



CITY PARTNERSHIP PROGRAM GUIDELINES 2022/2023

INTRODUCTION

The City Partnerships Program exists to fund organisations or businesses to deliver Council-identified priorities.

City Partnerships are for well-planned projects and programs which may occur over multiple financial years. They will only be awarded to well-established organisations that have a proven record of delivering relevant programs, projects or activities.

City Partnerships are considered for requests exceeding \$20,000 and/or multi-year funding. Applications are accepted between October and March each year.

PROGRAM OBJECTIVES

The City Partnerships Program seeks to respond to community needs and advance Council's strategic objectives.

Specifically the Program aims to create partnerships that progress Council's strategic priorities as expressed in the Council Plan, Health and Wellbeing Plan and other relevant plans and strategies* in the following broad areas:

- An environmentally sustainable future
- A healthy, connected and inclusive community
- A city that fosters sustainable growth
- A city that conserves and enhances our natural and built assets
- A strong and innovative economy and city
- A council that provides leadership and advocates for its community



More detail as to Council's strategic objectives under each of these areas can be found in the [Council Plan](#).

*The [Council Plan](#), [Health and Wellbeing Plan](#) and [other strategies](#) can be found on Council's website.

FUNDING STREAMS

There are two funding streams available:

Community stream

Available for not-for-profit organisations
 Organisations must be based in Ballarat
 Outcomes must deliver benefit to Ballarat municipality
 Funding up to \$100,000 per applicant per financial year
 Maximum funding term of 3 years

Commercial stream

Open to businesses and not-for-profit organisations
 Outcomes must deliver benefit to Ballarat municipality
 Funding of greater than \$20,000 (no upper limit)
 Maximum funding term of 3 years

ELIGIBLE ORGANISATIONS

Not-for-profit organisations are eligible to apply to both the community stream and commercial stream. Businesses are only eligible to apply for the commercial stream.

Applicants applying to the community stream must be based in Ballarat.

The following are ineligible to apply for the City Partnerships Program:

- Organisations that are not registered legal entities
- Individuals
- Organisations or businesses with a political purpose
- Government departments or agencies
- Organisations with an outstanding debt to the City of Ballarat
- Organisations that have failed to comply with the terms and conditions of any previous funding agreement with City of Ballarat
- Organisations that have an existing funding agreement with Council that states that they must not receive additional funding from other areas of Council
- For-profit entities owned by City of Ballarat employees and their immediate family members

ELIGIBLE ACTIVITIES

Projects that progress the Program objectives and benefit the Ballarat municipality are eligible for funding.

The following activities are ineligible under the City Partnerships Program:

- Any activities deemed to not align with Council policies, priorities or values
- Activities that are the clear responsibility of other levels of government or other local government areas
- Activities that occur outside of the Ballarat municipality with no evidence that the activity will involve and support a significant amount of people from the municipality.
- Activities that are deemed to be duplicating existing services in the community
- Activities that have a primary purpose to raise funds
- Applications seeking to fund activities retrospectively

APPLICATIONS

Applications will be accepted between October and March.

Applications must be submitted online via Council's SmartyGrants program. Links to application forms in SmartyGrants will be posted on [Council's Grants website](#).

ASSESSMENT

There are four (4) phases of the assessment process for the Strategic Partnership Program:

PHASE 1

Applications are reviewed by relevant Council Officers to check that they are complete and contain all the necessary supporting documentation. All incomplete applications will be returned to the applicant for further development by a specified deadline.

PHASE 2

All applications are assessed by a panel of Council Officers consisting of representatives from across the organisation against assessment criteria outlined in Appendices [A](#) and [B](#).

Council Officers will submit an assessment report with recommendations to a delegated Committee of Councillors.

PHASE 3

Council Officer recommendations are reviewed by a delegated Committee of Councillors comprising of all Councillors. At the delegated Committee meeting, Councillors will confirm which applications will progress through to the annual budget process.

Minutes from the delegated Committee will be made public by a Committee Report to Council, noting that any commercial in confidence information provided by applicants will be considered under Section 66 of the Local Government Act as a confidential attachment.

Unsuccessful applicants will be informed in writing of the outcome of their applications following the Council meeting where the Committee Report is tabled.

Final endorsement for projects supported by the delegated Committee will take place as part of the annual Council budget process.

PHASE 4

Endorsed projects will be included in the Council annual budget. The budget is typically adopted in June of each year.

Successful applicants will be informed in writing upon adoption of the budget. Funding will be disbursed in the new financial year subject to the development of a funding agreement and agreed evaluation framework.

FUNDING CONDITIONS, REQUIREMENTS AND FURTHER INFORMATION

Applications

- The City Partnerships Program will be open for submissions between October and March each year.
- Applicants must contact the relevant department at Council to discuss their application (such as Economic Development, Recreation Services, Intercultural Services etc.) prior to submission of an application.
- The SmartyGrants online platform is used across all funding programs, including the filing and retention of all documentation within the platform. Applications, variations and acquittals will be processed via SmartyGrants.
- Council values projects that show clear consideration of factors that influence the inclusion of people within the project target group from all backgrounds regardless of gender, age, ability, financial status and cultural background. See the [‘How to make your project more inclusive’ Guide](#).

Funding conditions

- There should be no assumption of continued funding beyond the term of the funding agreement. If funded activities are expected to be ongoing, they should have reasonable potential to be self-sustainable following initial funding support by Council.
- All funded projects must be based in the City of Ballarat or otherwise provide evidence that the activity will involve and support a significant amount of people from the municipality.
- All funded projects must include all relevant and required consents, permits or approvals prior to commencement.
- Funded organisations will be required to sign a funding agreement prior to commencement of any funded project.
- The funding agreement will outline reporting requirements and a mutually agreed evaluation framework that focuses on performance and outcome measures.
- Satisfactory annual milestone reports for City Partnerships funded over multiple years are required before recipients can access additional years of funding.
- Council funding must be used in accordance with the project approved by the Council as detailed in the funding agreement.
- Any requests for variations to the intended purpose or timing of the funding must be submitted in writing.
- Funds not expended within the agreed timeframe are to be returned to the City of Ballarat unless a written extension is obtained from Council.
- The support of the City of Ballarat for funded projects must be acknowledged as detailed in the funding agreement.
- Funded organisations will be required to provide Council with a tax invoice if they are registered for GST, or an invoice if they have an ABN but not registered for GST, or an invoice and signed ‘statement by supplier’ if they do not have an ABN.

Legislative requirements

- Funded organisations are required to meet all relevant legislative requirements (e.g., Child Safety, Occupational Health & Safety, Risk, Equal Opportunity, Workers Compensation).
- As per the Gender Equality Act 2020, all applications must demonstrate that they have considered how people of different genders may be impacted by their activities. This includes demonstrating that they have made attempts, where relevant, to provide an equitable opportunity.
- Funded organisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance as detailed in the funding agreement.

APPENDIX A – ASSESSMENT CRITERIA FOR COMMUNITY STREAM

Community Stream

CRITERIA	CONSIDERATIONS	WEIGHTING
ALIGNMENT WITH PROGRAM PURPOSE AND OBJECTIVES		
Alignment of project with the objectives of the Program	<p>Is the alignment of the proposal with the objectives of the Program clearly articulated?</p> <p>Is there clearly articulated alignment with the Council Plan and other Council strategic directions as outlined in the Health and Wellbeing Plan and other strategies and plans?</p>	20%
Community benefit of project	<p>Is the need for the project clearly articulated?</p> <p>Is there evidence to support the need?</p> <p>Is the community benefit clearly articulated?</p> <p>How many people will benefit?</p> <p>What groups in the community will benefit?</p> <p>Does the project involve priority groups as outlined in the Health and Wellbeing Plan?</p>	35%
Use of local suppliers	Are local suppliers being used to extend economic benefit to the local community?	5%
PROPOSAL READINESS AND FINANCIAL VIABILITY		
Proposal is well-researched and planned with clear deliverables, identification of resources required and realistic timeframe	<p>Does the proposal identify clear deliverables and a realistic time frame?</p> <p>Are resources required for the project clearly outlined and is it clear how they will be sourced?</p>	15%
Organisational experience and expertise to deliver the project	<p>Does the proposal outline the organisation's experience in delivering similar work?</p> <p>Does the proposal outline the organisation's governance structure?</p> <p>Does the proposal outline governance for the project?</p>	10%
Contribution from applicant (monetary or in-kind)	Is the applicant contributing to the project? This may be a monetary or in-kind contribution.	5%
Proposal represents value for money	Does the proposal represent value for money considering the funding requested and the benefit outlined?	10%

To be assessed, all applications must include:

- A complete budget with quotes supplied for any expense over \$5,000
- All requested documents (such as project plan, evidence of governance arrangements etc.)
- Outline of project implications if COVID restrictions are imposed

APPENDIX B – ASSESSMENT CRITERIA FOR COMMERCIAL STREAM

Commercial stream

CRITERIA	CONSIDERATIONS	WEIGHTING
ALIGNMENT WITH PROGRAM PURPOSE AND OBJECTIVES		
Alignment of project with the objectives of the Program	<p>Is the alignment of the proposal with the objectives of the Program clearly articulated?</p> <p>Does the project align with the Council Plan and other Council strategic directions as outlined in the Health and Wellbeing Plan and other strategies and plans?</p>	20%
Community benefit	<p>Is the need for the project clearly articulated?</p> <p>Is there evidence to support the need?</p> <p>Is the community benefit clearly articulated?</p> <p>How many people will benefit?</p> <p>What groups in the community will benefit?</p> <p>Does the project involve priority groups as outlined in the Health and Wellbeing Plan?</p>	25%
Economic benefit	<p>Does the proposal clearly articulate the economic benefit of the project?</p> <p>Are local suppliers being used to extend economic benefit to the local community?</p> <p>Does the project represent value for money considering the funding requested and the community and economic benefit outlined?</p>	25%
PROPOSAL READINESS AND FINANCIAL VIABILITY		
Proposal is well-researched and planned with clear deliverables, identification of resources required and realistic timeframe	<p>Does the proposal identify clear deliverables and a realistic time frame?</p> <p>Are resources required for the project clearly outlined and is it clear how they will be sourced?</p> <p>If project activities are to continue beyond the funding period, are plans for financial sustainability outlined?</p>	15%
Organisational experience and expertise to deliver the project	<p>Does the proposal outline the organisation's experience in delivering similar work?</p> <p>Does the proposal outline the organisation's governance structure?</p> <p>Does the proposal outline governance for the project?</p>	15%

To be assessed, all applications must include:

- A complete budget with quotes supplied for any expense over \$5,000
- All requested documents (such as project plan, evidence of governance arrangements etc.)
- Outline of project implications if COVID restrictions are imposed