



# Partnership Grant Program

## 2023-2027

### Program Guidelines and Selection Criteria

Create a vibrant  
**Yarra Ranges**  
*together!*





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# Acknowledgement

Yarra Ranges Council respectfully acknowledges the traditional owners, the Wurundjeri people, as the custodians of this land. We pay respect to all Aboriginal community Elders, past and present, who have resided in the area and have been an integral part of the history of the region.

# 1. Introduction

Yarra Ranges Council welcomes you to the 2023-2027 Partnership Program guidelines.

To successfully apply to the Partnership Program, applicants need to be eligible, demonstrate a strong alignment with [Council's adopted strategies](#), meet the selection criteria and demonstrate a willingness to work collaboratively.

Grant support is provided as operational funding or for specific programs.

The next Partnership Program will commence on 1 July 2023 and continue for a four-year period, ending 30 June 2027.

Applicants can apply for between \$5,000 - \$40,000 per year. The total funding pool available per year is \$498,575.00.

## 2. Program Vision

Through the Partnerships Program, we invite community groups, organisations and service providers to deliver projects and programs which facilitate positive social change, while celebrating the diversity and cultural uniqueness of our region. Its purpose is to support the development of an empowered, vibrant and inclusive community through strategic funding and strong partnerships.

Funding opportunities also deliver vital resources to support community-led recovery through building community connection and facilitating strong, resilient communities.



### 3. Key Dates

<b>Grant round opens</b>	1 October 2022 <a href="http://yarraranges.smartygrants.com.au">yarraranges.smartygrants.com.au</a>
<b>Information sessions</b>	October 2022
<b>Ground round closes</b>	15 November 2022 at 3pm
<b>Successful applications announced</b>	February 2023
<b>Funding Agreements returned</b>	May 2023
<b>Partnership Welcome and Briefing event</b>	June 2023
<b>Funding distributed</b>	30 days after funding agreement returned
<b>Partnership round commences</b>	1 July 2023

## 4. Streams

The Partnership Program has two funding streams:

- Creative Communities
- Connected and Healthy Communities

Applicants can apply for one of two categories:

Creative Communities		Connected & Healthy Communities
Total annual pool: \$168,575.00		Total annual pool: \$330,000.00

Category	Annual Funding Amount	Description
Sustaining Grants	\$5,000 - \$15,000 per annum	Sustaining Grants are for smaller programs. Applicants must have demonstrated experience delivering initiatives previously funded by Council. <i>Supports the delivery of programs, services and festivals by community groups or organisations in line with Council's strategic goals.</i>
Impact Grants	\$15,000 - \$40,000 per annum	Impact Grants respond to larger funding requests for well-developed applications based on solid data. They are highly competitive and few are awarded. <i>Supports the delivery of programs and services by established organisations, in line with Council's strategic goals.</i>

# 5. Selection Criteria

Both funding streams will be assessed on applicants' ability to demonstrate the following criteria:

Criteria	Weighting
<p><b>Strategic Connection &amp; Community Benefit</b>            Extent to which the application will contribute towards one or more of Council's strategic priority goals including evidence of:</p> <ul style="list-style-type: none"> <li>• community need</li> <li>• expected benefits</li> </ul>	40 %
<p><b>Organisational Capacity</b>            Demonstrated capacity to deliver the program or service, including:</p> <ul style="list-style-type: none"> <li>• Strong governance (transparent, documented policies)</li> <li>• Detailed, well considered, and realistic budget that is aligned to proposed project activities</li> <li>• Well-defined project planning process</li> <li>• Broad range of skills/resources available to support delivery</li> <li>• Ability to adapt to changing community need</li> <li>• Clearly defined measures of success</li> </ul>	30%
<p><b>Partnership and collaboration</b>            Evidence of:</p> <ul style="list-style-type: none"> <li>• strategic partnerships</li> <li>• community consultation, where appropriate</li> <li>• experience delivering initiatives funded by Council</li> <li>• Leadership role within the community</li> </ul>	20%
<p><b>Inclusion</b>            Demonstrated consideration for inclusion principles which may include people:</p> <ul style="list-style-type: none"> <li>• from diverse ethnic and cultural groups</li> <li>• of all ages</li> <li>• of all sexual orientations, gender identities</li> <li>• with disability</li> </ul>	10%

# 6. Funding Priorities

Applications must demonstrate how they will contribute to Council’s strategic goals, outlined below. These goals, informed through significant community input, are drawn from two key documents (the Health and Wellbeing Plan and the Creative Communities Strategy) which support the overarching Council Plan.

## 6.1 Council Plan

The Council Plan is developed every four years after a Council election. Community, Councillors and Council staff contribute to its development. The Plan connects the strategies and policies of Council and sets the overall vision for the region. The objectives of the Council Plan are:



### **Connected and Healthy Communities**

Communities are safe, resilient, healthy, inclusive and socially well connected. Quality services are accessible to everyone.



### **Quality Infrastructure and Liveable Places**

Quality facilities and infrastructure meets current and future needs. Places are well planned and are hubs of activity that foster wellbeing, creativity and innovation.



### **Protected & Enhanced Natural Environment**

A healthier environment for future generations.



### **Vibrant Economy, Agriculture and Tourism**

Our tourism, agriculture, health, manufacturing and other industries are leading and dynamic. Strong investment and attraction underpins sustainable economic growth and job creation.

The Council Plan is available at [yarraranges.vic.gov.au/Strategies](http://yarraranges.vic.gov.au/Strategies)



## Connected and Healthy Communities

### Health and Wellbeing Priorities and Goals

<b>Priority 1</b>	Respond to public health emergencies Communities recover from Covid 19 and other emergencies.
<b>Priority 2</b>	Tackle climate change and its impact on health People and businesses are resilient, prepared, and able to mitigate the potential health impacts of climate change.
<b>Priority 3</b>	Increase healthy eating People have the capacity to consume healthy food, built on a sustainable system providing access to healthy, affordable food for all.
<b>Priority 4</b>	Increase active living People have capacity to walk and be physically active in an inclusive culture.
<b>Priority 5</b>	Improve mental wellbeing and social connections People have good mental wellbeing through strong community connections, family supports and ease of access to mental health services.
<b>Priority 6</b>	Prevent violence against women and children Women and children live free from abuse and violence in a culture of gender equity and respect.
<b>Priority 7</b>	Reduce harmful alcohol and drug use People are safe from the harmful effects of alcohol and other drugs.

The **2021-2025 Health & Wellbeing Plan** is available at <https://www.yarraranges.vic.gov.au/Council/Corporate-documents/Policies-strategies/Health-and-wellbeing-plan>

<b>Creative Communities</b>	
<b>People and Experience</b> Greater and more meaningful participation from communities.	
<b>Goal 1</b>	Facilitate programming that puts audience experience and their participation at the centre
<b>Goal 2</b>	Reflect a deep understanding of local people, history and culture
<b>Goal 3</b>	Engage more broadly with diverse local Indigenous communities and develop broad knowledge of Indigenous history, continuity and culture in Yarra Ranges
<b>Goal 4</b>	Actively engage and develop community leaders to help shape our diverse cultures, infusing creativity, heritage and culture in our key institutions
<b>Production and Industry</b> Increase the economic size of the creative industries and expand its impact on both the local economy and vibrancy of our communities.	
<b>Goal 1</b>	Back Yarra Ranges creative talent with specific opportunities and recognise local achievement
<b>Goal 2</b>	Raise the profile, reach and impact of Yarra Ranges Indigenous artists and creative professionals
<b>Goal 3</b>	Develop the sector by enhancing education pathways, professional development and employment opportunities
<b>Goal 4</b>	Create an environment that fosters thriving creative industries
<b>Goal 5</b>	Develop and maintain strategic partnerships with peak organisations that enhance and extend the experience of arts and heritage in Yarra Ranges

## Creative Communities

### Place and Environment

Develop vibrant and active public places particularly within our townships that express and celebrate our creativity and history.

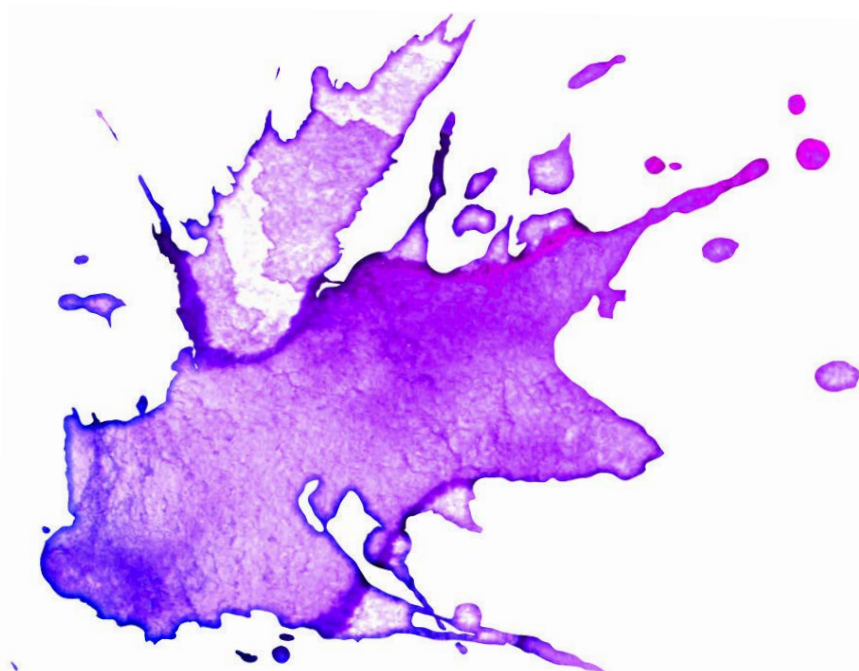
<b>Goal 1</b>	Ensure public visibility of contemporary and historical Indigenous culture
<b>Goal 2</b>	Make visible the cultural, historical and artistic diversity of the region within townships
<b>Goal 3</b>	Ensure major community and cultural facilities, recreation, play spaces and other council infrastructure is delivered with Yarra Ranges' creativity and culture at the centre
<b>Goal 4</b>	Encourage and broaden the base of artists and community cultural leaders to activate and engage townships
<b>Goal 5</b>	Develop and maintain key policy and plans to support a balanced approach to protecting and celebrating our cultural heritage

The **Creative Communities Strategy** is available at <https://www.yarraranges.vic.gov.au/Council/Corporate-documents/Policies-strategies/Creative-Communities-Strategy>

### 6.2 Speak to a Council Contact

Applicants are required to discuss their submission at length with a relevant Council Officer. Officers are able to provide insights, tips and suggestions on project proposals.

Contact details of Council Officers can be found in both the Key Documents and Contacts section of these guidelines.



# 7. Eligibility Criteria

Applicants for the Partnership Program must meet the following eligibility requirements:

*\*Please note that ineligible applications will not be assessed.*

## 7.1 What we can fund (Eligible)

Applicants must:

- be an incorporated not-for-profit community group and have an ABN

**or**

- be auspiced by an eligible incorporated organisation (Creative Communities only).
- be based in Yarra Ranges.
- ensure the program, service or activity benefits the Yarra Ranges community.
- commit to obtaining all necessary permits related to the funded activity.
- have successfully acquitted any previous Yarra Ranges Council grants and have no outstanding debts with the Council. If unsure, please contact Council's Grants Team on 1300 368 333.
- provide evidence of adequate public liability insurance.
- where appropriate, ensure Working with Children Checks, Workcover and superannuation is addressed.

- ensure Child Safe Standards compliance if the project involves direct or incidental contact with children.
- acknowledge funding from Yarra Ranges Council in promotion, consistent with branding guidelines.
- consent to providing evidence of how funds were spent and outline project benefits through an acquittal process.
- Provide evidence of delivering initiatives funded by Council.
- Ensure the grant activity occurs throughout 1 July 2023 – 30 June 2027.
- submit all supporting material when applying. Late submissions cannot be accepted.
- Consult with a Council Officer before applying.

## 7.2 What we cannot fund (Ineligible)

- A program, service or activity that is considered the responsibility of the State or Federal Government, for example, the core business of schools, hospitals or other services.
- Activities that take place outside the Yarra Ranges (including touring costs).
- A new building, capital works or facility maintenance works.
- Ongoing staff salaries or administration costs not specific to the proposal.
- Purchase of equipment only (equipment may be purchased as part of a broader project).
- Activities that take place at inappropriate venues, for example, gambling venues.
- Activities that are sponsored by gambling businesses.
- Applications with the singular purpose of promoting religion.
- Training, study or academic research in Australia or overseas.
- Applications that are solely for attending forums, workshops and conferences, or for organising conferences.
- Overnight camps for children and young people.
- Competitions, prizes, award exhibitions or exclusively fundraising events.
- Retrospective funding.



# 8. Application Process

## 8.1 How to apply

Applications for the Partnerships Program can be made by completing an online application form at: [yarraranges.smartygrants.com.au](http://yarraranges.smartygrants.com.au).

The form will be made available once the grant round is open.



Applications and all supporting material are due on **15th November 2022** at 3pm Australian Eastern Standard Time (AEST). Submissions will not be accepted after this time.

If you require assistance with your online submission please contact Council's Grants Team on 1300 368 333.

If you are having difficulty accessing your account or require troubleshooting support, please contact SmartyGrants directly on 03 9320 6888 or [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

## 8.2 Budget

Applicants are required to provide a budget aligned with annual outcomes. Budgets must demonstrate well considered planning, be realistic and justified for the proposed application. Staff costs and equipment can be built into the overall budget if they clearly contribute to achieving outcomes.

Organisations registered for GST must include these figures in their budget.

## 8.3 Activity Plan

Applicants are required to outline a project plan for each year of the grant, articulating the objective, activity and related outcomes.

## 8.4 Supporting Documentation

All applicants must upload the following supporting documents and material as part of their submission through SmartyGrants:

- Most recent annual report, including annual financial statement. If your application is being auspiced, an annual report and financial statement from the auspicing organisation is required.
- The organisation's public liability insurance.
- Evidence of partnerships, such as letters of support (on letterhead) from individuals/organisations detailing their contributions to the project, and reports or other documents demonstrating the need and support for the project.
- Documentation to support the proposed project or evidence of previous projects and outcomes e.g. photos, videos.
- If the project is auspiced, an auspicing agreement must be uploaded with the application.

## 8.5 Unincorporated Organisations

Applicants in the Connected and Healthy Communities funding stream must be incorporated to be eligible.

Unincorporated applicants in the Creative Communities stream must have their application 'auspiced' by an eligible incorporated organisation.

While the application can be submitted by the group being auspiced, the auspicing organisation accepts responsibility for the application. Please note that information on the auspicing body will need to be provided in the application, including their ABN, financial report and contact details. The auspice organisation is legally responsible for the funds and enters into a Funding Agreement with Council.

It is important that the auspicer and auspicee enter into an agreement to ensure clarity around roles and expectations that each party has of the other. Grant applications can allocate a small auspicing fee as part of the application.

Further information on auspicing arrangements can be found at:

<http://www.nfplaw.org.au/auspicing>

## 8.6 Assessment and Approval

All applications undergo a pre-assessment eligibility check conducted by a Council Officer.

All eligible applications are assessed by an independent panel of community members and Council staff with subject matter expertise. Panel members review applications independently before meeting to discuss. Funding recommendations are then submitted to Council for approval.

Successful and unsuccessful applicants will receive formal notification. Unsuccessful applicants are encouraged to seek feedback from Council Officers. Council reserves the right to refuse funding or provide partial funding.

## 8.7 Funding Agreements and Payment Arrangements

Funding agreements will be finalised and distributed within six weeks of Council approval. Grant recipients and auspicing bodies are required to enter into a funding agreement before the project commences and funds are released.

Grant payments will be made within 30 days of the completed agreement being returned to Council.

# 9. Guiding Values

## 9.1 Good Governance

Yarra Ranges Council is dedicated to ensuring the Partnership Program is run in a fair and transparent manner. We commit to managing an effective grants program that responds to community needs and represents good value for money. This commitment is expressed through openness to constructive feedback and a desire for continuous improvement.

Successful grant recipients must have robust governance structures in place.

## 9.2 Child Safety Standards

The introduction of Child Safe Standards by the Victorian Government stipulates that all organisations that provide services for children or receive government funding are now covered by mandatory reporting requirements. Grant recipients that have direct or incidental contact with children during the course of their project will be required to provide additional documentation as part of the application process.

## 9.3 Gender Wise

Yarra Ranges Council is committed to creating a workplace and community where women, men and gender diverse people from all backgrounds are respected, included and treated fairly. Our grant recipients are important partners who will enable us to achieve this in community settings.

Women, men and gender diverse people face different expectations and challenges based on social conditioning, subtle biases and gender stereotypes. Consequently, treating all people as the same when designing or delivering a project does not necessarily result in equal impacts or benefits.

It is important that grant applicants apply a 'gender lens' when drafting their application. An example of this is considering the different needs and circumstances of people of all genders within the target beneficiary group.

Further information on running gender-wise projects can be found at: [fundingcentre.com.au/help/gender-lens](https://fundingcentre.com.au/help/gender-lens).

Applicants are invited to contact Council's Gender Equity Officer on 1300 368 333 for ideas on integrating gender-aware practices into your organisation's work.

## 9.4 Environmental Impact and Sustainability

Yarra Ranges is renowned for its natural beauty and Council is committed to maintaining the health and significance of the region's environment.

All proposed projects are encouraged to incorporate activities that provide sustainable outcomes and minimise unnecessary environmental impacts. For more information or support on this please contact Council's Sustainability Officer on 1300 368 333.



## 9.5 Diverse and Inclusive

Diversity is a strength within Yarra Ranges and something the Program seeks to promote. Grant submissions from groups and individuals of all abilities, cultures, age groups, gender and sexual orientation are strongly encouraged.

### **Including people with diverse needs**

Council is committed to increasing access and participation by people with disability in their community. Grant projects can lead the way in this.

Consideration of how projects will reach out and include people with a disability is encouraged (e.g. promotion, physical access, including performers with disability.)

Applicants are encouraged to consider how their project will be accessible to people with disability or marginalised groups. For practical ideas and considerations please contact Council's Disability Inclusion Officer or Indigenous Development Officer on 1300 368 333.

# 10. Acknowledgement of Council

Acknowledgement of support provided by Council should be made in accordance with the Yarra Ranges Council Acknowledgement Guidelines. Successful grant recipients will be provided with further information as part of the Funding Agreement Package.

# 11. Acquittal

All Partnership Program recipients are required to:

- Report on the success, outcomes, lessons learnt, and financial details through an annual progress report and a final report. A template will be provided by Council through the SmartyGrants platform.
- Keep receipts on file to substantiate financial information declared in the acquittal.
- Provide receipts for expense items which exceed \$500.

# 12. Key Documents and Contacts

The table below outlines key strategic documentation and the relevant Council Officers available to speak to about Yarra Ranges Council's key priorities.

Creative Communities	
<a href="#"><u>Creative Communities Strategy</u></a>	<p><b>Emma Buckley</b> – Cultural Development Officer  <a href="mailto:e.buckley@yarraranges.vic.gov.au">e.buckley@yarraranges.vic.gov.au</a></p> <p><b>Karen Meuleman</b> – Festivals &amp; Events Development Officer  <a href="mailto:k.meuleman@yarraranges.vic.gov.au">k.meuleman@yarraranges.vic.gov.au</a></p>
Healthy and Connected Communities	
<a href="#"><u>Health and Wellbeing Plan</u></a>	<b>Cathi Walker</b> – Social Planner <a href="mailto:c.walker@yarraranges.vic.gov.au">c.walker@yarraranges.vic.gov.au</a>
<a href="#"><u>Healthy and Active Ageing Plan</u></a>	<b>Caroline Perry</b> – Coordinator Healthy Active Ageing <a href="mailto:c.perry@yarraranges.vic.gov.au">c.perry@yarraranges.vic.gov.au</a>
<a href="#"><u>Environment Strategy 2015–2025</u></a>	<b>Jessica Rae</b> – Executive Officer, Environmental Stewardship <a href="mailto:j.rae@yarraranges.vic.gov.au">j.rae@yarraranges.vic.gov.au</a>
<a href="#"><u>Equity Access &amp; Inclusion Strategy</u></a>	<b>Amanda May</b> – Disability Inclusion Officer <a href="mailto:a.may@yarraranges.vic.gov.au">a.may@yarraranges.vic.gov.au</a>
<a href="#"><u>Reconciliation Framework for Action 2013–2023</u></a>	<b>Garry Detez</b> – Indigenous Development Coordinator <a href="mailto:g.detez@yarraranges.vic.gov.au">g.detez@yarraranges.vic.gov.au</a>
<a href="#"><u>Child and Youth Strategy</u></a>	<b>Claire Rock</b> – Executive Officer, Family, Children and Youth <a href="mailto:c.rock@yarraranges.vic.gov.au">c.rock@yarraranges.vic.gov.au</a>
<a href="#"><u>Yarra Ranges Liveable Climate Plan</u></a>	<b>Kym Saunders</b> , Coordinator Sustainability <a href="mailto:k.saunders@yarraranges.vic.gov.au">k.saunders@yarraranges.vic.gov.au</a>
<p><b>Applicants can also speak directly with the Community Development Team:</b></p>	<p><b>Moriah Weston</b> – Hills  <a href="mailto:m.weston@yarraranges.vic.gov.au">m.weston@yarraranges.vic.gov.au</a></p> <p><b>Santha Press</b> – Urban  <a href="mailto:s.press@yarraranges.vic.gov.au">s.press@yarraranges.vic.gov.au</a></p> <p><b>Kellie McPherson</b> – Valley  <a href="mailto:k.mcpherson@yarraranges.vic.gov.au">k.mcpherson@yarraranges.vic.gov.au</a></p> <p><b>Michael Goodrich</b> – Upper Yarra  <a href="mailto:m.goodrich@yarraranges.vic.gov.au">m.goodrich@yarraranges.vic.gov.au</a></p>

## Need further assistance?

For further information on Partnership Grants please contact the Community Partnerships Officer on 1300 368 333.

## Privacy and Information Statement.

Yarra Ranges Council (Council) is committed to protecting your privacy. In compliance with the *Privacy and Data Protection Act 2014 (Vic)* Council will use the Personal Information (name, address, phone number, email) collected in your application form for the primary purpose of processing your grant application. Information is held securely and used solely by Council for this specific purpose and/or a limited directly related purpose and will not be otherwise disclosed without your consent or as required or permitted by law. Your personal information is only accessed by authorised persons and may be stored in Yarra Ranges Council records management database, used for statistical research, information provision, promotion or evaluation of Council's grant programs. If your application is incomplete, Council will not be able to process your grant application.

By applying, you consent to Yarra Ranges Council publishing the Group/Individual name, project description and amount funded on Council's public website.

You may access your information by contacting the Grants Team on 1300 368 333 or [grants@yarraranges.vic.gov.au](mailto:grants@yarraranges.vic.gov.au). For more information, see Council's [Privacy Policy](#).

