



Our Suburbs: Living Local – supporting our suburbs to recover and thrive

Living Local – Suburban Grants Program

Grants Program Guidelines

July 2022

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Message from the Minister

I am pleased to launch the Living Local – Suburban Grants Program, part of the Our Suburbs: Living Local Fund which received \$15 million in the 2022-2023 Budget to support our suburbs to recover and thrive. The Our Suburbs: Living Local initiative will drive economic and social recovery and support local living in the suburbs hardest hit by the pandemic.

The Our Suburbs: Living Local initiative responds to community priorities provided to Government by the Metropolitan Partnerships and continues the Suburban Revitalisation Program, which supports communities to thrive economically and socially in partnership with local government, the community and local businesses.

The Living Local Fund will provide funding for local community-building projects that promote social connections, enhance liveability, and revitalise suburban shopping strips and activity centres. It will also provide grants to community organisations to help them in the great work they do to support their local communities.

This is a fantastic opportunity for State Government, Local Government, local businesses and community organisations to work together to create local jobs, improve local connections and provide much needed investment to further enhance valuable community facilities and programs.

I very much look forward to seeing the great ideas that I know can be generated when people work together to support and improve their local communities.



The Hon Melissa Horne MP
Minister for Suburban Development

1. Overview

As part of the Victorian Budget 2022/23, the Victorian Government has established the Living Local Fund through an investment of \$15 million.

The Our Suburbs: Living Local Fund will support Metropolitan Melbourne's suburbs to recover and thrive. It will drive economic and social recovery in the suburbs hardest hit by the pandemic and provide funding for local community-building projects that promote social connections, enhance liveability, and revitalise suburban shopping strips and activity centres.

The Our Suburbs: Living Local Fund will also provide grants to community not-for-profit organisations to help them support local communities.

The Living Local Fund comprises two streams:

- **Stream 1** – Living Local – Suburban Grants Program (\$12.5 million)
- **Stream 2** – Living Local – Community Grants Program (\$2.5 million).

These grants program guidelines relate to Stream 1 - Living Local – Suburban Grants Program.

Applications for the Living Local – Suburban Grants Program open on 11 July 2022 and close on 14 August 2022.

Guidelines for Stream 2 – Living Local – Community Grants Program are available at suburbandevlopment.vic.gov.au/grants/suburban

The initiative will be implemented by the Office for Suburban Development (OSD) branch of the Department of Jobs, Precincts and Regions (DJPR).

Living Local – Suburban Grants Program

1.1 Purpose

The move to increased local living as more people work from home has created additional challenges and opportunities for Melbourne's suburbs. Specifically, this shift creates a significant opportunity to support suburban economic growth and enhanced community connections in our suburbs.

The Living Local – Suburban Grants Program will support a range of projects including playgrounds, splash pads, outdoor gyms, community gardens, community hall upgrades, amphitheatres, paths, lighting and public art.

1.2 Objectives

The objectives of the **Living Local – Suburban Grants Program** are to:

- support the development, improvement and promotion of suburban neighbourhoods, shopping strips and activity centres¹ as places of local economic activity and community gathering
- enhance liveability, safety, accessibility and vibrancy of suburban neighbourhoods, shopping strips and activity centres
- enhance opportunities for small business in neighbourhood shopping strips to thrive
- address the needs of local people and enhance living, working, socialising and recreation in local areas
- encourage partnership between local government, business and the community sector
- support the delivery of the Government's 20-minute neighbourhood principles via a partnership approach similar to that adopted in the **Creating a More Liveable Melbourne report**
- progress reconciliation with Traditional Owners through the encouragement of proposals to incorporate local and Aboriginal and Torres Strait Islander stories
- advance the priorities of the Metropolitan Partnerships, as described in **Section 6.2** below.

¹ <https://www.planning.vic.gov.au/policy-and-strategy/activity-centres/activity-centres-overview>

1.3 Program Outcomes

The desired outcomes of the **Living Local – Suburban Grants Program** are:

- improved community perceptions of the public amenity of local community parks and facilities, shopping strips and activity centres
- increase in accessibility of community assets within a walkable catchment
- increase in community activity, assets and small-scale infrastructure
- increase in community use of suburban shopping strips and activity centres,² public spaces and community assets.

2. Eligibility

The **Living Local – Suburban Grants Program** is open to applications from:

- Local governments in Metropolitan Melbourne (excluding the City of Melbourne³).
- Incorporated (not-for-profit) organisations/associations that are operating in Metropolitan Melbourne including within the City of Melbourne municipality.

If an applicant organisation operates as a not-for-profit and does not hold a current ABN and/or fall within the above description, it may apply through a legally constituted organisation with a current ABN to manage the funds as an auspice organisation such as Local Government.

Preference will be given to incorporated (not-for-profit) organisations/associations that do not have regular streams of funding or revenue raising capacity.

Locations most impacted by COVID-19⁴ will be given priority, including those with a demonstrated need and with the greatest opportunity for revitalisation.

- If the proposed project or any part of it is on land not owned or managed by the applicant, applicants will need to demonstrate they have the consent of the landowner and that the land, asset or spaces is/are readily accessible and available for works.
- Applicants will need to demonstrate collaboration and/or partnerships with the public landowner if the proposed project is on public land.

² <https://www.planning.vic.gov.au/policy-and-strategy/activity-centres/activity-centres-overview>

³ The Victorian Government is providing an investment of \$100 million to the City of Melbourne through the *Melbourne City Revitalisation Fund*.

⁴ **Locations most impacted by COVID-19** are those already experiencing relative disadvantage; relative higher number of local businesses that claimed JobKeeper; higher rates of jobseeker recipients; Aboriginal people; young people; women; and People from Culturally and Linguistically diverse (CALD) communities.

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- Local Government applicants will need to demonstrate collaboration and partnerships with local traders, community groups and organisations in the development and/or delivery of the project.
- Funding received through the Living Local – Suburban Grants Program can only be used for:
 - permanent works in suburban shopping strips and activity centres
 - permanent works in projects proposed by community (not-for profit) organisations/associations.
- Projects must be completed before 30 June 2024.

3. Program Funding

The **Living Local – Suburban Grants Program** is a competitive grants program open to eligible metropolitan local governments (excluding the City of Melbourne)⁵ and incorporated (not-for-profit) organisations/associations (including organisations in the City of Melbourne - see section 2).

Applicants may seek a minimum of \$20,000 and maximum of \$200,000 (exclusive of GST).

Priority will be given to projects in locations most impacted by COVID-19 that include:

- a sound approach to delivering the project;
- realistic timeframes for delivery (12-18 months);
- are financially viable;
- represent value for money; and
- deliver a place-based impact.

Incorporated (not-for-profit) organisations/associations will be required to contribute at least 15 per cent of the grant being sought (cash and in-kind). Total contributions may consist of up to 25 per cent of in-kind.

Local governments will be required to make a minimum matching (\$1:\$1) contribution (cash and in-kind) of the grant being sought. Total contributions may consist of up to 25 per cent of in-kind contributions.

⁵ The Victorian Government is providing an investment of \$100 million to the City of Melbourne through the *Melbourne City Revitalisation Fund*

4. Projects

Projects considered for funding as part of the **Living Local – Suburban Grants Program** will demonstrate how they:

- support suburban neighbourhoods, shopping strip and activity centre renewal, stimulate local business activity and improve public amenity and accessibility close to where people live and work
- address the needs of local communities and enhance living, working, socialising and recreation in local areas.

Projects that progress relationships between Aboriginal organisations, local government, community organisations and communities will be considered favourably.

4.1 Eligible Projects and Activities

Incorporated (Not-for-Profit) Organisations/Associations

- upgrades to community managed halls/Mechanics Institute facilities including kitchens, bathrooms, toilets and hand washing facilities
- enhancements to the accessibility and amenities of community managed open and accessible public spaces, including lighting and paths
- development or improvement of community managed public art projects and creative spaces development or improvement of community gathering spaces such as community gardens, amphitheatres or BBQs
- improvements to open and accessible community managed parks including playgrounds.

Local Governments

- upgrades to community halls/Mechanics Institute facilities including kitchens, bathrooms, toilets and hand washing facilities
- enhancements to the accessibility and amenities of open and accessible public spaces, including lighting and paths
- development or improvement of public art projects and creative spaces development or improvement of community gathering spaces such as community gardens, amphitheatres or BBQs
- improvements to open and accessible parks including playgrounds
- streetscape improvements, such as the installation of outdoor furniture, greenery and drinking fountains in shopping strips and activity centres
- enhancements to safety, accessibility and connections into and within shopping strips and activity centres to enable access for all including accessible paths and lighting

- activations as part of a project to encourage visitation to shopping strips and activity centres
- improvements to public parks and other open spaces
- landscaping and beautification works in shopping strips and activity centres
- public art installations and 'creative spaces' in suburban neighbourhoods, shopping strips and activity centres
- pilot initiatives that seek to achieve long-term improvements aligned with any of the above initiatives, and/or that may be replicated in other suburban shopping strips and activity centres.

Related Activities

Applicants can apply for funds associated with the projects above as follows:

- applicants can apply for up to 10 per cent of the total project grant to be used for community capacity building activations
- applicants can apply for up to 10 per cent of the total project grant to be used on educating local communities about the Aboriginal and cultural significance of the area/project site
- applicants can apply for up to five per cent of the total grant to be used for project management support and project evaluation costs.

It is expected that all projects will be delivered before 30 June 2024.

4.2 Ineligible Projects and Activities

The following types of projects and activities will not be considered for funding:

- footpath construction, renewal or maintenance in residential streets
- activities not related to a project
- requests for retrospective funding where projects have been completed or have commenced prior to receiving funding approval
- projects requiring additional ongoing funding from the Victorian Government
- ongoing operating costs or salary subsidies
- the purchase of land
- projects that are located in or can be funded through the Suburban Revitalisation Boards in Broadmeadows, Frankston, Boronia, Reservoir, Tarneit, Noble Park, Melton or Lilydale.

5. Program Dates

Key Program dates are:

- Grant Applications Open Date: 11 July 2022
- Grant Applications Close Date: 14 August 2022
- Assessment and decision making: August/September 2022
- Announcements from: October 2022
- Funding Agreements executed by: November/December 2022

6. Application Process and Assessment Criteria

6.1 Application Process

The process for applying for funding under the program is outlined below:

- All applicants are to complete an online application form for funding. Applicants are encouraged to call the Business Victoria Hotline on 13 22 15 or email (livinglocalfund@ecodev.vic.gov.au) to discuss their idea and seek advice.
- All applications are to be submitted **no later than 14 August 2022**.
- All applications will be reviewed against the eligibility criteria (**Sections 2.0 and 4.1** above).
- Applications that meet the eligibility criteria will be reviewed by an assessment panel comprised of representatives from the Departments of Jobs, Precincts and Regions, and Environment, Land, Water and Planning who will consider the application and make a recommendation to the Minister for Suburban Development for funding.
- The Minister will consider the advice and determine whether to approve the application for funding. Decisions on funding approval will be made on a competitive basis based on funding availability.
- Applicants will receive a letter confirming the outcome of the application.

6.2 Assessment Criteria

Eligible applications will be assessed against their response to the criteria listed below as well as supporting documents.

Weightings in percentage show the relative importance of different criterion in the assessment process.

Project aims – 20%

Applications will be required to demonstrate the extent to which the project addresses the objectives and outcomes of the Living Local – Suburban Grants Program:

Objectives

- support the development, improvement and promotion of suburban neighbourhoods, shopping strips and activity centres⁶ as places of local economic activity and community gathering
- enhance liveability, safety, accessibility and vibrancy of suburban neighbourhoods, shopping strips and activity centres
- enhance opportunities for small business in neighbourhood shopping strips to thrive
- address the needs of local people and enhance living, working, socialising and recreation in local areas
- encourage partnership between local government, business and the community sector
- support the delivery of the Government's 20-minute neighbourhood principles via a partnership approach similar to that adopted in the Creating a More Liveable Melbourne report
- progress reconciliation with Traditional Owners through the encouragement of proposals to incorporate local and Aboriginal and Torres Strait Islander stories
- advance the priorities of the Metropolitan Partnerships, as described in this Section 6.2 below.

Outcomes

- improved community perceptions of the public amenity of local community parks, facilities, shopping strips and activity centres
- increase in accessibility of community assets within a walkable catchment
- increase in community activity, assets and small-scale infrastructure
- increase in community use of suburban shopping strips and activity centres, public spaces and community assets.

⁶ <https://www.planning.vic.gov.au/policy-and-strategy/activity-centres/activity-centres-overview>

Project need – 30%

Applications will be required to demonstrate the extent to which the project addresses an identified need/s by demonstrating:

- how the project will address the needs of local communities and enhance living, working, socialising and recreation in local areas
- the need or gap in infrastructure provision that the project will address
- the level of community support through engagement activities, co-contributions or in-kind support from community members, organisations or groups.

Preference will be given to incorporated (not-for-profit) organisations/associations that don't have regular streams of funding or revenue raising capacity.

Projects that progress relationships between Aboriginal organisations, local government, community organisations and communities, including engagement with the local traditional owners in the planning and delivery of the project and related activities will be considered favourably.

Locations most impacted by COVID-19⁷ will be given priority, including those with a demonstrated need and with the greatest opportunity for revitalisation.

Project alignment – 30%

The application demonstrates alignment with the:

- recommendations of the [Creating a More Liveable Melbourne](#) report
- priorities of the Metropolitan Partnerships⁸:
 - Aboriginal self-determination
 - Health and Wellbeing
 - Connected communities and social cohesion
 - Resilience and economic recovery
 - Jobs and Skills
 - Transport connectivity
 - Young people and mental health
 - Environment and sustainability.

⁷ **Locations most impacted by COVID-19** are those already experiencing relative disadvantage; relative higher number of local businesses that claimed JobKeeper; higher rates of jobseeker recipients; Aboriginal people; young people; women; and People from Culturally and Linguistically diverse (CALD) communities

⁸ <https://www.suburbandevelopment.vic.gov.au/metropolitan-partnerships>

Project delivery and capability – 20%

Applications must provide details that demonstrate:

- a sound approach to delivering a financially viable project, with realistic timeframes for delivery, representing value for money and where possible sources all suppliers, contractors, labour and materials locally
- the project can be successfully delivered within the anticipated timeframes and budget (no later than 30 June 2024)
- a collaborative and partnership approach with businesses, if relevant, community members, organisations or groups and indicates how these partners will contribute to the project
- a collaborative and partnership approach with other organisations and groups and indicates how these partners will contribute
- consent of the landowner and that public land, asset or spaces are readily accessible and available for works.

The applicant's past performance on delivering government-funded projects and completing grants milestone deliverable and reporting requirements will also be taken into consideration.

Due Diligence Assessments

The Department will undertake due diligence assessments of proposed projects and applicants which may include:

- The potential for the proposal to pose a reputational risk to the State
- The applicant's past delivery performance in relation to any other grant agreements between the applicant and the Department
- Financial risk assessments for grant amounts of more than \$50,000.

Outcomes from such assessments may be taken into account in any decision to recommend or award a grant, or in entering into a grant agreement with successful applicants.

7. Conditions of Funding

Applicants must have a current Australian Business Number (ABN) and be registered for GST. Applicants should note that all project costs included in the application must be exclusive of GST.

Successful applicants will be required to enter into a Grant Agreement with the Department of Jobs, Precincts and Regions (DJPR).

Grant Agreements are legally enforceable documents that clearly set out the obligations of both parties. The Grant Agreement aims to protect the Victorian Government's interests and the efficient and effective use of public money. It also ensures there is appropriate recognition

of Victorian Government support in project related publications, media releases and promotional material.

Grant Agreements will:

- describe the purpose for which the funding must be used
- set out any requirements or conditions that must be met prior to the payment of a grant instalment, and
- outline agreed milestones and project outcomes that must be achieved before payment of a grant instalment.

The Grant Agreement will be supported by a project plan, detailed budget with breakdown of expenditure and timelines, as well as details of planned activities.

8. Monitoring, Evaluation and Reporting

Successful applicants will be required to actively manage and deliver projects and provide progress reports to DJPR. Funding Agreements will include reporting requirements for the duration of the funded project. These requirements may include:

- submission of project progress reports
- staged payment milestones tied to progress report submission
- advice on project progress or completion, and
- other milestones and reporting requirements as deemed necessary.

DJPR will manage funding agreements and the payment of funds for approved projects.

Successful applicants will be required to contribute to project evaluations during and/or after project completion and submit an evaluation as part of the final project report, including evidence of project completion. The evaluation must assess the project's success in meeting its stated objectives, outputs, outcomes and impacts.

These arrangements will support a robust evaluation of the program.

DJPR reports publicly on grants and programs that it administers, including project outcomes. This reporting includes the identity of successful applicants and projects.

Acknowledgement and Publicity Requirements

Successful applicants are expected to acknowledge the Victorian Government's support through the Living Local – Suburban Grants Program.

Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases, signage and promotional material.

Recipients of larger grants will be required to coordinate a launch or media event around the project, in consultation with DJPR.

Successful applicants must liaise with the Department's program area to coordinate any public events or announcements related to the project. Plaque proofs must be submitted to the Department's program area for approval before being displayed at any public event and must contain the Victorian Government logo.

Successful applicants need to acknowledge the State Government's support for the project through appropriate signage consistent with the Victorian Government's Capital Works Signage Requirements available at <https://www.vic.gov.au/capital-works-signage-guidelines> or as otherwise specified by the DJPR.

Guidelines for the acknowledgement of the Victorian Government and use of logos can be found at <https://www.suburbandevlopment.vic.gov.au/home/resources>.

Communication of Initiative

Successful applicants must liaise with DJPR to coordinate any media communications related to the project and may be required to contribute information on activity outcomes for the State Government to use in communications materials.

Privacy

Information provided by the Applicant for the purpose of this application will be used by DJPR and State Departments and Agencies for the assessment of the application, program administration and program evaluation or review.

In making an application the Applicant consents to the provision of their information, including personal information and supporting evidence to State Departments and Agencies for the purpose of assessing their application and to verify, confirm or audit information provided.

If there is an intention to include personal information about third parties in the application, please ensure they are aware of and consent to the contents of this privacy statement.

Funding approvals require the Department to share applicants and/or third-party personal information with the Minister of Suburban Development and their office staff supporting this initiative.

DJPR will publish a list of successful grants on its website <https://www.suburbandevlopment.vic.gov.au/living-local>.

Any personal information about the Applicant or about a third party will be collected, held, managed, used, securely store, disclosed or shared in accordance with the Privacy and *Data Protection Act 2014 (Vic)*, *Health Records Act 2001 (Vic)* and other applicable laws.

Enquires about the access to personal information or for other concerns regarding the privacy of personal information can be emailed to the DJPR Privacy unit by emailing privacy@ecodev.vic.gov.au. DJPR privacy policy is also available by emailing the DJPR Privacy Unit or can be obtained from the DJPR website at www.djpr.vic.gov.au/privacy.

Freedom of Information

Applications to the Living Local – Suburban Grant Program and associated documentation may be subject to requests under the *Freedom of Information Act 1982 (Vic)*. Enquiries about access to information held by DJPR should be directed to:

Freedom of Information Manager
Department of Jobs, Precincts and Regions
GPO Box 2392
Melbourne, VIC, 3001, AUS
Email: foi@ecodev.vic.gov.au

9. Terms of Applying

The decisions on all matters on recommending and awarding of the grant funding is at the absolute discretion of the Minister and Department.

The Department reserves the right to request the applicant to provide further information on their application, should it be deemed necessary.

The Department reserves the right to amend these guidelines and the application terms at any time as it deems appropriate.

Authorised by the Department of Jobs, Precincts and Regions

1 Spring Street Melbourne Victoria 3000

Telephone (03) 9651 9999

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This document is also available in an accessible format at -

<https://www.suburbandevelopment.vic.gov.au/living-local>