

COMMUNITY RECOVERY GRANTS PROGRAM GUIDELINES



The *Community Recovery Grants Program 2021* provides support to community organisations for new initiatives to support and directly benefit the Glen Eira community as it recovers from the COVID-19 pandemic. The focus of this *Program* is to regenerate the Glen Eira community by supporting projects that focus on the immediate needs of vulnerable populations and those disproportionately impacted by COVID-19.

Key dates:

Applications open **Monday 1 March 2021**.

Applications close **Friday 21 May 2021**.

Funds must be expended and acquitted within six months of receipt.

Grants will be assessed on an ongoing basis and applicants will be advised of the progress of their application within four (4) weeks of application. Grants are subject to available funding.

Grants of up to \$10,000 are offered for community organisations in areas of:

- mental health and wellbeing initiatives;
- social connections for vulnerable groups;
- welfare and aid assistance;
- local neighbourhood involvement and civic engagement; and
- adaptation and innovation to 'COVID normal' operations.

What may be funded?*

- Equipment and supplies that facilitate COVID safe activities (eg. hand sanitiser, signage, cleaning products, etc.)
- Technology that helps vulnerable people connect online or through hybrid in person/online activities (eg. Zoom licenses, tablets, etc.)
- Communications with members or participants (eg. newsletters, promotions, etc.)
- Recruiting and training volunteers
- Group activities (including venue hire)
- Meals, food vouchers or food packages for vulnerable people
- Sport, arts and recreational activities seeking to engage vulnerable community members, who have lost connection due to COVID-19

*All services must use COVID safe practices.

What will not be funded?

- Capital works projects to Council buildings and properties
- Property repairs and maintenance
- Ongoing operational costs
- Applications that seek to make up a shortfall from other levels of government, eg. gap between Job Keeper and usual wage/salary
- Equipment and technology for administration purposes
- Private exhibitions
- Religious services
- Prizes and awards
- Ongoing staff salaries
- Activities and events held in a licensed gambling venue
- Membership drives

How will your application be assessed?

NEED — the project addresses a community need.

The application demonstrates that the project addresses a need and provides a positive benefit to the community as it relates to key grant objectives:

- mental health and wellbeing initiatives;
- social connections for vulnerable groups;
- welfare and aid assistance;
- local neighbourhood involvement and civic engagement; and
- adaptation and innovation to 'COVID normal' operations.

CHANGE — the project will enable a meaningful change relative to the identified need.

The application clearly demonstrates how well the project can change the current status of the Glen Eira community for the better.

LOCAL RELEVANCE — the project makes use of local resources or builds on local knowledge.

The project is being driven by the local community and capitalises on using local resources, knowledge, facilities and partnerships. The project clearly benefits Glen Eira residents.

EFFECTIVENESS OF APPROACH — the project's approach will be successful.

The application demonstrates an effective approach to success by being targeted, thoughtful and well-structured. The project has considered accessibility and inclusiveness for people of all-abilities.

CAPACITY TO DELIVER — the project will be delivered within the set timeframe, and using the funding requested.

The application demonstrates the organisation is capable of completing the project with minimal risk. It will demonstrate realistic and tangible measures of success that can be achieved within the set timeframe. The application has a clear and well-balanced budget that details total project costs and other funding sources. The budget is directly related to the outline of the project and project plan and provides value for money. Requests for support may consider the size and resources of the organisation and the financial impact of COVID-19 on the organisation.

Q&A

We encourage all community organisations and groups to take a look at Council's COVID-19 Community Support page and specifically, at the resources available to you under the 'Community groups support' heading. These resources include:

- *COVID Safe Volunteer Guidelines* — for community organisations/groups, and for volunteers
- Guidelines for community groups who use Council facilities
- Volunteer communication and engagement toolkit
- Counselling for small and medium-sized community groups and organisations

Note: submitted applications may be put on hold if a sudden change in health advice would impact on ability to implement or where the intent of the project is inconsistent with current advice or restrictions.

Who can apply?

All community-based not-for-profit groups and organisations that service the Glen Eira community and:

- are incorporated;
- have an ABN; and
- hold public liability insurance in a minimum sum of \$20 million.

You may also be auspiced by an organisation that meets these criteria. Organisations may apply for funding for multiple projects.

Who can NOT apply?

- For-profit organisations
- Individuals
- Organisations that have not met the terms and conditions of previous Council grants
- Organisations that are the funding responsibility of other levels of government*
- Organisations whose sole or dominant purpose is of a political nature
- Organisations or groups who meet outside of Glen Eira, unless they demonstrate the delivery of a specialised service that benefits the Glen Eira community

*Schools are encouraged to partner with community groups in projects that benefit the wider community.

What other criteria do I need to consider?

- Projects must be ready for immediate implementation.
- Projects must comply with current pandemic restrictions and safety advice from the Victorian Department of Health and Human Services.
- Projects must be completed within six months of the receipt of funds and an acquittal is required.
- Funding will not be given for projects started or completed before their submission date.
- We encourage successful grantees to patronise Glen Eira businesses whenever possible.

Grant conditions

- Grants will be awarded at the discretion of Council.
- Not all grants will be funded to the maximum amount and may only be funded part of the total amount requested.
- Council may require you to validate any of the information provided in your application.
- A grant may only be used for the specific purpose awarded unless prior approval for a different purpose has been obtained from Council.
- If there is evidence that grants have not been spent for the purpose they were awarded, Council may request the return of grant monies.
- Grant recipients acknowledge that as part of its accountability processes, Council may audit any grant recipient for compliance with grant conditions. Organisations selected for an audit will be notified.
- Grant recipients must acknowledge Council in any relevant publications, promotional material, web pages or media releases by using the following statement: 'Proudly supported by Glen Eira City Council'.

How do I apply?

Grant applications are made online by completing an application form through SmartyGrants.

You will be advised of the progress of your application **within four (4) weeks of submission**.

To complete your application, you will need access to a computer, the internet and an email address.

Step 1: Open the online application form link at <https://gleneira.smartygrants.com.au>

Step 2: Select the application form — *COVID-19 Community Recovery Grant Application Form*

Step 3: Start an application — if you need some assistance to complete an application, please refer to the fact sheet on Council's website at www.gleneira.vic.gov.au

Step 4: Carefully read instructions and make sure that you have provided all necessary information

Step 5: Upload supporting documentation including: a financial statement; current public liability insurance certificate; evidence of the cost of budget items; and other information, such as a project summary or project implementation plan.

Help?

For assistance with any aspects of this special grant program or completing an application, contact Council's access and inclusion volunteer officer on 9524 3333 or email communitygrants@gleneira.vic.gov.au

National Relay Service

If you are deaf, hearing or speech-impaired, we ask that you call us via the National Relay Service and then ask for 9524 3333.

Online: <https://nrschat.nrsconnect.gov.au>

Teletypewriter (TTY): 13 36 77

Speak and Listen: 1300 555 727

The *Community Recovery Grants Program* is guided by a Community Grants Advisory Committee that ensures the program adheres to the Victorian Charter of Human Rights and Responsibilities.