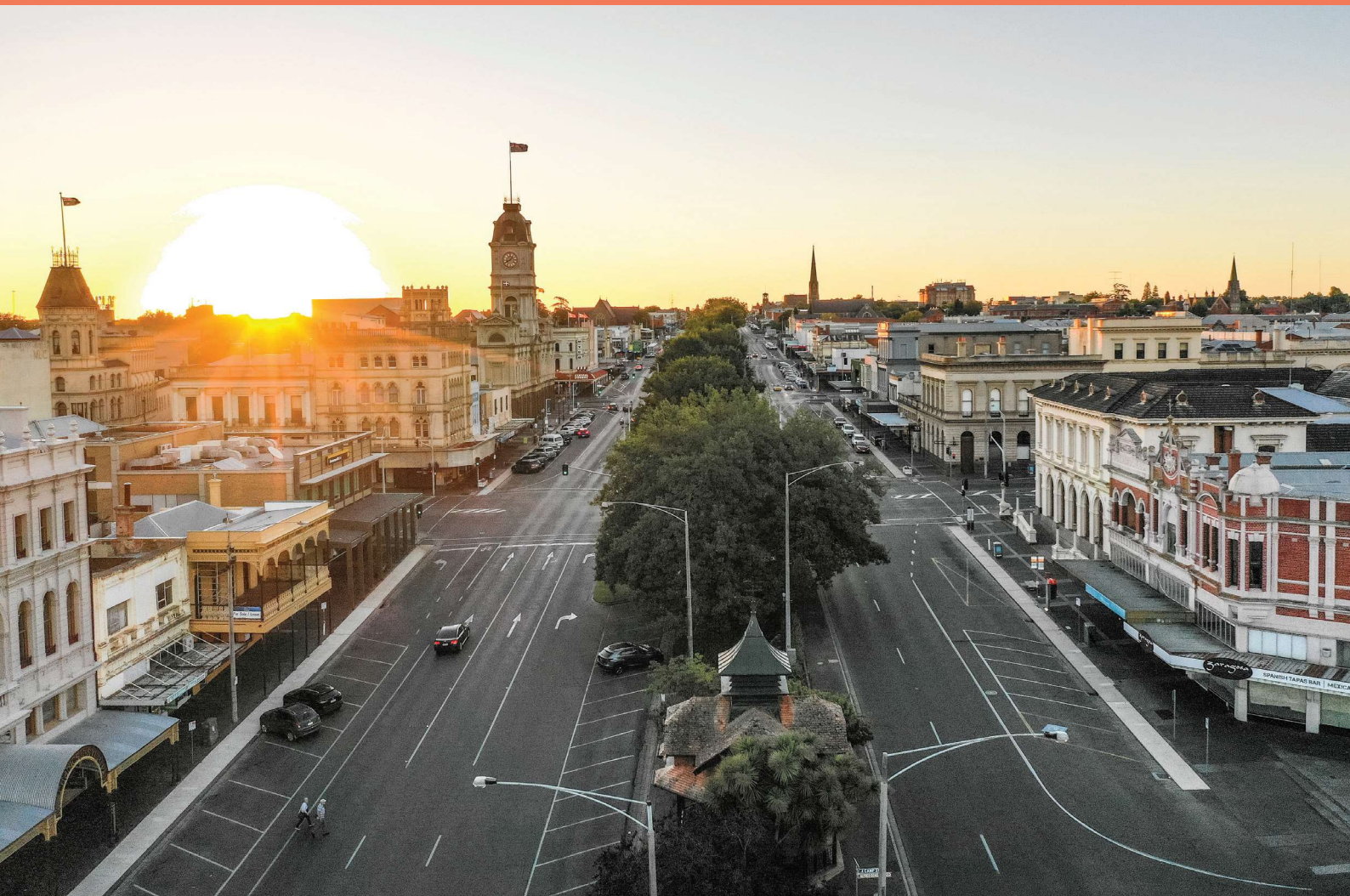


Community Impact Grant Program

Funding Guidelines 2022/2023



What do I need to know?

- There will be up to three grant rounds in 2022/2023
- 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 City of Ballarat grant, you will need to finalise that project before applying for more funding
- You can call us for more information on 5320 5500

INTRODUCTION

The City of Ballarat recognises the great work undertaken by our community groups, clubs, and organisations. The Community Impact Grant Program (CIGP) builds community capacity and strengthens links between community members and groups by funding programs that advance priority areas for both the City of Ballarat 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 CIGP application and assessment processes.

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 partnership's nature

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 they are delivering the project with a local partner)
- Organisations, groups, and associations that have not yet finalised previous grant reporting requirements
- Any group already receiving other City of Ballarat financial support where that funding agreement states that they must not receive any further funding from other City of Ballarat areas

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 nfplaw.org.au/auspicing

ELIGIBLE ACTIVITIES

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

Environmental sustainability	Projects that promote environmental sustainability such as the implementation of recycling, reusing and repurposing projects, sustainable gardening programs, and energy and water efficiency programs
Healthy, connected and inclusive communities	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.
Community capacity building	Projects that are innovative, collaborative and promote skill and knowledge development and sharing.

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 project delivery

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

Funding will **NOT** be provided for the following project and activity types:

- 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 government levels 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). Contractor staffing costs for discrete project delivery may be funded. Quotes for this expense should be attached.
- Projects and activities that have already been funded by the City of Ballarat more than two or three times (unless you can demonstrate how the project/activity has developed and changed).
- Activities that are deemed to be duplicating existing community services.
- Prize or gift purchases.
- Political, alcohol or gaming related activities.
- Individuals' fundraising activities.
- Clubs, groups, or organisations' fundraising activities.
- Sponsorship applications.
- Applications seeking to fund activities retrospectively.
- Funding of more than \$1,000 for celebrations not open to the wider community.
- Permanent capital works and maintenance activities on City of Ballarat or State Government-owned property. Any project requiring change to a property must be accompanied by a letter of permission from the owner.
- 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 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:

- Any other project funding
- An estimate of the value of the project's volunteer hours (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 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 three months old) or the latest Annual Report

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

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 funding agreement conditions are not met
- Acknowledge the City of Ballarat on any project promotional material. The City of Ballarat can provide an electronic logo upon request and may need time to approve any promotional materials
- Return grant funding if the project does not go ahead
- Understand the City of Ballarat makes no commitment or obligation to fund the project beyond the funding agreement term

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 project need
- Overall community impact and benefit
- Use of local suppliers
- Consideration of inclusion for groups who can sometimes be excluded due to gender, age, cultural background, sexual orientation, financial vulnerability, or disability
- Budget complete and accurate
- Quotes supplied for any expense over \$500
- Contribution from organisation

The Committee may decide to partially fund your request. Committee decisions are final.

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

**There may be less than three 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 community need for the project
- Clearly show how your project benefits the community
- Clearly show how your idea links with the City of Ballarat's 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 (*Statement of Supplier* if no ABN)*
- Certificate of Incorporation (if applicable)*
- 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 applicable)

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.*