

## COMMUNITY LEADERSHIP RECOVERY GROUP

### Environment

Anne Davie (Island Ward)

David Sutton (Bunurong Ward)

Don Turner (Island Ward)

Neville Goodwin (Westernport Ward)

Jean Coffey (Westernport Ward)

Cr Julian Brown

Cr Stephen Fullarton

### Local Economy

Dom Brusamerello (Bunurong Ward)

Trevor Bowler (Bunurong Ward)

Michael Wright (Island Ward)

Chris Ross (Island Ward)

Geoff Moed (Island Ward)

John Stewart (Westernport Ward)

Alan Willoughby (Westernport Ward)

Cr Les Larke

Cr Pam Rothfield

### Arts & Culture

Wayne Maloney (Bunurong Ward)

Marion Quigley (Island Ward)

Patrice Mahoney (Island Ward)

Peter Hanley (Bunurong Ward)

Carol Blair (Westernport Ward)

Lyndell Parker (Westernport Ward)

Cr Michael Whelan

Cr Clare Le Serve

### Community Wellbeing

Sally Conning (Bunurong Ward)

Beau Vernon (Island Ward)

Emily Jolly (Island Ward)

Graeme Sprague (Bunurong Ward)

Martin Keogh (Bunurong Ward)

Terry Shannon (Bunurong Ward)

Zena Benbow (Westernport Ward)

Mary Clarke (Westernport Ward)

Greg Thompson (Island Ward)

Ian Turnnidge (Island Ward)

Dianne Goeman (Westernport Ward)

Stephen Ward (Bunurong Ward)

Cr Bruce Kent

Cr Geoff Ellis

## Community Leadership Recovery Group

### Purpose:

- To advise Council on initiatives and requests coming through to support community recovery
- To provide a ground truth for Council on resilience levels within the community
- To support community led recovery initiatives, including the review and assessment of applications for Council's Business and Community Resilience Grants Program

### Responsibilities:

- Gather and share relevant qualitative and quantitative recovery data information
- Share information with the Municipal Emergency Management Planning Committee (MEMPC) to effectively plan and respond to community support needs during the pandemic
- Provide input into draft Bass Coast Shire recovery plans
- Support referral efforts to external bodies to assist affected people, families and groups
- Participate where required in panels to assess applications received through the Business and Community Resilience Grants Program
- Work with agencies and the community to facilitate the re-establishment of re-connection and a sense of belonging (which might involve projects such as art, gatherings, community events and people expressing themselves in a variety of positive ways)

### Membership:

Community leaders will be invited by the Mayor to join the group and will represent a broad range of interest and service areas from across Bass Coast Shire.

Council representatives include:

- Mayor (Chairperson)
- Councillors
- General Manager Resilient Communities
- Executive Manager Partnerships and Advocacy
- Administration Support

## **Sub Groups:**

Sub Groups have been formed to assist decision making. These Sub Groups will include community leaders, councillors and council officers

## **Role of Community Leaders:**

- Represent the needs of the whole community, beyond individual interests
- Include a variety of perspectives and points of view
- Support representation of key local groups

## **Meetings:**

### **Chairperson**

The Chairperson will be the Mayor. In the Mayor's absence, the CEO/Deputy Mayor will Chair the meeting.

### **Quorum**

A quorum consists of at least one (1) Councillor and at least one (1) Council officers of General Manager/Executive Manager as well as half the number of community members, plus one.

### **Decision Making**

This Group is an advisory group that will provide information and recommendations to Council. Decision making will be by consensus. Should consensus not be reached, the Chairperson will have the casting vote.

### **Agenda and Minutes**

The agenda will be prepared by the Community Recreation and Culture Department and circulated at least 24 hours prior to the meeting. Minutes will be taken by the same and distributed within 48 hours of a meeting.

### **Meeting Location**

All meetings will take place online, using Go-To Meetings. Information on how to use this technology will be made available to all members.

### **Meeting Frequency**

Meetings will be held weekly on Thursdays for a period of eight (8) weeks and then reviewed.

### **Reporting to Council**

The Community Leadership Recovery Group shall inform the Council of its activities on a regular basis

### **Amendments / Review of Terms of Reference**

This Terms of Reference will be reviewed in four (4) weeks' time once all emergency management groups are established, to avoid duplication and to ensure that the needs of our community are being met. Any changes will be made by consensus of the Group.

## Subgroups of Community Leadership Recovery Group

### Purpose:

- To advise Council on initiatives and requests coming through to support the Community Wellbeing recovery from Covid-19
- To provide a ground truth for Council on resilience levels within the community
- To provide updates to the Community Leadership Recovery Group on recovery activities aligned to the Community Wellbeing stream of Council's Business and Community Resilience Grants Program

### Responsibilities:

- Gather and share relevant qualitative and quantitative recovery data information
- To provide weekly updates to the Community Leadership Recovery Group on recovery activities aligned to the Community Wellbeing stream
- Participate in the assessment of grant applications received through the Business and Community Resilience Grants Program
- Work with agencies and the community to facilitate the re-establishment of re-connection and a sense of belonging (which might involve projects such as art, gatherings, community events and people expressing themselves in a variety of positive ways)

### Membership:

Subgroups will include community leaders invited by the Mayor to join the Community Leadership Recovery Group and will represent a broad range of interest and service areas from across Bass Coast Shire. This Community Wellbeing and Resilience subgroup is one of four subgroups based on Council's recovery streams of Community Wellbeing, Arts and Culture, Local Economy and the Environment that have been established to respond to the COVID-19 recovery needs of the Bass Coast community.

Council representatives on this subgroup include:

- Councillors (including Chairperson)
- Council Officers
- Administration support

### Role of Community Leaders Subgroup:

- Represent the needs of the whole community, beyond individual interests
- Include a variety of perspectives and points of view
- Support representation of key local groups

## **Meetings:**

### **Chairperson**

The Chairperson will be Councillor Geoff Ellis. In Councillor Ellis' absence, Councillor Bruce Kent will Chair the meeting.

### **Quorum**

A quorum consists of at least one (1) Councillor and as well as half the number of community members, plus one.

This Group is an advisory group that will provide information and recommendations to the Community Leadership Recovery Group. Decision making will be by consensus. Should consensus not be reached, the Chairperson will have the casting vote.

### **Agenda and Minutes**

The agenda will be prepared by Council administration support and circulated at least 24 hours prior to the meeting. Minutes will be taken by the same and distributed within 48 hours of a meeting.

### **Meeting Location**

All meetings will take place online, using Go-To Meetings. Information on how to use this technology will be made available to all members.

### **Meeting Frequency**

Meetings will be held weekly on Mondays for a period of eight (8) weeks and then reviewed.

### **Amendments / Review of Terms of Reference**

This Terms of Reference will be reviewed in four (4) weeks' time once all emergency management groups are established, to avoid duplication and to ensure that the needs of our community are being met. Any changes will be made by consensus of the Group.

# Business and Community Resilience Grants Program COVID-19

## Guidelines for Business Support

May 2020

*These guidelines may be subject to change without notice. Please ensure you download the current guidelines from Council's website when preparing your application:*

[www.basscoast.vic.gov.au/resiliencegrants](http://www.basscoast.vic.gov.au/resiliencegrants)

## **Background**

This document has been developed to assist in the delivery of Council's Business and Community Resilience Grants Program in response to the COVID-19 Pandemic. The rapid escalation of COVID-19 and measures to contain its spread have led to widespread disruption and hardship to businesses and the community overall.

At Council's Ordinary Meeting on 15 April, Council supported the Program by allocating \$700,000 for business and community grants.

The Program is not seeking to replicate Council's Community Grants Program or existing Federal and State government packages, rather to identify gaps in the existing support programs and implement mechanisms to support the most vulnerable in our community and those individuals and organisations that provide business, social and health support for the broader community.

In the development of the Program, it was important to recognise the existing business, social and health networks and the capabilities of the Bass Coast community. It also identifies that all levels of government must work together to provide support to ensure relief and recovery needs of our community are met.

This Program was developed to assist in reducing the impact of the COVID-19 Pandemic on the community and guide Council in resourcing and assisting the business and community sectors in relief and recovery activities.

These Guidelines will ensure ease of applications for grants and that applications are assessed within a transparent and equitable process.

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## Guidelines

The Business and Community Resilience Grants Program, (the Program) is a non-recurrent funding program open to Bass Coast community groups and not-for-profit organisations, businesses and individuals to implement an initiative or project to support recovery from the direct impacts of COVID-19.

The Grants Program is split into two streams:

- Business Support
- Not-for Profit Community groups and organisations

These guidelines are for the **Business Support** stream.

The Business Support grants provide financial assistance to eligible businesses affected by COVID-19.

Four programs are available to support businesses to:

1. Develop their online and e-commerce capabilities
2. Undertake training and professional development to better prepare for return to business activities
3. Initiate innovative projects to be in a position to maximise local jobs and business opportunities of the post COVID-19 economy
4. Invest in capital works and equipment during this challenging time and position their business to strongly benefit from the economic recovery when it happens.

## Information and assistance

For general information about the application process, or for assistance with SmartyGrants, please contact Council's Community Grants and Projects Officer, Shirley Egan, on 5671 2412, or email [resiliencegrants@basscoast.vic.gov.au](mailto:resiliencegrants@basscoast.vic.gov.au)

For grant information and online applications – [www.basscoast.vic.gov.au/resiliencegrants](http://www.basscoast.vic.gov.au/resiliencegrants)

**To discuss your project and ensure eligibility, please contact:**

- Emilie Barkley, Business Development Officer on 0409 301 899
- Sylvia Tamburo, Business Support Officer on 0419 001 549
- email [business.support@basscoast.vic.gov.au](mailto:business.support@basscoast.vic.gov.au).

## Funding Program

- The total allocation of the Program is \$700,000.
- The minimum funding request is \$1,000.
- To ensure an equitable spread of funding, only a limited number of projects will be funded the maximum funding amount.
- Applicants are not required to make a funding contribution to the proposed project, however it is encouraged where practicable.

## Categories and Funding

The Program provides funding in the following categories. Applicants may apply to more than one category in the same application.

Categories and funding amount	What we fund
<b>Online and e-commerce</b> \$1,000 to \$5,000	Costs associated with online and e-commerce activities including the purchase of hardware, software and services in any of the following areas: <ul style="list-style-type: none"> <li>• Website design and development</li> <li>• E-commerce platforms (selling online and receiving payments)</li> <li>• Online content development (web pages, mobile apps, audio and visual media)</li> <li>• Mentoring and training in online and e-commerce activities</li> <li>• digital marketing and promotion</li> </ul>
<b>Training and Professional Development</b> \$1,000 to \$2,000	Costs associated with increasing and enhancing staff capability to better prepare for return to business activities. Examples include: <ul style="list-style-type: none"> <li>• Online learning, webinars</li> <li>• Attendance at training courses, workshops and forums</li> <li>• In-house courses delivered by a qualified external provider or other training</li> </ul>
<b>Other Projects</b> \$1,000 to \$30,000	Initiate innovative projects to be in a position to maximise local jobs and business opportunities of the post COVID-19 economy
<b>Capital Works and Equipment</b> \$1,000 to \$20,000	Costs associated with capital works and equipment used to produce income, including in any of the following areas: <ul style="list-style-type: none"> <li>• equipment, including major catering, processing and production equipment;</li> <li>• business fittings, including retail and hospitality shop fittings;</li> <li>• physical alterations, including remodelling of premises</li> </ul>

## Key dates

Funding will be offered over four rounds, or until the total grant funding has been expended, whichever occurs first.

Initial grant assessments will be conducted by Council officers based on eligibility and criteria.

A summary will be provided to the Bass Coast Community Leadership Recovery Group (BCCLRG), which includes all Bass Coast Councillors for approval.

Round	Opens	Closes	Recommendation to BCCLRG	Grant Notification
1	Monday, 25 May	Friday, 5 June	Thursday, 18 June	Tuesday, 22 June
2	Monday, 22 June	Friday, 3 July	Thursday, 16 July	Monday, 20 July
3	Monday, 20 July	Friday, 31 July	Thursday, 13 August	Monday, 17 August
4	Monday, 17 August	Friday, 28 August	Thursday, 10 September	Monday, 14 September

## Making an Application

Applications can be made by completing the online application form at [www.basscoast.vic.gov.au/resiliencegrants](http://www.basscoast.vic.gov.au/resiliencegrants).

### Eligible Applications

All applicants must meet the following eligibility requirements

1. Demonstrate how the grant will help support the business in response to the impact of COVID-19
2. Be located and operate within Bass Coast Shire
3. Have an Australian Business Number (ABN)
4. Employ fewer than 50 Full Time Equivalent (FTE) employees at the time of application
5. Provide quotes to support the requested funding amount
6. Applicants must demonstrate how their project will adhere to social distancing regulations that are in place at the time the project is being undertaken, if applicable
7. Understand and seek appropriate permits and approvals for capital works projects
8. Acquit the funded project within six months of receiving funds, or as soon as possible after project completion
9. Consult with the relevant Council Officer before applying

It is recommended that all goods and services that form part of the project are purchased in Bass Coast.

### Ineligible Applications

1. Businesses located outside Bass Coast Shire
2. Projects and activities more suitable for funding by another level of Government or agency.
3. Items or activities that are part of the normal day-to-day operating expenses of the business eg wages, utility costs, rent, insurance etc.
4. Projects that commenced, or equipment purchased, prior to Monday, 16 March 2020
5. Do not have an ABN or can't provide an Australian Tax Office (ATO) Statement by Supplier
6. Applications with the singular purpose of promoting religion

7. Organisations that have a political purpose, government agencies, foundations or grant making bodies, or have a primary focus on fundraising
  8. Current Bass Coast Shire Council employees, Councillors or their immediate families
  9. Applicants who owe money to Council whether by debt or un-acquitted grant
- Council reserves the right to reject any application that is ineligible or does not meet eligibility criteria.

## **Project Planning**

To assist with project planning, a copy of the Application Form and Project Plan Template can be downloaded from Council's website at [www.basscoast.vic.gov.au/resiliencegrants](http://www.basscoast.vic.gov.au/resiliencegrants).

**All applicants**, with the exception of equipment purchases, will need to complete and attach a Project Plan to their application.

## **Supporting Documentation for Applications**

The following attachments are required to support your application:

- An ATO Statement by Supplier (if applicable)
- A current Certificate of Public Liability Insurance
- Quotes for all aspects of the project
- Project Plan
- Evidence that any required permits and approvals have been investigated (if applicable)
- Landowners consent (if applicable)
- Evidence of partnerships (if applicable)
- You may choose to attach other supporting documents to your application

## **Multiple Applications**

Only one project per organisation may be funded in this Program.

If an applicant has a project that is deemed unsuccessful they can make application for the same project, re-worked, or a different project to another round.

## **Assessment and Notification**

Applications are assessed according to the following:

- Applicant and project are eligible
- The degree to which an application shows a demonstrated need for the project and a direct benefit to response and recovery from COVID-19

Council officers will undertake an initial assessment of applications.

A summary of all assessments will be provided to the Bass Coast Community Leadership Recovery Group (BCCLRG), which includes all Councillors, for approval.

Following approval from the BCCLRG, successful and unsuccessful Applicants will be notified within one week. Unsuccessful Applicants will be encouraged to seek feedback from Council Officers and make an application to another round, should funding be available.

Council reserves the right to refuse funding, or provide partial funding.

## Payment

Successful applicants will be sent a Tax Invoice/Funding Agreement which must be completed and returned to Council for funding to be paid, generally by Electronic Funds Transfer. If Council does not have your bank account details on file you will be required to complete and return a New Supplier Statement Form.

## Funding Conditions

The Tax Invoice/Funding Agreement lists general conditions of funding and, if applicable, any special conditions which need to be met before funds can be forwarded to your group.

By signing and returning the Tax Invoice/Funding Agreement to Council you are agreeing to abide by the conditions and acquittal information. If you have any questions regarding information contained in the Tax Invoice/Funding Agreement please contact the Community Grants and Projects Officer as soon as possible.

## Grant Acquittal

The project must be completed within six months of receiving funds. If your project cannot be completed within this time, please contact Council's Community Grants and Projects Officer as soon as possible.

A full grant acquittal, attaching all receipts for approved funding and demonstrating how the grant helped support recovery from the impacts of COVID-19, should be completed through SmartyGrants within 30 days of project completion.

We also ask that you provide photos and any media promotion.

Please note that you are expected to acknowledge Council's funding contribution within any media associated with the project or initiative.

## Applicant Responsibilities

Funded organisations are required to comply with:

- Fair Work Act 2009 [www.fwc.gov.au](http://www.fwc.gov.au)
- Equal Opportunity Act 2010 [www.humanrightscommission.vic.gov.au](http://www.humanrightscommission.vic.gov.au)
- Disability Discrimination Act 1992 [www.legislation.gov.au/details/c2016c00763](http://www.legislation.gov.au/details/c2016c00763)
- Victorian Disability Act 2006 <https://services.dhhs.vic.gov.au/disability-act-2006>
- Racial and Religious Tolerance Act 2001  
[http://www.austlii.edu.au/au/legis/vic/consol\\_act/rarta2001265/](http://www.austlii.edu.au/au/legis/vic/consol_act/rarta2001265/)
- Privacy and Data Protection Act 2014 (Victoria)
- Occupational Health and Safety Acts, Regulations and Codes of Practice  
[www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)
- Victorian Workcover Scheme requirements [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)
- Public Liability Insurance [www.communityinsurance.com.au](http://www.communityinsurance.com.au)
- Victorian Charter of Human Rights [www.humanrights.vic.gov.au](http://www.humanrights.vic.gov.au)

# Business and Community Resilience Grants Program COVID-19

## **Guidelines for not-for-profit Community Groups and Organisations**

May 2020

*These guidelines may be subject to change without notice. Please ensure you download the current guidelines from Council's website when preparing your application:*

[www.basscoast.vic.gov.au/resiliencegrants](http://www.basscoast.vic.gov.au/resiliencegrants)

## **Background**

This document has been developed to assist in the delivery of Council's Business and Community Resilience Grants Program (the Program) in response to the COVID-19 Pandemic. The rapid escalation of COVID-19 and measures to contain its spread have led to widespread disruption and hardship to businesses and the community overall.

At Council's Ordinary Meeting on 15 April, Council allocated \$700,000 for business and community grants.

This Program is not seeking to replicate Council's Community Grants Program or existing Federal and State government packages, rather to identify gaps in the existing support programs and implement mechanisms to support the most vulnerable in our community and those individuals and organisations that provide business, social and health support for the broader community.

In the development of the Program, it was important to recognise the existing business, social and health networks and the capabilities of the Bass Coast community. It also identifies that all levels of government must work together to provide support to ensure relief and recovery needs of our community are met.

This Program was developed to assist in reducing the impact of the COVID-19 Pandemic on the community and guide Council in resourcing and assisting the business and community sectors in relief and recovery activities.

The Guidelines will ensure ease of applications for grants and that applications are assessed within a transparent and equitable process.

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## Guidelines

The Business and Community Resilience Grants Program (the Program), is a non-recurrent funding program open to Bass Coast businesses, not-for-profit community groups and organisations, and individuals, to implement an initiative or project to support recovery from the direct impacts of COVID-19.

The Program has been divided into two streams:

- Business Support
- Not-for-profit community groups and organisations

These guidelines are for **Not-for-profit Community Groups and Organisations**

Initiatives or projects to support the immediate social and physical wellbeing of vulnerable community members and build more connected, resilient and resourceful communities.

This may include:

- Sustainability focussed projects that add value to the community's recovery
- Projects to ensure creative culture and arts sectors are reactivated and supported.

## Information and assistance

For general information about the application process, or for assistance with SmartyGrants, please call Council's Community Grants and Projects Officer, Shirley Egan, on 5671 2412, or email [resiliencegrants@basscoast.vic.gov.au](mailto:resiliencegrants@basscoast.vic.gov.au)

For grant information and online applications go to [www.basscoast.vic.gov.au/resiliencegrants](http://www.basscoast.vic.gov.au/resiliencegrants)

**To discuss your project and eligibility**, please contact the relevant Council Officer:

Area	Council officer
Arts and Culture	David Burrows - 0466 921 801
Community Planning	Leah Bellairs - 0466 205 841
Asset Officer Building and Open Space (Council buildings)	Laurie Gervasi – 0438 550814
Environmental	Tony Price – 0466 694 744
Festivals, Celebrations and Events	Janine Temme - 0403 603 340
Small Businesses Support	Emilie Barkly - 0409 301 899
Sport and Recreation	Greg Polson - 0417 680 763

## Funding Program

- The total allocation for the delivery of the Program is \$700,000.
- The minimum funding request is \$1,000.
- To ensure an equitable spread of funding, only a limited number of projects will be funded the maximum funding amount.
- Applicants are not required to make a funding contribution to the proposed project, however it is encouraged where practicable.

## Categories and funding

The Program provides funding in the following categories. Applicants may apply to more than one category in the same application.

Category and funding amount	What we fund
<b>Equipment</b> \$1,000 to \$10,000	Purchase equipment that supports the delivery of COVID-19 recovery initiatives for example furniture, catering or equipment to support activities.
<b>Other Projects</b> \$1,000 to \$30,000	Deliver projects that address specific social or environmental issues in the community amidst COVID-19. This may include: <ul style="list-style-type: none"> <li>• costs associated with providing food, support services and medical relief</li> <li>• a project that delivers professional development, new work creation, and practice adaptation</li> <li>• a project that aims to increase membership and/or provide broad community participation in the group's activities</li> </ul>
<b>Festivals, Celebrations, Exhibitions and Events</b> \$1,000 to \$10,000	Support creative, sporting and social events, exhibitions, festivals and celebrations that allow for broad community participation. Projects: <ul style="list-style-type: none"> <li>• must be approved for funding before an event takes place, and conducted within COVID-19 social distancing restrictions in place at the time the event is to be held</li> <li>• that support the virtual delivery of events and exhibitions during COVID-19</li> <li>• are conditional upon obtaining, and providing, all relevant permits and permissions before the event is held</li> </ul>
<b>Capital Works</b> \$1,000 to \$20,000	Capital Works projects that assist in the delivery of COVID-19 response and recovery initiatives, for example kitchen refurbishments, storage facilities.  A successful Capital Works application will be conditional upon obtaining, and providing, all relevant permits, permissions, inspections and approvals. The Project Plan must include reference to relevant permissions, approvals and permits required for the project to proceed.  If your project is in/on Council owned or managed building/land you will be required to speak to a Council's Asset Officer Building and Open Space about the project before commencing the application.

## Key dates

Funding will be offered over four rounds, or until the total grant funding has been expended, whichever occurs first.

Initial grant assessments will be conducted by Council officers based on eligibility and criteria.

A summary will be provided to the Bass Coast Community Leadership Recovery Group (BCCLRG), which includes all Bass Coast Councillors for approval.

Round	Opens	Closes	Recommendation to BCCLRG	Grant Notification
1	Monday, 25 May	Friday, 5 June	Thursday, 18 June	Tuesday, 22 June
2	Monday, 22 June	Friday, 3 July	Thursday, 16 July	Monday, 20 July
3	Monday, 20 July	Friday, 31 July	Thursday, 13 August	Monday, 17 August
4	Monday 17 August	Friday 28 August	Thursday 10 September	Monday 14 September

## Making an Application

Applications to the Grant can be made by completing the online application form at [www.basscoast.vic.gov.au/resiliencegrants](http://www.basscoast.vic.gov.au/resiliencegrants).

### Eligible Applications

All Applicants must meet the following eligibility requirements.

1. Individuals, community groups or not-for-profit organisations must demonstrate how the grant will help support and provide community benefit in response to the impact of COVID-19
2. Be based in Bass Coast Shire or deliver the project or service in Bass Coast Shire
3. Be a registered not-for-profit legal entity, for example an incorporated association, or be auspiced by a registered not-for-profit legal entity, and
  - a) have an Australian Business Number (ABN), and
  - b) have at least \$10 million Public Liability Insurance to cover all aspects of the project. Exceptions are low risk equipment purchases
4. Individuals may apply if they are auspiced by a registered not-for-profit legal entity
5. Provide services or activities to potentially vulnerable groups in the community
6. Have the capacity to carry out, or oversee, the proposed initiative and be able to report on it and its impact
7. All projects must consider the needs of people of all ages and abilities
8. Applicants must demonstrate how their project will adhere to social distancing regulations that are in place at the time the project is being undertaken, if applicable to the project
9. Provide a budget to verify projected costs associated with the funding request

10. No individual applicant/s is/are to financially benefit from the funding received through this Grant Program
11. Understand and seek appropriate permits and approvals for building (capital works) and/or event projects
12. Acquit the funded project within six months of receiving funds, or as soon as possible after project completion
13. Consult with the relevant Council Officer before applying

It is recommended that all goods and services that form part of the project are purchased in Bass Coast.

## **Ineligible Applications**

1. Activities that take place outside Bass Coast Shire
2. Projects and activities more suitable for funding by another level of Government or agency
3. Items or activities that are part of an organisation's core business or their normal day-to-day operating expenses eg wages, utility costs, rent etc.
4. Projects that commenced, or equipment purchased, prior to Monday, 16 March 2020
5. Applications with the singular purpose of promoting religion
6. Organisations that have a political purpose, government agencies, foundations or grant making bodies, or have a primary focus on fundraising
7. Current Bass Coast Shire Council employees, Councillors or their immediate families
8. Applicants who owe money to Council whether by debt or un-acquitted grant

Council reserves the right to reject any application that is ineligible or does not meet eligibility criteria.

## **Unincorporated Organisations and Individuals**

Applicants that are not incorporated must have their application auspiced by an eligible incorporated organisation. Information on the auspicing body will need to be provided in the application, including their ABN and contact details. Auspiced applicants will need to complete and attach an Auspice Agreement to their application. This Agreement is available on Council's website at [www.basscst.vic.gov.au/resiliencegrants](http://www.basscst.vic.gov.au/resiliencegrants)

If the applicant is successful, the auspicing body is legally responsible for the funds and will be required to enter into the Funding Agreement with Council.

Further information on auspicing arrangements can be found at [www.nfplaw.org.au/auspicing](http://www.nfplaw.org.au/auspicing)

## **Project Planning**

To assist with project planning, a copy of the application form and project plan template can be downloaded from Council's web page [www.basscoast.vic.gov.au/resiliencegrants](http://www.basscoast.vic.gov.au/resiliencegrants).

**All applicants**, with the exception of equipment purchases, will need to complete and attach a Project Plan to their application.

## Supporting Documentation for Applications

Depending which grant category is applied for, the following attachments are required:

- An Australian Tax Office (ATO) Statement by Supplier (if applicable)
- A current Certificate of Public Liability Insurance
- Auspice Agreement (if applicable)
- Quotes - for equipment
- Proposed budget to verify project costs and requested funding amount
- Project Plan
- Evidence that any required permits and approvals have been investigated (if applicable)
- Landowners consent (if applicable)

You may choose to attach other documents to your application such as

- Bank statement
- Evidence of partnerships, if applicable
- Quotes, if available

## Multiple Applications

Only one project per individual/community group/not-for-profit organisation may be funded in this Program.

If an applicant has a project that is deemed unsuccessful they can make application for the same project, re-worked, or a different project, to another round.

## Assessment and Notification

Applications are assessed according to the following:

- Applicant and project are eligible
- The degree to which an application shows a demonstrated need for the project and a direct benefit to response and recovery from COVID-19.

Council officers will undertake an initial assessment of applications.

A summary of all assessments will be provided to the Bass Coast Community Leadership Recovery Group (BCCLRG), which includes all Councillors, for approval.

Following approval from the BCCLRG, successful and unsuccessful Applicants will be notified within one week. Unsuccessful Applicants will be encouraged to seek feedback from Council Officers and make an application to another round, should funding be available.

Council reserves the right to refuse funding, or provide partial funding.

## Payment

Successful applicants will be sent a Tax Invoice/Funding Agreement which must be completed and returned to Council for funding to be paid, generally by Electronic Funds Transfer. If Council does not have your bank account details on file you will be required to complete and return a New Supplier Statement Form.

## Funding Conditions

The Tax Invoice/Funding Agreement lists General Conditions of funding and, if applicable, any Special Conditions which need to be met before funds can be forwarded to your group.

By signing and returning the Tax Invoice/Funding Agreement to Council you are agreeing to abide by the conditions and acquittal information. If you have any questions regarding information contained in the Tax Invoice/Funding Agreement, please contact the Community Grants and Projects Officer as soon as possible.

## Grant Acquittal

The project must be completed within six months of receiving funds. If your project cannot be completed within this time, please contact Council's Community Grants and Projects Officer as soon as possible.

A full grant acquittal, attaching all receipts for approved funding and demonstrating how the grant helped support recovery from the impacts of COVID-19, should be completed through SmartyGrants within 30 days of project completion.

We also ask that you provide photos and any media promotion.

Please note that you are expected to acknowledge Council's funding contribution within any media associated with the project or initiative.

## Applicant Responsibilities

Funded organisations are required to comply with:

- Fair Work Act 2009 [www.fwc.gov.au](http://www.fwc.gov.au)
- Equal Opportunity Act 2010 [www.humanrightscommission.vic.gov.au](http://www.humanrightscommission.vic.gov.au)
- Disability Discrimination Act 1992 [www.legislation.gov.au/details/c2016c00763](http://www.legislation.gov.au/details/c2016c00763)
- Victorian Disability Act 2006 <https://services.dhhs.vic.gov.au/disability-act-2006>
- Racial and Religious Tolerance Act 2001  
[www.austlii.edu.au/au/legis/vic/consol\\_act/rarta2001265/](http://www.austlii.edu.au/au/legis/vic/consol_act/rarta2001265/)
- Privacy and Data Protection Act 2014 (Victoria)
- OH&S Acts, Regulations and Codes of Practice [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)
- Victorian Workcover Scheme requirements [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)
- Public Liability Insurance [www.communityinsurance.com.au](http://www.communityinsurance.com.au)
- Victorian Charter of Human Rights [www.humanrights.vic.gov.au](http://www.humanrights.vic.gov.au)