



Applicant Information Session

2021/22 Community Development Grants

April 2021

Introductions



- **Keith Black, Coordinator Strategic and Community Planning**
- **Elizabeth Willems, Team Leader Social and Community Planning**
- **Tabitha Duffus, Community Policy Officer**
- **Leonie Phillips, Community Development Officer**

Your Participation



- Use chat function
- Two Q&A sections in tonight's session
- Specific questions – contact the team



SmartyGrants

Our grants management system

SmartyGrants



- Grants management at Baw Baw Shire continues to occur via SmartyGrants
- You can
 - Preview forms
 - Develop, save drafts and submit forms and reports
 - Receive correspondence
 - Refer to other applications you have made in that account
- We will
 - Manage grants program and processes
 - Correspond with you
 - Send reminders of reporting due dates
 - Provide relevant forms

Example email from SmartyGrants



- Sender is service@smartygrants.com.au
- Check your junk folder
- Often automated
- No unsolicited emails
- Pass on to your grant writers

Submission 275CSF19 started



service@smartygrants.com.au
To Elizabeth Willems



16/10/2019

If there are problems with how this message is displayed, click here to view it in a web browser.

Submission 275CSF19 started

Hi Elizabeth Willems,

This email is to confirm that you have started a submission to Department of Justice - Community Crime Prevention.

You should make a note of the following submission number.

Submission number: 275CSF19

To view your submission, please go to <https://deptjustice.smartygrants.com.au/applicant/login>, enter your email address and password then click Log In.

Once you are logged in click on the My Submissions link near the top of the page.

Thank you,

The team at SmartyGrants

This is a system generated email relating to an application or registration powered by [SmartyGrants](#).

Get the most from SmartyGrants



- Ensure your Committee is managing access
 - *We strongly encourage an organisational login*
- Flexible access – ‘cloud-based’ system just need internet access
- Update password with personnel changes



Not logged in.

Current Rounds

Login or Register

You must register before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with * must be completed.

Login

If you're already registered or have started an online form log in here.

Email

Address: *

Password: *

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Log In

Register

If you haven't registered or started filling in a form, register here.

[Register](#)

SmartyGrants – home screen



The screenshot shows a web browser window with the address bar displaying "bawbawshire.smartygrants.com.au/applicant". The page header includes the Baw Baw Shire Council logo and a green navigation bar with the text "Logged in: Elizabeth Willems (elizabeth.willems@bawbawshire.vic.gov.au) My Submissions Log Out Current Rounds". A yellow warning box states: "Warning: SmartyGrants has detected that you are logged in 3 times simultaneously. Note, if you are working in different screens or browsers there is a risk of overwriting changes." Below this, a message reads: "All your current and past submissions — if any — are available below. To start a new submission, click on the name of the round you'd like to fill out. To update your name, organisation or password: [Update My Details](#)". The main section is titled "Your Submissions" and contains the text "No Forms Submitted" and "You have not submitted any forms for Baw Baw Shire Council." Four colored arrows are overlaid on the image: a blue arrow pointing to the warning box, a red arrow pointing to "No Forms Submitted", a purple arrow pointing to "Your Submissions", and a yellow arrow pointing to the "My Submissions" link in the header.

My Submissions - Baw Baw Shire

bawbawshire.smartygrants.com.au/applicant

BAW BAW SHIRE COUNCIL

Logged in: Elizabeth Willems (elizabeth.willems@bawbawshire.vic.gov.au) My Submissions Log Out Current Rounds

Warning: SmartyGrants has detected that you are logged in 3 times simultaneously. Note, if you are working in different screens or browsers there is a risk of overwriting changes.

All your current and past submissions — if any — are available below.
To start a new submission, click on the name of the round you'd like to fill out.
To update your name, organisation or password: [Update My Details](#)

Your Submissions

No Forms Submitted

You have not submitted any forms for Baw Baw Shire Council.

SmartyGrants – example



Logged in: Elizabeth Willems (elizabeth.willems@bawbawshire.vic.gov.au) [My Submissions](#) [Log Out](#)

[Current Rounds](#)

All your current and past submissions — if any — are available below.
To start a new submission, click on the name of the round you'd like to fill out.

To update your name, organisation or password: [Update My Details](#)

Your Submissions

Submitted Forms

Community Safety Fund Grants 2019-20 — 275CSF19 — Savvy Seniors - Safer Homes



Community Safety Fund Grants 2019-20

Submitted on 25 October 2019



Progress Report - Community Safety Fund 2019-20 (Stream 2)

Submitted on 19 May 2020



Final Report - Community Safety Fund 2019-20 (Stream 2)

Submitted on 7 April 2021

SmartyGrants – user details



Logged in: Elizabeth Willems (elizabeth.willems@bawbawshire.vic.gov.au) [My Submissions](#) [Log Out](#) [Current Rounds](#)

Warning: SmartyGrants has detected that you are logged in 2 times simultaneously. Note, if you are working in different screens or browsers there is a risk of overwriting changes.

Edit Details

Your account

Changes will be visible next time you log in.

Name:

Organisation:

Email address:

elizabeth.willems@bawbawshire.vic.gov.au

If you need to change your email address, contact service@smartygrants.com.au

Your password

Passwords must be 8 characters or more in length and must meet ALL of the following requirements:

- include uppercase letters
- include lowercase letters
- include non-alphabetical characters

Old password:

New password:

Confirm new password:



Three funding categories

Community Development Grants



3 funding categories

- Equipment Grants, \$5,000
- Environment Grants, \$5,000
- Minor Capital Grants, \$10,000, \$1:\$1 arrangement

Environment Grant



To support the activities of community groups that improve the sustainability of natural environments. Activities may seek to build skills, knowledge and awareness of the community and must have a direct benefit to the environment.

Equipment Grant



- To support the equipment needs associated with the successful operation of community groups in Baw Baw Shire. Equipment items are portable assets that are securely stored on site when not in use and does not include any item that requires installation on, or fixing to an existing structure (e.g. defibrillator cabinet, cabinetry, appliance purchases that requires installation at a future time, etc).
- Items that require installation or fixing on an existing structure can be considered if Minor Capital Works is deemed an appropriate grant for their project.

Equipment and Environment Deadline



- Environment and Equipment Grants open 13 April 2021 and close 24 May 2021



Minor Capital Grant



The Minor Capital Works grant category supports the delivery, repair or improvement of built form fixed asset projects in/on eligible community facilities and places. The kinds of projects that this grant is suitable for include upgrade of buildings, paths, lighting, clubrooms, fencing, playing surfaces, shade and public space infrastructure, and may include the purchase and installation of items such as cabinetry, floor coverings, and electrical or gas equipment. Minor Capital Works projects do not exceed \$50,000 in value.

Minor Capital Deadlines



The application is done in 2 stages:

- **Expression of Interest –**
Opened 13 April
Closes 3 May
 - may be subject to a site visit,
following submission
- **Application by invitation –**
Opens 8 June
Closes 8 July



Eligibility



- The Applicant is a not for profit constituted body such as an incorporated association
- The project is located or delivered within Baw Baw Shire
- The Applicant has fully acquitted previous Community Development Grant and has no outstanding grant-related debt with Baw Baw Shire Council
- The Applicant submits only one application per round
- The project or program has not received funding or a funding allocation from Baw Baw Shire Council or other external individual or organisation via a grant, sponsorship, or donation (that does not prevent co-funding arrangements where only partial funding has been obtained)
- The application is submitted by the close of the Round. Late submissions will not be considered.
- Applicants that have not met Eligibility Criteria will not progress to assessment and will be advised as early as possible.

What will not be funded



- Improvements to commercial properties, or delivery of commercial activities, or to commercial organisations or individuals
- Fundraising activities, competitions, prizes, and award exhibitions
- Permanent staff costs bawbawshire.vic.gov.au
- Catering and alcohol
- Organisational core operating costs
- Projects from Applicants that are the funding responsibility of other levels of government
- Interstate or international travel costs
- Projects that duplicate existing services and programs
- Projects with a sole religious or political purpose
- Activities, projects, programs, and events that have already taken place or commenced
- Baw Baw Shire Council owned or run activities, projects, programs, and events
- The purchase or repair of used goods or equipment



Assessment and Decision

Two steps – Eligibility, then Merit

Assessment criteria



1. Eligibility

- **Administrative evaluation**
- **If the Application passes, it is referred to independent panel for merit assessment.**
- **If the Application does not pass, Applicants will be advised in writing that Council will not be considering the project for funding and reasons given.**

2. Merit



Council decision



- Officers prepare a report for the Council
 - Council reviews the recommendation at a briefing
 - Council makes its funding decision at an Ordinary Meeting
- Applicants with an interest in the Council report will be notified of the meeting
 - Applicants make exercise their civic right to participate in Council's meeting.
 - Information will be provided.

Where your application is awarded funds



- A Funding Agreement is offered to Applicants that are awarded funds.
 - Council does not pay your suppliers
 - Do not commence any aspect of your project before the Funding Agreement is finalised and funds are received. This includes any purchases.
- Your Project Acquittal is due one month before the end of the project term.

Questions



FAQs at end of the slide pack





Developing your Application

- Project management
- Budget development
- In-kind contributions
- Permits

Auspicing



- Auspicor must make the application and is required to be the SmartyGrants User
- Auspicee must provide *Auspicee Application*
- Council will liaise with Auspicor
- The Auspicor cannot make multiple applications to BBSC

QUOTES



Value of purchase	to \$5,000	\$5,001 to \$25,000	\$25,001+
Number of quotes required	1	2	3

- **Quotes are per transaction and not the value of the project. *Example: if you have three different purchases to make and each is valued under \$5,000 supplied by different businesses, you require one quote per purchase.***

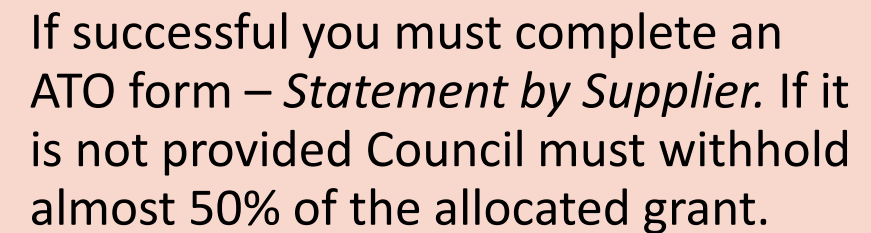
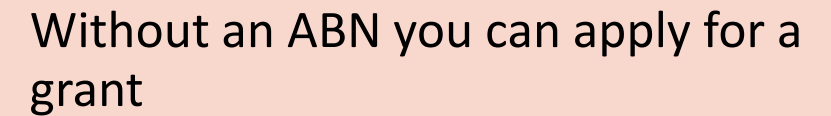
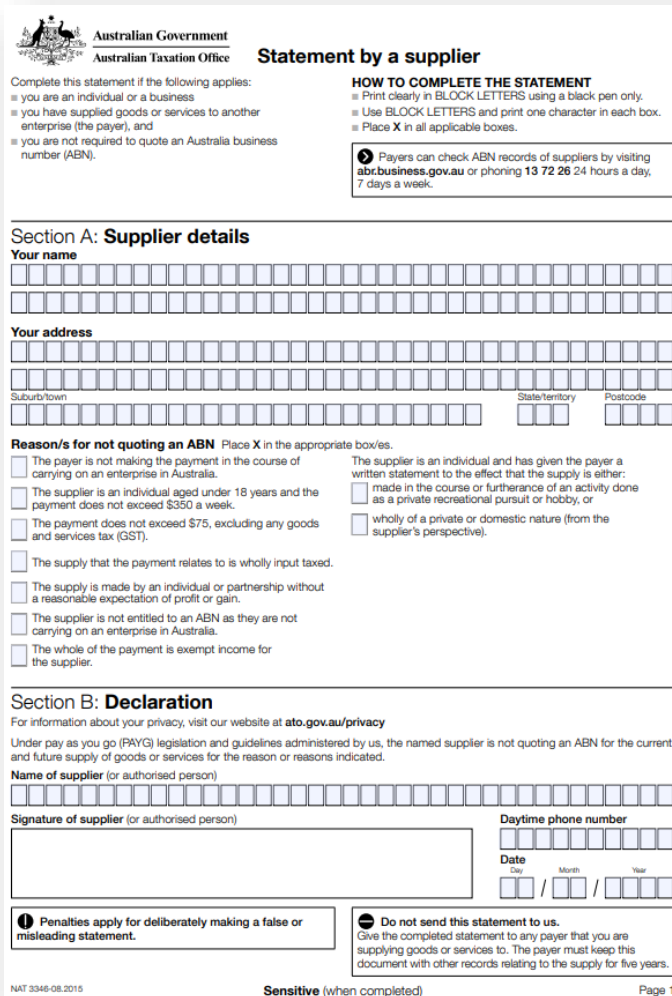
- **Understand your GST status**
- **To find out, visit**
<https://abr.business.gov.au/>



If your organisation is registered for GST, your project costs must be presented as exclusive of GST



If your organisation is not registered for GST your project costs can include GST.



Matched funding, \$1:\$1



- Minor Capital Works applications only
- Council will consider funding \$1 for every \$1 contributed by the Applicant up to the maximum grant amount
- Matched funding may be
 - Cash
 - A successful grant from another organisation
 - In-kind volunteer labour (skilled or unskilled)
 - NOTE: This may be no more than half of the matched funding. A detailed record must be provided at acquittal.

Example – Minor Capital Works



- **Project value = \$18,000**
- **Grant request = maximum \$9,000**
- **Applicant contribution = \$9,000**
 - **At least half (that is, \$4,500+) in cash from savings or a cash contributor to the specific project (another grant, sponsor, etc)**
 - **The balance may be in-kind volunteer labour.**

Co-funding



- Project is delivered with contributions from more than one funding body.
- Co-funding may be used to show you have matched funding.
- Need confirmation of commitment.
- Council will want to understand other funding source/s



[Vision, Values, Mission
\(bawbawshire.vic.gov.au\)](http://bawbawshire.vic.gov.au)

In-Kind and Volunteer Labour



- In Kind support
- Templates available
- Volunteer Labour
 - Skilled \$50 ex GST
 - Unskilled \$25 ex GST
- Using volunteer labour presents particular risks that you need to manage.

Figure 1 - Example of an in-kind contribution record

Date	Volunteer/s name	Description of work undertaken	Start time	Finish time	In-kind rate: The type of labour is calculated at different hourly rates exclusive of GST: \$50 for skilled work; \$25 for unskilled work.	Combined Hours worked	Value of the labour (multiply the hours worked by the relevant in-kind rate, exclusive of GST)
15/4/2020	Susan G; Raj S; Tony Y.	Construction of Manure pile	9:00 AM	1:00 PM	Unskilled @ \$25	12 hours	\$300
18/4/2020	Brown's Concrete Crew	Laying of concrete	8:00 AM	1:00 PM	Skilled @ \$50	5 hours	\$250
21/4/2020	Tony Y; Susan G.	Shovelling sand	8:00 AM	10:00 AM	Unskilled @ \$25	4 hours	\$100
21/4/2020	Harry's Fitter and Turner Service	Welding gates	8:00 AM	1:00 PM	Skilled @ \$50	5 hours	\$250
22/4/2020	Raj S; Anita McQ.	Shovelling sand	8:00 AM	10:00 AM	Unskilled @ \$25	4 hours	\$100
22/4/2020	Harry's Fitter and Turner Service	Welding gates	8:00 AM	1:00 PM	Skilled @ \$50	5 hours	\$250
						TOTAL	\$1,250

In-Kind and Volunteer Labour



- When you present your budget declare your in-kind labour income and expenditure
- Manual labour tasks are considered unskilled work – e.g. painting, shovelling mulch, site clean up.
- Tasks that require specialist skills or knowledge are considered skilled labour.
- Equipment must be in safe working order and only used by trained operators.

Example: Income and Expenditure Budget - all costs exclusive of GST.

Income		Expenditure	
Baw Baw Shire Grant	\$8,927.00	Rails. 150x38mm	\$1,891.90
Recipient Cash Contribution	\$7,748.00	103 2.1m 5-6inch post	\$2,131.74
Horse Race Catering Fundraising	\$500.00	Fencing Contractor	\$5,040.00
Recipients in kind labour	\$1,250.00	8mm gates chain	\$242.85
		Sand base	\$960.60
		Concrete base for 2 wash bays	\$1,448.91
		Steel Yard Double Panel 4m 35 60.00	\$2,100.00
		Steel Yard Double Panel 2.8m 20 55.00	\$1,100.00
		Hardware: screws, pine strainer, snap hooks	\$2,260.00
		In Kind Labour: Construction of manure pile	\$300.00
		In Kind Labour: Shovelling Sand	\$200.00
		In Kind Labour: Browns Concrete crew	\$250.00
		In Kind Labour: Harrys Fitter and Turner service	\$500.00
Total Income	\$18,426.00	Total cost of project	\$18,426.00

- All volunteers must be fit for their tasks.
- Upload your volunteer labour plan with your application.



Application development



- Application forms are project planning tools
- Quotes
- Realistic



Application development



- Are made to the correct category
- Demonstrate good information to respond to the questions, factual, descriptive, direct
- Developed recognising that the content is what you are accountable for and must be reported on at completion via Project Acquittal Report
- Support good planning at your organisation
- Represent all costs
- Research costs
- Consider impacts beyond delivery

Application development



- **Reflect what your committee can achieve**
- **Should be planned for commencement no earlier than November 2021 and complete by May 2022**

Minor Capital Works Grant



- **Project Planning is not funded**
- **Building Permits are the responsibility of the Recipient**
- **Planning Permits are the responsibility of the Recipient**

Upon submission



Contact Council:

- If your contact details change
- Your project is no longer supported by the committee or will not advance
- If you have questions

Continue to manage your application

Questions



FAQs at end of the slide pack

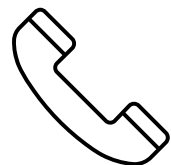


Thank you



Strategic and Community Planning

 grants@bawbawshire.vic.gov.au



1300 229 229



Participant Questions



Q: What time do applications close?

A: Applications will close at midday

Q: Are we able to apply for one application for both First Aid Kits and one (1) Portable Defibrillator?

A: Yes. You can apply for multiple items of equipment in the same application. Equipment purchases can not exceed \$5000, unless the applicant can demonstrate they can make a financial contribution to the project.

Participant Questions



Q: Can you apply for 1 grant for each category OR 1 grant across all categories?

A: You can only make 1 application to the Community Development Grants Round.

Q: When could we hear that our Application be approved and work commence on our project?

A: Projects should not expect to commence before November 2021 and should not commence until Funding Agreements are in place and the Funds Disbursement Process complete.

Participant Questions



Q: Is a screen and projector that needs to be fixed to the ceiling eligible for the equipment grant?

A: No. This is a Minor Capital Grant due to the requirement to fix items to an existing structure.

Q: If I get to apply how many quotes must you have and should they be from local suppliers?

A: Where possible, local suppliers should be engaged, this is sometimes not possible. The number of quotes relates to the size of the purchase.

Q: I noted the project will not be eligible if it's received funding from other external organisations." Is this a contradiction?

A: Projects that have been fully funded by other arrangements are unable to be funded. Projects that propose a co-funding arrangement where Council and other parties contribute to Project costs are possible.

Q: How do we cost volunteer in-kind contributions? What is the hourly labour value for volunteer work?

A: Volunteer labour is costed at \$50 skilled and \$25 unskilled.

Participant Questions



Q: Can we get feedback on the strength of our application along the way? I'm not suggesting an indication of approval or not, but if more detail would be required for the application to qualify, volunteers need to know how they are tracking...

A: No. The Grants Team at Council will not provide progress advice on the quality of an application. Only general advice can be given.

Q: What is SmartyGrants contact details?

A: Website www.smartygrants.com.au or email service@smartygrants.com.au