



# Community Grants *Program Guidelines*

Supporting initiatives that improve community life,  
health, wellbeing and the environment.



# Table of Contents

|   |           |
|---|-----------|
| <b>The Purpose of Community Grants .....</b>                                    | <b>3</b>  |
| <b>What is the Community Grants Program? .....</b>                              | <b>4</b>  |
| <b>Council Strategic Documents .....</b>  | <b>5</b>  |
| <b>Community Grants Objectives .....</b>  | <b>6</b>  |
| <b>Council Roles in the Community .....</b>                                     | <b>7</b>  |
| <b>What funding is available? .....</b>   | <b>8</b>  |
| Small Grants .....  | 8         |
| Medium Grants .....   | 10        |
| Large Grants .....  | 12        |
| Community Pathways Scholarships .....   | 14        |
| Arts and Culture .....  | 14        |
| Community Leadership .....  | 14        |
| Student Support (Schools only) .....  | 14        |
| Sport and Recreation Competition Support .....                                  | 15        |
| <b>Eligibility Criteria .....</b>   | <b>16</b> |
| Who Can Apply for Funding? .....  | 16        |
| Who Else Can Apply for Funding<br>(Auspice Groups; Individuals; Schools)? ..... | 16        |
| Who Cannot Apply? .....   | 17        |
| What Activities are Eligible for Funding? .....                                 | 17        |
| What Projects and Project Costs are Not Eligible for Funding? .....             | 17        |
| <b>Co-funding.....</b>  | <b>18</b> |
| <b>Project Application Assessment Criteria .....</b>                            | <b>19</b> |
| Higher and Lower Priority Project Applications .....                            | 19        |
| Assessment Criteria .....   | 20        |
| <b>Funding Obligations.....</b>   | <b>21</b> |
| Funding Agreement .....   | 21        |
| Completion Report .....   | 21        |
| Progress Report .....   | 22        |
| Project Variation Requests .....  | 22        |
| <b>Events and Festivals .....</b>   | <b>23</b> |
| <b>Community Grants Support &amp; Resources.....</b>                            | <b>24</b> |
| Assistance in Applying .....  | 24        |
| Training Workshops .....  | 24        |
| Community Strengthening Events .....  | 24        |
| Resources.....  | 24        |
| <b>Key Dates .....</b>  | <b>25</b> |
| <b>Where to Apply? .....</b>  | <b>25</b> |



# The Purpose of Community Grants

The Community Grants Program enables Council to provide financial assistance to local community organisations, groups and individuals to undertake projects and activities that deliver on their goals, build Wyndham's community capacity, contribute to community strengthening, and align with Council's strategic objectives.

Wyndham City acknowledges the significant contributions of community organisations and groups in promoting and linking residents to recreation, health and wellbeing opportunities that positively impact the broader community. We also acknowledge the important work community organisations and groups do in building connections and creating opportunities to learn and lead the community towards becoming more cohesive and supportive of each other.



# What is the Community Grants Program?

The Community Grants Program supports not-for-profit organisations, community-based groups and individuals to strengthen capacity, increase participation in community life, enhance the liveability, health and wellbeing of the community in which we live.

The program also provides scholarships to individual residents who have been selected to pursue sport and recreation competitions at national or international level, to support practicing local artists, cultural performers, local leadership development and to local schools to assist students experiencing barriers to their academic journey.

Wyndham's Community Grants Program priorities are informed by the Wyndham 2040 Community Vision, along with the Council Plan, Public Health and Wellbeing Plan, and a suite of other strategies and plans.

The Wyndham 2040 Community Vision is a community driven endeavour, where everyone plays a role in working together in partnership to achieve our vision and aspirations for Wyndham.

The Community Grants Program is a unique opportunity for Council to fund community led initiatives and events, to realise community's important role in achieving this vision and shaping Wyndham's future.

The information in these guidelines is for use by not-for-profit organisations, community-based groups and individual Wyndham residents who are seeking financial assistance to support initiatives that will benefit the Wyndham community and align with the Community Grants Program objectives and Council's strategic documents listed below.



# Council

## Strategic Documents

Council's current strategic objectives have been informed by the Wyndham 2040 Community Vision, along with but not limited to the following documented plans and strategies:

- Wyndham Council Plan
- Resilient Wyndham 2021-2025
- Wellbeing and Safety Plan
- Accessibility Action Plan 2019-2022
- Wyndham Festival and Events Framework
- Child, Youth and Family Interim Plan 2019-2020
- Family Friendly Cities Charter
- Volunteer Strategy 2019-2024
- Sports Strategy 2045

- Environment & Sustainability Strategy 2016-2040
- Waste and Litter Strategy 2016-2040
- Community Strengthening and Policy Framework
- Social and Economic Inclusion Framework

Relevant documents can be found at the following web address:

[wyndham.vic.gov.au/planspoliciesstrategies](https://wyndham.vic.gov.au/planspoliciesstrategies)



# Community Grants Objectives

The objectives of the Community Grants Program are to:

- build capacity and social capital through community strengthening activities
- increase community participation
- improve health, wellbeing and safety of the community
- recognise and celebrate Aboriginal and Torres Strait Islander people as the First Peoples of this nation, and advance progress towards reconciliation
- improve access and equity for people and groups experiencing disadvantage
- support inclusion and access for people of all abilities
- celebrate and promote diversity and inclusion
- encourage the development and enhancement of innovative and quality activities, services, programs and use of social infrastructure within Wyndham
- promote collaboration and partnership building
- improve environmental sustainability
- support residents to achieve goals in competitive sport and recreation, education, artistic development and leadership
- support local artistic and cultural performer expression and development



# Council Roles in the Community

In general, roles Council may play in community projects, programs and services include:

- Leader
- Service provider
- Partner
- Facilitator / Broker
- Advocate

## Leader

Council supports the development of innovative models of planning and service delivery. Council facilitates and supports local community networks to achieve improved outcomes for people in the municipality.

## Service Provider

Council uses a place-based approach and broader community strengthening initiatives to deliver a range of primary and early intervention services and activities in local neighbourhoods. This is achieved through direct service delivery and the provision of information and transitional support services.

## Partner

Council works in partnership with a range of stakeholders to build a strong local community service system that values and supports people in Wyndham.

## Facilitator / Broker

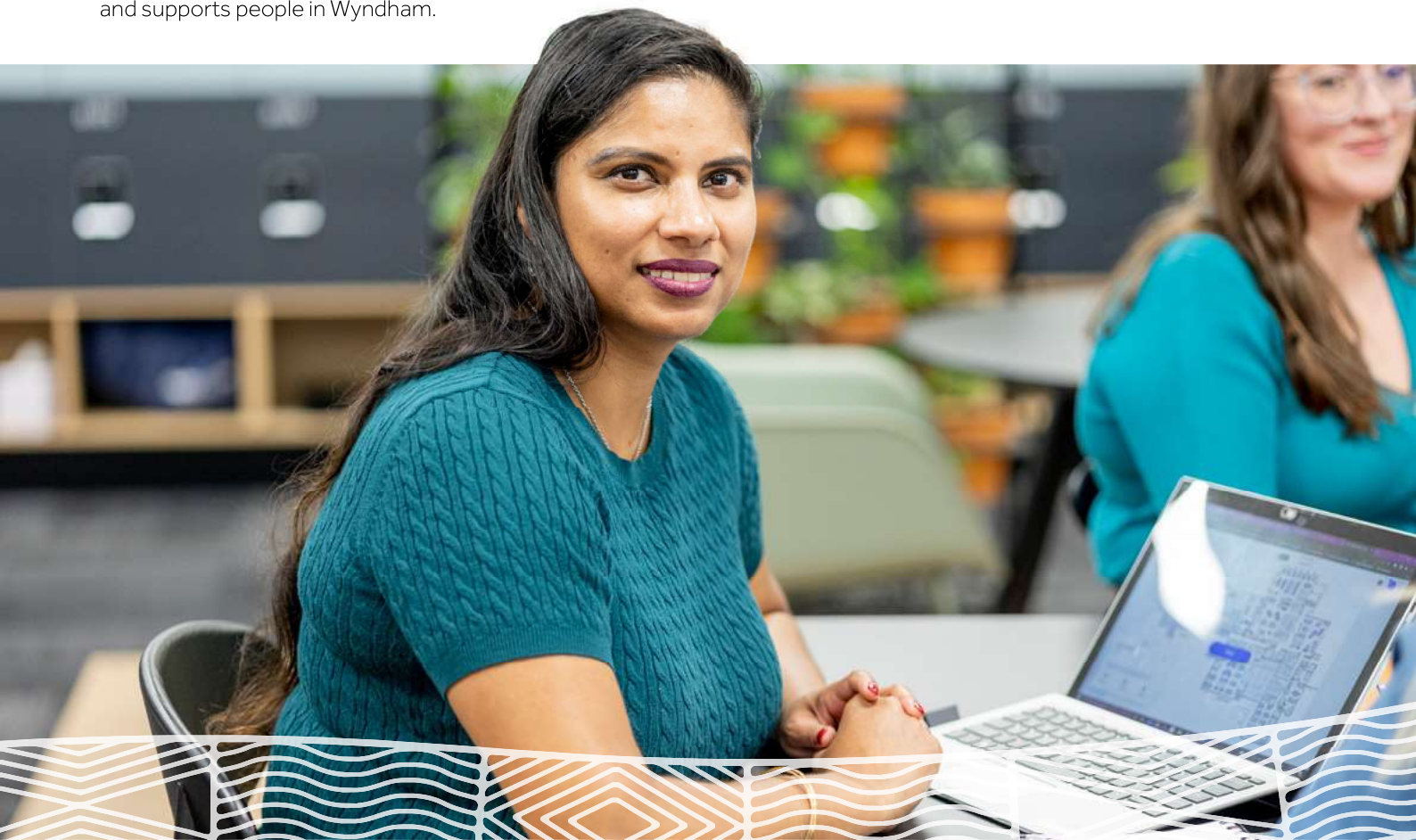
Council can play a key role in information dissemination and in connecting local service providers through the facilitation of networks and the maintenance of information sharing systems. Council can also work with partner agencies to facilitate the delivery of services.

## Advocate

Council can play an advocacy role in partnership with services, groups and people in Wyndham that respond to local needs.

Specifically, Council's support to community projects may be in the form of any of the following:

- Funding
- Access to Council facilities
- Access to Council resources
- Brokering relationships
- Mentoring, training and development
- Volunteering resources
- Marketing, promotion and communications support
- Advice on compliance and regulation
- Data and information.



# What funding *is available?*

## Small Grants

### Amount

- Up to \$2,000 (Not-for-profit entities/Incorporated Organisations only)
- Up to \$500 (Individuals/non-Incorporated Groups)

**Frequency:** Monthly

**Open:** Ongoing

- Applications close at the end of each month
- Small Grants take up to 4 weeks between application close and funding outcome.

### Eligibility

Not-for-profit entities by registration and/or constitution and whose Board members do not receive any payments, Incorporated organisations/community-based groups or those under an auspice agreement with an eligible entity are eligible for up to \$2,000 subject to applicant contribution requirements (mentioned below).

Individuals and non-Incorporated community-based groups can apply for up to \$500.

To ensure fair and equitable distribution of Small Grants, organisations/individuals are limited to two applications per financial year.

### Applicant Contribution

For applicants seeking up to \$1,000 there is no requirement for an applicant co-funding contribution to be eligible for this funding.

Small Grant application amounts above \$1,000 require 2:1 matched cash and/or in-kind (volunteer labour etc.) contribution from the applicant or a supporter of the applicant i.e. If you apply for a \$2,000 Small Grant the minimum total project costs must be at least \$2,500, including your minimum \$500 cash or in-kind contribution.

### Grant Availability/Frequency

Small grants are available each month, all year round. Applications close at the end of each month and take up to one month to approve and pay into an applicant's bank account. Applications cannot be approved for funding an activity scheduled to start the next month after you apply e.g. If you apply for funding in July, your project start date must be in September or beyond. It cannot be in August (the following month).

To ensure fair and equitable distribution of Small Grants, organisations/individuals are limited to two applications per financial year.



### Small Grant Case Study 1

Naheed has moved into a newly constructed residential estate and has found it hard to meet and make friends. Naheed contacts Wyndham City and speaks with a Community Development Officer who provides some advice and points out that Small Grants are available for residents who would like to help build a sense of community in their neighbourhood. Naheed undertakes some planning and decides to hold a 'Meet and Greet Party' at the rotunda in her local park on the first Saturday of each month for three months. She budgets \$150 for each gathering to print some promotional flyers, and to provide some food and drinks.

Naheed checks the latest advice and restrictions associated with COVID-19 to make sure all plans are safe. Naheed applies for a Small Community Grant for \$450. She is awarded the grant. At the event many people get to meet their new neighbours and make friends. After the event a representative from the new estate's sales office offers to support with printing and distributing promotion flyers for the next events. They also offer to support with some extra funds for a face painter and a blow-up play castle for the local children to enjoy at the next event.

The park and rotunda soon become a regular local gathering and meeting place and the residential estate is looking more like a community.

### Small Grant Case Study 2

The All About Community Group has found that the impact of COVID-19 have reduced their number of active participants. Their committee feels the group needs a reconnection event in a safe setting where people can attend and even bring a friend to engage with others again. The committee send a survey to their members which includes a list of suitable local places where group members would like to hold the reconnection event. They reassure group members that they will be adhering to all regulations and advice related to COVID-19 to ensure the safety of everyone who attends. Group members overwhelming vote for Werribee Open Range Zoo as many members' families have not been there, but several group members indicate that they are struggling financially.

The group's committee decide to apply for a \$1,000 Small Community Grant from Wyndham City to support group members' costs. They are awarded the grant to hold their event at the Werribee Zoo, enabling all group members to participate, to bring a friend, and for only \$5 per group member. At the event, the group voted to hold their next event at Werribee Park, which has free entry, and that they would again be prepared to pay \$5 each but for refreshments this time, with no grant support needed.



## Medium Grants

### Amount

- From \$2,001 to \$15,000
- All grants above \$5,000 are funded as an 80% initial payment with a 20% final payment upon the acceptance of a detailed online Completion Report and evidence of the financial acquittal of the grant. Initial payment can be held over until 3 months prior to project commencement.

**Frequency:** Twice a year

**Open:** February-March & July-August each year

- Medium Grants take an average of three months between when applications close and funding outcome.

### Eligibility

Not-for-profit entities by registration and/or constitution and whose Board members do not receive any payments, Incorporated organisations/community-based groups or those under an auspice agreement with an eligible entity.

### Applicant Contribution

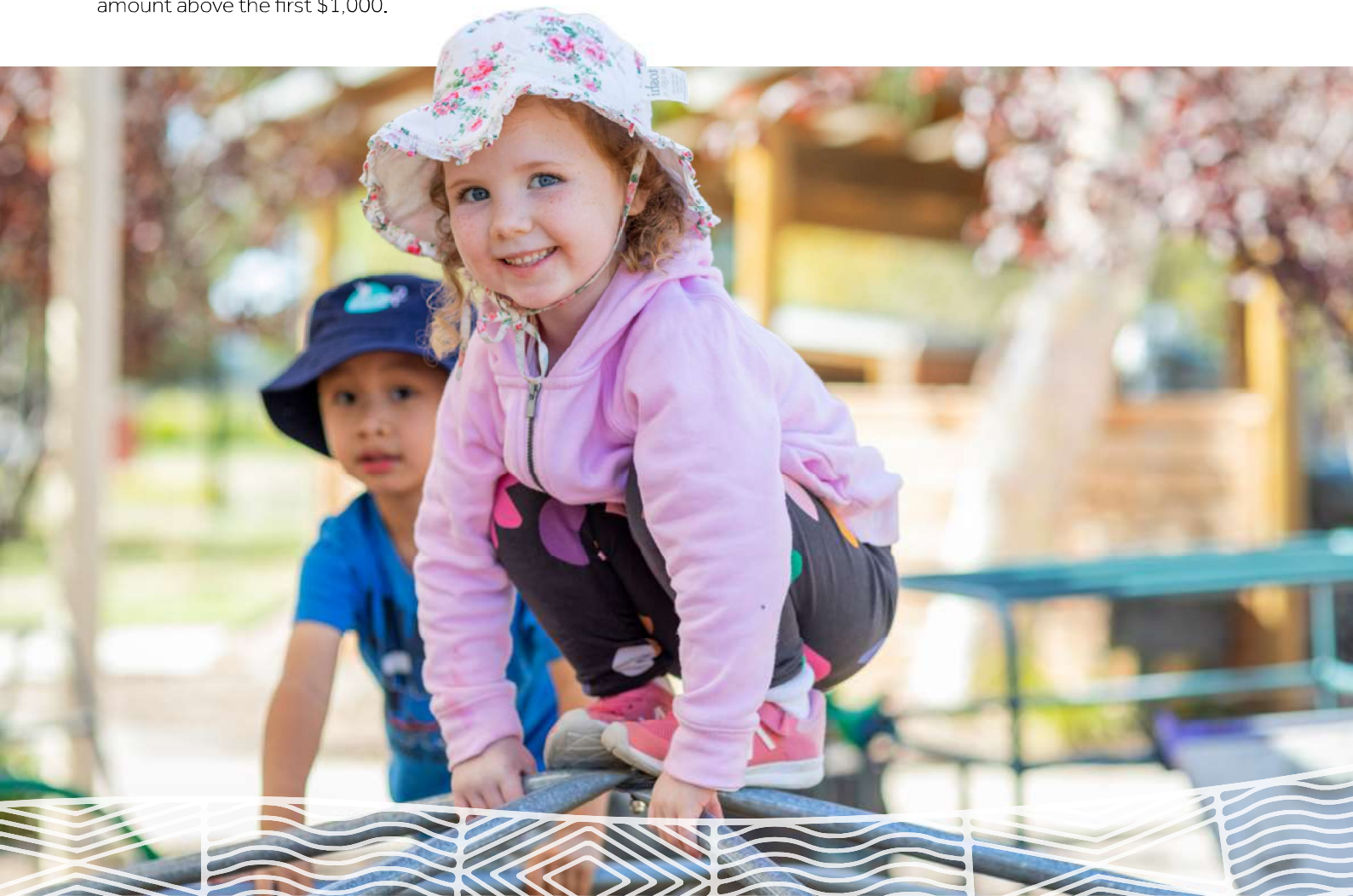
All applicants must contribute 2:1 matched cash and/or in-kind (volunteer labour etc.) contribution for all Medium Grants, excluding the first \$1,000. i.e. If applying for a \$10,000 Medium Grant the total project costs must be at least \$14,500, which includes an applicant contribution of \$4,500 being 50 cents in every dollar for the \$9,000 grant amount above the first \$1,000.

### Grant Availability/Frequency

Medium grants are available biannually (twice each year). Grant rounds will generally be open in February-March and July-August each year. Funding rounds will be advertised. You can also subscribe to be informed of grant rounds and other important funding related information at [wyndham.vic.gov.au/communitygrantsprogram](http://wyndham.vic.gov.au/communitygrantsprogram)

Applicants are encouraged to discuss their application with a council officer prior to application submission.

- \* It is recommended that applicants engage with Wyndham City staff in the most relevant council department linked to your project aims, particularly for project applicants seeking Medium or Large Grants.
- \* Applicants may submit only one grant application per grant round.



## Medium Grant Case Study

Stop Local Hunger Inc. have been working to support families in Wyndham to access food from Second Bite, Food Bank and other sources. They have found that the pandemic has significantly increased demand and they have identified some local communities who now experience ongoing food securities issues.

The Stop Local Hunger committee identify a need for the group to become more structured and planned, to recruit more volunteers and to access local food sources if they are to grow in a sustainable way to support more vulnerable local families. They undertake some research and talk with similar organisations in other areas and discuss their ideas and findings in a meeting with council officers. They undertake planning and get quotes before identifying a realistic budget and decide to apply for a Medium Grant for \$11,000. They have identified a need to engage the services of a Strategic Planner and to undertake a volunteer recruitment drive. To ensure success they also plan to increase the skills and knowledge of group members with training to help them manage the service and their volunteers more effectively.

They call the project 'Next Steps to Stop Local Hunger'. They have read the Community Grants Guidelines thoroughly so are aware of what they can apply for and of the requirement for co-funding the project to be eligible

for the grant. They secure a pledge of \$2,000 in writing from another source and can commit at least \$3,000 of in-kind volunteer labour and room hire towards the project to meet the minimum required 2:1 funding contribution ratio above \$1,000 of at least \$5,000 for an \$11,000 council grant. This includes some pro bono (in-kind) time donated by a local solicitor to help the group with advice and support to develop some key documents and the free hire of a room at a local charitable service to conduct meetings, strategic planner engagement activities and training. Their project budget includes the costs of the Strategic Planner, training, promotional materials (business cards, post cards and social media advertising) and some catering.

Consequently, Stop Local Hunger's Next Steps project is awarded funding and the project is a success, having established a formal Mission Statement, key organisational goals and a three-year strategic plan. They are increasing their number of volunteers and have improved the skills and knowledge of their leadership and volunteers with training.

As a result of the project, they have also developed a recognition program for local businesses and primary produce suppliers that has opened many food supply avenues to support local vulnerable families. It has also increased awareness of the group and their goals, which drew the attention of the media, creating more opportunities for the group to promote themselves, build relationships and further support the community.



# Large Grants

## Amount

- From \$2,001 to \$40,000
- All grants above \$5,000 are funded as an 80% initial payment with a 20% final payment upon the acceptance of a detailed online Completion Report and evidence of the financial acquittal of the grant.
- Initial payment can be held over until 3 months prior to project commencement.

**Frequency:** Once a year

**Open:** September-October each year

- Large Grants take an average of four months between when applications close and funding outcome.

## Eligibility

Not-for-profit entities by registration and/or constitution and whose Board members do not receive any payments, Incorporated organisations/community-based groups or those under an auspice agreement with an eligible entity.

## Applicant Contribution

All applicants must contribute 2:1 matched cash and/or in-kind (volunteer labour, sponsorship, other grants etc.), excluding the first \$1,000 for funding up to \$15,000 and 1:1 matched contribution for all funding above \$15,000. i.e. if applying for a \$20,000 Large Grant the total project costs must be at least \$32,000, which includes an applicant contribution of \$12,000 being 50 cents for every dollar between the first \$1,000 and \$15,000 (\$7,000) of the grant amount and dollar matched co-contribution for the \$5,000 above the grant amount of \$15,000 (\$5,000).

## Grant Availability/Frequency

Grants are available annually (one time each year).

Large Grants will generally be open for applications in September-October each year. The funding round will be advertised. You can also subscribe to be informed of grant rounds and other important funding related information at [wyndham.vic.gov.au/communitygrantsprogram](http://wyndham.vic.gov.au/communitygrantsprogram)

Applicants are encouraged to discuss their application with a council officer prior to application submission.

- \* It is recommended that applicants engage with Wyndham City staff in the most relevant council department linked to your project aims, particularly for project applicants seeking Medium or Large Grants.
- \* Applicants may submit only one grant application per grant round.



## Large Grant Case Study

WeCare4All is a not-for-profit organisation based in Melbourne. They are dedicated to supporting children with disability and their families. Their services have proven very effective, but they have not operated in the western suburbs before. They understand that in order to expand their services into places like Wyndham that they may need to access State and/or Federal Government funding. To do this they anticipate a need to establish a footprint in the region to build their connections and gain first-hand knowledge of the issues faced by local families of children with disability, and service gaps that their initial research has identified appear to exist. They link in with the local disability network and engage with several community managed community centres and some relevant community service organisations to identify service gaps, community concerns and to ascertain whether they can lease some space to operate from.

WeCare4All commit a staff member to work in the area to identify all relevant services available to children with disability and their families and arrange a meeting with relevant council officers to discuss their plans and initial findings. They apply for a \$30,000 Large Community Grant for a pilot project to focus on supporting migrant children with disability and their families, centred on an arts-based activity program. In their application they provide evidence of needs identified in the municipality, explain what experience they have and what they aspire to achieve in Wyndham, and outline the preparatory

work they have undertaken and connections they have made. They also outline how they will communicate their pilot program services to the community and provide a detailed project plan and budget. They also commit to undertaking an evaluation of the program, which they will share with council. They include a letter of commitment from a local community centre and a migrant support service, a support letter from a philanthropic supporter of the organisation and some testimonials from families who have accessed their services elsewhere in Melbourne. WeCare4All pledge to contribute \$10,000 cash and at least \$15,000 of in-kind staffing towards the project, making the total project cost \$55,000. This includes temporarily employing a social worker who will support families participating in the pilot program.

The project is a success and, using the evaluation of the pilot project, the organisation gains support from both the state government and a philanthropic funding source to establish a long-term program in Wyndham in a more permanent location.



## Community Pathways Scholarships

Community Pathways Scholarships provide support to individuals who have been selected to pursue achievements in sports and recreation competitions, arts, cultural and academic endeavours and community leadership. Eligible Wyndham residents can only receive one scholarship each financial year.

**Frequency:** Fortnightly

**Open:** Ongoing – Applications close in the middle and end of each month

- Scholarships take up to two weeks between application close and outcome.
- The scholarships are awarded under the following sub-categories:

### Arts and Culture

#### Amount

- Up to \$500 (Individuals or \$1,000 if appropriately auspiced)

#### Eligibility

Wyndham residents who are emerging artists and cultural performers/practitioners may apply to undertake relevant activities that enhance their creative development. Evidence of activity selection must be demonstrated.

#### Applicant Requirements

The applicant must provide:

- Artist's CV and/or
- Evidence of the opportunity's relevance to their arts or cultural practice.

## Community Leadership

#### Amount

Up to \$500 (Individuals or \$1,000 if appropriately auspiced)

#### Eligibility

Wyndham residents attending a leadership development opportunity that will enhance their capacity to perform a community leadership role (e.g. community group committee chair, secretary, treasurer, project manager etc.) relating to their work in the community may apply.

The applicant must provide:

- A demonstrated history of volunteering participation and civic engagement
- Evidence of the opportunity's relevance to their community work.

## Student Support (Schools only)

#### Amount

- Up to \$500 (for an individual student)

#### Eligibility

Schools can apply for up to \$500 on behalf of a student in need who resides in Wyndham to support them to support them to purchase, compulsory textbooks, uniform (including shoes), equipment, or to attend an excursion or school camp for example.

Students may receive up to one scholarship per calendar year. An equitable spread of funding across schools in Wyndham will be an assessment consideration and priority will be afforded to students whose families possess a Health Care Card. The school must verify the financial need of the student(s) and describe how the scholarship will benefit the student.



# Sport and Recreation Competition Support

## Amount

- Up to \$500 for Wyndham residents competing in Australia
- Up to \$1,000 for Wyndham residents competing overseas

## Eligibility

Wyndham residents who are 25 years old or younger or 50 years old or older may apply to compete or officiate at a national or international event or competition. Wyndham residents living with disability of any age are eligible to apply. A carer of a person living with disability is also eligible to apply in addition to the competitor applying.

Sports events must be endorsed by the recognised sporting association/organisation as listed by:

- Sport and Recreation Victoria
- Australian Sporting Commission

Recreational competitions including both recreational sports and games where participants compete either physically and/or mentally. (e.g. Dancesport, Drilldance, Bocci, Petanque, Chess etc.), and where progressive competition success gains entry to higher competition levels (e.g. local > regional > state > national). Sport and recreational competition-based applications will be assessed on a case by case basis and at a national or international competition level only. Priority funding will be provided to applicants in possession of a Health Care Card.

Note. Applications from competitors who are eligible for a scholarship that are part of a team where multiple members of the team apply will be assessed together as part of that team and may receive less than applied for depending on the number of applicants.

The applicant must provide:

- Evidence of financial need (e.g. Health care card holder)
- Evidence of selection in the event/competition
- The list of costs to participate.

## Scholarship Availability/Frequency

Applications close in the middle and on the last day of each month and take a few weeks to approve and facilitate payment. Applications cannot be approved for funding an activity scheduled to start soon after the application is submitted as funding cannot be to support participation retrospectively (that have already started prior to being able to be paid).

## Assessment Criteria

| Criteria   | Weighting |
|--|-----------|
| Relevance of the opportunity to an established development pathway | 60%       |
| Demonstrated financial need  | 40%       |



# Eligibility

## Criteria

### Who Can Apply for Funding?

Groups and Organisations that are a not-for-profit entity managed by a volunteer board/ committee of management, or are incorporated, and:

- have adequate public liability insurance, and relevant other insurance coverage where appropriate, and adhere to sound workplace health and safety practices;
- are based in or operate within the Wyndham municipality and can demonstrate the project or program will benefit Wyndham residents, where at least 80 per cent of the participants are Wyndham residents (excluding Little River community projects);
- have no debt to council, or have entered a scheduled payment arrangement with council, which are being met;
- have met acquittal conditions for previous council grants;
- can supply financial statements and information upon request;
- can meet conditions associated with receiving the grant;
- have its most recent 12 months of financial statements assessed as low risk by Council if applying for \$20,000 or more; and
- can demonstrate the proposed activity is consistent with Local, State and Federal laws, including the Charter Human Rights and Responsibilities Act 2006 and the Victorian Equal Opportunity Act 2010, (along with any pandemic associated regulations and official advice when applicable).

### Who Else Can Apply for Funding (Auspice Groups; Individuals; Schools)?

If a community organisation is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit entity, the application and funding can be auspiced and administered by such a group or organisation that is recognised as a not-for-profit entity. Written, signed confirmation of auspicing arrangements must be provided at the time of application.

Small Grants funding can be applied for by individual Wyndham residents or by community groups that are unincorporated for amounts up to \$500.

Scholarships for individual Wyndham residents can be applied for up to \$500 for activities/competitions in Australia and up to \$1,000 for international activities/competitions by individual Wyndham residents. Academic Support Scholarships must be applied for by a school representative of the student needing support.

### Who Cannot Apply?

Applications cannot be made by:

- Agencies or departments of the state or federal government;
- Educational, religious or medical organisations, where the application is for the organisation's core business
- Entities (or their partners) who have already received Wyndham City funding for the same project
- Organisations that have failed to complete any previous funded projects without accepted explanations and/or have not submitted acquittal documentation in full
- For profit businesses



## What Activities are Eligible for Funding?

To be eligible for funding, applications must:

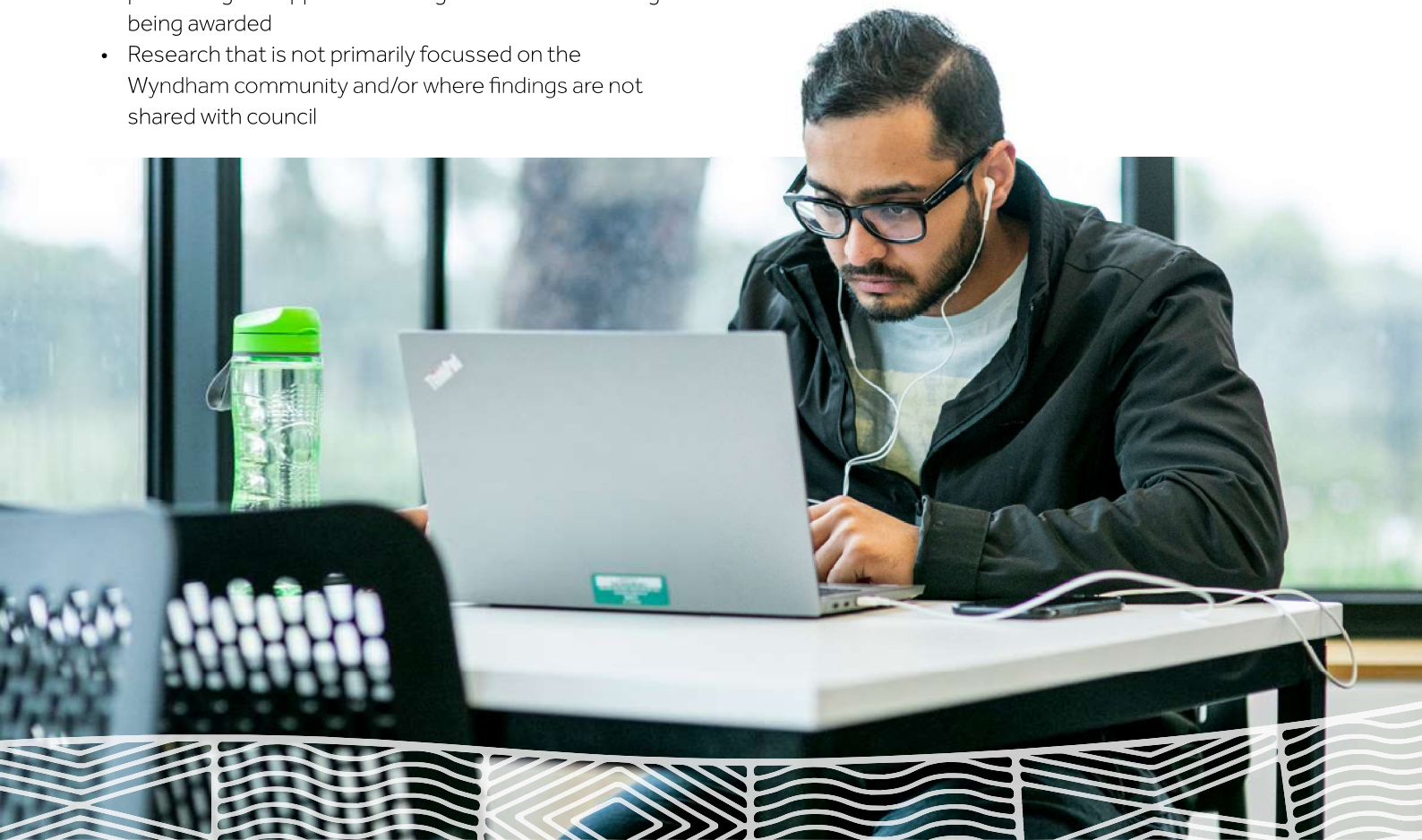
- Demonstrate that the purpose of the activity is in the public interest, with evidence supporting community need and benefit
- Demonstrate strong alignment with council's priorities as described in council strategies, plans, policy positions and grant round communications
- Adhere to the terms and conditions of this funding program

## What Projects and Project Costs are Not Eligible for Funding?

The following will not be considered for funding:

- Political activities
- Projects or activities that are the responsibility of the State or Federal Government
- Initiatives that do not focus on or directly benefit the Wyndham community
- Applications where the applicant organisation/s promote and/or benefit directly from electronic gaming machines or activities at a business where these machines operate
- Initiatives that advantage the self-interest of an applicant or that promote the business or profit interest of the applicant or their associates, or where applicant committee/board members make a commercial profit
- Projects that have already commenced (retrospective) prior to a grant application being submitted or funding being awarded
- Research that is not primarily focussed on the Wyndham community and/or where findings are not shared with council

- Applications from schools for curriculum-based activities or where no broader community participation or benefit is included
- Requests for ongoing operational costs, such as salaries, rent, insurance and capital equipment costs in most cases
- Applications seeking funding to cover outstanding loans or debts.
- Applicant's public liability insurance or any other insurance coverage (other than embedded insurance within typical venue hire arrangements)
- Projects run solely for fundraising purposes, without broader community benefits
- Activities in facilities where little or no public access is available or where accessibility (and facilities) for people with disability is not adequate
- Applicants who fail to provide information requested by council officers for the purposes of assessment of funding applications or funded activity progress



# Co-funding

Council cannot be the sole funder of every project. Depending on the amount requested, a co-contribution towards your project may be required. Co-funding sources can include:

- Cash contributions from the applicant
- Grants from other funding bodies
- Sponsorship
- In-kind support (donated goods and services, hall hire, equipment hire, etc.)
- In-kind volunteers (Council recognises Volunteer hours as equivalent to \$40 per hour).

| Amount of Council Funding Requested | Minimum Co-funding Requirement  |
|-------------------------------------|---|
| Up to \$1,000                       | No requirement  |
| \$1,001 - \$15,000                  | 2:1 (Council:Applicant) ratio of funding to applicant co-funding  |
| \$15,001 - \$40,000                 | 2:1 (Council:Applicant) ratio of funding to applicant co-funding (cash and/or in-kind) up to \$15,000, excluding the first \$1,000, and 1:1 (Council:Applicant) ratio of funding to applicant cash/ in-kind co-funding above \$15,000 |

## Examples

To be eligible for \$2,000, the total cost of the project must be at least \$2,500, including a cash/in-kind applicant contribution of \$500 as a 2:1 ratio of the amount above the first \$1,000.

To be eligible for \$10,000 the total cost of the project must be at least \$14,500, including a cash/in-kind applicant contribution of \$4,500 as a 2:1 ratio of the \$9,000 above the first \$1,000.

To be eligible for \$30,000 the total cost of the project must be at least \$52,000, including a cash/in-kind contribution of \$7,000 as a 2:1 ratio of the initial \$14,000 above the first \$1,000 and a minimum cash/ in-kind contribution of \$15,000 as a 1:1 ratio of the funding above \$15,000.



# Project Application Assessment Criteria

## Higher and Lower Priority Project Applications

Applications will also be assessed on the following funding prioritisation principles.

### Higher Priority

Higher priority is given to projects that:

- explicitly contribute to Council's strategic objectives
- increase the self-sufficiency of community organisations
- reduce environmental impact and/or provide energy, water and waste efficiencies
- build skills, capacity and governance of community groups
- demonstrate local collaboration and partnerships
- activate places and spaces
- complement place-based service integration

Higher priority is given to applications that demonstrate evidence of:

- procuring goods and services from local businesses, from businesses that are social enterprises and/or Victorian Aboriginal and/or Torres Strait Islander businesses
- planning for respectful Acknowledgement of the Traditional Owners of lands on which Wyndham City is being built, including budgeting for cultural performances and/or education, where appropriate
- committing to sound environmental practices

If successful, you will be asked to include evidence of how you met relevant high priority areas in your final report acquittal.

Victorian Aboriginal businesses can be located at [www.kinaway.com.au](http://www.kinaway.com.au)



## Lower Priority

Lower priority is given to:

- applicants who have been awarded a Large or Medium council grant within the previous 12 months
- projects or events that have previously been awarded a Large or Medium council grant
- projects that are ongoing without a detailed, effective sustainability plan

## Assessment Criteria

All grant applications will be assessed using the following criteria:

### 50% Weighting

- Community need and benefit for the project/activity/event
- Strength of alignment with council's published and communicated priorities as described in council strategies, plans, policies and official media communications
- Consideration of higher and lower priority projects and applications.

### 30% Weighting

- Demonstrated applicant intent
- Capacity and readiness of the applicant to successfully deliver the project
- Balanced, realistic and complete project budget

### 20% Weighting

- An effective and appropriate approach to attracting participants and project partners

Note: All Community Grants Assessment Panel decisions are final and binding and no correspondence by applicants or their representatives will be entered into.



# Funding Obligations

## Funding Agreement

Successful applicants will be required to enter into a funding agreement with Council containing standard terms and conditions for the recipient's administration of grant funds or an exchange of letters. This agreement will stipulate a range of reporting and evaluation requirements which are conditions of grant funding and can include extra conditions of funding deemed appropriate by the Grants Assessment Panel.

The agreement outlines your obligations as a recipient of public funding to undertake the activities described in your application, to provide all receipts for goods and services related to the funded project and to fill out an online Completion Report (explained below) at the conclusion of your project. Failure to meet your agreed obligations can result in council taking steps to recover funds and/or exclusion from being able to access funding in the future.

Within the Funding Agreement, all grants are quoted as GST exclusive amounts. GST will be added to grant payments where the recipient is registered for GST.

Please note that grant funding will be dispersed via Electronic Funds Transfer (EFT) and successful applicants will be required to provide their banking details if they are not already listed as an existing supplier with Wyndham City.

## Completion Report

All recipients of funding are required to fill out a detailed online Completion Report at the end of the agreed funding period and attach copies of all relevant receipts and paid invoices for project expenditure.

The Completion Report requires responses to questions such as:

- Did you achieve your project goals?
- What were the key outcomes of your project?
- Describe the key challenges and any adjustments you may have made to the project.
- Describe any unanticipated benefits to your group or the community beyond your original goals or activities.
- How did you minimise the environmental impact of your funded activity?
- Did you purchase goods and services for your project from local businesses?
- Did you include recognition and inclusion of Aboriginal people or Torres Strait Islanders?
- How did you ensure the inclusion of people with disability?
- Describe any unanticipated benefits to your group or the community beyond your original goals or activities?
- If planning to continue this project in the future, how can it be made more sustainable with similar, less or no funding support?

We also ask you how many people participated, including how many children, youths/young people, seniors etc. took part and how many volunteer hours ended up being undertaken for your project. Finally, we ask you how the grant made a difference to the people who live in our community, the impact your project made and who benefitted.



## Progress Report

Wyndham City Grants Team may include a requirement for a progress report to be completed by grant recipients as part of the reporting requirements of funding. This can be prior to funding allocation, included in the funding agreement, and/or requested at any time between when funding is allocated and the project is expected to be completed. Funding recipients will be provided at least 14 days' notice to provide a progress report. Failure to submit a sufficiently detailed progress report within 14 days of the request may jeopardise opportunities for future funding.

## Project Variation Requests

Grant recipients can make reasonable requests to vary a funding agreement. Generally, requests for reasonable timeframe changes or activity location changes within Wyndham can be approved quickly. Other proposed changes may require re-assessment on a case by case basis, which can take time. Detailed explanations and rationales will be required to substantiate the need for project variations. Significant changes to some funded activities may not be able to be agreed to for a range of reasons.

When applying for a Wyndham City Grant you give permission to be contacted by a Wyndham City Council Officer and for a Council Officer to visit your project activity, unless the project includes sensitive and privacy issues for participants.



# Events and Festivals

Events are eligible for funding under each of the grant streams (Small, Medium or Large). It is recommended that applicants seeking funding for events apply in a timely manner to ensure the funding outcome is well before the time of the event. This is to ensure time is permitted for planning purposes and for contingencies to be enacted in the event that the application is not successful.

Event and festival applications are required to be compliant with the Festival and Events Framework and may also be required to provide additional information during the assessment phase. The information required will vary according to the size of the event and grant being requested and the claims made by the applicant. Information required may include:

- Traffic management strategy
- Risk management strategy
- COVID 19 management plan
- Communications and/or media plan
- Health and safety considerations
- Evidence of organisational capacity

To understand your obligations as an event organiser in Wyndham download this helpful guide:

[www.wyndham.vic.gov.au/events-experiences/event-planning-guide](http://www.wyndham.vic.gov.au/events-experiences/event-planning-guide)



# Community Grants

## Support & Resources

### Assistance in Applying

Council offers information sessions and grant writing workshops to support applicants through the grants process. The community grant application process emphasises discussions with Council at early stages of project development.

This can enable Council to provide the most appropriate support for the project. This may be in the form of funding through the grants program, advice and/or in-kind support. Council officers are available to assist applicants in developing and delivering their project and in applying for funding.

This assistance may include:

- Clarification on any of the application responses
- Risks or issues with the proposed methodology
- Activities to consider incorporating into the project
- Identifying areas which require further supporting evidence or explanation

Council officers offering this assistance will not have a decision-making role in relation to the grant.

Throughout the delivery of the project, successful grant applicants can request further support from Council officers and assistance in resolving issues that may arise.

This can be negotiated on a case by case basis.

### Training Workshops

Wyndham City conduct regular training, including Community Grants Workshops to support applicants to develop their grant writing/ project planning skills. This training can be found at the Volunteer and Community Group Training page on the council website. The Grants Team can also make short presentations to community group and not-for-profit organisation leaders and provides one-on-one support to those seeking to apply for funding.

### Community Strengthening Events

In addition, successful applicants may be invited to attend specific events held for Wyndham City's Community Grants Recipients. These occasions are an opportunity to highlight successfully funded community projects and the good work funding recipients are accomplishing in the community. It is anticipated that the workshops and discussions that may be facilitated as part of these events will also assist current and future grantees to better understand local community need and to enable a more collaborative approach with Council.

### Resources

Tools, factsheets and support to assist with grant writing and successful project outcomes are available online. Included are templates for Project Planning to support you in the application and project planning process. To access these resources, please visit the Wyndham City website:

[wyndham.vic.gov.au/communitygrantsprogram](https://wyndham.vic.gov.au/communitygrantsprogram)



## Key dates

For grant round opening and closing dates, please refer to the website:  
[wyndham.vic.gov.au/communitygrantsprogram](https://wyndham.vic.gov.au/communitygrantsprogram)

## Where to Apply?

Please access Council's applicant portal at:  
<https://wyndham.smartygrants.com.au/>

Alternatively, contact the Grants Team to request further information.





### **Wyndham City Council**

45 Princes Highway, (PO Box 197) Werribee, VIC 3030

Phone: 1300 023 411

Translating and Interpreting services: 13 14 50

 [funding@wyndham.vic.gov.au](mailto:funding@wyndham.vic.gov.au)

 [www.wyndham.vic.gov.au/communitygrantsprogram](http://www.wyndham.vic.gov.au/communitygrantsprogram)

 [www.facebook.com/wyndhamcitycouncil](https://www.facebook.com/wyndhamcitycouncil)

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