

Read our **Frequently Asked Questions** for more info:

## 1. I need help with my application, what should I do?

Groups are encouraged to contact our Community Grants Officer to discuss any specific needs or additional support that may be required to complete and submit a grant application. Email [grants@hobsonsabay.vic.gov.au](mailto:grants@hobsonsabay.vic.gov.au) or call 1300 179 944.

## 2. Where and when can I apply?

Applications are made online through SmartyGrants, [click here](#).

Applicants can preview a copy of the application to get an idea of the proposal questions that are being asked, [click here](#).

Applicants can apply now. There will be six rounds of funding. Applications are assessed monthly and funds released one month after each round closes. Applications close end of May 2021 or earlier if funds are exhausted.

<b>Assessment closing dates</b>	<b>Notification and payment</b>
Wednesday 16 December 2020	January 2021
Wednesday 27 January 2021	February 2021
Wednesday 24 February 2021	March 2021
Wednesday 24 March 2021	April 2021
Wednesday 28 April 2021	May 2021
Wednesday 26 May 2021	June 2021

Projects are due to be completed by June 2022. If projects are impacted by further COVID-19 restrictions, this will likely be flexible, with extensions and variations available.

### 3. What is the minimum/maximum funding amount I can apply for?

Applications can be made for funding amounts up to \$25,000, unless it is an equipment request, which are capped at a maximum of \$3,000.

For applications between \$10,000 and \$25,000 it is a requirement that you make contact first with our staff, either in grants or in your relevant content area.

Email [grants@hobsonsabay.vic.gov.au](mailto:grants@hobsonsabay.vic.gov.au) or call 1300 179 944.

### 4. Grant information, workshops and resources

As part of the program, Council offers assistance and advice on how to prepare applications. Applicants are encouraged to take up this offer.

**Grant information and writing workshops** will be held regularly. The first session will be conducted online via zoom on **Monday 7 December from 6pm to 8.30pm** with expert grant writer Debby Maziarz and further sessions will follow. Register [here](#) by Sunday 6 December 5pm.

For further information or to discuss an idea or opportunity, your first point of contact can be with Council's Community Grants Officer, who can connect you with people in the relevant content area.

Email [grants@hobsonsabay.vic.gov.au](mailto:grants@hobsonsabay.vic.gov.au) or call 1300 179 944.

**Information sheets** listing priorities and proposal examples are available on the theme or content of your proposal. Refer to FAQ 7.

#### **Other resources to assist when writing an application:**

The Funding Centre – sample answers for grant applications: <https://www.fundingcentre.com.au/help/answersbank>

The Funding Centre – grant writing tips: [www.fundingcentre.com.au/help/writing-grant](http://www.fundingcentre.com.au/help/writing-grant)

Budget example - [to view a budget example for the application form, click here](#)

## 5. Who/what is not eligible?

- organisations that derive income from gambling or promote gambling
- organisations currently funded by Council to undertake the same activity
- proposals which are deemed as core curriculum activities of educational institutions (schools and kindergartens) and are totally education focused
- proposals for ongoing salaries, capital works, maintenance, vehicles, trophies, fundraising, donations, sponsorship and administration costs
- proposals that would require ongoing financial support from Council
- proposals that are the responsibility or could be funded from other sources (e.g. fees, sponsorship, service agreements, etc.) or other levels of government
- equipment requests over \$3,000
- equipment that is for an individual and/or is not stored and used within Hobsons Bay

## 6. What are some examples of proposals?

Successful applications will focus on meeting needs that can't be met by other grants programs (e.g. state government programs), and that are most appropriately supported by Council. As these are unprecedented times the scope is broad, and could include requests for needs such as:

- digital tools, including online conferencing subscriptions, online learning, webinars, web design and redevelopment and training
- creative online program projects
- bridging isolation and building connections projects
- assistance to develop different ways of operating to meet emerging needs
- online connection programs
- events and festivals
- sporting 'come and try' days
- environmental and sustainability initiatives
- initiatives responding to specific needs within cultural groups, age groups or neighbourhoods

- leadership and volunteer development for new and emerging members training in online platforms
- guest speakers on topics relevant to the club or group e.g. mental health, coping with COVID-19 restrictions and recovery
- resources to assist group hygiene and sanitising
- club/group gatherings when restrictions allow to foster reconnection
- other emerging needs from the COVID-19 pandemic that meet the Recovery and Reconnection Grants [guidelines](#) (PDF, 232KB)

**Information sheets** listing priorities and proposal examples are available on the theme or content of your proposal. Refer to FAQ 7.

## 7. Information sheets for grant proposal themes/content - Priorities and examples

To assist your application, we've developed resources for your interest and inspiration:

[Ageing well \(55 years plus\)](#) (PDF, 173KB)

[Arts, Culture and Heritage](#) (PDF, 165KB)

[Children and families](#) (PDF, 179KB)

[Environment and Sustainability](#) (PDF, 170KB)

[Events and Festivals - Local events and festivals under \\$10,000](#) (PDF, 162KB)

[Events and Festivals - Major events and festivals over \\$10,000](#) (PDF, 166KB)

[Neighbourhood resilience and strength](#) (PDF, 145KB)

[People with a disability](#) (PDF, 151KB)

[Social inclusion and participation](#) (PDF, 145KB)

[Sport and Recreation](#) (PDF, 154KB)

[Youth \(12 to 25 years\)](#) (PDF, 159KB)

## 8. What are the purpose, aims and priorities of the program?

Applicants will need to consider the purpose and aims of the program when developing a proposal.

### Purpose

The purpose of this grants program is to support our community to 'make things happen' as we learn about, work through and adapt to the impacts experienced in Hobsons Bay through COVID-19

### Aims

Reconnection and Recovery grants aim to:

- Promote health, wellbeing and reconnection
- Build group/club recovery/resilience capacity and skill development to support recovery
- Facilitate social inclusion and participation from diverse populations
- Contribute to the development and strengthening of local communities
- Develop responses from local clubs, community groups and organisations to continue, adapt, build resilience and engage through the COVID-19 environment
- Assist groups/clubs and organisations to recover through the COVID-19 environment
- Support event and festival opportunities for celebration, expression, active participation and/or visitor, tourism and economic benefits that help build the profile of our city
- Support and enhance positive environmental outcomes

Council welcomes proposals that support social inclusion and focus on diverse and priority populations. These include children and young people (0-25years) older people (55 years and over), people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people living with a disability, women and girls, LGBTIQ+ and gender diverse communities and vulnerable populations.

**Information sheets** listing priorities and proposal examples are available on the theme or content of your proposal. Refer to FAQ 7.

## 9. How will my application be assessed?

Council staff will be able to review your application against the eligibility criteria and if it is eligible will then be assessed.

Applications will be assessed against the criteria below:

### **Delivery & capacity – 30%**

How well the proposal and budget has been outlined and is it achievable?

### **Value and benefit – 40%**

Does the proposal provide value to the community?

### **Purpose/priorities – 30%**

How well does the proposal respond to the grants program purpose and support recovery?

Council will endeavour to ensure the distribution of grant funds is fair and equitable. When making decisions, Council's review panel will consider dispersion and diversity of proposals across Hobsons Bay.

## 10. Can I reapply if I am not successful?

Unsuccessful applicants are encouraged to contact the Community Grants Officer to seek feedback.

Applicants can reapply in the next rounds

Email [grants@hobsonsbay.vic.gov.au](mailto:grants@hobsonsbay.vic.gov.au) or call 1300 179 944.

## 11. When will I be notified of the outcome of my application?

Applicants will be notified of the outcome of their grant application within four weeks after the assessment close off of each month with funding to follow for successful applicants.

## 12. How long will I have to use my grant?

Proposals funded through the Hobsons Bay Recovery and Reconnection grants program need to be completed by 30 June 2022. Successful applicants will be required to complete an acquittal form upon completion of their project.

## 13. Other sources of funding and ways for Council to support ideas

**Hobsons Bay Business Has Heart** - supporting economic recovery through COVID-19, funding round for business is open for applications now, [click here](#).

**Pitch my Idea** – people are invited to submit an idea or project that they would like Council to consider funding or implementing in its 2021-22 budget; open for applications until 31 December

2020 <https://www.hobsonsbay.vic.gov.au/Council/Current-Projects/Pitch-Your-Idea>

**Small organisational funding registration for Hobsons Bay groups**  
(replaces Small expenses grant funding available through the Community Grant and Quick Response Grants Program)

Groups are not required to make a funding application in 2021. Groups seeking support can register by 28 February 2021 on [grants@hobsonsbay.vic.gov.au](mailto:grants@hobsonsbay.vic.gov.au) using the subject heading '**Small organisational funding registration**'.

Funding is available to support the needs of small community based groups and organisations that meet regularly, and which facilitate and promote social interaction or are new or emerging. Details include:

- Groups or organisations with an income under \$20,000 are eligible to register for this support
- Up to \$500 is available for existing groups and organisations
- Up to \$1,000 is available for new emerging groups or organisations
- Funding can support insurance and governance costs and group operating costs
- Groups already in receipt of a 2021 Small expenses grant are not eligible to re-apply for the 2021 year

## 14. Resources and alternate funding sources

Hobsons Bay Grant Finder - grant finding service for businesses, community groups and not for profits: [hobsonsbay.grantguru.com.au](http://hobsonsbay.grantguru.com.au)

Bendigo Bank- <https://www.bendigobank.com.au/branch/vic/altona-community-bank-branch/>

Hobsons Bay Community Fund: <https://www.hbcommunityfund.org.au>

Philanthropy How to guide - Effective Grant-Seeking: [www.philanthropy.org.au/seek-funding/how-to-seek-funding](http://www.philanthropy.org.au/seek-funding/how-to-seek-funding)

Other Funding sources – [listing of other grant websites, click here](#)

Australian Sports Foundation – [Fundraising Toolkit](#)

Hobsons Bay Libraries – several publications are available that may assist with grant seeking and writing, e.g. Winning Grants Funding in Australia: <http://libraries.hobsonsbay.vic.gov.au>

Our Community - Australia's Centre for Excellence for the nation's 600,000 not-for-profits & schools, providing advice, tools and resources: <http://ourcommunity.com.au>

**Other resources to assist when writing an application:**

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The Funding Centre – grant writing tips: [www.fundingcentre.com.au/help/writing-grant](http://www.fundingcentre.com.au/help/writing-grant)

Budget example - [to view a budget example for the application form, click here](#)

Funding Centre Grant Help sheets – grants support helpsheets <https://www.fundingcentre.com.au/grant/help>

## **15. Further information for Events and Festivals proposals**

For more information on priorities and examples of funded events please refer to the Events and Festivals information sheet. Refer to FAQ 7.

Depending on the complexity of your event, you may be required to include traffic management, operations and emergency planning well in advance of the event taking place. Please make contact with Council's events staff on [events@hobsonsabay.vic.gov.au](mailto:events@hobsonsabay.vic.gov.au) for information on what may be required. Support, templates and training are offered.

Applicants are encouraged to refer to the [Events and Festivals Plan](#) (PDF, 836KB) for further information on funding priorities.

For more information regarding government guidelines and approvals for public events visit <https://www.coronavirus.vic.gov.au/public-events-information-for-organisers>