



Boronia Revitalisation Minor Grants Program April 2023

Program Guidelines



Jobs, Skills,
Industry
and Regions

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Message from the Boronia Suburban Revitalisation Board Chair

I am pleased to launch the Boronia Revitalisation Minor Grants Program as part of the Boronia Suburban Revitalisation Board Program.

The Suburban Revitalisation Board Program supports economic and social development of activity and neighbourhood centres in some of Melbourne's most vulnerable communities, using locally led planning initiatives and governance arrangements. The Suburban Revitalisation Program focuses on renewing suburban activity and neighbourhood centres by improving the quality of public spaces and local infrastructure; unlocking economic assets and land use for jobs, housing and services; and building community capacity and participation.

A Suburban Revitalisation Board has been established in Frankston, Broadmeadows, Lilydale, Tarneit, Melton, Reservoir, Noble Park and Boronia. These Boards comprising key community stakeholders, including representatives from local council, education institutions, non-profit and private sector organisations and community service providers.

The Boronia Revitalisation Minor Grants Program is one of a number of initiatives in Boronia and will provide funding for local community-building projects that support increased community connection, capacity, access and participation; a stronger sense of community belonging and connection; and enhanced local social outcomes. The Boronia Revitalisation Minor Grants Program builds off the success of a first round of grants that was delivered in Boronia in 2021/22.

This is a fantastic opportunity for State Government, the Knox City Council and community organisations in Boronia to continue to work together to improve local connections and provide much needed investment to further enhance valuable community organisations and programs.

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



Jackson Taylor, MP
Chair, Boronia Suburban
Revitalisation Board

1. Overview

On the advice of the Boronia Suburban Revitalisation Board, the Minister for Suburban Development has allocated \$50,000 for community grants.

The Boronia Revitalisation Minor Grants Program ("Program") will support not-for-profit and community organisations to contribute to the ongoing revitalisation of Boronia through the purchase of eligible equipment.

Applications for the Program open on 17 April 2023 and close on 17 May 2023.

The Office for Suburban Development in the Department of Jobs, Skills, Industry and Regions will implement the program.

1.1 Boronia Revitalisation Minor Grants

The Program will provide grants of up to \$5,000 (exclusive of GST) per project to support not-for-profit community organisations within the suburb of Boronia to purchase new equipment or replace ageing or inadequate equipment.

1.2 Program Objectives

The objectives of the Boronia Revitalisation Minor 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.

1.3 Program Outcomes

The program will support local Boronia not-for-profit community organisations and the ongoing revitalisation of Boronia through the desired program outcomes of:

- Strengthened community service programs and enhanced operations and service delivery.
- Increased capacity of community organisations to build social connection in local communities.
- A stronger sense of place and connection to the Boronia Activity Centre.

2. Eligibility

2.1 Applicant eligibility

To be eligible for funding, applicants must meet the following requirements:

1. Operate in a facility open to community members within the suburb of Boronia.
2. Are an incorporated association, a co-operative, a charity registered with the Australian Charities and Not-for-profits Commission (ACNC), or an Australian public company limited by guarantee whose governing rules demonstrate a not-for-profit purpose. Consideration will be given to organisations under the auspice of another organisation which meets all the applicant eligibility criteria.
3. Have a current Australian Business Number (ABN).

2.2 Ineligible applicants

The following entities are ineligible for this funding:

- Primary and Secondary Schools
- Universities and TAFEs.

2.3 Expenditure eligibility

To be eligible, the proposed expenditure must be for equipment which directly contributes to improving social connections as well as 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.

If other grant funding has been received from the Boronia Suburban Revitalisation Board, the applicant must demonstrate how the Boronia Revitalisation Minor Grant will provide different benefits to the Boronia community.

The equipment must be purchased by 31 December 2023.

2.4 Ineligible activities

The following cannot be funded through this program:

- Clothing (except for protective clothing used in programs)
- Staffing costs
- Project management costs
- Equipment for schools
- Assistance for ongoing costs for membership activities
- Small one-off or recurrent projects/events/activities/pilot programs
- Requests for retrospective funding where the equipment has been ordered or purchased prior to receiving funding approval
- Items to be used as prizes for fundraising
- Activities that have already received funding from the Boronia Suburban Revitalisation Board.

3. Available Funding

Community organisations can seek up to \$5,000 (exclusive of GST) of grant funding for eligible equipment.

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.

Service costs related to 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).

Regardless of whether you are registered for GST or not, the Department will pay the value of the grant plus the appropriate GST amount on evidence of eligible expenditure. This is to ensure that organisations that are not required to be registered for GST when applying, will not have to fund the GST amount itself.

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 if the costs are greater than the grant being requested/awarded.

4. Program Dates

Key Program dates are:

Grant applications open:	17 April 2023
Grant applications close:	17 May 2023
Assessment and decision making:	May/June 2023
Successful applicants notified from:	Late June 2023
Letter of agreement issued by:	June/July 2023
Purchase of eligible expenditure:	Up until 31 December 2023
Completion of final report (including proof of expenditure):	January/February 2024

5. Application and Assessment Process

5.1 Application and Assessment

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 email (suburban.revitalisation@ecodev.vic.gov.au) to discuss their idea and seek advice.
- All applications are to be submitted no later than 17 May 2023.
- All applications will be reviewed against the eligibility criteria.
- Eligible applications will be reviewed against the assessment criteria by the Boronia Revitalisation Minor Grant Assessment Panel.
- Approval of a lesser amount than applied for may occur if part of the expenditure is deemed ineligible.
- Recommended applicants will be provided to the Boronia Suburban Revitalisation Board for endorsement and approvals by the Department.
- Successful applicants will receive a letter of agreement outlining the conditions of the grant.

5.2 Due Diligence

During application assessment period, the Department may perform due diligence activities/checks to gain a better understanding of the applicants and their proposed project.

These checks 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.

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

6. Assessment Criteria

All eligible applications will be assessed based on their response to the criteria listed below.

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

Applicants should ensure their project proposal aligns with these criteria and the grant objectives.

The Boronia Revitalisation Minor Grant Assessment Panel will undertake assessment of all eligible applications.

Program Alignment – 30%

Applications should demonstrate how the proposed equipment purchase would support one or more of the objectives and outcomes of the Program:

Objectives

- Increase community connection, capacity, access and participation.
- Develop and enhance a stronger sense of community belonging and connection.
- Enhance local social outcomes.

Outcomes

- Strengthened community service programs and enhanced operations and service delivery.
- Increased capacity of community organisations to build social connection in local communities.
- A stronger sense of place in and connection to the Boronia Activity Centre.

Need for Expenditure – 40%

Applications should show how buying the equipment addresses an identified need or demand within the community and would contribute towards enhancing living, working, socialising and recreation in Boronia.

Delivery and Capability – 30%

Applications must provide details that demonstrate that the proposed expenditure:

- Has been sufficiently planned and budgeted and has realistic timeframes for delivery and will be delivered no later than 31 December 2023.
- Represents value for money and sources all suppliers, contractors, labour and materials locally where possible.

7. 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 the grant as outlined in the application form and these guidelines.

Successful applicants will receive a Letter of Agreement outlining the conditions of the grant. This will form an agreement between you and DJSIR 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. Successful applicants will have 30 calendar days from the date of the Letter of Agreement to acknowledge the Letter of Agreement. The offer may be withdrawn if the Letter of Agreement is not accepted within the timeframe.

Once the agreement is accepted and completed, payments of the full grant amount will be made to the applicant's nominated bank account as provided in the application form. Payments will be subject to the provision of relevant documentation and reporting.

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

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

7.1 Auspice arrangements

If your organisation is not incorporated or does not have an ABN number, you may still apply to the Boronia Revitalisation Minor Grants Program if you are supported by an eligible auspice organisation that has agreed to manage the grant for you. An auspice arrangement is when a larger organisation assists a smaller organisation to fund a grant activity or event. The larger organisation is known as the auspice organisation. The smaller group or organisation is known as the grant recipient. The auspice organisation must submit the application, including agreeing to the terms.

If your grant application is successful, your auspice organisation will be responsible for:

- Accepting the letter of agreement.
- Communication with DJSIR regarding grant management.
- All legal and financial responsibility for the grant on your group's behalf.
- Receiving and distributing grant funds under the agreement.
- Ensuring all grant activities are completed.
- Submitting final and evaluation reports and financial acquittals on your organisation's behalf.

7.2 Acknowledgement and Publicity

Successful applicants are expected to acknowledge the Victorian Government's support through the Boronia Revitalisation Minor 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 consult with the Department's program area to coordinate any public events or announcements related to the project.

Successful applicants will be required to acknowledge the State Government's support through appropriate signage consistent as specified by DJSIR.

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

Successful applicants must consult with DJSIR 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.

7.3 Privacy

Information provided by the Applicant for the purpose of this application will be used by DJSIR 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 DJSIR to share applicants and/or third-party personal information with the Boronia Suburban Revitalisation Board for their assessment and recommendations.

Recommendations are also provided to the Minister for Suburban Development and their office staff supporting this initiative.

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

<https://www.suburbandev.vic.gov.au/suburban-revitalisation/boronia>

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 DJSIR Privacy unit at privacy@ecodev.vic.gov.au. DJSIR privacy policy is also available by emailing the DJSIR Privacy Unit or can be obtained from the DJSIR website at www.DJSIR.vic.gov.au/privacy

Freedom of Information

Applications to the Boronia Revitalisation Minor Grants and associated documentation may be subject to requests under the *Freedom of Information Act 1982 (Vic)*. Enquiries about access to information held by DJSIR should be directed to:

Freedom of Information Manager

Department of Jobs, Skills, Industry and Regions
GPO Box 2392
Melbourne, VIC, 3001, AUS
Email: foi@ecodev.vic.gov.au

8. 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 DJSIR.

DJSIR 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, Skills, Industry and Regions
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