

THE CITY OF GREATER GEELONG

COMMUNITY GARDENS ESTABLISHMENT SUPPORT GRANTS

2020-21 GUIDELINES

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About these grants

In September 2020 Council approved a COVID-19 Community and Economic Support Package that included \$20,000 towards establishing community gardens

The funding is available to eligible groups to apply for grants of up to \$5,000 to assist with costs for the planning and design of newly proposed community gardens as well as for expenses associated with the garden's initial set up and establishment.

Community gardens are much more than just an opportunity to grow food, they bring together people from all walks of life, backgrounds and ages to foster a lively and connected community. Whilst gardening is the focus, community gardens are generally community hubs for a range of activities – learning and education, playgroups, arts and creative activities, preparing and sharing food, community events and celebrations

They encourage people to be physically active, connect people with plants, food and culture and have a range of benefits including improved health and well-being, environmental sustainability, food security, social inclusion, education and training, economic development, cultural vitality and community resilience.

Creating a community garden can be a long process and requires a group of committed, motivated and organised people.

GRANT OBJECTIVES

The purpose of this grant program is to provide funding for the planning and establishment of new community gardens across the City of Greater Geelong municipality.

Aspiring Community Garden groups are eligible to apply for grants of up to \$5,000 per eligible applicant.

There are two categories. Applicants may select either category 1 or 2, or a mixture of both, as long as the total request does not exceed \$5,000.

Priority will be given to community gardens that bring people together, educate individuals and the wider community on the benefits of growing and eating nutritious produce and provide a valuable pathway in promoting healthy sustainable living.

CATEGORY	DESCRIPTION
1. Planning	Feasibility studies including community engagement consultations, concept designs, site plans, strategic and operational plans that relate to the establishment of a community garden in a suitable location. Cost of permits if required.
2. Establishment	<p>Core operational costs associated with setting up a new community garden including materials to build a new community garden; this could include garden beds, gardens shed and minor infrastructure e.g. water connections</p> <p>Please note. If you are successful for an Establishment Grant, the City will withhold payment of funding until the site location for your proposed garden has been approved by the landowner. Under the City's standard grant guidelines, all grant funding must be spent within 12 months of the grant being awarded unless otherwise negotiated.</p>

HOW TO APPLY

Applications for this grant must be made via our SmartyGrants online system.

To access the system, you need to create or use an existing SmartyGrants account by logging in by visiting:

geelongaustralia.com.au/grants, – Select the Community Meals Grant link and choose ‘apply online here’

or

geelong.smartygrants.com.au/applicant, - Select the Community Meals Grants from the list of available grants currently open.

KEY DATES

The round will open at 9.00am on **Monday 8 February 2021** and closes at 5.00pm on **Monday 8 March 2021**.

We will notify you of the outcome of your applications in writing in April 2021.

PERMITS AND APPROVALS

If a site for a community garden has been secured, evidence of landowner consent and tenure of the lease will be required.

For groups in the process of securing land to establish their community garden, relating to infrastructure works (e.g. materials to construct garden beds, or the purchase of garden sheds) the City will withhold payment to successful applicants until the site location for your proposed garden has been approved by the landowner. All grant funding must be spent within 12 months of the grant being awarded unless otherwise negotiated.

Evidence of any other permits or approvals may be required with your application. If you are unsure about the type of permits required, please contact the grants team.

CONTACT INFORMATION

To discuss your project or request help with the application process, please contact our grants team at communitygrants@geelongcity.vic.gov.au, or call our grants team on 5272 4736 or 5272 5039.

NOT THE RIGHT GRANT FOR YOU?

There are a variety of other funding opportunities available through our Community Investment and Support Fund.

Find out more by visiting www.geelongaustralia.com.au/grants

Who can apply?

The following table describes who is (and isn't) eligible to apply for funding through these grants.

APPLICANT TYPE	YES	NO
New community garden groups that are:		
Not-for-profit, incorporated bodies, co-operatives or associations	✓	
Registered charitable organisations – refer to the Australian Charities and Not-for-profits Commission	✓	
Unincorporated bodies with an auspice	✓	
Eligible applicants, as listed above, who hold an Australian Business Number (ABN) or provide a Statement by a Supplier Form , available from the Australian Tax Office.	✓	
Profit-making organisations, commercial entities, businesses, individuals and sole traders		X
Schools, kindergartens, preschools and other learning institutions		X
Organisations with outstanding debts or arrears to the City of Greater Geelong		X
Organisations that have not provided a satisfactory evaluation/acquittal form for any previous funding received from the City – this includes organisations that have acted as an auspice for an unincorporated group		X

What can you apply for?

COMMUNITY GARDEN ESTABLISHMENT SUPPORT GRANT IDEAS

The following are examples that will be considered for funding. It is a guide only and the list should not be considered exhaustive

- Engage the services of consultant/specialised contractor to:
 - develop a feasibility plan and/or concept design for the proposed garden in a suitable location
 - develop a strategic or business/management plan to assist new groups to identify and achieve goals and objectives
 - develop a plan to identify the day to day operations of a community garden
- Undertake community engagement activities such as consultation meetings and other methods of communication with interested people and local stakeholders
- Start-up costs to assist with administration fees to help to formally establish a new community garden group. (note funding used for insurances and other start-up costs would be for a one-off basis)
- Purchase of materials to build a new community garden; such as a garden shed and/or garden beds, or minor infrastructure such as water facilities or connection

Successful proposals must commence within the agreed timeframes to be established in the Funding Agreement.

All activities must comply with the latest health advice and government restrictions, as detailed on the following websites:

- www.dhhs.vic.gov.au/coronavirus

www.vic.gov.au/coronavirus-covid-19-restrictions-victoria

What won't be funded?

The following will not be funded through this grants program:

- Projects that do not align with objectives of the grant program
- proposals for established community gardens
- staff salaries and wages, although we will consider funding if the costs are related to the specific proposed activity—such as costs to engage an external facilitator, consultant or contractor – if they can supply an ABN and written quote.
- ongoing running costs of an organisation or a community garden.
- requests for retrospective purchases or projects.
- projects, activities or community gardens that are outside the City of Greater Geelong municipality.
- large/major capital works, such as construction of a new building, major repairs or major maintenance.
- purchase or lease of land or buildings.
- fundraising events, prizes, gifts, awards or sponsorship costs, such as trophies, medals, money, vouchers and so on.

How are applications assessed?

The Community Garden Establishment Grants are approved by the City’s Executive. All applications will go through the following assessment process:

- Pre-eligibility checks –applications are checked against the criteria on pages 4 and 9 to determine their eligibility.
- Internal panel assessment – eligible applications will be assessed according to the assessment criteria (see tables below).
- Executive review and endorsement – Executive will review the panel’s recommendation and determine the final outcome.

ASSESSMENT CRITERIA

Applications will be assessed on a weighted average scoring system, as shown in the tables below:

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Key criteria – weighting	What we look for when assessing grant applications
1. Community impact –60%	<ul style="list-style-type: none"> • The application provides clear reasons for the need and benefit to the community of the proposed community garden • Information on who will have access to it when complete • demonstrated community support to establish the proposed community garden • demonstration that the community garden will: <ul style="list-style-type: none"> – foster inclusiveness and the building of local community connections – promote healthy lifestyles and encourage healthy eating – be accessible to people of all abilities – provide capacity-building opportunities for volunteers – not impact negatively on other local service/amenities.
2. Environmental Impact – 25%	<p>Demonstration that the proposed community garden will complement the City’s goal to “<u>create greener community spaces</u>”: and:</p> <ul style="list-style-type: none"> - encourage broader awareness of environmental sustainability by including water and food waste recycling - improve sustainability outcomes by undertaking and promoting positive environmental practices through community food production activities
3. Well-planned proposal – 15 %	<ul style="list-style-type: none"> - a clear description of the scope of the proposal and what the grant funds would be used for. - clearly identified proposed location of the community garden - demonstrated capacity that the applicant has the necessary expertise to support the delivery of the project. - a clear, well-balanced budget, with written quotes to substantiate costs that have obtained in the last 2 months.

What happens next?

IF YOUR APPLICATION IS SUCCESSFUL

Successful applicants will be notified in writing.

If you are successful, you will be sent a funding agreement explaining the terms and conditions of the funding as well as payment details.

All funds must be acquitted within two months of the agreed completion date for the project.

IF YOUR APPLICATION IS UNSUCCESSFUL

Unsuccessful applicants will be notified in writing. If you would like further feedback on why your application was unsuccessful, please contact communitygrants@geelongcity.vic.gov.au

General guidelines

The following guidelines apply to all Community Investment and Support Fund grants.

- Applicants must offer a project within the City of Greater Geelong municipality.
- A single project, event, activity or program will only be funded in one grant program category within a given financial year. This means we will not fund part of a project in one grant program, and part in another.
- Applications can be made across multiple grant programs for relevant and distinct projects or programs.
- Grant amounts offered to successful applicants are based on outcomes determined during the assessment process and in line with budget limitations.
- As it is a competitive process, not all applications will necessarily be funded. In some cases, applicants may also be offered partial funding to run a reduced or modified project.

AUSPICE INFORMATION

Your application will require an auspice if your not-for-profit organisation is either:

- not incorporated or
- is not one of the other types of legal entities listed in the individual grant guidelines (see Who can apply?).

An auspice is an organisation that meets our eligibility criteria and agrees to support your application. If you're successful, the grant funds will be paid directly to the auspice, who must then pass it on to you.

If you are planning on using an auspice, you must:

- obtain approval from your proposed auspice before you submit your application.
- keep the auspice fully informed of the details of the application and all project aspects and progress.

Your auspice may also provide public liability insurance for your project. If this is your intention, you must obtain a Public Liability Insurance Certificate of Currency from the auspice and include it with this application. Please note that a policy statement or receipt is not acceptable.

Be aware that some auspice organisations may charge an auspice fee. This is at their discretion and should be negotiated between the applicant and the auspice.

FUNDING AGREEMENTS

Successful grant applicants will be required to enter into a funding agreement that will establish:

- a. the terms and conditions of funding;
- b. the details of the activity (note: you must arrange public liability insurance for funded events, as required);
- c. the deliverables;
- d. acquittal, evaluation and reporting requirements; and
- e. the schedule of payments.

Allocated funds must be expended within 12 months of receiving the grant, unless otherwise negotiated.

If we do not receive a tax invoice by the specified in the letter of offer and/or Funding Agreement, the grant offer will be automatically withdrawn.