



## 2023 Make it Happen Grant Guidelines

Do you have ideas and initiatives which can help support people in our community? Is your group or organisation looking at innovative ways to meet a local need?

The Hobsons Bay Make it Happen grants program provides funding to support our community to ‘make things happen’.

The program can provide support to enable activities, projects, programs, events, festivals and resources across all sectors including environment, sustainability, sport and recreation, arts and culture, health and wellbeing, multicultural, community and neighbourhood development, technology, projects by and for young people, children and families and more.

Make it Happen grants are open for applications from 1 February 2023 with monthly assessment times in place until 2 May 2023 or earlier if funds are exhausted.

Grant Categories	Application key dates
<ul style="list-style-type: none"> <li>Toyota equipment and resources (up to \$1,500)</li> </ul>	Applications are assessed monthly, and funds released <b>Round 1</b> 1 February – 28 February 2023 <b>Round 2</b> 28 February - 28 March 2023 <b>Round 3</b> 28 March - 2 May 2023
<ul style="list-style-type: none"> <li>Community Projects (up to \$25,000)</li> </ul>	
<ul style="list-style-type: none"> <li>Events and festivals (up to \$25,000)</li> </ul>	

It is planned that applicants will be notified within six weeks of the closing date.

Applications supported by Make it Happen grants can take place until December 2024.

More than \$500,000 is available, including a contribution from Toyota Australia of \$30,000 for the equipment and resources grant.

## Aims

Make it Happen grants aim to:

- promote physical and mental health, wellbeing and connection
- build group/club recovery/resilience capacity and skill development
- facilitate social inclusion and participation from diverse populations
- contribute to the development and strengthening of local communities
- support and enhance positive environmental and sustainability outcomes
- support event and festival opportunities for celebration, expression, active participation and/or visitor, tourism and economic benefits that help build the profile of our city.

Council welcomes proposals that support social inclusion and focus on diverse and priority populations. These include children and young people (0-25years) older people (55 years and over), people from Culturally and





Linguistically Diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people living with a disability, women and girls, LGBTIQ+ and gender diverse communities and vulnerable populations.

## Application information

Applicants can apply for:

Grant Category	Amount
Toyota equipment and/or resources	Up to \$1,500
Community Projects	Up to \$25,000
Events and festivals	Up to \$25,000

Applications supported by Make it Happen grants can take place until December 2024.

Information sheets outlining Council priorities and proposal examples are available on the theme or content of your proposal at FAQ 3. Please refer to Council's website for more information at [www.hobsonsbay.vic.gov.au/grants](http://www.hobsonsbay.vic.gov.au/grants).

Further documents for reference include the [Hobsons Bay 2030 Community Vision and Council's Annual Plan](#).

All applicants are encouraged to discuss their applications with a Council staff member.

It is a requirement for applications above \$5,000 to be in contact with a Council staff member relevant to their application prior to their submission.

Your first point of contact can be with Council's Community Grants Officer, who can connect you with a staff member in the relevant content area. Call Council's Community Grants Officer on 1300 179 944 or email [grants@hobsonsbay.vic.gov.au](mailto:grants@hobsonsbay.vic.gov.au). Alternatively, contact the teams directly through the details at FAQ 3.

Successful applications will focus on meeting needs that can't be met by other levels of government, other grant programs or a group's normal operational capacity.

## Support local business

Grant applicants are encouraged to support local business by sourcing and shopping local.

## How to apply

Go to [www.hobsonsbay.vic.gov.au/grants](http://www.hobsonsbay.vic.gov.au/grants) to find a link to the **online application** form along with extra information about the program.

## Assessment process

- eligibility check
- assessment and recommendation
- review panel



## Assessment criteria

### Applications are assessed to the following criteria

- **Delivery and capacity – 30 per cent**

Is the proposal achievable?

How well the proposal has been planned and designed and stages are clearly outlined.

How well the applicant demonstrates an ability to deliver the project (including whether they have or demonstrate how they will engage and pay for professional skills).

Is the budget clear and realistic and have quotes been provided (where applicable)?

- **Value and benefit – 40 per cent**

How well a need is identified through evidence and/or connections/partnerships with the local community.

How well the proposal provides benefit and value to the community.

How well the proposal identifies achievable outcomes consistent with grants program aims and sector information sheets priorities.

How well the proposal consults and engages the community.

Proposed participation numbers and marketing/engagement methods.

How well the proposal fosters and supports partnership opportunities.

- **Purpose/priorities – 30 per cent**

How well the proposal responds to the grants program aims.

How well the proposal responds to the sector information sheet priorities.

How well the proposal supports diverse and priority populations.

Council will endeavour to ensure the distribution of grant funds is fair and equitable. When making decisions, Council's review panel will consider dispersion and diversity of proposals across Hobsons Bay.

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

Equipment and/or resources applicants will be given priority if they meet the grant requirements and have not received funds in this category in the past two years. All equipment and/or resources must be located at a venue within Hobsons Bay and remain the property of the group or club and must be used by/for Hobsons Bay residents.

All events, projects and initiatives need to operate within Hobsons Bay.

Organisations located outside of Hobsons Bay will need to demonstrate a clear connection with the local community and/or clubs and groups and provide supporting evidence.

## Get support

As part of the program, Council offers assistance and advice on how to prepare applications. Applicants are encouraged to take up this offer.

**Grant Information sessions and workshops** will be held. For dates visit [www.hobsonsbay.vic.gov.au/grants](http://www.hobsonsbay.vic.gov.au/grants). If you



require support in attending, please contact the Community Grants Officer.

For further information or to discuss an idea or opportunity, your first point of contact can be with Council's Community Grants Officer, who can connect you with a Council staff member in the relevant content area.

Information sheets listing Council contacts, priorities and proposal examples are available on the theme or content of your proposal. Please refer to Council's website FAQ 3 for more information.

All applicants are encouraged to discuss their applications with a Council staff.

It is a requirement for applications above \$5,000 to be in contact with a Council staff member prior to their submission.

Groups that are not incorporated must have an auspice agent that meets the eligibility criteria below. Contact the Community Grants Officer to discuss auspicing options or talk through other ways to activate your project.

Find further details and how to apply at [www.hobsonsbay.vic.gov.au/grants](http://www.hobsonsbay.vic.gov.au/grants)

Email: Hobsons Bay City Council at [grants@hobsonsbay.vic.gov.au](mailto:grants@hobsonsbay.vic.gov.au)

Phone: Hobsons Bay City Council Community Grants officer on 9932 1235

### *Further Support*

If you require an Interpreter Services, you can use Language Line: 9932 1212

If you are deaf or have a hearing or speech impairment, you can use the National Relay Service: 133 677.

Hobsons Bay City Council is aware some people with a disability may require additional support in applying for a grant. Please contact the Community Grants Officer if you require assistance.

## Eligibility

### Eligible to apply are:

- non-profit or not for profit incorporated clubs, groups, organisations, community centres, neighbourhood houses, schools and other facilities
- professional producers are eligible to apply for events and festivals, if the activity proposed provides demonstrated benefits to the City of Hobsons Bay, with significant community and cultural value and/or visitation and economic benefits
- Artists can apply under an auspice, noting the application must be for a community project that takes place in Hobsons Bay and must demonstrate a local need, community consultation/engagement and impact
- applicants can be based in Hobsons Bay or outside Hobsons Bay, however, the application must be for resources and activities that take place in Hobsons Bay and must demonstrate local need, experience and impact
- community activities require the majority of participants to come from Hobsons Bay. Event and festival applications may encourage local as well as tourist and visitor experiences
- equipment requests where the equipment is located at a venue in Hobsons Bay and remains the asset of the incorporated not for profit group

Depending on the priorities and applications received, applicants based in Hobsons Bay may be prioritised.



## Not eligible to be funded:

- organisations that have previously received a grant from Council and have not provided a satisfactory Acquittal Report by the due date
- Williamstown Town Hall venue hire already subsidised through community rates, please discuss with the events team
- organisations that derive income from gambling or promote gambling
- organisations currently funded by Council to undertake the same activity
- proposals which are deemed as core curriculum activities of educational institutions (schools and kindergartens) and are totally education focused
- proposals for ongoing salaries, capital works, maintenance, vehicles, trophies, fundraising, school/early years fetes, donations, sponsorship, operational and administration costs
- proposals for sponsorship where the funds are directly redistributed to a third party or person
- proposals that would require ongoing financial support from Council
- proposals that have been or could be funded from other sources (e.g. fees, sponsorship, service agreements, etc.) or other levels of government
- equipment requests over \$1,500
- equipment that is for an individual
- equipment that is not stored, located and/or used within Hobsons Bay

## Insurance requirements

Grant recipients or their auspice need to have a minimum of \$20 million public liability insurance.

## Groups with an active grant(s) or in receipt of Council support can apply for a new project

Groups or organisations who are in receipt of funding or other support from Council and groups with active grants are able to make an application for a new project however, if Council has received other applications that have similar benefits, new applicants may have a higher chance of success.