



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

Stream 2 – Living Local – Community Grants

Grants Program Guidelines

July 2022



Jobs,
Precincts
and Regions

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Message from the Minister

I am pleased to launch the Living Local - Community Grants Program as 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 continues the Suburban Revitalisation Program, which is aimed at supporting communities to thrive economically and socially in partnership with local government, the community and business.

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 Living Local Fund applications and the great ideas that I know can be generated when people work together to support and improve their local communities.



The Hon Minister Melissa Horne MP
Minister for Suburban Development

1. Overview

As part of the Victorian Budget 2022/23, the Victorian Government 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 2 - Living Local - Community Grants.

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

Guidelines for Stream 1 – Living Local – Suburban Grants Program are available at: <https://www.suburbandevelopment.vic.gov.au/grants/community>.

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

1.1 Living Local - Community Grants

The Victorian Government recognises that community organisations are key to building social connection. Like many organisations, they have been significantly impacted by the COVID-19 pandemic, which has presented challenges to their continued operating.

The Living Local - Community Grants will provide grants of \$2,000 to \$20,000 (exclusive of GST) for community organisations to buy equipment and undertake minor building refurbishments and maintenance works that will help them to support their local communities.

Supporting local community organisations will contribute to local economic and social revitalisation through:

- improving community services and facilities
- increasing wellbeing and social cohesion through supporting increased participation and connections, and
- building a stronger sense of place and connection to local centres.

1.2 Purpose

The purpose of the Living Local - Community Grants Program is to support:

- community organisations to facilitate and support improved social connections
- community organisations to connect with vulnerable community members and volunteers to re-engage and participate in community settings
- improved access to community venues for people of all abilities.

1.3 Objectives

The objectives of the Living Local - Community Grants Program are to:

- increase community connection, capacity, access and participation
- develop and enhance a stronger sense of community belonging and connection
- enhance local social outcomes.

1.4 Program Outcomes

The desired outcomes of the Community Grants Program are to:

- increase capacity of community organisations to build social connection in local communities
- assist community organisation to support vulnerable communities and increase confidence in volunteers to participate in community settings
- enable community venues to be more accessible to people of all abilities.

2. Eligibility

2.1 Applicant Eligibility

The Community Grants Program is open to applications from organisations that **are operating in Metropolitan Melbourne** that are:

1. Incorporated not-for-profit organisations; or
2. Charities registered with the Australian Charities and Not for Profit Commission (ACNC); or
3. Australian public companies limited by guarantee whose governing rules demonstrate a not-for-profit purpose.

If an applicant organisation operates as a not-for-profit organisation and does not hold a current ABN and/or fall within the above three descriptions it may apply through a legally constituted organisation with a current ABN to manage the funds as an auspice organisation. The auspice agency must submit the application.

All applicants must operate out of a public venue open to the community.

2.2 Eligible Equipment and Building Works

To be eligible, the proposed equipment and building works must directly contribute to improving social connections, access to and participation in the activities undertaken by the community group at its publicly accessible venue.

Applicants must provide details about the items they propose to purchase and must attach a written quote. Grant amounts requested will be based on the written quote/s.

Applicants can apply only once.

The project must be delivered before 1 June 2023.

Eligible equipment that may be funded includes:

- appliances such as fridges, ovens and other kitchen equipment
- furnishings for general use such as tables and chairs
- minor building refurbishments including carpets, other floor coverings, kitchen improvements and maintenance
- technology such as laptops or audio-visual equipment
- replacement of existing ageing or inadequate equipment
- accessibility aids (e.g. standing tables, braille signages, hearing loops)
- program equipment (e.g. cooking equipment, tools, art and craft supplies)
- trailers.

Service costs related to installation equipment can be claimed as part of a grant amount provided the business/service provider has complied with all relevant permits, laws and regulations as applicable (for example, using licensed electricians).

2.3 Ineligible Entities and Equipment

The following entities are ineligible for this funding stream:

- sporting clubs¹
- primary and secondary schools².

The following types of equipment and activities are ineligible for this funding stream:

- events
- clothing (except for protective clothing used in programs)
- assistance for ongoing costs for membership activities
- items to be used as prizes for fundraising
- staffing costs
- requests for retrospective funding where the equipment has been ordered or purchased prior to receiving funding approval
- projects requiring further ongoing funding from the Victorian Government
- equipment that can be funded through the Suburban Revitalisation Boards in Broadmeadows, Frankston, Boronia, Reservoir, Tarneit, Noble Park, Melton and Lilydale.

3. Program Funding

Community organisations can seek from \$2,000 up to \$20,000 (exclusive of GST) of grant funding for eligible equipment and minor refurbishments.

¹ Sporting clubs have access to other funding programs

² Primary and Secondary schools have access to other funding programs

4. Program Dates

Key Program dates are:

- Grant Applications Open Date: 11 July 2022 (Quotes must be obtained after this open date)
- Grant Applications Close Date: midnight on 14 August 2022
- Assessment and decision making: August/September 2022
- Announcements from: October 2022
- Letter of agreement issued by: October/November
- Eligible Expenditure: up until 1 June 2023
- Survey (including evidence of expenditure) December/January 2023 and/or May/June 2023

5. Quote Requirements

The quote provided with the application must include:

- seller's contact details, name, postal address/email/phone number
- date of quote and expiry of quote
- brief description of the items to be purchased, including the quantity (if applicable) and the item cost.

An acceptable quote must be provided that defines all the above items.

In the event the cost increases prior to notification of a successful outcome, the applicant will need to cover any additional costs.

6. Application and Assessment Process

6.1 Application

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

- all applicants must complete an online application form. Applicants are encouraged to call the Business Victoria Hotline on 13 22 15 or email (livinglocal@ecodev.vic.gov.au) to discuss their idea and seek advice
- all applications are to be submitted no later than midnight on 14 August 2022
- all applications will be reviewed against the eligibility criteria
- approval of a lesser amount than applied for may occur if part of the expenditure is deemed ineligible
- recommended recipients will be provided to the Minister for Suburban Development for approval
- successful applicants will receive a letter of agreement outlining the conditions of the grant.

6.2 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 an agreement with successful applicants.

7. Assessment Criteria

Applications will be assessed against the assessment criteria and alignment with the program objectives.

The application demonstrates how the proposed project:

- supports disadvantaged communities
- will facilitate increased community connection, capacity, access and participation
- supports the increase in volunteer or community re-engagement and participation for the activities undertaken at the venue
- represents value for money and is fit for purpose for the activity and community members supported
- will be successfully delivered within the anticipated timeframes (no later than 1 June 2023).

Applications that meet the eligibility criteria will be reviewed by representatives from the Departments of Jobs, Precincts and Regions who will assess the alignment of the application with the guidelines to make a recommendation to the Minister for Suburban Development.

8. Conditions of Funding

As part of the application process, an authorised representative of the applicant must accept and agree to be bound by the terms and conditions of grant in the application form and these guidelines.

Successful applicants will receive a letter outlining the conditions of the grant, which will include the requirement to provide evidence of expenditure of funded projects.

Successful applicants will be required to contribute to an evaluation, which is undertaken during and/or after completion of the project. Failure to comply with DJPR's acquittal and evaluation requirements may impact DJPR's decision-making regarding future applications.

DJPR reports publicly on grants and programs it administers. The reporting includes the identity of successful applicants.

8.1 Acknowledgement and Publicity

Successful applicants are expected to acknowledge the Victorian Government's support through the Living Local – Community 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 and promotional material.

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 will be required to acknowledge the State Government's support through appropriate signage consistent with the Victorian Government's Capital Works Signage requirements (<https://www.vic.gov.au/capital-works-signage-guidelines>) or as otherwise specified by DJPR.

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

8.2 Communication of Initiative

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

8.3 Privacy

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

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 DJPR to share applicants and/or third-party personal information with the Minister for Suburban Development and their office staff supporting this initiative.

DJPR will publish a list of successful grants on their website:

www.suburbandevelopment.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 of 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 – Community Grants 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 DJPR.

DJPR reserves the right to:

- request the applicant provide further information should it be deemed necessary, and
- amend these guidelines and 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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