smarty Grants when the application has been successfully submitted

## What financial information do I have to provide?

- A current detailed profit and loss statement, audited financial statement or the financial statement presented at your AGM must be provided with the application (Please note that Bank Statements can not be accepted)
- If savings or term deposits exist, the group must clearly explain what the funds are set aside for
- Groups holding substantial funds who do not provide an explanation as to what the money is allocated for will be considered a lower priority
- The application needs to demonstrate why the proposal cannot be completed with existing funds

## Do I have to submit quotes?

- All applications for relevant purchases and services are required to provide one quote from a supplier
- Quotes can be written, scanned images from catalogues or online stores, or a screenshot from a website
- All quotes need to clearly show the supplier/company name and contact details. All quotes should be itemised and clearly show details of the cost of each individual item or service
- Quotes should be current (not more than 2 months old)
- Quotes need to be consistent with the monies requested in the budget
- Council recommends that any equipment or service purchased with grant funds should meet Australian Standards.

## Auspicings

- Unincorporated groups require the support of an incorporated association to auspicings their grant
- If your application is going to be auspicings, all insurance, incorporation and ABN information of the auspicings group must be provided
- A letter from the auspicings organisation on letterhead stating their willingness to auspicings the project is also required

## Assessment Process

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:

- Eligibility check
- Officer review and comments
- Grants Panel allocations

Applications are assessed against the following key criteria:

- Value for money
- Likelihood of success
- Benefit to the Banyule community

Due to limited funds, not all eligible applications can be funded.

## What happens if my application is successful?

Successful grant applicants will be required to undertake several online actions within specified timelines.

- **Sign a grant agreement** - The applicant is signing on behalf of the group/organisation. By doing so it is agreeing that the application and the conditions associated with the grant being awarded are met. Any proposed changes to the original purpose of the grant must be discussed with a Council officer and a variation request completed online
- **Submit an invoice** in line with the template provided (please note that GST is not applicable to the payment of grants from Council)
- **Submit an Acquittal Form** at the completion of the agreed proposal
  - To successfully acquit your grant, you need to submit receipts and a final report 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
  - Invoices and bank transfer statements cannot be accepted as proof of purchase
  - Where the applicant delivers a project or activity, a report on the delivery, outcome and community benefit together with a final budget is to be included as part of the acquittal
  - Failure to acquit the grant satisfactorily will be considered a breach

- A breach may result in requests for grant funds to be returned to Council and exclude the group from future grant rounds

## If You Need Help

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.

For help or for more information regarding the grants round please contact:

Ryan Batchelder on 9049 3369 or Christina Grayland on 9457 9813.

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