



Community Impact Grant Program
Funding Guidelines
2021-2022

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WHAT DO I NEED TO KNOW?

- There will be up to four grant rounds in 2021/2022
- You must be incorporated or auspiced by an incorporated organisation
- You must have public liability insurance to the value of \$20 million
- Activities must promote two or more of the funding priorities
- Activities must take place within the Ballarat municipality
- If you are an organisation based outside of Ballarat, you need to partner with a local organisation to access funding
- Applications must be submitted online (please contact us for assistance if required)
- Funding from \$500 to \$20,000 (excluding GST) is available until the grant fund is fully expended
- If you have an outstanding acquittal for a grant at the City of Ballarat, you will need to finalise that project before applying for more funding
- You can call us for more information on 5320 5500



Introduction

Council recognises the great work undertaken by groups, clubs and organisations in our local community. The Community Impact Grant Program (CIGP) seeks to build community capacity and strengthen links between community members and groups by funding programs that advance priority areas for Council and the community.

Funding applications are assessed by a Community Impact Grant Allocations Committee (Committee) which is comprised of three Councillors, representatives from local community organisations and community members.

These Guidelines are designed to provide information about the application and assessment processes for CIGP.

Eligible applicants

To be eligible to apply for the CIGP, you must be one of the following:

- Local, not-for-profit incorporated organisation, group or association
- Non-incorporated group that is auspiced¹ by an incorporated group
- Applicant from outside of Ballarat that is working with a local partner organisation - this must be demonstrated with a letter of support outlining the nature of the partnership

The following are ineligible to apply for the CIGP:

- Schools (unless they are a partner to a project with a local community organisation and can demonstrate broad community benefit)
- Individuals, sole traders, family trusts, public trading trusts
- Government agencies
- For-profit organisations
- Not-for-profit organisations, groups and associations from areas other than the Ballarat municipality (unless they can demonstrate that they are delivering the project with a local partner)
- Organisations, groups and associations that have not yet finalised reporting requirements for a previous grant
- Any group already receiving other financial support from Council where that funding agreement states that they must not receive any further funding from other areas of Council

¹ An auspice partnership is an arrangement between an incorporated organisation and an unincorporated organisation, where the incorporated organisation takes legal responsibility for the funds and project carried out by the unincorporated organisation. For more information, go to www.nfplaw.org.au/auspicing

Eligible activities

Projects funded by Council must provide benefit to the community. Funding is available for projects that result in the advancement of at least two of the following priority areas:

Environmental sustainability	Healthy, connected & inclusive communities	Promoting community-focused economic outcomes, innovation & resilience
Projects that promote environmental sustainability such as the implementation of recycling, reusing and repurposing projects, sustainable gardening programs, and energy and water efficiency programs	Projects that encourage community participation, address health priorities and promote social connectedness. Projects that bring different groups together to achieve joint outcomes. Projects that improve opportunities for inclusion for groups who can sometimes be excluded due to gender, age, cultural background, sexual orientation, financial vulnerability or disability.	Projects that are innovative, collaborative and promote the sharing of skills and knowledge. Projects that promote community leadership and resilience.

Projects and activities must also:

- Be based in the Ballarat municipality and cater primarily to Ballarat residents

Projects will be given higher priority for selection if they:

- Outline how they will be accessible by people within your target group regardless of gender, age, cultural background, financial status or ability)
- Use local suppliers for the delivery of their project

See our 'Making your project more inclusive' guide at: www.ballarat.vic.gov.au/city/my-community/grants

Funding will **not** be provided for the following types of projects and activities:

- Profit-making activities
- Activities and projects that are based at facilities where there is little or no public access
- Activities that are the clear responsibility of other levels of government or other local government areas
- Activities that occur outside of the Ballarat municipality
- Operational costs (such as staffing costs, insurance, utilities, telephone, internet or rent)
- Projects and activities that have already been funded by the City of Ballarat more than 2 or 3 times (unless you can demonstrate how the project/activity has developed and changed)
- Activities that are deemed to be duplicating existing services in the community
- Purchase of prizes or gifts

- Political, alcohol or gaming related activities
- Fundraising activities for individuals
- Fundraising activities for clubs, groups or organisations
- Applications seeking sponsorship
- Applications seeking to fund activities retrospectively
- Funding of more than \$1,000 for celebrations that are not open to the wider communities
- Capital works and maintenance activities on Council or State government-owned property
- Tourism-based events and festivals
- Interstate or international travel
- Accommodation

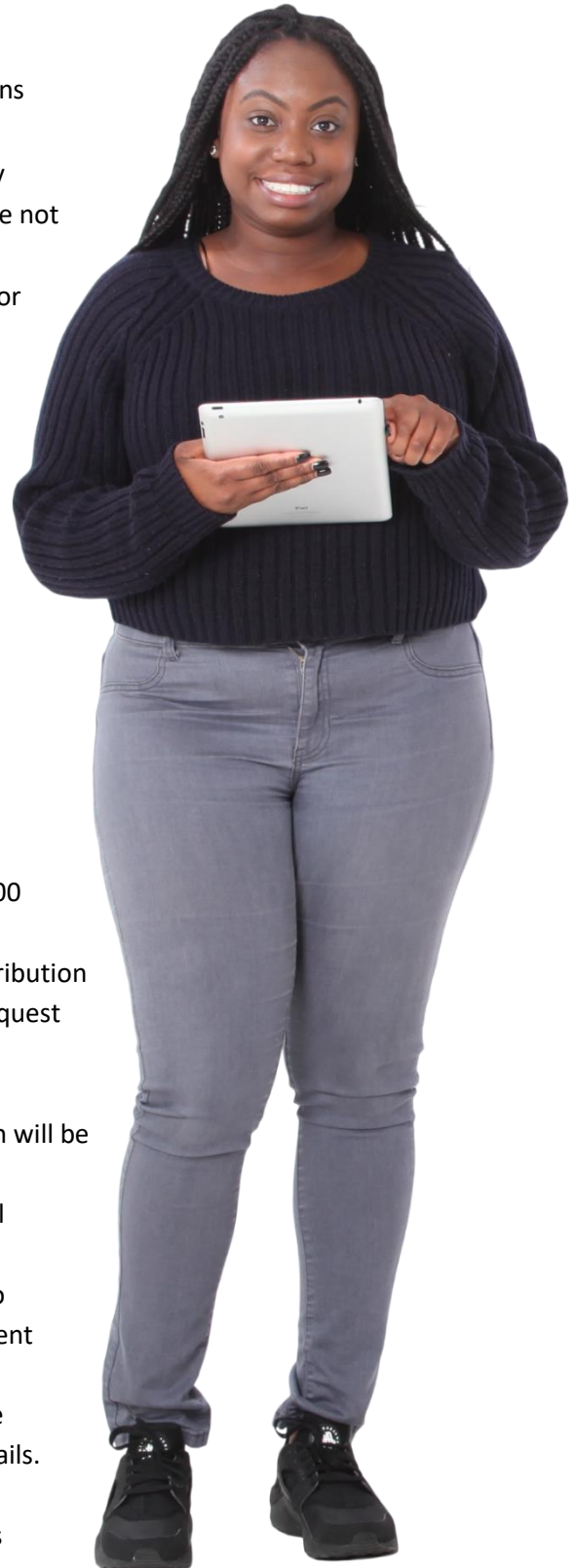


Applicants are encouraged to contact the relevant City of Ballarat department to discuss their project. The best place to start is our Customer Service team on 5320 5500.

Grant program conditions

Please note the following when developing your application:

- Applicants may apply for funding amounts between \$500 and \$20,000 (GST exclusive).
- Requests over \$10,000 must have a matched cash contribution at a ratio of 2:1 from the applicant organisation (e.g. request for funding of \$15,000 matched by \$7,500 cash from organisation).
- For allocations over \$10,000, half of the grant allocation will be paid on receipt of a signed funding agreement with the remaining half paid on receipt of a satisfactory acquittal report.
- For requests over \$10,000 applicants will be required to provide additional information (for example project/event plans, risk management plans).
- For requests under \$2,000, applicants can complete the Small Grant Application Form which requires fewer details.
- If your organisation is registered for GST, the funding allocation will be less the GST component as per quotes supplied.
- Multiple applications from organisations will be accepted, however the total amount funded in any financial year shall not exceed \$20,000. An organisation supporting as an auspice shall not be disadvantaged, the allocation amount affects the applicant organisation only.
- Event timelines should be well planned, noting that the assessment process takes two months.



Budget requirements

A clear budget is required for your application to be assessed properly. Your application may not be assessed if you don't include the following in your application:

See our 'Budget Tip Sheet' at www.ballarat.vic.gov.au/city/my-community/grants

- Any other funding for the project
- An estimate of the value of volunteer hours to be used in the project (apply a rate of \$30 per hour per person to determine this figure and include in the project budget as the group's in-kind contribution)
- Any matched contribution from the organisation (financial and in-kind), noting that this is a requirement for funding over \$10,000.
- Quotes for all goods and services over the value of \$500 (where possible all goods and services should be sourced from local suppliers)
- A copy of the organisation's bank statement (not less than 3 months old) or the latest Annual Report

Funding conditions for successful applicants

Successful applicants will be required to:

- enter into a formal agreement with the City of Ballarat
- spend grant money as stated in the original application. You must apply for any variation in writing for approval to spend grant money in a different way.
- return grant funding if the conditions of the funding agreement are not met
- acknowledge the City of Ballarat on any promotional material related to the project. The City of Ballarat can provide an electronic version of the logo upon request and may need time to approve any promotional materials.
- return grant funding if the project does not go ahead
- understand that the City of Ballarat makes no commitment or obligation to fund the project beyond the term of the funding agreement



For more information on application requirements or funding conditions, contact the Engaged Communities team on 5320 5500

Assessment

The Committee use a standard scoring system to assess all eligible applications. They consider the following things:

- Clear links to the funding priorities
- Demonstrated need for the project
- Overall community impact and benefit
- Use of local suppliers
- Inclusion consideration
- Budget
- Complete and accurate
- Quotes supplied
- Contribution from organisation

The Committee may decide to partially fund your request. Decisions of the Committee are final.

Key dates 2021-2022

Round	Open	Assessed	Funding received
One	August	September	October
Two	October	November	December
Three	February	March	April
Four*	April	May	June

**There may be less than four rounds if funds are fully allocated in earlier rounds*

Tips for a great application

- Get letters of support from other organisations and groups
- Clearly demonstrate the community need for your project
- Clearly show how your project benefits the community
- Clearly show how your idea links with the Council Plan
- Show how your group or organisation will contribute towards the project
- Prepare a clear budget and get quotes to support your costings
- Use local suppliers
- Demonstrate how your project and activity is inclusive of different genders, ages, abilities and cultures
- Make sure you submit it on time!



Submission checklist

Use this checklist to make sure you have everything you need to apply:

All applications
ABN (or Statement of Supplier if no ABN)*
Certification of incorporation*
Certificate of currency for Public Liability Insurance of \$20 million*
Bank account details*
Bank statement/Annual report*
Quotes for any individual cost of over \$500
Project timeline
Letters of support (if you have them)
Applications over \$10,000 (if applicable)
Project plan
Event plan
Risk management plan
Concept plan
Evidence of approval to make changes to a property (proof of ownership, proof of landlord approval)

*If your organisation is not incorporated, you will need to provide these documents from your auspicing organisation. You will also need to provide a letter signed by an Office Bearer of your auspicing organisation providing confirmation of the auspicing arrangement.