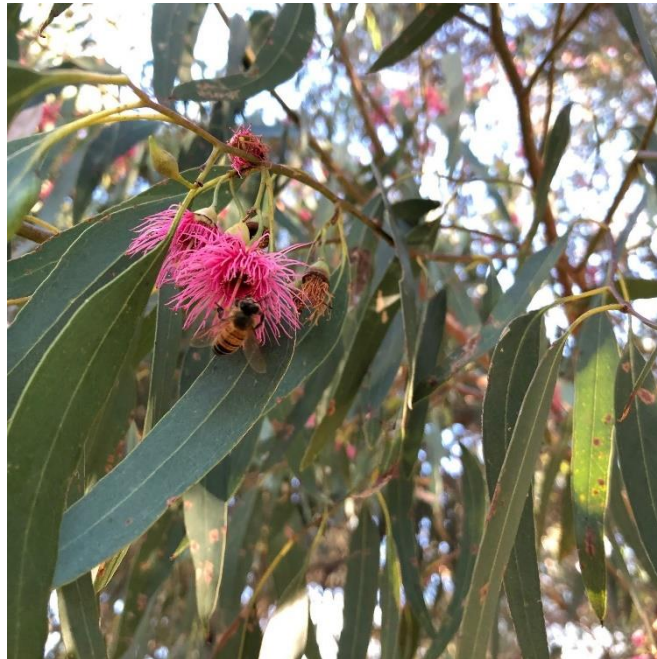


# ROUND 2 - Gardening Together Again Program Seed Fund **2022**



## 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:

**Lisa Conley, Environmental Education Officer**

Phone: (03) 9217 2525

Email: [lisa.conley@whittlesea.vic.gov.au](mailto:lisa.conley@whittlesea.vic.gov.au)

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## What is the Gardening Together Again Program Seed Funding-Round 2?

The City of Whittlesea acknowledges the ongoing social and economic effects of the Covid-19 pandemic on the whole community. The Gardening Together Again (GTA) Program was created in response to support community gardening groups who have been negatively impacted by the Covid-19 pandemic. The program was open to any community gardening group in City of Whittlesea who were either 1) already running a community garden, or 2) who wanted to create a new community garden.

The Gardening Together Again program's goals include connecting community gardeners within the council area; providing a series of educational workshops facilitated by our partner, Cultivating Community; and providing funding opportunities for the garden groups.

### Key dates

<b>Applications open</b>	Monday 5 September 2022
<b>Applications close</b>	Tuesday 27 September 2022, 11:59 pm
<b>Assessment:</b>	Week beginning Tuesday 27 September Eligible applications are assessed against an assessment criteria
<b>Applicants notified of outcome</b>	Tuesday 27 September 2022
<b>Payments made to successful applicants</b>	Within 2 weeks of receipt of all documents required before payment
<b>Acquittals due</b>	19 December 2022

## Maximum Grant value

The maximum grant value is \$4,500.00 (ex GST).

The \$4,500.00 is provided across two categories;

- Category 1 - \$3,500.00 towards running a Community Garden  
Funds may be used for;
  - For creation of a new community garden, or updates to existing community garden
  - Equipment, training or workshops that serve the community garden
  - Public liability insurance may be included as an expense in your grant application budget
- Category 2 - \$1,000.00 to celebrate your garden

## Who is eligible to apply?

To be eligible to apply for Gardening Together Again Program seed funding applicants must:

- Be a registered (incorporated) or auspiced not-for-profit community garden located in the City of Whittlesea\*
- Have participated in at least one GTA workshop session either online or in person. If you have not participated in one workshop, please watch the following workshop on garden management and complete the post workshop survey in order to meet eligibility.  
[-Workshop link](#)  
[-Survey](#) (must be completed)
- 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, or have insurance costed as a line-item in the budget
- Previous applicants from Round 1 only for the category not previously funded

\*If you do not have a certificate of incorporation you must be partnered (auspiced) by an incorporated organisation. The partner organisation cannot be wholly funded by the City of Whittlesea.

## Who cannot apply?

- Individuals
- Political organisations
- Groups who have not complied with acquittal conditions from previous Council funding
- Groups not located in the City of Whittlesea
- Groups auspiced by an organisation that is wholly funded by the City of Whittlesea
- Groups who have not participated in the Gardening Together Again program

## What cannot be funded?

- Anything previously funded category from Round 1; you can apply for Round 2 for Category 2 only
- Grant administration fees
- Gift vouchers, gifts, prizes, trophies, scholarships, donations, other grant programs, air travel or accommodation
- Catering costs where provision of food is not considered integral (event catering for a garden opening/re-opening celebration is allowable)
- Equipment that does not remain the property of the group
- Any large scale works that would require a permit from the City of Whittlesea (e.g. the installation of a toilet on the garden grounds)
- Activities that:
  - do not take place in the City of Whittlesea
  - do not serve the community garden or general community
  - do not comply with DHHS or State Government directions (e.g. physical distancing/ essential outings)
  - are currently supported through City of Whittlesea grant programs
  - seeking to proselytize
  - are the responsibility of other levels of Government
  - are part of the school curriculum
  - have begun or completed before approval of funding
  - solely for fundraising purposes
  - promote gambling, drugs and/or alcohol

## All applicants must supply with application:

- Quotes for items costing \$500 or more (ex GST)
- Your group's incorporation number and ABN (or auspice organisation details)
- Letter confirming auspice arrangements (where applicable)
- Letters of support from landowner (if on private land), or from the community house or City of Whittlesea Council (if on council land); see template in appendix A
- Supporting documentation as requested in the application form (i.e. information about regularity of meetings and approximate attendance numbers; liability insurance information)

## All applicants completing Category 1 application must also submit:

- Result of [Before You Dig Australia](#) assessment (for new gardens only)
- Letters of support from neighbours whose land connects to the community garden plot (for new gardens only)

**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 for assessment.

## Assessment criteria- Category 1- \$3,500.00

If your group meets the eligibility criteria, your application will be assessed according to each of the assessment criteria. Percentages are provided as a guide to the importance of each section in the assessment process.

### **Please make certain to tick off each box in your application**

#### **Community involvement (45%)**

- Have you detailed a clearly identified and demonstrated local need for this activity?
- Have you listed a realistic group of expected activity beneficiaries?
- Have you addressed barriers to access and inclusion in the proposed activity (i.e. making sure space is accessible for people with disability [consider physical and non-physical disability including, but not limited to, wheelchair accessibility, vision or hearing-impairments, sensory friendly spaces for people with autism or anxiety])

- Have you provided a letter or email of support from the landowner or community house?
- If your garden is completely new, have you provided a letter of support from neighbours whose land connects to the community garden plot?
- Have you included the results of the [Before You Dig Australia](#) assessment (if a new garden)?
- Have you confirmed that none of the works outlined in your application will require a [permit from City Council](#)?

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

#### **Aims and outcomes (20%)**

- Have you clearly defined the aims and outcomes of your activity? (i.e. to increase opportunities for community involvement, or to increase access to food)
- Have you detailed a clear activity plan, including a timeline?

#### **Ongoing benefits (15%)**

- Has the applicant demonstrated how this activity and/or equipment purchase could provide ongoing benefits to those involved? (i.e. participants, the applicant group and the wider community, environmental benefits and outcomes)

#### **Group need (15%)**

Community groups have experienced varying degrees of hardship and disconnection due to the COVID-19 pandemic and extended restrictions. Group need will be assessed on:

- Location of your garden
- Have you listed how the group has been impacted by COVID restrictions? (i.e. explain how and if your garden experienced loss of membership or garden works progress due to COVID-19?)

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

- Have you included a budget that is reasonable, accurate, and detailed?
- Have you included quotes for any budget item costing \$500 or more?

## Assessment criteria- Category 2- \$1,000.00

If your group received funds in Round 1 funding in July 2022, you will be approved for up to \$1,000 if you meet the following assessment criteria:

- You were not funded in Round 1 for this purpose
- You listed your group name and address
- Your community garden group commits to holding an opening, or re-opening, garden celebration event **on or before 19 December 2022**
- You have provided a clear and accurate budget outlining expected costs
- You have provided a quote for any line-item costing \$500 or more

## Assessment process

1. Applications are reviewed against eligibility criteria
2. Applications are assessed by Council Officers in the Sustainable Environmental Team
3. Assessment recommendations are approved by Management
4. Applicants are advised of their outcomes by email

## Acquitting your grant funding

Grants must be acquitted by **19 December 2022**.

Failure to acquit your grant on time could result in your community gardening group being ineligible for future funding by City of Whittlesea.

**Please document your garden works** by taking before and after photographs, which you will submit to the City of Whittlesea Grants Administration team via an online form in December. You will also be expected to write a short reflection on the works you completed at your community garden.



## How to apply

1. Ensure you have carefully read the guidelines and that your group meets the eligibility criteria for the grant program 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 Environmental Education Officer on 9217 2525 or email [lisa.conley@whittlesea.vic.gov.au](mailto:lisa.conley@whittlesea.vic.gov.au).

## Appendix A: Template for letter of support from a community house

New gardens created on the land of a Community House which has an agreement with the City of Whittlesea, will need to provide a letter of support.

Notes:

1. Please put this letter on your letterhead or include your contact information.
2. Edit all of the information in yellow brackets below.
3. Please attach a copy of the BYDA results.

[Date]

To the City of Whittlesea:

I am [description of role: leader of X organization which has an MOU with the City of Whittlesea]. I am writing to express support for [community garden group's name] in their application of the Gardening Together Again Program Seed Funding Grant for the establishment of a new garden on Council Land [located at x address].

I can confirm that no major infrastructure is being established and no deep excavation will take place which could disrupt sewerage or utilities. We can also confirm that any garden bed placements will not impede accessibility for people with disability to access our community house.

Our organisation has completed a [Before You Dig Australia \(BYDA\)](#) review (see attached) and we can confirm the placement of garden beds or light digging will not disturb any underground utility infrastructure in easements.

Sincerely,

[Name]

[Contact information: phone number, email address, street address]

Attachments:

Before You Dig Australia results

## Appendix B: Glossary

**Activity-** An initiative, event, project or program to meet a particular community need

**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.

**Auspice organisation-** The partner organisation will manage the funds and be responsible for the delivery and acquittal of the activity

**Letters of support-** Letters of endorsement or commitment for the proposed activity 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.

**Public Liability Insurance-** Public liability insurance provides community groups and organisations with protection against legal and court costs (i.e. legal liability) if 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 activity 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>