



COVID-19 Community Quick Response Grants

2020 Guidelines

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Introduction

The City of Port Phillip recognises that its Community Grants Program, Subsidy Schemes and Donations provide a strategic opportunity to work in partnership with community groups, organisations and individuals, to strengthen community capacity and create and promote a beautiful, liveable, caring, inviting, bold and real City of Port Phillip.

The COVID-19 Community Quick Response Grants Program is an extension of Council's Community Grants Program and aligned with [Council's Community Funding Policy](#).

This program provides a one-off funding opportunity to support service providers respond to community members, and in particular our most vulnerable residents, who have been affected by the COVID-19 pandemic. All projects must provide immediate benefits to the Port Phillip community.

Objectives

The City of Port Phillip COVID-19 Community Quick Response Grants Program aims to:

1. Support service providers to develop and provide immediate solutions that remove digital barriers for socially isolated community members.
2. Build the capacity of local community organisations to deliver programs that support social connections and community resilience, in the context of the COVID-19 pandemic.

About COVID-19 Community Quick Response Grants

- Eligible applicants can submit one application within the COVID-19 Community Quick Response Grant Program. However, an auspicing organisation is permitted to sponsor multiple organisations.
- A total funding budget of \$20,000 is available
- Maximum funding per application is \$2,000.
- The COVID-19 Community Quick Response Grants Program will open **Monday 31 August and close 4pm on Wednesday 16 September**.
- The application and reporting processes have been streamlined to make it easy and quick for eligible organisations to access these funds.
- Applicants will be notified of the funding decision within four (4) weeks of this grant round closing.
- In the unlikely, event that the total budget is not allocated in this round, a second round will open in late October.

Eligibility

To be eligible for a COVID-19 Community Quick Response Grant the applicant must:

- Be deemed to be non-profit as classified by the Australian Taxation Office (section 103A(2) (c) of the income Tax Assessment Act 1936 **or**
- Be a 'Not-for-Profit' community group, organisation or club that is incorporated under the Associations Incorporation Act **or**
- Supported by an Auspice Incorporated Association that meets the same requirements <https://www.legislation.gov.au/Details/C2013C00040>.
- Provide an ABN or an Auspice Organisation ABN.
- Have their own Public Liability Insurance or an Auspice Organisation Public Liability Insurance with a minimum of \$20 Million.
- Have complied with all terms and conditions including the submission of a satisfactory acquittal report for all previous City of Port Phillip Grants.
- Be located within, or offer projects within, the City of Port Phillip municipality.
- Be able to demonstrate financial viability.

What can be funded?

The following will be considered for funding to support adapting community services, but is not an exhaustive list:

- Costs associated with training, digital development and maintaining operations during COVID-19 restrictions. This includes the purchasing of hardware, software, appropriate licences and supplies. Any equipment purchased with this funding must remain the property of the organisation.
- Web design and redevelopment, video conferencing subscription, virtual experiences, and hosting webinars.
- Assistance to develop service/program delivery models and products to meet community needs as a result of COVID-19 restrictions.

What is not eligible for funding (exclusions)?

The following are not eligible for funding in this grant round:

- Items that are part of an organisation's core business or normal operating expenses e.g. insurances (such as public liability), utilities, rental of business premises etc.
- State wide projects.
- Projects that do not align with Council's priority outcomes ~~principles and values~~ as identified in the Council Plan 2017-27.
- Projects that are the funding responsibility of other levels of government.
- Projects that have already started or have been completed.
- Private profit-making organisations.

Assessment Process

We ensure our grant processes are transparent and fair.

- All applications submitted undergo an eligibility check. Applications that do not meet eligibility criteria will not proceed for further assessment and applicants notified by email.
- Throughout each stage of the assessment process any conflicts of interests are declared and addressed.
- An assessment panel will assess each eligible application objectively against the assessment criteria listed in these guidelines.
- All applicants are notified by email of the application outcome.

Assessment Criteria

The COVID-19 Community Quick Response Assessment Panel will assess each eligible application objectively against the following assessment criteria:

Community Need (weighting 40 per cent)

- Has a need for the program been clearly demonstrated?
- How will the project support the organisation to adapt or increase service delivery to meet the immediate needs of the target group/s.

Benefit to Target Groups (weighting 30 per cent)

- Who are the participants? Projects that can show evidence of servicing the most vulnerable experiencing greatest disadvantage or impact from COVID-19 will be considered a priority.
- What benefits will the program deliver to the target group/s

Planning & Management (weighting 30 per cent)

- Does the organisation have the necessary resources and experience to successfully manage the program and respond to meet immediate needs?
- Does the budget reflect value for money?
- Is there evidence of in-kind contribution?
- Have economic and environmental sustainability initiatives been considered in the project design and implementation?

Submitting your Application

The City of Port Phillip uses SmartyGrants - an online grant application service. All applications must be submitted via SmartGrants online.

- [Smarty Grants Registration](https://portphillip.smartygrants.com.au/) (<https://portphillip.smartygrants.com.au/>)¹
- [Help Guide for Applicants](https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/): <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>²
- Applicant [Frequently Asked Questions](https://applicanthehelp.smartygrants.com.au/applicant-faq's/): <https://applicanthehelp.smartygrants.com.au/applicant-faq's/>³

After you have submitted your grant application you will receive an email confirming receipt of your application and a PDF copy of your application for your records.

More information

The City of Port Phillip is committed to providing equitable participation and engagement. If you have any access or support requirements to complete your grant application or require more information please contact the Community Grants and Funding Officer, phone: 9209 6162 or email: grants@portphillip.vic.gov.au

¹ Full web link to Smarty Grants Registration: <https://portphillip.smartygrants.com.au/>

² Full web link to Help Guide for Applicants: <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>

³ Full weblink to Applicant Frequently Asked Questions (FAQ's): <https://applicanthehelp.smartygrants.com.au/applicant-faq's/>

Funding principles

Projects and programs supported through the COVID–19 Community Quick Response Grants Program must promote the [Social Justice Charter](#) and demonstrate the following principles:

| Funding Principles | Funding Principles Example |
|----------------------------|--|
| Child Safe Standards | Meet obligations in relation to keeping children and young people safe |
| Inclusion & Accessibility | Be free from discrimination and enable equitable participation for all community members |
| Equity | Address disadvantage and offer equal opportunity to all by recognising the individual needs of different community members |
| Responsiveness | Consult with participants and service users to respond to community needs. |
| Efficiency & Effectiveness | Maximise use of community and council resources to achieve project goals. |
| Accountability | Maintain transparent governance and reporting processes. |
| Sustainability | Model environmental, social and economic sustainable practice. |

Table 1: City of Port Phillip Funding Principles

Ensuring a child safe City of Port Phillip

The City of Port Phillip has zero tolerance for child abuse and we are a committed Child Safe organisation. Our commitment is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip.⁴

All grant applications that work directly with children and young people are required to comply with legislation and regulations relating to child safety including, but not limited to, the Working with Children Act 2005 and the Working with Children Regulations 2016 and the [Victorian Child Safe Standards \(CSS\)](#)

Sustainability

The City of Port Phillip has committed to improving sustainability and reducing waste through its strategies, [Act and Adapt and Don't Waste It!](#) Applicants are encouraged to consider and demonstrate how they can reduce their impact on the environment.

Lobbying

Canvassing or lobbying of councillors, employees of the City of Port Phillip or assessment panel members in relation to any grant, subsidy and sponsorship applications is prohibited.

⁴ Full web link to Council's Child Safe Standards: <http://www.portphillip.vic.gov.au/child-safe-standards.htm>

Checklist: Preparing your grant application

| Task | Notes |
|--|--|
| Read the COVID-19 Community Quick Response Grants Guidelines 2020 | |
| <p>Check eligibility:</p> <ul style="list-style-type: none"> • Is your organisation a not-for-profit? • Are you an incorporated legal entity or can you be supported by an Incorporated Association? • Can you provide Provide an ABN or an Auspice Organisation ABN? • Do you have appropriate insurance for this project? • Have complied with all terms and conditions including the submission of a satisfactory acquittal report for all previous City of Port Phillip Grants? • Does your organisation operate within the Port Phillip municipality or offer projects within the City of Port Phillip municipality? | <p>Please note: individuals or commercial organisations are not eligible to apply.</p> <p>Please refer to Appendix A for Definitions</p> <p>Please refer to Appendix B for map of Port Phillip municipality</p> <p>Please refer to Appendix C for Terms and Conditions</p> |
| Obtain all mandatory supporting evidence and submit with your application: | <ol style="list-style-type: none"> 1. Current Public Liability Certificate 2. Recent annual report or annual statement/ financial statement submitted to Consumer Affairs 3. Quote for the purchase of any hardware, software, licences, supplies and costs |
| <p>If you are being auspiced, obtain from your auspice organisations the following:</p> <ul style="list-style-type: none"> • Letter of Support • Incorporation number • GST status • ABN • Financial statement • Current Public Liability Insurance | <p>For details about auspicing arrangements see: https://www.nfplaw.org.au/auspicing⁵</p> |
| Login in/Register with Smarty Grants to create your application | <p>To login to the City of Port Phillip Smarty Grants page:</p> <p>SmartyGrants Registration⁶ⁱ</p> |

Table 2: Checklist - Preparing Your Application

⁵ For full web link to Justice Connect auspicing details: <https://www.nfplaw.org.au/auspicing>

⁶ Full web link to Smarty Grants Registration: <https://portphillip.smartygrants.com.au/>

Appendix A - Definitions

ABN (Australian Business Number): The Australian Business Number is a number used to identify a business or organisation for tax and Australian Government purposes. An ABN for the organisation or for the Auspice organisation must be provided in the grant application.

Auspice: Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation or individual. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant.

A letter confirming the auspice arrangement must be attached to your funding application. Any auspice fees can be included in your grant budget. Examples of an auspice include:

- Local neighbourhood houses
- A community organisation you have worked or partnered with
- A peak body or governing association of your field
- Organisations with a similar mission and purpose

Acquittal Report: An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the funding agreement. An acquittal report usually consists of a written report that summarises project outcomes in relation to project objectives. It also provides a financial statement detailing how the funds were spent. All acquittal reports are summarised and presented to Council one month after the due date. Organisations that do not submit their acquittal report will be listed and may not be eligible for further funding from the City of Port Phillip.

Community: For the purposes of the Community Grants, 'community' refers to people living, working, visiting and studying within the City of Port Phillip.

Grants Assessment Panel: City of Port Phillip Assessment Panels will be responsible for assessing COVID-19 Community Quick Response Grant Applications. Care is taken to ensure that representatives do not have a conflict of interest in assessing and recommending Grants for funding.

Conflict of Interest: A conflict of interest occurs if a member of the grants assessment panel has something to personally gain from the grant application. It also extends to providing family and close friends with preference.

Council: The City of Port Phillip is defined as a geographical area and also the entity which has the authority to make decisions on behalf of the City of Port Phillip.

Grant: A grant is a sum of money awarded to an organisation for a specified purpose.

GST (Goods and Services Tax): Organisations are strongly encouraged to establish their responsibilities in relation to their GST status and indicate on the application form what that status is. Successful organisations with an ABN and registered for GST will receive a Recipient Created Tax Invoice, for their grant, plus 10% GST. Successful organisations with an ABN and not registered for GST will not receive their grant.

In-kind Contributions: An in-kind contribution is the 'non-cash' contribution made by the applicant that can be allocated a financial value, i.e. volunteer services. Applications with in-kind contribution will be viewed favourably.

Incorporated Organisation: An organisation that is a legal entity and has a legal structure. The organisation must be registered with Consumer Affairs Victoria. For more information please contact Consumer Affairs Victoria or phone 1300 558 181.

If your group is not incorporated and does not wish or is unable to become incorporated, you may apply through an auspice organisation.

Non-compliant: An organisation may be deemed non-compliant in the circumstances that the recipient;

- failed to meet terms and conditions of funding deed
- is insolvent
- is under legal investigation
- failed to lodge a satisfactory acquittal (a satisfactory acquittal demonstrates that the selection criteria of the program were met, and the financial expenditure of the project was spent appropriately and/or unspent funds returned to Council)
- did not complete the project and failed to lodge an acquittal
- completed the project and failed to lodge an acquittal

Not for Profit (NFP) Organisation: A NFP is an organisation that does not distribute any profit to: an individual, its members and or shareholders. Any profit from the organisation will be directed back into the organisation and its activities.

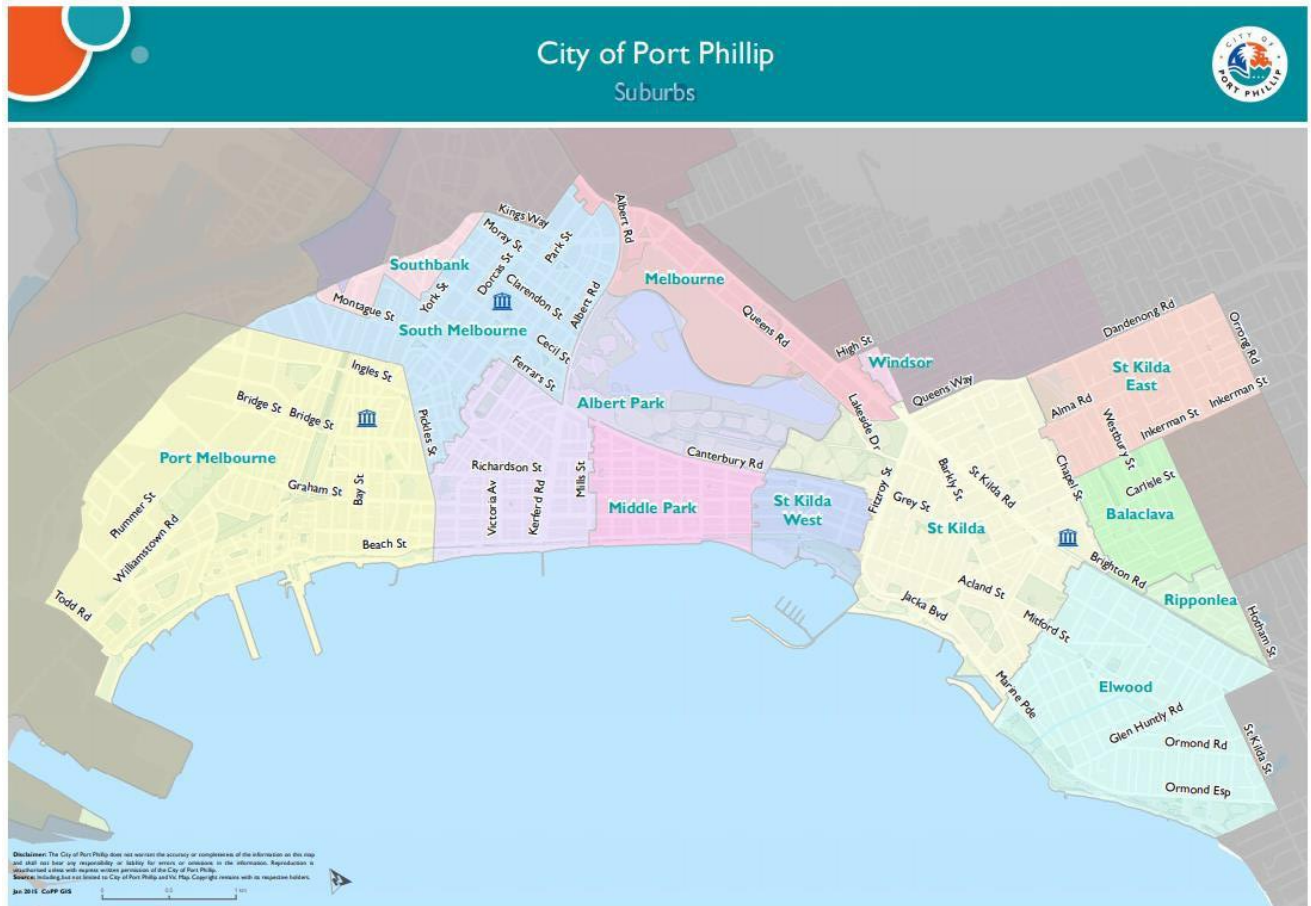
Objectives / Aims: An objective/ aim states the overall goals of the project.

Outcomes: Outcomes describe the specific results of the project.

Project Variation Report: A Project Variation Report is to be submitted ONLY if there is to be a substantial variation or change to the project from the initial project application. Funded organisations wishing to submit a Project Variation Report must first contact the Community Grants and Funding Officer on 9209 6694 or grants@portphillip.vic.gov.au

Appendix B- City of Port Phillip

If you would like to access a digital map of Port Phillip, please view [here](#)



Appendix C - Terms and Grant conditions

- Funded organisations must provide a Project Acquittal Report four weeks after completion of the project or before 30 June 2021 by which time all projects should be completed unless otherwise approved in writing by Council. All reports are to be submitted online via <https://portphillip.smartygrants.com.au/>.
 - Funded organisations are required to acknowledge the City of Port Phillip in all promotional or publicity material for the funded project. The logo must be applied in adherence with the style guide. For a copy of our logo and the style guide please request an electronic copy from grants@portphillip.vic.gov.au
 - Funding from the COVID-19 Community Quick Response Grants Program requires compliance with specific conditions prior to payment and verification of ABN and GST status.
 - The funded organisation must comply with all relevant laws and conditions. Significant State and Commonwealth legislation includes:
 - Consumer Affairs Victoria
 - Charter of Human Rights and Responsibilities Act 2006
 - Child Safe Standards
 - Disability Discrimination Act 1992
 - Equal Opportunity Act 1995
 - Fair Work Act 2009
 - Privacy and Data Protection Act 2014
 - Public Liability Insurance
 - Racial and Religious Tolerance Act 2001
 - Child Safe Standards
 - Victorian Disability Act 2006
 - Volunteer Personal Accident Insurance
 - WorkSafe Victoria
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