

TO LEAP Community Grants

Grant Guidelines 2024

Opening date:	27 September 2024
Grants Close	5:00pm AEST on 6 November 2024
Enquiries:	If you have any questions, please contact the Local Impact team at grants@localimpact.org.au Questions should be sent no later than 28 October 2024.
Date guidelines released:	27 September 2024

About the TO LEAP Community Grants

The TO LEAP Program works with residents in the Flemington and North Melbourne public housing communities to help solve local issues. These issues were identified in the The Paving the Way Forward Program local action plans and build on local strengths. The Program invites registered businesses to deliver community-led projects that help create healthy, happy neighbourhoods.

Please refer to the below links for the local action plans:

[Flemington Local Action Plan 2022-2023](#)

[North Melbourne Local Action Plan 2022 - 2023](#)

Key Dates

Grants open	Friday 27 September 2024	
Information session	Monday 7 October 2024 1pm – 2pm (RSVP grants@localimpact.org.au to attend)	Djerring Flemington Hub, 25 Mt Alexander Rd, Flemington
Grants close	Wednesday 6 November 2024 at 5:00pm	
Grant applicant outcomes	Monday 2 December 2024	
Agreement signed	By Monday 9 December 2024	
Funds transferred into nominated bank account	By Monday 9 December 2024	
Monitoring (project progress check-in)	March 2025	Verbal check-in/progress update. Discuss any issues or challenges.
Project completed	31 May 2025	All projects must be completed.
Project acquittal	30 June 2025	Acquittal reports submitted. Acquittal will be via Smartygrants.

What information do I need to submit?

Submit the TO-LEAP Community Grants Application **online via SmartyGrants** by 6 November 2024 at 5pm.

Apply here: <https://communitybankseddon.smartygrants.com.au/2024pavingitforwardcommunitygrants>

Funding Amount

A total of \$45,000 is available in this grant round. Grants are between \$1,000 to \$8,000 per project.

Please note that the grant amount awarded by the panel may be less than the amount requested. Grant amounts given will be dependent on an assessment of the budget provided and the amount of funding requested.

Project Categories

The project categories have been developed to address the emerging themes and issues of what we have heard so far. Projects that will deliver to residents of both the Flemington and North Melbourne public housing estates are strongly encouraged.

Your organisation can apply for funding to support projects that offer clear community benefit to the Flemington and North Melbourne public housing communities, helping solve local issues identified in The Paving the Way Forward Program local action plans, including:

- Communication and participation
- Maintenance and amenity
- Community, connection and spaces
- Safety, health and wellbeing
- Employment and education

Grant Eligibility Checklist

You are only eligible to apply for this grant if you can answer Yes to all of the following criteria:

	YES or NO	Criterion
1	Y/N	Applicants must hold an Australian Business Number (ABN) and have a valid Australian bank account.
2	Y/N	Your project aligns with one or more of the Paving The Way Forward project categories <input type="checkbox"/> Communication and participation, <input type="checkbox"/> Maintenance and amenity, <input type="checkbox"/> Community, connection and spaces <input type="checkbox"/> Safety, Health and wellbeing <input type="checkbox"/> Employment and education
3	Y/N	The project must mainly benefit the residents of Flemington and/or North Melbourne public housing estate but it can benefit other groups as well.
4	Y/N	Be completed within 6 months from the date of receiving payment and can be delivered between Dec 2024 and May 2025.
5	Y/N	The grant amount requested is between \$1,000 and \$8,000
6	Y/N	The project is requesting funding for eligible activities for: <input type="checkbox"/> Projects with reasonable, fair, clear and transparent costs. <input type="checkbox"/> Projects that have NOT started or have been completed before the application being submitted. <input type="checkbox"/> Projects that are NOT Illegal, malicious or discriminatory activities or projects that will result in neighbourhood division. <input type="checkbox"/> Projects that can be finalised including submitting an acquittal report within 6 months of receiving payments. <input type="checkbox"/> Applicants must not have any outstanding grant acquittals with Local Impact.
7	Y/N	Projects are required to have a minimum of \$20Million of Public Liability Insurance coverage. <input type="checkbox"/> You have Public Liability for up to \$20Million OR <input type="checkbox"/> You have received a Letter of support from another organisation and/or evidence from the venue where your project is being held that they will provide Public Liability on your behalf for up to \$20Million.
8	Y/N	To be eligible for this grant, your listed project activities must be able to be fully paid for by the money we give you. If you already have money from somewhere else to help with your project (such as your own money, a donation or in-kind support), you must tell us about it in your budget when you apply for the grant.
9	Y/N	Applicants must include a business plan or similar (included as an attachment).

How your application will be assessed

1. Firstly, you will need to meet the eligibility requirements (see the eligibility checklist).
2. Then a panel, including representatives from the Paving the Way Forward Program, council and/or sector agency and a public housing resident will assess applications. The grant assessment panel will meet to assess the applications against the following criteria in the table below.
3. All applicants will be notified of the outcome of their application by email. Feedback will be provided if requested.
4. Word limits: There are no word limits but we have suggested word count below.

Grant Questions		Weighting
1. Project details	<p>Project Summary. (suggest 200 - 400 words)</p> <p>What are the funds for and who will benefit? Include your activities and the outcomes you expect.</p>	10%
2. Project objectives	<p>What are your project primary goals and objectives? (suggest 200 - 400 words)</p> <p>What groups will benefit most from this project? (multiple choice)</p> <p>for example: Children, Youth, Women & Girls, CALD, Refugees & Migrants, General Population</p> <p>Approximately how many people will benefit?</p> <p>Explain why and how these groups will benefit. (suggest 200 - 400 words)</p> <p>What are the primary areas of focus (multiple choice, only one selected can be made)</p> <p>for example: arts, sport, health</p>	10%
3. Project outcomes	<p>What are your intended outcomes? (multiple choice, only one selection can be made. If multiple apply, pick the most relevant)</p> <p>How will your project achieve this intended outcome? (suggest 200 - 400 words)</p> <p>Will the project proceed if we cannot fund the full amount? Explain how the delivery of the project might be impacted by reduced funding? (suggest 100 - 150 words)</p>	10%

4. Capacity (for projects requesting over \$5,000)	Describe your organisation's ability to complete the work described. Attach evidence of a business plan or similar (required)	15%
5. Community support evidence (optional)	Provide evidence project has community support	5%
6. Budget	How will you use your budget? List the expenses for your project (materials, promotions, wages etc). Include any income items such other grants or your own contribution. List any In-kind support includes anticipated materials, services and labour (calculated at an hourly rate multiplied by number of hours eg. \$45 an hour x 3 hours =\$135)	20%
7. Project Plan	What activities will you conduct? When will they be delivered? Who will be responsible for the delivery of activities? The project plan should help demonstrate a clear approach to the project by outlining the key steps required and all tasks to be considered (for example - design project flyer, book venue, arrange catering), as well as realistic timeframes to ensure the project can be completed by the proposed end date.	30%
Additional attachments (optional)	(e.g. letters of support from key community stakeholders, flyers, plans, financial information, evidence of other funding, etc)	

More information

There will be an in-person grants information session on **Monday 7 October 1pm - 2pm** at **Djerring Flemington Hub Flemington** to review the guidelines and answer any of your grant questions. Please RSVP grants@localimpact.org.au if you are planning to attend.

Alternatively, for more information or help with your application please contact the Local Impact team at grants@localimpact.org.au

Decisions on applications

Please note that the grant amount awarded by the panel may be less than the amount requested. Grant amounts given will be dependent on an assessment of the budget provided and the amount of funding requested. Applicants will be notified by email on or before 2 December 2024.

Supporting documentation

You must provide the following supporting documentation for a small grant (less than \$10,000):

- Project budget which clearly shows how you will spend the funds, and quotes for all individual budget items greater than \$5,000.
- Letters of support to demonstrate community need and benefit (optional).
- Evidence of all necessary licences, permits and insurances which will enable you to run your project (e.g. public liability insurance, local council permits).
- For projects involving children, evidence that relevant personnel have Working With Children Checks.

Managing your grant

Successful applicants will be required to:

- Sign Funding Agreement
- Provide EFT details and an invoice
- Meet requirements of any relevant permits and permissions
- Provide copies of appropriate insurance (minimum \$20M public liability insurance)
- For organisations working with or impacting children, demonstrate their obligations to meet child safe requirements
- Notify us about anything which is likely to impact your ability to deliver your project
- Meet monitoring and reporting requirements and submit a grant acquittal and financial declaration.

Reporting requirements

You will be required to complete a Project Completion Report (Acquittal) within 30 days of the project end date. The Project Completion Report will be submitted electronically through the application portal. The report includes information about how the grant was spent, the outcomes, achievements of the project, and any lessons learned.

Privacy information

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. View the Australian Privacy Principles, [here](#)

Glossary

Acquittal Report: Is a summary at the end of the project that explains what you did with the money you were given for a project or activity. It shows how you spent the funding you were given and what you achieved with it. It helps people see that the money was used for the right things and the project was successful.

Attestment for qualifications: Proving or showing that your qualifications or achievements are true or real. You have evidence to support what you're saying or claiming, like showing a certificate to prove you've completed a course or activity.

Grant Guidelines Document: A document which provides details about the grant and the application process

Online Grant Application: The online form which is used to apply for the grant. You will fill out this form online to provide details of your project. The smartygrants platform supplied to us by the Bendigo Bank Community Enterprise Foundation CEF

Funds from your organisation: Money provided by your organisation on top of the grant funding money.

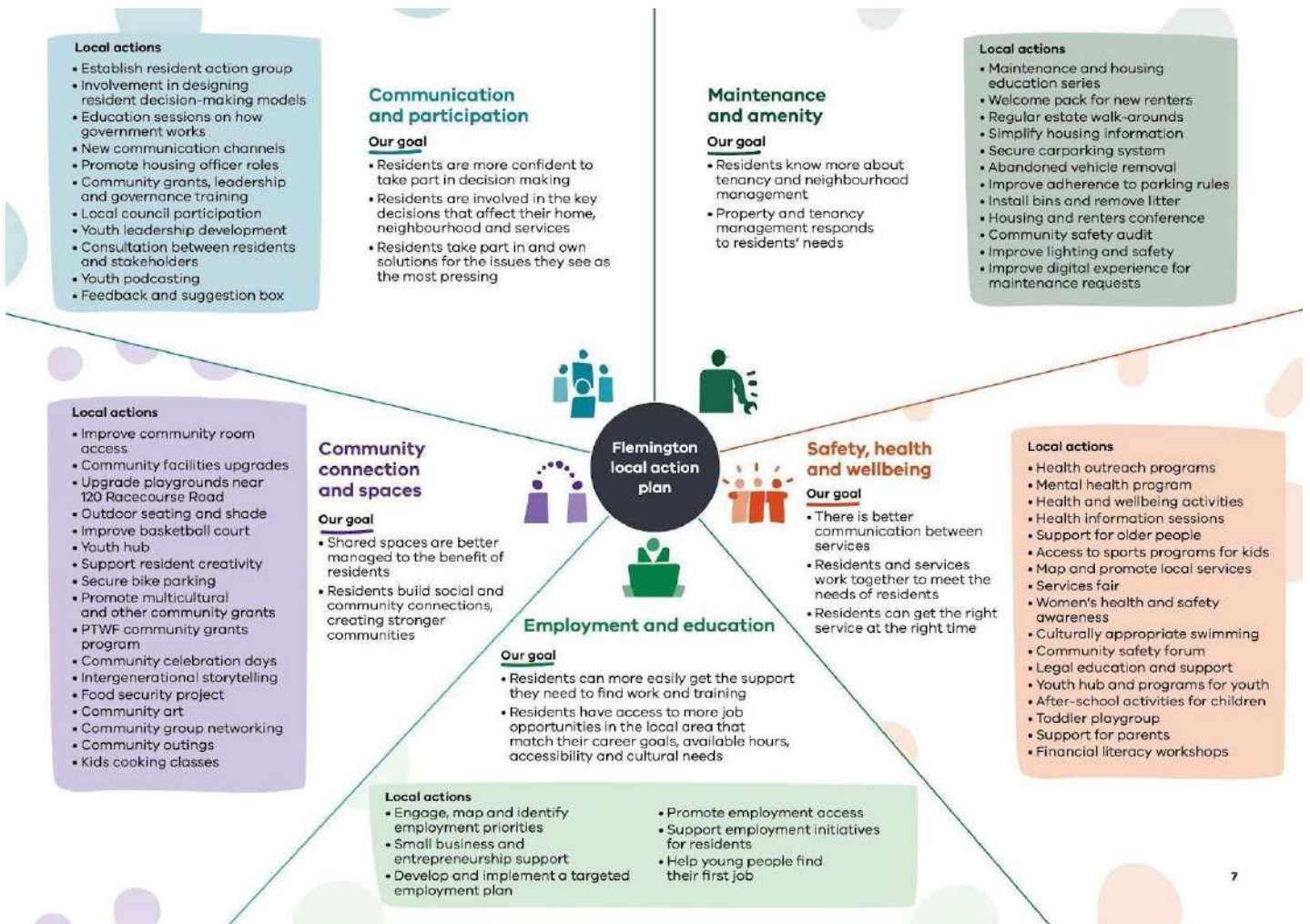
Funds from other sources: Money you are getting from other organisations on top of the grant funding money.

In-kind: Means you're not giving money, but instead, you're giving or getting things or services to help with the project. It's like someone giving you their time as a volunteer or giving supplies or helping you with something without giving you cash. It still helps you and the project, but it's not actual money.

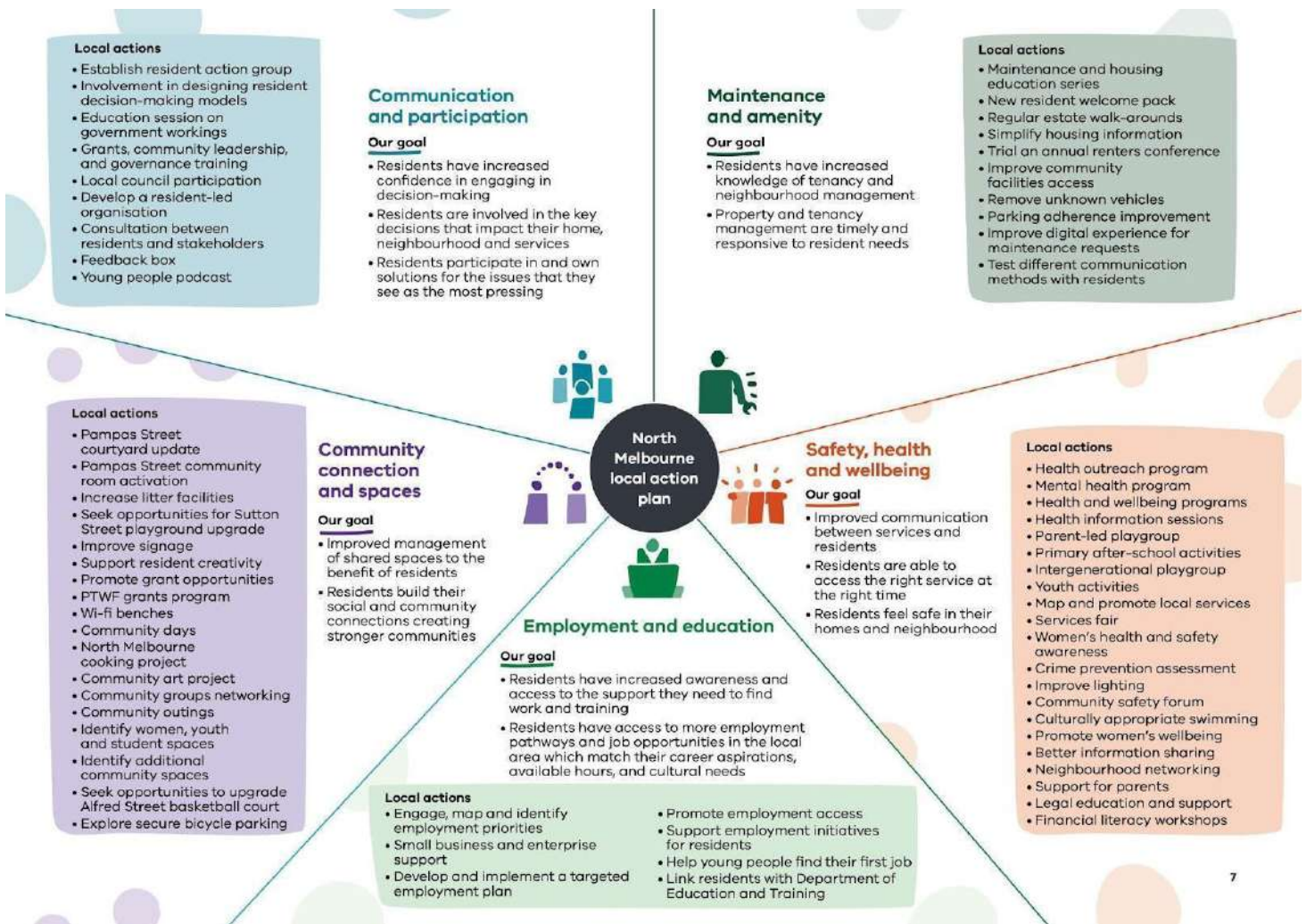
Public Liability Insurance: Special protection for the project or event you are planning. If something goes wrong and someone gets hurt or something gets damaged, this insurance helps cover the costs and make sure everyone is okay. It's like having a safety net to help if accidents happen.

Letter of Support: Letters of support can show that people in the community think your idea is good because they want to help you with the project. This could be from the local council, a group, or an organisation.

Flemington Local Action Plan 2022-202



North Melbourne Local Action Plan 2022-2023



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