

# COVID Response Funding 2021 Round 2

  

# Application Guidelines

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**Council Offices**

25 Ferres Boulevard, South Morang VIC 3752

**Mail to:** Locked Bag 1, Bundoora MDC VIC 3083

**Phone:** 9217 2170

**National Relay Service:** 133 677 (ask for 9217 2170)

**Email:** [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)

Free telephone interpreter service



**131 450**

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## **Acknowledgement of Traditional Owners**

*The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledges the Wurundjeri Willum Clan as the Traditional Owners of this place.*

If you have any questions, please contact:

**Community Development Grants Officer**

Phone: (03) 9217 2397

Email: [community.grants@whittlesea.vic.gov.au](mailto:community.grants@whittlesea.vic.gov.au)

# Section 1: COVID Response Funding

The City of Whittlesea acknowledges that the whole community has been affected by the pandemic. In response, Council reimagined some of our community grant programs into COVID Response Funding, a suite of grant programs that support community connectedness. Due to the length of COVID restrictions in 2020, Council are running these programs for a second and final time to support our community as we enter a COVID normal. The programs available under this funding in 2021 are:

- [Equipment Grant Program](#)
- [Reconnection Grant Program](#)

These guidelines are divided into three sections.

Section 1 covers information and criteria that apply to both grant programs. Section 2 provides information specific to the Equipment Grant Program and Section 3 provides information specific to the Reconnection Grant Program.

***Please ensure you read the COVID Response Funding criteria AND the criteria for the grant/s you wish to apply for.***

## Criteria

### Who can apply

To be eligible to apply for COVID Response Funding applicants must:

- Be a registered not-for-profit group as classified by the Australian Taxation Office, or a kindergarten, primary or secondary education provider
- Have been meeting regularly for a minimum of six months prior to the introduction of COVID restrictions (16 March 2020)
- Be incorporated or partnered with (auspiced by) an incorporated organisation. The partner organisation will manage the funds and be responsible for the delivery and acquittal of the project
- Have an Australian Business Number (ABN) or qualify to submit a Statement by Supplier
- Hold current public liability insurance appropriate to the activity outlined in the application.

## Who cannot apply

- Individuals
- Political organisations
- Groups who have not complied with acquittal conditions from previous Council funding.

## What cannot be funded

- Gift vouchers, gifts, prizes, trophies, scholarships, donations, other grant programs, air travel or accommodation
- Catering costs where provision of food is not considered integral
- New building projects, capital works or facility maintenance
- Activities:
  - That do not comply with DHHS or State Government directions (e.g. physical distancing/ essential outings)
  - That currently supported through other City of Whittlesea grant programs
  - That have previously been funded through the COVID Response Funding, Cultural Heritage or Community Development Grant programs
  - That do not take place in the City of Whittlesea
  - Seeking to proselytize
  - That are the responsibility of other levels of Government
  - That are part of the school curriculum
  - That have begun or completed before approval of funding
  - Solely for fundraising purposes
  - That promote gambling, drugs and/or alcohol.

## Section 2: Equipment Grant Program

This is the final time the Equipment Grant Program will be offered. Financial assistance of **up to \$1,000** is available to aid with equipment purchases and operational costs that support the applicant's COVID recovery activities and beyond.

### Key dates

<b>Applications open</b>	Monday 1 March 2021
<b>Applications close</b>	Monday 31 May 2021 or when funds are exhausted, whichever is earlier
<b>Outcome notification</b>	Approximately 6 weeks after application is submitted*
<b>Acquittal due date</b>	31 December 2021

\* Applications will be assessed at the start of each month (April – June) and applicants notified of the outcome of their application shortly thereafter.

### Additional criteria

To be eligible to apply for an Equipment Grant, applicants must meet criteria listed in section 1. Only one application per group will be accepted.

### Who can apply

- Applicants must be based within the City of Whittlesea.

### Who cannot apply

- Organisations with two or more paid staff members
- Seniors Groups who are supported through Council's Senior Citizens' Club Grant Program.

### What cannot be funded

- Equipment that doesn't remain the property of the group
- Equipment solely for private/commercial purposes
- Non-portable equipment (e.g. goalposts)
- Venue hire fees for Council or private premises
- Only one application per group will be accepted.

## Assessment criteria

Community groups have experienced varying degrees of hardship and disconnection due to the COVID pandemic and extended restrictions. If your group meets eligibility criteria, your application will be assessed according to the groups:

- Location (based on the SEIFA index of relative socio-economic disadvantage)
- Current cash balance
- Membership (percentage of members who live within the City of Whittlesea)

## Section 3: Reconnection Grant Program

The Reconnection Grant Program provides financial assistance of **up to \$10,000** to support projects and events\* which support the wider City of Whittlesea community to reconnect as we reach COVID normal.

\* For the purpose of this grant program, 'project' means any temporary activity, initiative or program which takes place over multiple dates. An event is a temporary activity or initiative which takes place on one day.

### Funding categories

The COVID Response Funding continues to achieve the goals of Whittlesea 2040: A Place for All.

Activities funded through the Reconnection Grant Program must demonstrate that they enhance the City of Whittlesea community in one or more of the following areas:

#### *Socially cohesive community*

Activities that help build a friendly and welcoming community, promote a sense of community and belonging, embrace and celebrate diversity, and create opportunities to connect and build social networks.

#### *Healthy and safe community*

Activities that encourage good health and wellbeing, encourage increased physical activity, increase access to health and support services, and enhance safety at home and in public.

#### *Participating community*

Activities that help build a well-informed community, foster local decision making, encourage volunteering and leadership, and support vibrant community groups.

## COVID Safe Summer

All public events<sup>^</sup> must comply with the requirements of the Victorian Government's Public Events Framework, including attendee limits and density requirements<sup>1</sup>. Some of the questions in the Reconnection Grant application form directly reflect state Government requirements. For more information on state government requirements please head to: <https://www.coronavirus.vic.gov.au/public-events-information-for-organisers>

<sup>^</sup> The [Victorian Chief Health Officer's Directions](#) define a public event as:

An organised public gathering for a common purpose which is conducted on a one-off or periodic basis, open to members of the public, publicly announced or advertised, and may be subject to specific licenses, approvals or permits<sup>2</sup>.

**Please note:** At the time of publication, all projects and events must be registered with the Victorian government.

## Key dates

<b>Applications open</b>	Monday 15 March 2021
<b>Applications close</b>	Friday 23 April 2021
<b>Applicants notified of outcome</b>	Late May 2021
<b>Activity commencement</b>	1 June 2021
<b>Acquittal due</b>	31 June 2022

**Please note:** COVID Safe plans must be submitted to the Victorian Government up to 10 weeks before the event takes place.

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<sup>1</sup> State Government of Victoria, "Public events – information for organisers", Coronavirus (COVID-19) Victoria, accessed on January 8, 2021, <https://www.coronavirus.vic.gov.au/public-events-information-for-organisers>

<sup>2</sup> State Government of Victoria, "Public events"

## Additional Criteria

To be eligible to apply for an Equipment Grant, applicants must meet criteria listed in section 1.

### What cannot be funded

- Activities not open to the general public or where access is restricted to members or delegates
- A group's day to day operational expenses or core business (for example, salaries for permanent staff, electricity, lease or rent payments, telephone, uniforms etc that are part of the group's ongoing expenses)
- Projects that are part of the group's regular activities (for example, sports teams holding regular trainings sessions, playgroups holding weekly playgroup sessions, a theatre company holding monthly rehearsals)
- Equipment purchases must not exceed more than 50% of the funding requested.

## Assessment criteria

If your group and activity meet the eligibility criteria, your activity will be considered according to how well it meets each of the six assessment criteria. Percentage weightings are provided as a guide to the importance of each section in the assessment process.

### **Aims and outcomes (30%)**

Are the aims and outcomes of the project clearly identified and do they align with at least one of the funding categories?

### **Local need (20%)**

Is there a clearly identified and demonstrated local need for this project? Does the project address any other social issues?

### **Local support (20%)**

Does the application provide evidence of community support?

Applicants are encouraged to demonstrate local support for their project by partnering with other groups and/or consulting with community members.

Letters of support should be included with the application where possible.

### **Equity, access and inclusion (15%)**

Has the applicant addressed issues of equity, access and inclusion?

### **Project/Event sustainability (10%)**

Will the proposed outcomes of the activity continue beyond the funding period?

### **Budget (5%)**

Is the budget reasonable and does it add up?

## Assessment process

1. Applications are reviewed against eligibility criteria
2. Eligible applications are assessed against the assessment criteria.
3. Assessment recommendations are approved by Management
4. Applicants are advised of their outcomes.

Applicants must supply:

- Quotes for items costing \$500 or more (ex GST)
- Your group's incorporation number (or auspice organisation details)
- Letters of support
- Supporting documentation as requested in the application form (e.g. membership information, minutes from most recent AGM or regular meeting and financial reports/bank statement)

**Please note:** Applications submitted without appropriate quotes (for items costing \$500 or more excluding GST), or supporting documentation will be marked as incomplete and therefore ineligible.

## How to apply

1. Ensure you have carefully read the guidelines and that your group meets the eligibility criteria for the grant program you are interested in before completing your application.
2. Applications are submitted online at: <https://whittlesea.smartygrants.com.au>  
Please note: to apply online you will need an email address.

If you require printed forms please contact the Community Development Grants Officer.

# Glossary

## **Australian Business Number**

An Australian Business Number or ABN is issued by the Australian Tax Office. If your group has an ABN it must be recorded within your application. If your group does not have an ABN, you must complete a Statement by a Supplier form.

## **Capital Works**

Capital works are repairs or building to a property that creates an asset and increases its value.

*Please note: Capital works are not eligible for funding.*

## **Letters of support**

Letters of endorsement or commitment for the proposed project from partners, other community groups or organisations, key stakeholders.

## **Not-for-profit**

A group whose constitution or governing documents state that any profits or surpluses must be used to further the objectives of the group rather than benefit its individual members.

## **Project**

An initiative, activity or program to meet a particular community need.

## **Public Liability Insurance**

Public liability insurance provides community groups and organisations with protection against legal and court costs (i.e. legal liability) in the event that someone is injured or has their property damaged while the group or organisation is providing a service to them.

You can purchase public liability insurance from any provider deemed appropriate for the project described in your application. The Municipal Association of Victoria recommends Local Community Insurance Services who can be contacted on 1300 853 800 or by visiting <https://www.localcommunityinsurance.com.au>