Groups can make an application between 10 February and 23 March 2020 at hobsonsbay smartygrants.com.au
INTRODUCTION

The Quick Response Grants program of Hobsons Bay City Council provides financial assistance to support local groups/organisations to undertake projects and activities that address community needs, promote health and wellbeing and are consistent with the priorities outlined in the Hobsons Bay 2030 Community Vision.

Quick Response Grants are an opportunity for funding for community projects throughout 2020 that meet a community need. Applications are assessed addressing high community need reflecting council priorities.

Community groups who have already received funding through the 2020 Community Grants Program cannot apply through the 2020 Quick Response Grants for funding under the same category.

Quick Response Grants will be open for applications on 10 February and close 23 March 2020 or earlier if funds are exhausted.

Each application will be assessed individually and it is expected that the assessment and funding process will take approximately six weeks from the time the application is received.
QUICK RESPONSE GRANTS
OVERVIEW

The Quick Response Grants Program provides not-for-profit groups who meet the eligibility criteria with funds for local projects and activities targeted to address the needs of the Hobsons Bay community as outlined in the Hobsons Bay 2030 Community Vision.

The Grants Program is one of the mechanisms Council uses to strengthen relationships with local community groups and organisations. The provision of financial assistance to groups and organisations is provided to stimulate community connections and build community capacity.

The purpose of the Quick Response Grants Program is to:

- support the development of projects which meet a community need, promote health, wellbeing and connections and are consistent with the strategic direction of Hobsons Bay Community Vision 2030
- assist local groups to build capacity, foster independence and skill development to respond to current and emerging challenges and opportunities
- assist local groups to develop inclusive projects that focus on diverse populations, promote community wellbeing, connection and participation in community life
- encourage the development of supportive community networks that contribute to the development and strengthening of local communities

Council will endeavor to ensure consistency, fairness and accountability in the provision of funding to community groups. Council will consider all grant applications on their merit. Applicants must demonstrate how the project or activity meets Council’s priorities as stated in the Hobsons Bay 2030 Community Vision, against established criteria and information gathered that highlights an identified community need.

The projects funded under the Quick Response Grants Program will be required to demonstrate that they are intended to have a positive benefit for the funded group and the broader community.
The Quick Response Grants Program priorities are listed under the following key areas:

**Hobsons Bay 2030 Community Vision**

The Quick Response Grants Program priorities are linked to the priorities in the Hobsons Bay 2030 Community Vision

**Priority 2:**
**Community wellbeing and inter-connection**

We, the Hobsons Bay community, accept and celebrate everyone. We engage all Hobsons Bay residents in order that they can access the community services and activities through various groups, formal and informal (e.g. sport, recreation, the arts, meet ups, cultural, charity, volunteer and service groups).

We are about making services accessible and visible for all (e.g. through multilingual signage, better infrastructure). We are committed to creating a safe community environment.

**Priority 3:**
**Growth through innovation, access to local jobs, technology and education**

Make Hobsons Bay a first choice for future-focused business and investment. Provide local opportunities for people to skill, re-skill or up-skill in preparation for the future employment needs. Ensure the future workforce has easy and equitable access to primary through to tertiary education, and robust technology infrastructure by advocating to the state government on behalf of Hobsons Bay.

**Priority 4:**
**Proactive enrichment, expansion and conservation of the natural and urban environment**

Council to be responsive and timely, to promote an active quality of life, beautification, equity, safety and wellbeing. Provide diverse flora and fauna including integrated green initiatives such as urban access corridors connecting between natural, residential and industrial areas.

**Priority 5:**
**Activate sustainable practices**

Council leads and supports the community in addressing climate change, water management and greenhouse gas emissions and supports with adequate funding with an eye for innovation, inspiration and collaboration.

Note: Priorities 1 and 6 are not applicable to the Quick Response Grants Program

**Diverse population and socially inclusive priorities**

Council is committed to supporting projects through community grants that support social inclusion and focus on diverse and priority populations, including young people, seniors, culturally and linguistically diverse, LGBTIQA+, Aboriginal/Torres Strait Islanders, people with disability, newly arrived, women and vulnerable populations.
PRIORITIES

Priority grant project focus areas

Council is committed to supporting projects that improve the health and wellbeing of residents and address the major issues facing Hobsons Bay and its residents. The following is a list of priority grant project focus areas;

Access to services
Arts, culture and heritage
Community safety
Emergency management
Health and wellbeing
Healthy lifestyles
Education and employment
Environment/sustainability
Food access and security
Gender equity
Governance and leadership
Increasing the use of place
Information and referral
Interfaith
Lifelong learning
Local neighbourhood development
Local pride
Mental health
Partnership development
Reducing unemployment
Relationship development
Social and economic disadvantage
Social inclusion/connections
Violence prevention and safety
Volunteer development

Any other area of focus that provides strong evidence of a local community need and addresses the strategic direction of the Hobsons Bay 2030 Community Vision.

Resources

Submission of applications can be made between Monday 10 February and Monday 23 March 2020.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Applications</td>
<td>10 February 2020 to 23 March 2020</td>
</tr>
<tr>
<td>Applications Being Assessed</td>
<td>February to March 2020</td>
</tr>
<tr>
<td>Decision</td>
<td>March to April 2020</td>
</tr>
<tr>
<td>Payments Distributed</td>
<td>March to April 2020</td>
</tr>
<tr>
<td>Acquittal Report Due</td>
<td>December 2020</td>
</tr>
</tbody>
</table>

Applications must be submitted via the online application platform called “SmartyGrants”. Applicants will need access to the internet and an email address to create an application. Staff at Hobsons Bay Libraries can assist applicants with creating an email address and/or submitting applications. Contact or visit a Library below:

**Altona Library**
123 Queen Street,
Altona 9932 1330

**Williamstown Library**
104 Ferguson Street,
Williamstown 9932 4170

**Altona North Community Library**
Cnr Millers and McArthurs Roads, Altona North 9932
9932 2303

**Newport Library at The Newport Community Hub**
13 Mason Street,
Newport 9932 2050

**Altona Meadows Library and Learning Centre**
2 Newham Way,
Altona Meadows 9932 3020

Applicants need to go to the SmartyGrants website at [hobsonsbay.smartygrants.com.au](http://hobsonsbay.smartygrants.com.au) to view application forms and/or make an application.

For information about the grants program contact Council's Community Grants Officer on **9932 1000** or visit [www.hobsonsbay.vic.gov.au](http://www.hobsonsbay.vic.gov.au)
ELIGIBILITY

Who Can Receive Funding

• not-for-profit groups/organisations
• registered groups/organisations (e.g. incorporated, co-operative, trust, school, etc.)
• the group/organisation must have a current Australian Business Number (ABN). Incorporated groups/organisations that do not have an ABN must complete a “Statement by Supplier” Australian Taxation form, available at www.ato.gov.au.
• groups/organisations that are not incorporated must have an auspice agent. An auspice agent can be another community group/organisation that meets the above eligibility. Council can assist with facilitating an auspice agent.

Project Requirements

Project activities must be undertaken between January and December 2020 and within the City of Hobsons Bay, with the majority of participants coming from Hobsons Bay.

Insurance Requirements

• grant recipients must have a minimum of $10 million public liability insurance

Funding will Not Be Provided For...

• groups who already received funding in the same grant category through the 2020 Community Grants Program. e.g. groups who received a 2020 Vibrant Community Project Grant cannot apply again under this category.
• more than one application from the same group organisation in each category. Organisations can only be funded for one of either the vibrant community project or invested together categories in any given year.
• previously established projects
• individuals, profit making organisations, or political parties
• projects for maintenance, vehicles, capital works, trophies, fundraising/donations, on-going staff, sponsorship and administration costs
• projects that have been or could be funded from other sources (e.g. fees, sponsorship, service agreements, etc.)
• local community festival/events - (Festivals/events may be eligible under Festivals and Events Funding. Enquiries to the Events Team on 9932 1000 or email events@hobsonsbay.vic.gov.au)
• organisations with an annual income of over $20,000 for Small Expenses Grants
• organisations that have previously received a grant from Council and have not provided a satisfactory acquittal Report
• projects which are deemed as core curriculum activities of educational institutions
• organisations that derive income from and/or project activities that promote gambling.
• project activities that are conducted within a gambling venue
• organisations currently funded by Council to undertake the same activity.
• projects or activities that occur outside the Hobsons Bay municipality.
# GRANT CATEGORIES

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>HOW MUCH</th>
<th>TIME FRAME</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Expenses Grants</td>
<td>Up To $500 for existing groups/organisations; Up to $1,000 for new groups/organisations</td>
<td>1 year</td>
<td>Funding assistance is available to small groups that meet regularly to promote social interactions. NB: Groups/organisations with an income over $20,000 are not eligible for this category.</td>
</tr>
<tr>
<td>Equipment and/or Resources Grant</td>
<td>Up to $1,000.</td>
<td>1 year</td>
<td>Funding assistance is available to purchase equipment and/or resources which are essential to the success of a project or group/organisation to improve health and wellbeing in the community.</td>
</tr>
<tr>
<td>Vibrant Community Project Grants</td>
<td>Up to $5,000</td>
<td>1 year</td>
<td>Funding assistance is available to develop a project responding to a local need in the community, promoting health and wellbeing and addressing identified priorities.</td>
</tr>
<tr>
<td>Invested Together Grants</td>
<td>Up to $10,000 over 2 years</td>
<td>2 years</td>
<td>Funding assistance is available for 2 years to develop a partnership or support an existing partnership that delivers a project that meets an identified community need and promotes health, wellbeing and connection.</td>
</tr>
</tbody>
</table>
**SMALL EXPENSES GRANTS**

Do you need funds to run an established or an emerging community group?

<table>
<thead>
<tr>
<th><strong>TYPE</strong></th>
<th>Small Expenses Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PURPOSE</strong></td>
<td>To foster an inclusive, connected and healthy community by providing assistance for small clubs to meet regularly to promote social interactions</td>
</tr>
<tr>
<td><strong>WHO CAN APPLY</strong></td>
<td>Existing groups/organisations with an annual income less than $20,000 or new groups/organisations. Groups that generally receive funds in this category include seniors clubs, environment groups and small local interest groups. Groups/organisations with an income of over $20,000 or groups/organisations that have a current service agreement with Council are not eligible to apply under this category.</td>
</tr>
<tr>
<td><strong>AMOUNT AVAILABLE</strong></td>
<td>Up to $500 for existing groups/s and up to $1000 for new emerging groups/organisations (i.e. in the last two years)</td>
</tr>
<tr>
<td><strong>TIME FRAME</strong></td>
<td>1 year</td>
</tr>
<tr>
<td><strong>EXPECTED OUTCOMES</strong></td>
<td>The anticipated outcome is that the group/organisation is successfully established and meeting regularly with planned activities.</td>
</tr>
<tr>
<td><strong>EXAMPLES</strong></td>
<td>Funds can be used to cover basic expenses such as • insurance • incorporation costs • meeting space • mail outs • tea/coffee • any other activity that supports the running of the group/organisation</td>
</tr>
</tbody>
</table>
**EQUIPMENT AND RESOURCES GRANT**

<table>
<thead>
<tr>
<th><strong>Do you need funding for equipment or resources?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TYPE</strong></td>
</tr>
<tr>
<td><strong>PURPOSE</strong></td>
</tr>
<tr>
<td><strong>WHO CAN APPLY</strong></td>
</tr>
<tr>
<td><strong>AMOUNT AVAILABLE</strong></td>
</tr>
<tr>
<td><strong>TIME FRAME</strong></td>
</tr>
<tr>
<td><strong>EXPECTED OUTCOMES</strong></td>
</tr>
</tbody>
</table>
| **EXAMPLES** | Funds can be used for items such as  
• equipment designed for people with special needs  
• fitness and sporting equipment  
• musical equipment  
• gardening tools  
• laptops to support local groups/organisations  
• occupational health and safety equipment  
• books and resources for young children  
• any other equipment that supports health and wellbeing in the community. |
### VIBRANT COMMUNITY PROJECT GRANT

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**Do you need funding for a community health and wellbeing project?**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Project Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>To support an inclusive and healthy community by supporting projects and activities that enhance health, wellbeing and connections. Projects can support all life stages, cultures, ethnicities and diverse groups, with a focus on participation, community engagement, leadership development and social inclusion. Projects should build on the strengths of local communities. Successful applications will address grant priorities and engage the community in the process of carrying out the project.</td>
</tr>
<tr>
<td>WHO CAN APPLY</td>
<td>Any eligible groups/organisations may apply. Projects that have not previously been funded through the grants program will be considered more favourably than projects which have been funded in previous years.</td>
</tr>
<tr>
<td>AMOUNT AVAILABLE</td>
<td>Up to $5,000 in total.</td>
</tr>
<tr>
<td>TIME FRAME</td>
<td>1 year</td>
</tr>
</tbody>
</table>
| EXPECTED OUTCOMES | Projects will be expected to include community participation in both development and delivery and show positive outcomes in areas such as:  
- involving the community in the project development and delivery  
- promoting health, wellbeing and connections which are consistent with the strategic direction of Hobsons Bay Community Vision 2030  
- building local group’s capacity, fostering independence and skill development  
- supporting inclusive communities and diverse populations, promoting community wellbeing, connection and participation in community life  
- encouraging supportive community networks and strengthening local communities. |
## EXAMPLES

Examples of past Vibrant Community Project Grants include:

- Aboriginal cultural strengthening projects
- Community arts, culture and heritage projects
- Emergency management projects
- Food waste reduction projects
- Governance and leadership support projects
- Healthy lifestyle projects
- Intercultural activities
- Interfaith activities
- Intergenerational activities
- Mental health support projects
- Multicultural projects
- Neighbourhood connection programs
- Projects that challenge gender roles, or promote gender equity
- Projects that prevent violence
- Projects that provide training and education for committee members, coaches, or community leaders
- Projects to improve, protect and look after the environment
- Projects to support female participation in sport programs
- Projects to support lifelong learning
- Social inclusion projects for people with disability
- Volunteer recognition projects
- Volunteer development projects
- Youth employment projects
- Youth leadership projects
**INVESTED TOGETHER GRANT**

**Do you need funding to support a neighbourhood development or partnership project?**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Partnership Project Grant (groups/organisations working together)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>To develop a partnership or support an existing partnership that delivers a project or activities which will have a significant impact on the local community. The partnership will draw on resources which will benefit both/several groups/organisations and engage the community throughout the project. Projects should build on the strengths of local communities. Successful applications will address grant priorities and engage the community in the process of carrying out the project.</td>
</tr>
<tr>
<td>WHO CAN APPLY</td>
<td>Any eligible groups/organisations may apply. This project must be discussed with the Community Grants Officer prior to application. Whilst one group/organisation must be the applicant, the application is a joint project between a minimum of two groups/organisations. NB: A group/organisation can not receive a vibrant community project grant and an invested together grant in the same year.</td>
</tr>
<tr>
<td>AMOUNT AVAILABLE</td>
<td>Up to $10,000 over 2 years</td>
</tr>
<tr>
<td>TIME FRAME</td>
<td>Over two years, with funding for the second year dependent on the completion of a report demonstrating the project’s progress during the first year.</td>
</tr>
<tr>
<td>EXPECTED OUTCOMES</td>
<td>Projects will be expected to include community participation in both development and delivery and show positive outcomes in areas such as:</td>
</tr>
<tr>
<td></td>
<td>• promoting health, wellbeing and connections which are consistent with the strategic direction of Hobsons Bay Community Vision 2030</td>
</tr>
<tr>
<td></td>
<td>• building local group’s capacity, fostering independence and skill development</td>
</tr>
<tr>
<td></td>
<td>• supporting inclusive communities and diverse populations, promoting community wellbeing, connection and participation in community life</td>
</tr>
<tr>
<td></td>
<td>• encouraging supportive community networks and strengthening local communities.</td>
</tr>
<tr>
<td>EXAMPLES</td>
<td>Examples include:</td>
</tr>
<tr>
<td></td>
<td>• partnerships made up of several local clubs that supports committee governance, leadership and succession planning.</td>
</tr>
<tr>
<td></td>
<td>• partnerships made up of local groups/organisations to focus on neighbourhood connections in a specific area.</td>
</tr>
<tr>
<td></td>
<td>• partnerships between community groups and agencies to address a local need or emerging issue.</td>
</tr>
<tr>
<td></td>
<td>• community groups working together with local agencies to foster neighbourhood pride and activation.</td>
</tr>
</tbody>
</table>
### APPLICATION

All applications must be submitted online via SmartyGrants.

You can apply directly online via SmartyGrants for:
- Small Expenses Grants
- Toyota Equipment/Resources Grants
- Vibrant Community Projects
- Invested Together Grants

Grants can be applied for between 10 February 2020 and 23 March 2020 at hobsonsbay.smartygrants.com.au

The grants program may close early if funds are exhausted before 23 March 2020.

Groups/organisations can only receive one of either Vibrant Project Grant or Invested Together Grant in a calendar year. The group/organisation is not eligible for one of these grants until the existing grant is completed.

### ASSESSMENT

All submitted applications will be put through the following assessment process:

- eligibility check by Council officers
- assessment and recommendation by Council Officers
- review by Coordinator Community Development and Manager Arts, Culture and Community
- endorsement by the Director, Sustainable Communities

Council will endeavor to ensure the distribution of grant funds is fair and equitable. Depending on the volume of requests, multiple applications from a group/organisation may not be funded.

Projects that have not previously been funded through the grants program will be considered more favourably than projects that have been funded in previous years.

### PAYMENT

The grants will be paid in one single advance payment.

Year 2 funding for the Invested Together Grant will be released on receipt of a satisfactory Year 1 Acquittal Report.

### ACQUITTAL

A Project Acquittal Report is due in December of the funded year. An acquittal report is attached to the online grant application account once a grant is funded and can be completed as the project progresses throughout the year. If a project is not completed by 31 December 2020, the applicant must contact Council’s Community Grants Officer.

Groups/organisations who do not complete and submit a satisfactory acquittal report are ineligible for future grants.
ASSESSMENT

Grants are assessed against the following criteria:

Strength of alignment to Council’s Strategic Priorities:
1. The project activities strongly align to one of the Hobsons Bay 2030 Community Vision Priorities.

Demonstrated Need:
2. Evidence that the project is needed.
3. Evidence regarding how the need was identified.

Project Capacity and Delivery
4. Realistically describes how the project will operate (activities, timeline, location etc.).

   Note: Project must operate in Hobsons Bay

5. Clearly addresses who will benefit from the project and how the members of the target population will benefit (e.g. young people, seniors, culturally and linguistically diverse, LGBTIQA+, Aboriginal/ Torres Strait Islanders, people with disabilities etc.).

   6. Clearly outlines how the members of the target population will be involved in the project.

7. Realistic and achievable outcomes and benefits to the Hobson Bay community.

8. Demonstrates a clear and realistic budget and indicates which expenses the grant will cover.

Organisational Capacity
9. The application describes the group’s/organisation’s ability to continue the activity after grant funds have run out (applicable only to the Invested Together Grants).

10. The applicant is financially sound as demonstrated by the inclusion of a copy of the groups’s/organisation’s current annual profit and loss statement.
By submitting an application, a group/organisation that receives a grant will be agreeing to the terms of this grants program as set out below:

1. Decisions on the allocation or non-allocation of a grant and the grant amount will be made by Council and the decision of Council will be considered final.

2. The grants will be paid in one single advance payment.

3. Funding must be used only for the purposes specified in the application. Any major variations need to be discussed and agreed to with Council’s Grants Officer. All other costs associated with the project are the responsibility of the group/organisation.

4. The group/organisation agrees to honour the Companion Card and Victorian Carers Card.


5. Any product, publication or promotional material developed using grant funds and/or in the case of an equipment grant, must acknowledge the support of Hobsons Bay City Council.

6. Groups/organisations that are holding a launch or event for which they have been funded and are planning to invite the Mayor/Councillors and/or Council Officers, must send invitations at least four weeks prior to the event.

7. A Project Acquittal Report is due in December of the funded year. If a project is not completed by 31 December 2020, then the group/organisation must contact Council’s Grants Officer.

8. Should Council grants not be fully spent, the remaining funds must be returned to Council. This must be evidenced in the Acquittal Report.

9. Year 2 funding for an Invested Together grants will be released on receipt of a Year 1 Acquittal Report.

10. Groups/organisations registered for GST agree to Hobsons Bay City Council preparing a tax invoice. The group/organisation will not issue a tax invoice for the grant funds. The group/organisation agrees to notify Council if it ceases to be GST registered.


12. Groups/organisations must comply with all parts of the Working with Children Act 2005. The group/organisation ensures people undertaking child related work must have a current Working with Children Check. If you undertake paid child related work, an Employee Check is required. If you are working with children, volunteer for child-related work, a Volunteer Check is required. Visit www.workingwithchildren.vic.gov.au/ for more information.