

# Community Impact Grant Program

## Funding Guidelines 2023/2024



We welcome applications from people living with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as lesbian, gay, bisexual, transgender, intersex or queer.



# What do I need to know?

- There will be two grant rounds in 2023/2024 with funding from \$500 to \$20,000 (excluding GST), the table below shows the timeline

Round	Open	Assessed	Funding received
One	August	October	November
Two	February	March	April

- Applicants are encouraged to contact the Community Grants Officer, Sophie Atkinson on 0400 835 170 or via email at [communityengagementgrants@ballarat.vic.gov.au](mailto:communityengagementgrants@ballarat.vic.gov.au)

## When applying for a Community Impact Grant, please ensure you comply with the following:

- Be incorporated or auspiced by an incorporated organisation
- Have public liability insurance to the value of \$20 million
- Promote two or more of the funding priorities within your planned activity
- Have your activities 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
- Finalise any outstanding acquittal for a City of Ballarat grant, before applying for more funding

## You can view the grant guidelines and application form:

- Online via the City of Ballarat Website [ballarat.vic.gov.au/grants](https://ballarat.vic.gov.au/grants)
- Email [communityengagementgrants@ballarat.vic.gov.au](mailto:communityengagementgrants@ballarat.vic.gov.au) and we will email you a copy
- Visit the Phoenix Customer Service Centre 25 Armstrong Street, Ballarat Central, Victoria and pick up a hard copy

## You can submit your application:

- online via the SmartyGrants Platform. A link will be available from the City of Ballarat website when the grant round opens [ballarat.vic.gov.au/grants](https://ballarat.vic.gov.au/grants)
- The City of Ballarat now offers applications forms to be submitted in other languages. This includes Chinese (Simplified), Arabic, French, Indonesian, Khmer, Portuguese, Sinhala, Spanish, Tamil, Thai, Turkish and Vietnamese. If you would like to submit an application in one of these languages, please contact the Community Grants and Officer who will set this up for you.
- Hard copies are available on request. Please contact the Community Grants Officer, Sophie Atkinson on 0400 835 170 or via email at [communityengagementgrants@ballarat.vic.gov.au](mailto:communityengagementgrants@ballarat.vic.gov.au)

## Introduction

The City of Ballarat recognises the great work undertaken by our community groups, clubs, and organisations. The Community Impact Grant Program (CIGP) aims to build 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.

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 auspiced by a local 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
- Entities and venues operating electronic gaming machines (EGM) and owners of EGM licences
- Organisations, groups, and associations that have outstanding debts with Council
- Organisations that derive significant income or benefit from harmful industries including tobacco, e-cigarettes or vaping, alcohol, unhealthy food, sugary drinks and gambling (refer to Harmful Industries Declaration Guide for more information)
- 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

An auspice arrangement is when a larger organisation assists a smaller organisation to fund a grant activity or event. The larger organisation is known as the auspice organisation. Your community group or organisation is known as the grant recipient. The most common reason for a group or person to seek to be auspiced is a need to quickly and easily satisfy grant funding requirements that the group or person is not able to meet. 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](http://nfplaw.org.au/auspicing)

## Funding Priorities

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. **This can be one main category and a secondary more minor category.**

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

Projects and activities must also:

- 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 (See our 'Making your project more inclusive' guide at [ballarat.vic.gov.au/citymy-community/grants](https://ballarat.vic.gov.au/citymy-community/grants))
  - Show ongoing benefits to the community
  - Utilising local suppliers for the project delivery where possible
  - Demonstrate a commitment to more equitable/ fair outcomes
  - Complete a Harmful Industries Declaration

**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 ongoing staffing costs, insurance, utilities, telephone, internet or rent). Contractor staffing for a project with a start and finish date is acceptable
- 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
- Activities which focus on or promote unhealthy food, sugary drinks, alcohol consumption, gambling or tobacco, e-cigarette or vaping industries.
- 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. The Tourism Event Grant Program (TEGP helps to support and attract events to Ballarat. For more information you can view the Tourism Event Grant Program information and guidelines on the City of Ballarat Grants page. ([ballarat.vic.gov.au/grants](https://ballarat.vic.gov.au/grants))
- Interstate or international travel
- Accommodation

**Projects that may be eligible for funding:**

- Equipment: sports, administration or access
- Community development projects: programs to help people to participate in groups/the community
- Knowledge and skill sharing: websites, workshops, training
- Local events: community and/or cultural events
- Arts: performances, videos, equipment, skill development
- Wellbeing programs: promote mental and physical wellbeing

If your grant does not fit the Community Impact Grant Guidelines, visit the City of Ballarat / Grant Guru initiative. This database has been tailored for the City of Ballarat and its residents with a focus on funding for regional areas through state, federal and philanthropic programs. It has access to around 1,400 grant programs. [grantguru.com/au/ballarat](https://grantguru.com/au/ballarat)

## Grant Program Conditions

Please note the following when developing your application:

- Applicants may apply for funding amounts between \$500 and \$20,000 (GST exclusive)
- Organisations are only able to apply with one application in one category each round There are three categories which are:
  - Under \$2,000
  - Over \$2,000 (but under \$10,000)
  - Over \$10,000
- The total amount funded in any financial year to an organisation 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

### For requests under \$2,000

- Applicants can complete the Small Grant Application Form which requires fewer details
- Quotes for all goods and services over the value of \$500 (where possible all goods and services should be sourced from local suppliers)
- If your organisation is registered for GST, the funding allocation will be less the GST component as per quotes supplied

### For requests over \$2,000 (but less than \$10,000)

- If your organisation is registered for GST, the funding allocation will be less the GST component as per quotes supplied
- Quotes for all goods and services over the value of \$500 (where possible all goods and services should be sourced from local suppliers)

## For requests over \$10,000

- They 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)
- 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
- Applicants will be required to provide additional information (for example project/event plans, risk management plans)
- Quotes for all goods and services over the value of \$500 (where possible all goods and services should be sourced from local suppliers)
- If your organisation is registered for GST, the funding allocation will be less the GST component as per quotes supplied

## 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

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See our 'Budget Tip Sheet' at [ballarat.vic.gov.au/city/my-community/grants](https://ballarat.vic.gov.au/city/my-community/grants)

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## 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 will provide an electronic logo and conditions of use to successful applicants
- 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

## 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
- Detail from the Harmful Industries Declaration
- 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



## 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
- Include a Harmful Industries Declaration
- 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.*

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**Prior to submitting an application applicants are encouraged to contact the Community Grants Officer, Sophie Atkinson on 0400 835 170 or via email at [communityengagementgrants@ballarat.vic.gov.au](mailto:communityengagementgrants@ballarat.vic.gov.au)**

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