

City Partnership Program Guidelines

2024/2025



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.



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 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. Applications are accepted between October and March each year, with an expressions of interest phase from 1 October for approximately six weeks, then eligible submissions will be invited to make a full application by 1 March for consideration.

Proposed Timeline

1 October

Expressions of Interest open

15 November

Expressions of Interest close

1 January

Eligible Expressions of Interest submissions invited to make a full application

1 March

Full application process closed

1 July

Announcement of City Partnerships

Proposed Timeline

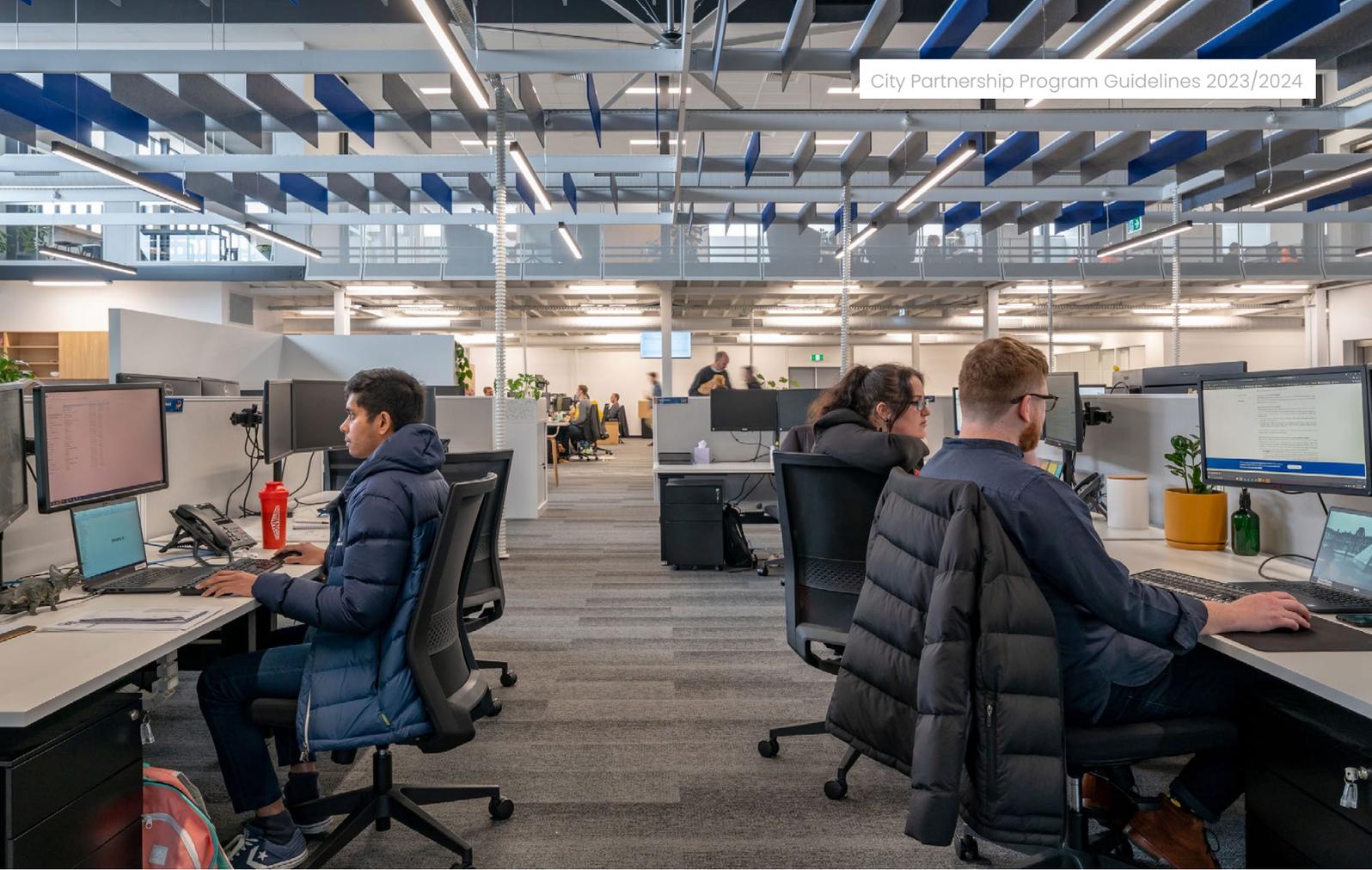
The City Partnerships Program seeks to respond to community needs and advance Council's strategic objectives through funding and agreed priorities.

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.

It is advisable to familiarise yourself with the relevant Council plans as they form a strong part of the assessment process.



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
- Focus on Community Benefit
- Assessment based on alignment with Council Plan, Project Need, Use of Local Suppliers, Community Benefit (participation rates and community inclusion), Value for Money, Contribution from Applicant
- 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
- Focus on Economic Return on Investment for the benefit of the Ballarat community
- Assessment based on alignment with current Council Plan, Project Need, Economic Return on Investment, Community Benefit (community inclusion).
- 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 and commercial funding options. Only businesses are eligible to apply for the commercial funding option.

Applicants applying to the community funding option 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 City of Ballarat 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

Any projects or activities that align to and build on the City of Ballarat objectives and benefit the Ballarat municipality are eligible for funding.

Ineligible Activities

The following activities are not eligible to apply for funding through the City Partnerships Program:

- 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 clear 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
- Activities which focus on or promote unhealthy food, sugary drinks, alcohol consumption, gambling, tobacco, e-cigarette or vaping industries



Applications

Expressions of Interest will be accepted from 1 October until 15 November.

Expressions of Interest must be submitted online via Council's online grants management website. Links to forms on Council's online grants management website will be posted on the City of Ballarat [website](#).

Expressions of Interest may be available and accepted in hard copy, please contact the Community Grants Officer via email at communityengagementgrants@ballarat.vic.gov.au for more details.

Following the Expressions of Interest phase, only eligible applicants will be invited to apply for the City Partnership funding. Invited applicants will have from 1 January to 1 March to complete the full application process.

Assessment

There are five (5) phases of the assessment process for the City Partnership Program:

PHASE 1

Expressions of Interest forms are reviewed by relevant Council Officers to check that they are complete. Council Officers will liaise with any ineligible Expressions of Interest applicants.

PHASE 2

Full applications for the City Partnership program are reviewed by Council Officers to ensure all information required has been submitted.

PHASE 3

All complete applications are assessed by a panel of Council Officers consisting of representatives from across the organisation against the assessment criteria.

Council Officers will submit an assessment report with recommendations to the City Partnerships Delegated Committee.

PHASE 4

The City Partnerships Delegated Committee will review the recommendation report and confirm which applications are successful.

Minutes from the City Partnerships Delegated Committee will be made public at the next Council Meeting, noting that any commercial in confidence information provided by applicants will be considered under Section 66 of the Local Government Act 2020 as a confidential attachment.

All applicants both successful and unsuccessful applicants will be informed in writing of the outcome of their applications following the Council meeting.

PHASE 5

Following the adoption of the budget and the beginning of the new financial year, 1 July, successful applicants will be provided with a funding agreement for signing which will set out the agreed evaluation framework, reporting milestones and payment distribution.

Funding Conditions, Requirements and Further Information

Applications

- The City Partnerships Program will be open between October and March each year, commencing with an Expressions of Interest phase only eligible Expressions of Interest applicants will be invited to make a full application.
- 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 online grants management website 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 the online grants management website.
- 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, sexual orientation, 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, through the online grants management website
- Successful organisations who have a City Partnership agreement in place are not eligible to apply for any other City of Ballarat funding while under the term of the agreement.
- 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 are 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.

Assessment Criteria For Community Stream

Alignment of the project with the objectives of the Program

Community benefit of the project (participation rates and community inclusion)

Use of local suppliers

Proposal is well-researched and planned with clear deliverables, identification of resources required and realistic timeframe

Organisational experience and expertise to deliver the project

Contribution from the applicant (monetary or in-kind)

Proposal represents value for money

Assessment Criteria for Commercial Stream

Alignment of the project with the objectives of the Program

Community benefit of the project

Economic benefit (return on investment) and realistic timeframe

Organisational experience and expertise to deliver the project

Contribution from the applicant (monetary or in-kind)

Proposal represents value for money

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.)

