



## **Frequently Asked Questions – FAQs**

## **Our Suburbs: Local Living Fund – Living Local – Community Grants Program**

**Updated 27 July 2022**

## 1. FAQs - Living Local – Community Grants Program

### What is the Living Local Fund?

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 from the COVID-19 pandemic 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).

### What is the Living Local – Community Grants Program?

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

The Living Local - Community Grants Program 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 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 in programs, and
- building a stronger sense of place and connection to local centres.

## When do applications open and close for the Community Grants Program?

Applications open on 11 July 2022 and close at 11.59pm on 14 August 2022. Late applications will not be accepted.

Applicants are encouraged to apply early to assist in the timely assessment of applications.

## How much funding can I apply for?

Applicants may apply for grants of \$2,000 up to a maximum of \$20,000 (exclusive of GST).

Funding for this program will be awarded on a competitive basis.

Quotes from suppliers submitted with your application will need to include the quoted price, plus GST.

If your organisation's application is successful, the Department will pay the 'grossed up' amount, that is, the price plus GST. This is regardless of whether you are registered for GST or not. This is to ensure that organisations whose applications are successful will not have to fund the GST amount itself, if they are not required to be registered for GST when applying.

## What sort of financial commitment is required from applicants?

No matching financial commitment is required from applicants to be eligible for funding.

However, if successful, applicants may need to contribute to the cost of equipment or minor building refurbishments if the costs are greater than the grant being requested / awarded.

## How many applications can I submit under the Living Local – Community Grants Program?

You can only submit one application.

If you are acting as an auspice agency for another or multiple organisations, you can apply to auspice one grant for each organisation.

If you are one organisation, with multiple sites, you can apply for one grant for each site.

With limited funding available, grants will be allocated on a competitive basis.

## 2. FAQs - Eligibility

### Who is eligible for a Community Grant?

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

- incorporated not-for-profit organisations; or
- charities registered with the Australian Charities and Not for Profit Commission (ACNC); or
- Australian 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 falls 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.

### Can an organisation apply for a Community Grant if they are located in suburbs that have a Suburban Revitalisation Board (Boronia, Lilydale, Reservoir, Melton, Broadmeadows, Tarneit, Frankston or Noble Park)?

The Victorian Government is heavily invested in Suburban Revitalisation Boards that cover these suburbs.

Eligible incorporated organisations/associations located in suburbs (Boronia, Lilydale, Reservoir, Melton, Broadmeadows, Tarneit, Frankston or Noble Park) where Revitalisation Boards operate are eligible to apply for a Community Grant.

During the assessment process, if an application is deemed best funded through the relevant Suburban Revitalisation Board, the Department will recommend that applicants apply for funding through the relevant Board.

For more information on the Suburban Revitalisation Program visit <https://www.suburbandevlopment.vic.gov.au/suburban-revitalisation>

If you are located in a suburb with a Revitalisation Board, please contact the team at [livinglocalfund@ecodev.vic.gov.au](mailto:livinglocalfund@ecodev.vic.gov.au)

## Can I also apply for a Living Local - Suburban Grant?

Yes. Incorporated (not-for-profit) organisations/associations that are operating in Metropolitan Melbourne including in the City of Melbourne can also apply for a Living Local - Suburban Grant. Please refer to the Suburban Grants Program guidelines -

Suburban Grants – Accessible Word and PDF versions

- [Suburban Grants Program - Guidelines - Accessible Word version](#)
- [Suburban Grants Program - Guidelines - PDF version](#)

## Am I required to be registered for GST?

A not-for-profit organisation must be registered for GST if it has a turnover of \$150,000 per year or more.<sup>1</sup>

Applicants should note that all project costs included in the application must be exclusive of GST.

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<sup>1</sup> <https://www.ato.gov.au/Business/GST/Registering-for-GST/#:~:text=You%20must%20register%20for%20GST,the%20first%20year%20of%20operation>

### 3. FAQs - Application Process

#### How to apply?

Applicants are encouraged to call the Business Victoria Hotline on 13 22 15 or email [livinglocalfund@ecodev.vic.gov.au](mailto:livinglocalfund@ecodev.vic.gov.au) to discuss their application and seek advice before submitting.

Before applying, please ensure that:

- you have read and understood the information on the application [webpage](#), including the program guidelines

Community Grants – Accessible Word and PDF versions

- [Community Grants Guidelines - Accessible Word Version](#)
- [Community Grants Guidelines - PDF version](#)
- you have all of the required documentation on hand.

To apply, please submit an online application via the 'Apply now' button on the program [webpage](#).

Completing the application process in a Google Chrome web browser is recommended.

All questions on the application form must be completed and any requested documentation attached to ensure timely assessment.

All applications are to be submitted no later than 11.59pm on 14 August 2022.

#### How many quotes do I need to provide?

You should provide at least two quotes when submitting your application. However, the application form allows up to five separate quotes to be attached to your application.

The quote/s 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.
- price, plus GST.

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.

## How to verify the applicant?

Applicants need to verify their identity to progress their application and are asked to provide us with a copy of **one** identity document from the below list:

- Driver licence or learner permit (issued by any Australian state or territory)
- Medicare Card
- Pensioner Concession Card
- Health Care Card
- Australian Passport
- Australian Visa
- International Passport

For further support on this please see the Proof of identity verification – user guide: <https://business.vic.gov.au/grants-and-programs/proof-of-identity-verification-user-guide>

## How are applications assessed?

All applications will be reviewed against the eligibility and assessment criteria and their ability to meet the program objectives.

Applications for grants from \$10,000 to \$20,000 (exclusive of GST) will undergo a detailed assessment to ensure that the project location is accessible to the public, quotes represent eligible expenditure/s and the expected outcomes represent value for money and address the program outcomes.

Applicants may be contacted to provide additional supporting documentation and confirm the performance targets and milestones.

Recommended recipients will be provided to the Minister for Suburban Development for approval.

Applicants will be advised of the outcome by email and successful applicants will receive a letter of agreement.

There is no guarantee that an application will be supported for funding, or that the amount of funding requested will be offered. Approval of a lesser amount than applied for may occur if part of the expenditure is deemed ineligible.

## What criteria will my application be assessed against?

Applications will be assessed against the assessment criteria and alignment with the program objectives. For the full assessment criteria, please refer to the Community Grants program guidelines

Community Grants – Accessible Word and PDF versions

- [Community Grants Guidelines - Accessible Word Version](#)
- [Community Grants Guidelines - PDF version](#)

Assessment criteria includes assessing how the application demonstrates that the proposed project:

- supports disadvantaged communities
- facilitates 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 that the application aligns with the guidelines and will make a recommendation to the Minister for Suburban Development.

## What is the status of my application?

The status of your application will appear in the [Business Victoria Grants Portal](#) as one of the following:

- draft – you have started an application
- submitted – you have accepted the terms and conditions and submitted your application
- under assessment – your application has been received and is being assessed by the Department team
- successful – your application was successful
- unsuccessful – your application was unsuccessful.

Please note, we cannot assess your application while it remains in draft mode.

## When will I be notified of an outcome?

Applicants should expect to learn the outcome of their application within approximately eight (8) weeks from the grant closure 14 August 2022.

## My application was unsuccessful. Can I appeal this?

There is no right of appeal for unsuccessful applications.

## Will I have to sign a contract to receive the grant funding?

You will not need to sign a contract to receive grant 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 the Program guidelines.



By completing the application form the applicant is making an offer to DJPR and will be bound by the terms of the offer if accepted by DJPR. If your application is successful, DJPR will notify you via a Letter of Agreement. This will form an agreement between you and DJPR on the terms contained in your application, the Letter of Agreement, these guidelines and the conditions of grant in the application form. You will not be required to sign a separate grant agreement.

An authorised representative of the applicant will need to acknowledge the Letter of Agreement. The Letter of Agreement may be on different terms to the application, including a different grant amount, and the acknowledgement will constitute acceptance of these new terms.

If you are applying through an auspice organisation, the auspice organisation must submit the application, including agreeing to the terms.

Applicants will have 30 calendar days from the date of the Letter of Agreement to acknowledge the Letter of Agreement. The Letter of Agreement may be withdrawn if not accepted within the 30-day timeframe.

The funding agreement will include the following:

- The eligible expenditure must be completed by 1 June 2023. Any unspent funds must be returned to DJPR.
- Funds must be spent on the eligible expenditure as described in the application.

Successful applicants will be required to provide evidence of expenditure, being receipts or other satisfactory evidence.

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.

## **How quickly will I have to start the project?**

As part of the application process, you will need to specify the anticipated start date of the project.

## **When will my project need to be completed by?**

Successful applicants will need to deliver the project activities before 1 June 2023.

Project acquittal must not extend beyond 30 June 2023.

## Will I be required to report on the progress of my project?

Yes. All recipients of grant funds must agree to participate in:

- a survey including evidence of expenditure in December 2022/January 2023 and/or May/June 2023
- face-to-face meetings (as requested); and
- a formal evaluation of the program by the Department or its agents (as requested).

If your project is delayed in any way, you need to notify the Department immediately.

## 4. FAQs – Eligible Project Proposals

### How much are the grant payments?

A minimum of \$2,000 up to a maximum of \$20,000 (exclusive of GST) will be granted to successful applicants.

### When and how will the grant be paid?

The grant will be paid when successful applicants accept the grant offer in writing.

The grant will be paid through the Electronic Funds Transfer (EFT) into the bank account nominated by the applicant in their grant application

### How can I use the grant funds?

Please refer to the Community Grants - program guidelines:

Community Grants – Accessible Word and PDF versions

- [Community Grants Guidelines - Accessible Word Version](#)
- [Community Grants Guidelines - PDF version](#)

Eligible equipment and building works as listed in the Program guidelines that may be funded include:

- 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.

Costs related to services for the installation of 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).

## What type of equipment and activities are ineligible for funding?

Please refer to the Community Grants program guidelines:

Community Grants – Accessible Word and PDF versions

- [Community Grants Guidelines - Accessible Word Version](#)
- [Community Grants Guidelines - PDF version](#)

The ineligible projects and activities as listed in the Program guidelines are as follows:

- 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 and minor building refurbishments that have been identified for funding through the Suburban Revitalisation Boards in Broadmeadows, Frankston, Boronia, Reservoir, Tarneit, Noble Park, Melton and Lilydale.

## Can I use the grants fund for project management and staffing costs?

No. You are not able to use the grant funds for project management and staffing costs.

## When do I need to use the funds by?

All funds must be expended prior to 1 June 2023.

## Can I apply for funding for the purchase of equipment made prior to the program launch date?

No. Funding will not be provided for retrospective activities, for example, where project expenditure is incurred prior to receipt and acceptance of a Letter of Agreement.

Applicants that commence their projects prior to the provision of a Letter of Agreement do so at their own risk, and the offer of the grant may be withdrawn.

## Can a sporting club or school apply?

No, sporting clubs and primary and secondary schools are ineligible for this funding.

Please refer to Sport & Recreation & Vic grants websites for other funding opportunities:

[sport.vic.gov.au/grants-and-funding](https://sport.vic.gov.au/grants-and-funding)

<https://www.vic.gov.au/grants>

<https://www.vic.gov.au/grants-and-programs-offered-department-education-and-training>

<https://www.schoolbuildings.vic.gov.au/school-building-grants-and-programs>