



Brimbank  
City Council

# Raise Your Hand



Your ideas can help  
our community grow

Brimbank Community Grants  
2011/12 open 4 July to  
19 August 2011

Grant Guidelines

 **BRIMBANK**  
COMMUNITY GRANTS 2011/12

Hotline 9249 4036

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## Translations

If you would like to know more about the funding information in this document and you require an interpreter to assist you please call 131 450. Ask the interpreter to ring 9249 4000 and ask for the Brimbank Council's Community Grants Development Officer.

### Arabic

إذا أردتم معرفة المزيد عن المعلومات حول التمويل الواردة في هذه الوثيقة وبحاجة إلى مترجم لمساعدتكم، الرجاء الاتصال على الرقم 131 450، والطلب من المترجم الاتصال على الرقم 9249 4000 وطلب التحدث مع مسؤول تطوير منح المجتمع Community Grants Development Officer في بلدية بريمانك.

### Chinese

如果你想瞭解本文件中的資助詳情但需要傳譯員的協助，請致電131 450。  
接通後要求傳譯員撥打電話9249 4000到Brimbank市政府的社區撥款發展官員。

### Croatian

Ako biste željeli saznati više o financiranju koje se spominje u ovom dokumentu i potrebna vam je pomoć tumača, molimo vas, nazovite broj 131 450. Tumača zamolite da nazove broj 9249 4000 zamoli da vas se spoji sa djelatnikom općine Brimbank, zaduženim za financijsku pomoć za razvoj društvene zajednice.

### Macedonian

Ако сакате да дознаете повеќе информации за финансирање во овој документ и ви треба преведувач да ви помогне ве молиме јавете се на 131 450. Замолете го преведувачот да се јави на 9249 4000 и да го побара службеникот задолжен за средства за развој на заедницата на Општината Бримбенк (Community Grants Development Officer).

### Spanish

Si usted desea saber más sobre la información en este folleto acerca de medios disponibles, y si necesita un intérprete que lo asista, por favor llame al 131 450. Pida al intérprete que llama al 9249 4000 para comunicarse con el Funcionario de Desarrollo de Donaciones a la Comunidad de la Municipalidad de Brimbank.

### Turkish

Bu belgedeki fon bilgilerine ilişkin daha fazla bilgi temin etmek isterseniz ve bir tercümanın yardımına ihtiyacınız varsa lütfen 131 450'yi arayınız. Tercümandan 9249 4000'i aramasını ve Brimbank Belediyesi'nin Toplum Bağışları Geliştirme Memurunu (Community Grants Development Officer) istemesini rica ediniz.

### Vietnamese

Nếu muốn biết thêm thông tin về ngân khoản tài trợ trong văn kiện này và quý vị cần có thông dịch viên giúp đỡ, xin gọi số 131 450. Nhờ thông dịch viên gọi số 9249 4000 và yêu cầu được nói chuyện với Community Grants Development Officer (Nhân Viên Phát Triển Ngân Khoản Tài Trợ Cộng Đồng của Hội Đồng Thành Phố Brimbank).

## Assistance Available

- Applicants requiring further information or assistance should contact Brimbank City Council on 9249 4000 and ask for the Community Grants Development Officer
- Applicants requiring interpreters are encouraged to use the 24 hour Translating and Interpreting Service on 131 450
- Applicants with a hearing impairment can TTY # 9249 4999

## Introduction

The Community Grants Program is a major program for Council with \$328,000 of funding having been made available in 2011/2012. The broad aim of the Community Grants Program is to provide resources for activities that support and improve the community's health and wellbeing, strengthen the community and build their capacity through partnerships and networks.

As described in the Council Plan 2010-2014 Council's Vision, underpinned by the Brimbank Community Plan is that:

*'Brimbank is a diverse, active and connected community living in sustainable, well designed, safe and accessible local areas with high participation in community life'*

This vision embraces the needs and aspirations of the whole Brimbank community. Striving to achieve it over the next 20 years will result in improvements to the life long learning, health and wellbeing of all community members and a community with high resilience, hope and achievement.

In developing the Council Plan 2010-2014, Council has developed a Statement of Strategic Intent and Mission as follows:

*'Develop Brimbank through its distinctive districts, enhancing and celebrating the many diverse identities, communities and cultures within Brimbank; creating high quality spaces and places; and providing learning and employment opportunities'*

Mission

*'To improve community life through ongoing community engagement and the provision of services, support, design and infrastructure to meet or exceed community expectations'*

As outlined in the proposed Council Plan 2010-2014, Council has also recognised a need to consolidate investment in the well being of the community. Emphasis is placed upon community strengthening and capacity building. Council recognises that it has a major role to play in many of the areas of social disadvantage. The indicators and measures around key social issues will be

refined over the life of the plan. These indicators and measures could include, but are not limited to:

- Participation in sporting activities
- Use of our parks and trail network
- Utilisation of community facilities
- Burden of disease data for diabetes and other cardio vascular conditions.

Furthermore, Council in its proposed Council Plan has set out a number of strategic objectives, one of which relates to Community Wellbeing as follows:

## Community Wellbeing

Strategic Objectives	Strategic Directions
<p>Brimbank City Council is committed to creating an enhanced quality of healthy community life where our rich cultures are celebrated, embraced and connected to the broader community. With a strong foundation of social justice, Council is committed to the provision of affordable services and community infrastructure that builds healthy people and communities through education, recreation, arts &amp; culture and sport.</p>	<p>Creating well connected, supported, welcoming communities</p> <p>Celebrating our history, creativity and diversity</p> <p>Creating active, healthy and safe communities</p> <p>Creating a community of life-long learners</p> <p>Developing leadership in the community</p>

**It is within this overall context that the Community Grants Program has been reviewed and these guidelines prepared.**

The Community Grants Program is also a key activity of the Strategic Direction “Council and Community Working Together” within the Brimbank Community Plan 2009-2030.

## Important Dates

<b>Applications open</b>	Monday, 4 July 2011
<b>Applications close</b>	Friday, 19 August 2011
<b>Notification and Funding Agreements</b>	Monday, 21 November 2011
<b>Applicant Feedback</b>	From Monday, 21 November to Friday, 2 December 2011
<b>Grants distribution will commence</b>	Monday, 28 November 2011

<b>Community Grants Categories</b>	<b>Grants Criteria</b>
<p><b>1. Community Strengthening</b> Support for projects and activities that create or improve community networks, promote community leadership, encouraging community involvement and develop a stronger sense of belonging in the community</p>	<p><b>Small grants – Up to \$5,000</b> Small grants are available for projects that provide a range of social support and healthy lifestyle activities</p> <p><b>Large grants – Up to \$10,000</b> Large grants are available for groups that demonstrate their experience to deliver broad based community projects and activities</p>
<p><b>2. Festival and Event Support</b> Support for community groups to deliver significant festivals and events in Brimbank</p>	<p><b>Small events – Up to \$2,000</b> Support for groups to deliver activities that celebrate significant community initiatives in Brimbank that are open to one interest or faith group</p> <p><b>Large events – Up to \$10,000</b> To support local community groups to deliver events that are open to the Brimbank community; involve more than one group or organisations in the planning, development, delivery and evaluation of the event</p>
<p><b>3. Local District Matching Grant</b> Support for local residents, community groups or businesses that deliver initiatives to improve the local district</p>	<p><b>Projects or activities – Up to \$6,000</b> For collaborative projects from local residents, community groups and businesses for new initiatives in local districts. Projects must include at least two project partners. Applications must match the funding through either a cash or in-kind contribution</p>
<p><b>4. Sport Recreation &amp; Youth Grant</b> Promotion and development of inclusion activities including sport, recreation and other activities</p> <p>Youth lead activities that support and encourage the active participation of young people in their community</p>	<p><b>Sport and Recreation projects or activities – Up to \$5,000</b> For projects and activities that promote junior development and inclusive initiatives. Grants are available to increase the capacity of community sport and recreation organisations in Brimbank to develop inclusive programs and activities</p> <p><b>Youth projects or activities – Up to \$5,000</b> For projects and activities that strengthen and support the active participation of young people in their community. Projects must be led by young people for young people or are from a new and emerging community</p>

**Please note that the Seniors grants are now administered by Community Care, call Jean Thomson on 9249 4788 for all inquiries**

## How to make an Application

### There are two ways to submit an application:

1. Applications can be submitted on-line by following the links on Council's Website: [www.brimbank.vic.gov.au](http://www.brimbank.vic.gov.au). You will need an email account. If you need any assistance with an on-line application please telephone 9249 4000
2. For handwritten applications please telephone 9249 4000 and request an application form to be sent to you.

Please note that email applications will not be accepted.

### Advice and Support

Community Grants information and grant writing support will be available by making an appointment with a Council Officer. Appointments of up to one hour are available. Please telephone 9249 4000. Assistance is available to develop your project idea and for preparing on-line applications. If you require access to a computer please contact the Community Grants Development Officer on 9249 4000 or one of the Contact Officers listed on page 9.

#### Deer Park (Arts & Culture)

Thursday, 14 July 2011  
6:00 pm - 7:30 pm  
Hunt Club Community Arts Centre  
775 Ballarat Road, Deer Park  
Mel Ref: 25 F 8

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#### Sunshine (Youth)

Tuesday, 19 July 2011  
6:00 pm - 7:30 pm  
VISY Cares Youth Hub  
80B Harvester Rd, Sunshine  
Mel Ref: 26 H 11

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#### St Albans

Wednesday, 20 July 2011  
5:30 pm - 7:00 pm  
Errington Community Centre  
Princess Street, St Albans  
Mel Ref: 26 A 1

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#### Sunshine

Friday, 22 July 2011  
6:00 pm - 7:30 pm  
Harvester Meeting Room  
301 Hampshire Road, Sunshine  
Mel Ref: 26 H 11

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## Sydenham

Wednesday, 27 July 2011

10:00 am - 11:30 am

Sydenham Community Centre

Meeting room

7 Community Hub, Sydenham

Mel Ref: 13 A 1

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### Support from Council Contact Officers

Council Contact Officers are available to discuss grant applications and to assist groups to complete application forms. Please contact one of the Contact Officers prior to commencing an application form, their contact numbers are listed below:

Location	Council Officers	Contact Details
<b>Brimbank area:</b>	<b>Jean Thomson</b> Seniors Liaison	9249 4788
	<b>Ana Vrantzis</b> Arts & Culture Development Officer	9361 4607
	<b>Nicole Lindsey</b> Early Childhood Services	9249 4753
	<b>Angilee Grasso</b> Community Safety Officer	9249 4812
	<b>Lisa Frost</b> Metro Access Officer (Disability)	9249 4451
	<b>Martha Ragg</b> Conservation Community Liaison Officer	9249 4717
	<b>Candice Feuerring</b> Community Planning & Engagement Officer (Indigenous & Sustainability)	9249 4899
	<b>Luke Casey/Kate George</b> Sport & Recreation Development Officer	9249 4854
	<b>Christine Bell</b> Volunteer Coordination & Development Officer	9249 4789
	<b>Lauren Kerr</b> Youth Development Officer	9091 8267
	<b>Damir Leindich</b> Youth Planning & Development Team Leader	9091 8206
<b>Rebecca Mangan</b> Health Planning & Project Officer	9249 4388	
<b>Deer Park area:</b>	<b>Terri Soumilas</b> Grant enquiries for the Deer Park area (Multicultural Projects)	9249 4496
	<b>Vanessa Arthur/Ko Sonnoy</b> Cairnlea Community Hub	9363 4800
<b>Keilor area:</b>	<b>Candice Feuerring</b> Grant inquiries for Keilor area	9249 4899
<b>St Albans area:</b>	<b>Andrew Gillett</b> St Albans Connect shop front	9310 7341

	<b>Lana Rexhep</b> Westvale Community Centre Coordinator	9367 6647
<b>Sunshine area:</b>	<b>Brian Pound</b> Community Planning & Engagement Officer	9249 4035
	<b>Patricia Pighin</b> West Sunshine Community Centre Coordinator	9363 4800
<b>Sydenham area:</b>	<b>Liz du Toit</b> Sydenham Community Centre Coordinator	9390 3977
	<b>Mete Temurcin</b> Community Planning & Engagement Officer (Multicultural Projects)	9249 4437
	<b>Ellen Kessler</b> Delahey Community Centre	9307 0358
<b>For all other enquiries please contact the Community Grants Hotline on 9249 4036</b>		

## Eligibility Criteria

**To be eligible for a grant a group (or auspicing group) must have:**

- Australian Business Number (ABN)
- Insurance cover
- Incorporated or hold other legal status
- Not-for-profit
- Completed all mandatory sections of the application form
- Provided all attachments
- Previously funded groups must the evaluation and financial reports by the **due** date specified in their last Brimbank Council Grant Funding Agreement.

There are limited funds available under the Community Grants Program and Council's capacity to fund all projects may be restricted; therefore applications that do not meet all the eligibility criteria will not be eligible for funding

Some eligible applications may not receive funding or may receive only partial funding

Some applications may be re-assigned to another funding category during the assessment process without prior notice to the applicant

Please ensure that the application has been completed correctly. You are advised to contact a Council Officer who will assist you with your application before submission otherwise your application may not proceed to the assessment stage.

## Selection Criteria

All applications will be assessed according to the category purpose and **must** demonstrate that the application contains:

- Clear project aims
- Clearly defined outcomes
- Achievable timelines
- An accurate budget
- Administration costs that do not exceed 20% of the total budget
- In-kind, cash or a voluntary contribution
- Community lead
- Community benefits that strengthen the community
- Support and cooperation of more than one group
- Experience and capacity to deliver the project
- Evidence of the need for the project
- Commitment to accessibility and inclusiveness for people of all abilities
- Demonstrates multiple community benefits
- Demonstrates a level of initiative, innovation and sustainability
- Aligns with Council priorities

## Council Funding priorities

**Applicants may wish to consult the following plans for information on Council priorities, these include the:**

- Brimbank Community Plan 2009-2030
- Brimbank Social Justice Charter
- Community Strengthening Charter
- Healthy Active Brimbank Strategy
- Local Area Plans
- Proposed Council Plan 2010-2014
- Sport and Leisure Strategy 2010-2013
- Youth Action Plan
- Brimbank Learning Strategy

For copies of the above plans contact Council's Customer Centre on 9249 1000 or visit [www.brimbank.vic.gov.au](http://www.brimbank.vic.gov.au)

All Community Grants applications must address at one of the following priorities in the Community Plan 2009-2030; the table below is a summary of this plan and includes examples of projects and activities:

<b>Brimbank Community Plan 2009-2030</b>		
<b>Strategic Directions</b>	<b>Priorities</b>	<b>Project examples are to be used as a guide only</b>
<b>COUNCIL AND COMMUNITY WORKING TOGETHER</b>	Increasing community leadership skills through training and skills development	<ul style="list-style-type: none"> <li>• Volunteer training</li> <li>• Committee training</li> <li>• Youth mentoring</li> <li>• Increasing volunteering opportunities</li> </ul>
	Working together to share ideas, make plans and implement new initiatives	<ul style="list-style-type: none"> <li>• Developing networks</li> <li>• Information days and expos</li> <li>• Planning days for groups</li> <li>• Developing marketing and promotion plans</li> </ul>
<b>COMMUNITY WELLBEING</b>	Making Brimbank's diverse community feel welcome and to participate and become involved in their neighbourhoods	<ul style="list-style-type: none"> <li>• Community noticeboards, publications or websites</li> <li>• Homework and mentoring young people</li> <li>• Cultural diversity activities</li> <li>• Establishing neighbourhood groups or associations</li> <li>• Activities that encourage disadvantaged and marginalised groups into sporting and recreation activities e. g. soccer</li> <li>• Developing junior members in sporting, recreation, arts and culture activities</li> <li>• Photography project exploring the local area</li> </ul>
	Celebrating Brimbank's history, diversity, creativity and identity through community activities	<ul style="list-style-type: none"> <li>• Heritage projects e.g. local history walks or guided tours</li> <li>• Local celebrations e.g. make a CD or video</li> <li>• Exhibitions or displays</li> <li>• Performances or visual arts activities</li> <li>• Community celebrations, events or workshops</li> <li>• Cultural awareness training</li> </ul>
	Creating a community where people are healthy and feel safe	<ul style="list-style-type: none"> <li>• Projects with a focus on diabetes prevention</li> <li>• Projects which prevent violence against women</li> </ul>

		<p>e.g. community awareness raising sessions, projects to build women's connections to social networks</p> <ul style="list-style-type: none"> <li>• Health and wellbeing activities e.g. seniors gentle exercise or dancing</li> <li>• Anti-poverty activities e.g. budgeting and managing your income</li> </ul>
	Supporting learning initiatives for people of all ages	<ul style="list-style-type: none"> <li>• Open days or "Come and try" days</li> <li>• Discussion groups or introducing new information or technologies to seniors groups</li> <li>• Self-help and mutual support groups e. g. parenting classes</li> </ul>
	Supporting the growth of the local economy	<ul style="list-style-type: none"> <li>• Street festivals</li> <li>• Local produce markets</li> <li>• Exhibitions or display in local shops</li> <li>• Residents and business working together</li> <li>• Food festivals or displays</li> <li>• Resource sharing</li> </ul>
<b>URBAN DESIGN &amp; INFRASTRUCTURE</b>	Supporting initiatives that encourage the community to travel around local neighbourhoods	<ul style="list-style-type: none"> <li>• Walking or cycling groups</li> <li>• Walking shopping tours</li> <li>• Car pooling or bike sharing</li> <li>• Developing maps and guides</li> </ul>
	Supporting initiatives that increase the pride and character in Brimbank	<ul style="list-style-type: none"> <li>• Creating local banners, street art or community arts projects</li> <li>• Celebrating local landmarks</li> <li>• Local photography or multi-media projects</li> <li>• Oral history projects</li> </ul>
	Providing and enhancing places for people to play, relax and meet in their neighbourhoods	<ul style="list-style-type: none"> <li>• Streetscape beautification</li> <li>• Clean up days in your local district</li> <li>• Games activities in parks</li> </ul>
<b>SUSTAINABLE ENVIRONMENTS</b>	Supporting initiatives that save energy, water and increase recycling	<ul style="list-style-type: none"> <li>• Environmental information activities</li> <li>• "Recycling or swap" meetings</li> <li>• Eco-living &amp; sustainability workshops</li> </ul>

		<ul style="list-style-type: none"> <li>• Encouraging the use of environmentally friendly resources</li> <li>• Inventory of neighbourhood resources</li> </ul>
	Improving and protecting Brimbank's natural environment	<ul style="list-style-type: none"> <li>• Neighbourhood "clean-up" days, working bees or tree plantings</li> <li>• Promoting Indigenous heritage sites</li> <li>• Local flora and fauna awareness raising</li> <li>• Conservation and monitoring initiatives</li> <li>• Neighbourhood gardening clubs</li> <li>• Adopt a tree projects</li> </ul>

### What will not be funded

- Activities that are not based in Brimbank
- Activities that do not directly benefit the Brimbank community
- Activities that are held outside of 1<sup>st</sup> October 2011 and 31<sup>st</sup> September 2012
- Staff salaries
- Venue costs for Council operated venues e.g. Community Centres
- Applications from or for individuals, except in the Local District Matching Grant Category where local residents or businesses can apply in partnership with not for profit groups
- Interstate or overseas travel
- On-going operational, capital works or facilities maintenance costs with the exception of the Local District Matching Grants category
- Purchase of equipment that incurs ongoing maintenance costs. Minor equipment can only be purchased if it directly relates to a broader project and does not form the full project budget
- Activities that are considered to be the core funding responsibility of State or Federal Government, or other funding bodies, unless the project can demonstrate a broad community benefit
- Core activities or operations of religious, political or educational organisations
- Competitions, prizes, profit making, or fundraising activities e.g. dinner dances or goods for re-sale
- Projects or products that are a duplication of existing activities
- Late or incomplete, applications and application submitted without accompanying documentation

## General grant information

- Groups can submit applications in more than one category provided that the application is not for the same or a similar project e.g. a Community Group can apply for a Festivals and Events support grant and a Local District Matching Grant provided the projects are different
- Successful applicants must sign a Funding Agreement with Council. This must be returned to Council **by the due date or the grant will be forfeited** without any further correspondence and offered to another project.
- Groups that have conditional funding will be required to report back on the conditions identified in the agreement.
- Funds can only be used for the purposes outlined in the grant application
- Projects need to be completed within the date specified in the Funding Agreement or an extension must be negotiated with the Manager of Planning and Community Development prior to the conclusion of the funding period
- Groups that cannot accept the offer of a grant or can no longer complete their projects must re-negotiate their project or they will forfeit their grant
- Any unspent funding must be returned to Council

## Assessment of Applications

Only applications that meet the eligibility and selection criteria will undergo further assessment by the assessment panels that make the recommendations for consideration by Council.

Please take particular notice of the following information:

- Applicants **must** meet all the eligibility and selection criteria
- All answers/responses to questions must be written clearly and accurately
- Groups will **not** be contacted to supply further information to complete the application once the grants round has closed
- Any applications that are deemed ineligible will not proceed for further consideration
- Applications may be moved to other categories without notification to applicants

All applicants will be advised in writing of the outcome of their funding application. Successful groups and project information will be posted on Councils grants webpage.

Applicants seeking feedback on their applications are encouraged to contact the Community Grants Hotline on 9249 4036 commencing Monday, 28 November 2011 to Friday, 16 December 2011. Applicants with any concerns regarding any aspect of the grant process should contact the Community Strengthening Coordinator. All decisions regarding successful and unsuccessful applications are final.

## **General Information**

### **Conflict of Interest**

Administrators or Council Officers involved in the assessment process must declare any conflict of interest that exists, including, but not limited to, personal or business connections with any applicant. The Administrator or Council Officer are required to step down from participating in any vote or decision making process undertaken in regard to that specific application

### **Variation**

Any variation for a funded project must be discussed with Council officers prior to a request being submitted in writing to the Manager of Community Planning and Development. The variation to the project must be submitted prior to the completion of the funding period, this is stated in the letter of offer. The variation is then reviewed by Council and advice regarding the decision will be provided in writing and the decision will be final.

Applicants that have not submitted a variation to their project must return the funds to Council within 30 days of the project expiry date, as detailed in the funding agreement

### **Grant Agreements**

A Funding Agreement will be forwarded to all successful applicants, these are to be signed and returned to Council by the date specified in the letter of offer. Council reserves the right to withdraw its offer of funding if the signed agreement is not returned by the due date and the funding will be re-allocated to another project.

### **Grant Acquittals/Reports**

All groups that receive funding under the Community Grants Program need to account for the funds. Funded groups are required to provide Council with a signed financial statement prior to the conclusion of the funding period. Groups must complete their funded projects prior to applying for another Brimbank City Council grant. A Financial Statement template will be provided by Council to all successful groups. Previously funded groups that have not returned their financial

report and evaluation by the due date designated in the letter of offer will **not** be eligible for a grant. There will be no further contact made with groups for the return of the funding agreement and the grant will be forfeited and offered to another project.

### **Public Liability Insurance**

Applicants need to consider whether their proposed projects or activities will require public liability insurance. Public liability insurance covers incidents that occur during an activity being conducted by a group. Applicants are encouraged to discuss their insurance requirements with their insurance company or a professional advisor.

All groups using Council facilities must be covered by Public Liability Insurance and be able to provide a valid certificate of currency.

### **Examples of the types of activities that require public liability insurance include:**

- Events or activities that are held in public open space
- Events or activities that are held in Council owned facilities
- Festivals
- Sporting events

Other one-off activities may fall within the scope of Council's Casual Hall Hirers policy for insurance and maybe included in this cover. Please discuss this with Council officers when booking a Council facility.

Groups without Public Liability Insurance can contact [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au) which offers an affordable public liability scheme for not-for-profit community groups. Call 1300 853 800 for further information.

If your group requires financial assistance to cover the costs of Public Liability Insurance, you may include part of these costs in your grant application.

### **Compliance with Legislation**

Successful applicants must ensure that they comply with relevant legislation in relation to the treatment of staff, including volunteers, and management of the organisation.

### **Relevant legislation includes, but is not limited to:**

#### **Victorian Charter of Human Rights and Responsibilities**

The Victorian Charter of Human Rights and Responsibilities Act 2006 (the Charter) acknowledges that all people are born free and equal in dignity and rights. It specifies twenty civil and political human rights and responsibilities that reflect the four basic principles of freedom, respect, equality and dignity. It prevents government agencies from making laws and decisions, which contravene those prescribed principles.

In response to the Charter and high levels of social and economic disadvantage in the municipality, Council has developed the Brimbank Social Justice Charter (the Brimbank Charter) to help build a just and inclusive community. The Brimbank Charter expresses Council's commitment to comply with the obligations of the Charter and to ensure Council's policies and services are compatible with the Charter. The Brimbank Charter has been circulated in the community and you may download a copy from [www.brimbank.vic.gov.au](http://www.brimbank.vic.gov.au) or for further information you may contact the Social Planner and Projects Officer.

### **Freedom of Information Act 1982**

The Freedom of Information Act 1982 (the FOI Act) operates to allow access to information in Council's possession. The FOI Act has a close association to the Charter, which ensures that every person has a right to freedom of expression, which includes the freedom to seek, receive and impart information and ideas: s.15(2) of the Charter.

Brimbank City Council must provide access to the information requested unless it is exempt information. The FOI Act describes how to apply to government agencies for the release of information; it regulates how government agencies make a decision to disclose, partially disclose or to exempt information and documents from disclosure and it provides a review process for applicants aggrieved by a decision relating to the application

### **Information Privacy Act 2001**

The Information Privacy Act 2001 (IP Act) has a strong connection to the FOI Act and the Charter. The IP Act provides a regime for the collection and handling of private information and gives people a right to access their own private information, a right to have that information corrected and a right to the protection of that private information

Applications to access private information can be made through the FOI Act. Complaints about privacy and requests to correct privacy information can be made direct to the Council in accordance with the IP Act

- Equal Opportunity Act 1995
- Occupational Health and Safety Acts
- Racial and Religious Tolerance Act 2001
- Regulations and Codes of Practice and

- Information Privacy Act 2000
- Victorian Work cover Scheme requirements
- Workplace Relations Act 1996

These documents can be viewed at [www.austlii.edu.au](http://www.austlii.edu.au)

The following Council Policies and Plans can be viewed on [www.brimbank.vic.gov.au](http://www.brimbank.vic.gov.au)

- Brimbank Community Plan 2009-2030
- Local Area Plans
- Brimbank Social Justice Charter
- Healthy Active Brimbank Strategy

## **GST**

### **Groups registered for GST**

GST rules apply to the Community Grants Program provided applicants are registered for GST with the Australian Taxation Office (ATO). These groups must provide their Australian Business Number (ABN) on the grant application form and on the tax invoice in accordance with ATO requirements. These grants will be GST inclusive and do not require the GST to be added to the tax invoice.

### **Groups not registered for GST**

Groups that are not registered for GST with the ATO will be forwarded an invoice with their Funding Agreement.

## **Monitoring and Evaluation**

All successful applicants must provide an evaluation and funding report for their projects by the end of the funding period. A random selection of funded activities may be audited at the end of the financial year to assess whether projects have been carried out in accordance with the funding agreement and the program guidelines, and that funding has been correctly spent.

## **Privacy Statement**

Council is committed to protecting the privacy of personal information it holds. Any personal information collected is used for the purpose of administering Council's grants program, including an assessment of whether the applicant is eligible for funding, subsequent evaluation of a funded activity, and the auditing of grant funds (which may be undertaken by or on behalf of Council or any government inspection agency). It may also be used and disclosed as required or permitted by law. You may access your personal information by contacting Council's privacy officer. If you do not provide all of the information requested, your application will not be processed

## Copyright

Where an activity will use copyright material, it is the applicant's responsibility to seek and obtain all the necessary copyright clearances and permission.

## Glossary

### Auspice or Sponsor

#### What's an auspice organisation?

An auspice or sponsor organisation is given the grant money on behalf of the applicant. The auspice or sponsor organisation has the responsibility to make sure that the project gets completed on time and that the funding is used according to the funding agreement.

An auspice organisation can be a not-for-profit, incorporated group or organisation, that has an ABN and insurance cover. Applicants must have the approval of the auspice or sponsor that they are willing to auspice the application. If you aren't sure who to approach, or who might make a good auspice organisation, contact a Council Contact officer e.g. in the case of a group of young people, Council's youth worker might be able to help you find someone.

The auspicing or sponsoring organisation is responsible for:

- Providing their ABN, incorporation, insurance and contact details
- Signing and returning the funding agreement and invoice
- Receiving the grant funds on behalf of the applicant
- Forwarding the grant funds to the applicant
- At the conclusion of the projects; returning the evaluation form to report on the outcomes of the project; and the financial statement accounting for the use of the funds

## Food security

Regular access to safe, nutritionally adequate, culturally acceptable food from non-emergency sources is known as food security

## In-kind

In-kind support refers to the resources, other than money, that are provided by the group and have an estimated monetary value. In-kind support might be the items/services that would otherwise be paid for with cash, or they might be the things that money can't buy. This kind of support is equally important to the cash resources available for your project and can be listed as in-kind in your application e.g. volunteer time and professional services e.g. when a community member offers to give you a service or items for your project or use of their facilities or volunteers their time, this is considered as in-kind support. This is calculated at the cost that you would expect to pay commercially, in the case of volunteer time this is calculated at \$20 per hour.

## **Incorporation**

Incorporation is a voluntary process where a not-for-profit club or community group can apply to become its own 'legal body i.e. the association becomes an individual legal group that continues regardless of changes to its membership.

In Victoria, clubs and groups usually incorporate under the Associations Incorporation Act 1981 by applying to Consumer Affairs Victoria. This method is a relatively inexpensive process available to not-for-profit groups with at least five (5) members, for more information about incorporation, including how to apply, please contact the Consumer Affairs Helpline on 1300 55 81 81 or the website <http://www.consumer.vic.gov.au>.

## Community Grants Categories

### Community Strengthening - Small and Large Grants

#### Purpose

Support for projects and activities that create or improve community networks, promote community leadership, encouraging community involvement and develop a stronger sense of belonging in the community

#### General information

Projects must be aligned to the key directions of the Brimbank Community Plan 2009-2030, Local Area Plans, the Brimbank Social Justice Charter or the Healthy Active Brimbank Strategy

**Small grants** - up to \$5,000 per project or activity

***Please use the blue application form***

Small grants are available for projects that provide a range of social support and healthy lifestyle activities

**Large grants** - up to \$10,000 per project or activity

***Please use the blue application form***

Large grants are available for groups that demonstrate their experience to deliver broad based community projects and activities

#### Project examples

- Neighbourhood fruit and vegetable exchange or community cooking
- Establishing community gardens, cooking classes and training volunteers to continue the project
- Governance training for committees e.g. planning future directions
- Promotion and marketing campaigns e.g. membership drives
- Co-ordinating local clean-up days, home composting, energy saving tips, recycling or water conservation
- Documenting oral histories
- Workshops to promote local artists and crafts people to the community
- Community awareness raising or health promotion e.g. Anti-poverty week, International Women's Day, Men's Health Week or Mental Health Week
- Establishing an after school activities club
- Developing networking opportunities for groups to plan and deliver projects e.g. developing a sustainability model for a community garden in a local school or community managed facility
- Community groups utilising a mentor or role model to support the delivery of projects e.g. community garden

## **Sport and Recreation Grant**

### **Purpose**

To increase the capacity of community sport and recreation organisations in Brimbank and to develop inclusive programs and activities

### **General information**

For initiatives that increase community participation by providing accessible sport and active recreation opportunities. Priority will be given to projects involving culturally and linguistically diverse individuals, junior sport development and disadvantaged and marginalised groups including people with a disability, women, Indigenous, low income families and older adults

### **Grants - Up to \$5,000**

*Please use the green application form*

### **Additional Selection Criteria**

Applications will be assessed taking into account the category purpose and **must** demonstrate:

- Development of sport or recreation based opportunities that support a healthy lifestyle in Brimbank
- Demonstrate sustainability of the initiative through the development of partnerships that link into sporting or recreation clubs or community centres or community organisations

### **Project examples:**

- Introducing new sporting activities to participants from disadvantaged backgrounds and junior players
- Support to enable participation by disadvantaged and marginalised groups by enabling access to resources e.g. equipment or uniforms linked to a development program
- Activities that enable participation by marginalised groups e.g. newly arrived groups football games
- Clubs partnering with community agencies to enable pathways for their clients into sporting and recreation clubs
- Identifying and engaging disadvantaged groups into current programs
- Programs that develop pathways for disadvantaged groups into sporting or recreation activities e.g. support for equipment and membership costs
- Developing initiatives that respond to community needs e.g. Tai chi in parks or cycling initiatives

## **Youth Grant**

### **Purpose**

For projects and activities that strengthen and support the active participation of young people in their community.

### **General information**

Projects must be led by young people for young people, or are from a new and emerging community group.

### **Grants - Up to \$5,000**

*Please use the green application form*

### **Additional Selection Criteria**

Projects that specifically address the issues of marginalisation and alienation which can lead to exclusion and social isolation, particularly for young people from new and emerging communities

### **Project examples:**

- Short film about an issue e.g. bullying, substance use, poverty
- Photography exhibition exploring your local neighbourhood
- Homework and mentoring programs
- Re-design second hand clothes to re-wear with sewing classes
- Make a CD, or create a web site
- Run a human rights day event
- Run access all areas hip hop classes or workshops
- Drama classes or workshops
- Youth expo

## **Festivals and Events Support Grant**

### **Purpose**

Support for community groups to deliver significant festivals and events in Brimbank

### **General information**

Projects should address one or more of the key priorities in the Brimbank Community Plan and support community based initiatives. Successful applicants are encouraged to attend Brimbank's events training program, the Running Safe Community Events in Brimbank, which will be conducted by the Arts and Culture Development Officer

### **Small grants - up to \$2,000**

#### ***Please use the yellow application form***

Support for groups to deliver activities that celebrate significant community initiative in Brimbank that are either open to one interest or faith group, or are welcoming of the wider community to their activity

### **Large grants - up to 10,000**

#### ***Please use the yellow coloured application form***

To support local community groups to deliver events that are open to the Brimbank community; involve more than one group or organisation in the planning, development, delivery and evaluation of the event that has;

- Participation of over 2,000 people
- Demonstrates a significant economic and tourist benefit for Brimbank
- Activities that contribute to significant celebrations such as; Australia Day, Brimbank Festival, Seniors Week, "Walking in the Rain", Brimbank Literary Festival, NAIDOC Week, Reconciliation Week, Children's Week, National Health weeks e.g. Anti-Poverty Week or International Women's Day

### **Project examples**

- Support toward the costs of project management; including insurance; traffic management; incorporation; project management; promotion; security costs waste management; permits and approvals
- Design and production of floats or banners to celebrate festivals, events or milestones e.g. Sunshine 150th celebrations
- Planning for significant events that have the potential to attract tourism to Brimbank e.g. concerts or large scale community arts events
- Introducing a cultural component to festivals and events e.g. traditional dancing or community arts activities or utilising local community talent for performances and activities
- Projects that encourage the sharing of community resources e.g. register of equipment for events, Occupational Health and Safety equipment, shade shelters, music equipment or public address systems

## Local District Matching Grant

### Purpose

Support for local community groups, local organisations and local businesses that come together to develop new initiatives to enhance their local districts

### General information

Projects that improve the appearance or use of shared spaces that build social connections, the sharing of resources and ideas, or support neighbourhoods to adapt to climate change will be highly regarded

### Grants - Up to \$6,000

*Please use the pink coloured application form*

### Additional Selection Criteria

Applications will be assessed taking into account the category purpose and **must** demonstrate that the project has:

- Community benefit that strengthens the capability of local residents, businesses, community groups or organisations
- Locally based projects that are determined and lead by the local residents who are involved in the planning, development, implementation and evaluation of the project
- At least two project partners
- Matches the project costs through cash or through in-kind contributions. This required for the project evaluation.
- A well thought out plan with clear and measurable outcomes that can be effectively evaluated

### Project examples:

- Establishing sustainable mutual support groups e.g. healthy heart group
- Developing local guides on flora and fauna
- Establishing edible, bush tucker or community gardens
- Large scale celebratory events
- Identifying important local landmarks
- Establishing a significant large scale event
- Concerts, conferences or celebrations
- Enhancing the local neighbourhood through a community mural, public artwork or beautifying activities
- Heritage or history projects e.g. exhibitions or commemorative memorabilia, such as banners, calendars or booklets
- Conducting a series of activities across Brimbank to mark a significant celebration or nationally recognised week e.g. Diabetes week

## Completed Applications

Applications open

Monday, 4 July 2011

Applications close

Friday, 19 August 2011 at 5:00 pm

**Late or incomplete applications will not be accepted**

## On-line applications

On-line applications are available on our website; please follow the links at [www.brimbank.vic.gov.au](http://www.brimbank.vic.gov.au).

Email applications are not accepted

If you need assistance to complete an on-line application please call the grant hotline on 9249 4036 or one of the Contact Officers listed on page number 10.

## Returning hand written applications

### Mail hand written applications to

Community Grants  
Community Planning and Development  
Department  
Brimbank City Council  
PO Box 70, Sunshine VIC 3020

### Hand deliver to

Customer Service Centre  
Harvester Building  
301 Hampshire Road, Sunshine  
(Next to the Sunshine library)

Or

Old Keilor Highway, Keilor  
Customer Service Centre  
Brimbank City Council