Active Community Grants
Guidelines

Contents

1. Introduction

1.1 About the West Gate Tunnel Project

The West Gate Tunnel Project (Project) will deliver a vital alternative to the West Gate Bridge. It will provide a much needed second river crossing, quicker and safer journeys across Melbourne, and remove thousands of trucks from residential streets.

The project is managed by the West Gate Tunnel Project, Major Transport Infrastructure Authority, on behalf of the Victorian Government.

1.2 About the West Gate Neighbourhood Fund Active Community Grants

The $10 million West Gate Neighbourhood Fund is a Victorian Government initiative to support community projects in the Hobsons Bay and Maribyrnong City Council areas, while the West Gate Tunnel Project is under construction.

The fund is managed by the West Gate Tunnel Project, Major Transport Infrastructure Authority.

A wide range of projects are eligible including those that celebrate heritage, history or diversity, focus on arts and culture, emphasise learning and development, or enable greater participation of community members.

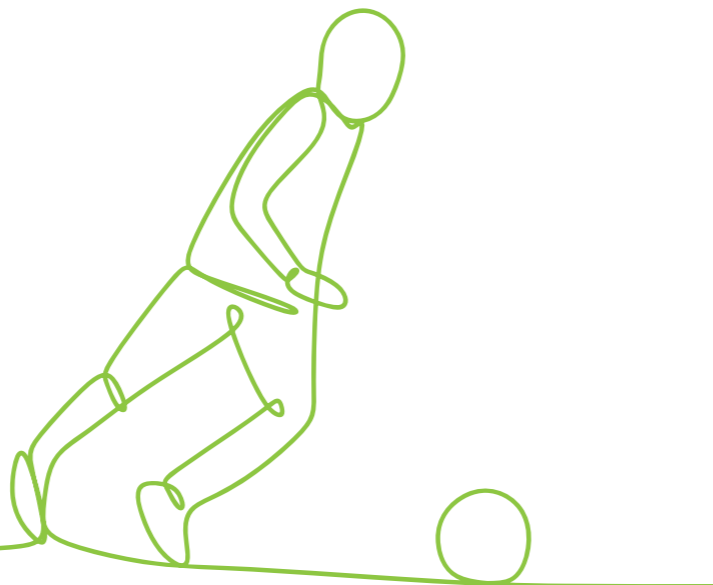The West Gate Neighbourhood Fund has two components – partnerships and grants.

The fund is launching the Active Community Grants to support incorporated not-for-profit grassroots organisations, like sport clubs, scouts and girls guides in the Hobsons Bay and Maribyrnong City Council areas. Further information about eligibility is provided in Section 2.

Projects should encourage community connectedness and cohesiveness through bringing people together and having them participate in activities held within their community.

1.3 Important dates

The West Gate Neighbourhood Fund Active Community Grants will run as outlined in the following table:

Program Stage	Timing
Application period	16 June to 3pm, 1 August 2023
Assessment period	August to September 2023
Awarding of grants and advice to recipients	October 2023

2. Eligibility

2.1 Eligible applicants

Community groups with proposals for active participation projects located within the local government areas of Hobsons Bay City Council and Maribyrnong City Council can apply for West Gate Neighbourhood Fund Active Community Grants.

Applications are invited from:

- incorporated not-for-profit community organisations
- groups auspiced by not-for-profit community organisations
- clubs that encourage active participation such as local sport groups, scout clubs and girl guides.

Incorporated not-for-profit community organisations may include but are not limited to:

- charities
- organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution (PBI) status
- cooperatives
- companies limited by guarantee and/or limited by shares (non-distribution of profits or dividends)
- trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC)
- associations (under the Associations Incorporation Act 2012)
- Local Aboriginal Land Councils
- organisations established under an Act of Parliament.

To be eligible to apply for a West Gate Neighbourhood Fund Active Community Grant applicants must:

- be based in the Hobsons Bay City Council or Maribyrnong City Council, or conduct activities that benefit members of these communities
- propose a project where the majority of participants and/or recipients are residents of the Hobsons Bay City Council or Maribyrnong City Council
- demonstrate that the project can be delivered within 18 months of the funding announcement
- have an Australian Business Number (ABN)
- have current public liability insurance (PLI) of $20 million or higher.

Applicants will not be eligible to receive a grant if they:

- derive income from gambling, or is proposing to conduct activities that promote gambling
- have a debt owing to the local council and/or other Government authority where the project will be undertaken
- have not submitted an acquittal for any previous grant or partnership from the relevant local council.

Additionally, applications for the Active Community Grants will also not be accepted from:

- Schools
- Health & recreation clubs
- Councils
- University sport clubs
- Elite or national sporting clubs
- Private entities and/or sole traders.

2.2 Eligible projects

Proposed projects must fit into one of the following West Gate Neighbourhood Fund Active Community Grants categories:

- **Participation Equipment:** up to $2,500 to support community participation in sport and recreation activities
- **Participation Projects:** up to $10,000 for projects and activities that increase community participation in sport and recreation activities
- **Minor Facility Upgrades:** Up to $50,000 for individual items or up to $100,000 for multiple improvements to facilities that improve quality, usability and accessibility of community sport and recreation facilities, increasing participation.

Proposed projects should improve community connectedness and cohesion, and meet community need. More information about the assessment criteria is provided in Section 3.

Projects are due to be completed within 18 months of the funding announcement. If projects are impacted by unforeseen circumstances an extension or variation may be granted at the discretion of WGTP MTIA.

Projects are not eligible to receive a West Gate Neighbourhood Fund Grant if they:

- have the single purpose of promoting religion or political parties
- are currently fully funded by local, state or federal governments
- are intended to fund operational or core business costs including salaries and administration costs
- are deemed as core curriculum activities of educational institutions
- have already commenced, or have not commenced but secured funding.

Projects	What WGNF might fund	What will not be funded
1: Participation Equipment: Up to $2,500	☑ Uniforms/Jerseys/Guernseys ☑ Balls, racquets and portable nets ☑ First aid kits, defibrillators, stretchers ☑ Goal post padding ☑ Personal safety items for players (mouthguards, kneepads etc.) ☑ Training equipment (e.g. tackle bag, rebound nets, training hurdles)	☒ Information Technology (e.g. phones, laptops) ☒ Player GPS ☒ Radio communication devices ☒ Performance equipment (treadmill, weights etc.) ☒ Supporter gear
2: Participation Projects: Up to $10,000.	☑ Multicultural community open day ☑ Seniors open day ☑ Women's open day ☑ Pilot programs (walking football pilot for seniors, wheelchair football pilot for people with a disability). ☑ First Aid/Mental Health First Aid training ☑ Coaching or referee accreditation ☑ Gender equity training ☑ Bystander training ☑ Translated resources	☒ Staffing and salaries ☒ Projects that do not provide a direct participation outcome e.g. Responsible Serving of Alcohol/Point of Sale training ☒ Club leadership and operational training (e.g. financial management) ☒ Travel and accommodation costs ☒ Regular events (e.g. end of season event, awards night)
3: Minor Facility Upgrades: Up to $50,000 for individual items or up to $100,000 for multiple improvements.	☑ Minor refurbishment of club rooms ☑ Fit out – new tables and chairs, cabinets, storage ☑ Scoreboards ☑ Goal nets (fixed) ☑ Kitchen equipment (e.g. stove, oven, fridge) ☑ Upgrading disability toilets to meet AS1428.1 standards. ☑ Replacement of windows, frames and roofs ☑ Access ramps, handrails, tactile ground surfaces ☑ Platform lifts for people with a disability	☒ Fencing ☒ Security systems ☒ Solar energy and battery projects ☒ New buildings ☒ Purchase of land ☒ Landscaping/plants ☒ Lighting upgrades ☒ Turf/playing surfaces ☒ Carparks ☒ Ongoing maintenance or operational expenses

2.3 Grant priorities

To be eligible for a West Gate Neighbourhood Fund Active Community Grant applications should support the strengthening of community connectedness and cohesiveness, as well as align with at least one of the following priorities:

- **Health and Wellbeing** – supporting programs and opportunities which promote healthy living and wellbeing.
- **Innovation** – supporting projects and events which help the community to solve future challenges.
- **Environment and Sustainability** – enhancing and conserving green spaces and the environment.
- **Mobility** – making it easier for communities to travel and explore their local area.
- **Education and Skills** – providing information, skills and new opportunities to members of the community.
- **Diversity** – supporting social inclusion for diverse populations.
- **Beautification** – supporting opportunities to improve the aesthetics and facilities of the community.

Projects that target one or more of the following cohorts will be prioritised for funding: women and girls, seniors (60 years and older), Aboriginal people, LGBTQI+ people, multicultural communities, people with a disability and people from a disadvantaged socio-economic background.

2.4 Permissions

Grant applications must include acknowledgement and in-principle support from relevant stakeholders and authorities that may be impacted by the proposed project. Permissions will be formally sought for successful grants, where relevant, following the assessment process.

Acknowledgement and in-principal support may include, but is not limited to, the following parties:

- the owner of any land to be used or impacted upon
- the owner of any existing infrastructure to be used or impacted upon
- the leadership of any club/organisation involved or impacted upon
- a representative of any businesses, services or utility providers involved or impacted upon
- development approval from local council.

3. Assessment

3.1 Assessment panel

West Gate Neighbourhood Fund Active Community Grant applications will be assessed by an independent senior panel convened by the West Gate Tunnel Project, Major Transport Infrastructure Authority.

The panel may consult the following parties through the assessment process, as required:

- representatives of Hobsons Bay and Maribyrnong councils
- the West Gate Tunnel Project Community Liaison Groups
- relevant Victorian Government departments and agencies.

An Independent Probity Advisor will oversee the assessment process. The Victorian Government will approve the successful applicants.

3.2 Assessment criteria

All eligible applications will be assessed on merit against the following program criteria:

- **Improve community connectedness and cohesion** – The project will increase the number of connections that an individual has with others in their community and/or improve the sense of togetherness and bonding that exists between members of a community.
- **Meet community need** – The project addresses a community priority listed in Section 2.3.
- **Organisation's capacity** – The organisation has the demonstrated capacity to deliver the project on time and within budget.

Additionally, proposals from within the following affected suburbs, including those identified in the project's Environmental Performance Requirements, may be prioritised as part of the assessment process: Altona North, Brooklyn, Footscray, South Kingsville, Spotswood and Yarraville.

It is intended to split the funds evenly between the two council areas subject to the applications received.

4. How to apply

4.1 Online application form

Applications must be submitted online via the West Gate Neighbourhood Fund web page at **westgatetunnelproject.vic.gov.au/neighbourhoodfund**.

Please note:

- Applications must be submitted by an individual with authority to do so on behalf of their group/ organisation
- Applications must be submitted using the form for the relevant West Gate Neighbourhood Fund Active Community Grants category
- Applicants must only submit one grant application per proposed project
- Incomplete or ineligible applications will not be considered.

WGTP MTIA reserves the right, in its absolute discretion, to accept or reject any project proposal that is lodged after the Closing Date or otherwise not lodged in accordance with the requirements of the Active Community Grants guidelines (this document).

4.2 Before you apply

Please have the following information ready before you start filling out the application form.

Information on the applying organisation including:

- Name, address, contact details
- Incorporation Registration Certificate
- ABN
- Public Liability Insurance certificate of $20M or higher
- Auspice organisation information where relevant.

Information about the proposed project:

- Project title
- Type of project (equipment, participation activity, capital works)
- Project timeline.

Details about the project:

- Location of the project (Hobsons Bay or Maribyrnong City Council area)
- Information about land ownership and/or council approvals (if relevant)
- Which priority area/s the project represents.
- The number of community members that will benefit from the project.

Responses will be required for the below:

- Describe how your project will improve community connectedness and cohesiveness.
- Describe how your project will fulfil a community need.
- What evidence do you have that this project/ program has community support, and that the project will improve community connected and cohesiveness?
- Please provide some information about your organisation that will give us confidence that you can complete the work you've described in this application.
- How will you measure success?

In relation to project costs, you will be asked for:

- The total cost of the project
- Your organisation's contribution
- How much funding you are seeking
- How the funds will be used
- Quotes to support any individual budget item that exceeds $1,000
- Any other funding sources you have already secured.

Where co-funding is identified, evidence is requested for secured funding. For non-secured co-funding, you will be asked how the project can be re-scoped if this is not received.

Additional information and attachments

Where relevant, the below are requested:

- Evidence of land and/or building ownership (e.g rates notice)
- Where you do not own the land/building, evidence of landowner permission to make changes to the asset
- Completed project and risk management plan for infrastructure projects over $50,000.
- Information on land/building lease expiration
- Organisations annual report
- Auspice agreement
- Letters of support
- Evidence of co-funding from other sources
- Supporting information such as project plans and/or designs.

4.3 Getting assistance

If you have questions about the West Gate Neighbourhood Fund – Grants or require assistance in submitting an application, please contact 1800 105 105 or email **info@wgta.vic.gov.au**

If you require an interpreter, please call 03 9209 0147.

5. Terms and conditions

Projects which receive a funding offer from the West Gate Tunnel Project, Major Transport Infrastructure Authority will be required to enter into a funding agreement and accept terms and conditions as provided by the relevant council in relation to the specific project which has been proposed.

6. Privacy collection notice

The Victorian Government and Transurban Limited are partnering to build the West Gate Tunnel Project **(Project)**. The Project is being delivered on behalf of the Victorian Government by the West Gate Tunnel Project team within the Major Transport Infrastructure Authority **(WGTP MTIA)**, an administrative office in relation to the Department of Transport established under the Public Administration Act 2004.

WGTP MTIA is collecting your personal information in connection with the Project, for the purposes of administering the West Gate Neighbourhood Fund **(Fund)** Grants program.

WGTP MTIA may disclose your personal information to the Major Transport Infrastructure Authority **(MTIA)** and relevant third parties including:

- Hobsons Bay City Council or Maribyrnong City Council, who will receive the grant applications through their SmartyGrants platforms;
- SmartyGrants, the company that hosts the application platform;
- the Project Community Liaison Groups (CLGs), which include members of the local community, which will participate in the assessment of the applications. The CLGs will only be provided with the name of the organisation applying for the grant and the details of the project that is the subject of the application; and
- employees or contractors of MTIA and other parts of the Department of Transport, or other Victorian Government departments, for the purposes of assessing the applications.

WGTP MTIA will only send you communications about any applications you make and updates to keep you informed on the Fund. You may choose not to provide WGTP MTIA with any information we request from you, but in that case WGTP MTIA may not be able to accept an application from you, respond to your queries or take your feedback into account.

You have the right to access and correct information about you held by WGTP MTIA. To request access or other changes to your information, or for more information about how WGTP MTIA manages your privacy, please refer to the MTIA-wide Privacy Policy, which is published on Victoria's Big Build website or here at **bigbuild.vic.gov.au/privacy** or contact WGTP MTIA for a copy.

To discuss any privacy concerns or request access or other changes to the information WGTP MTIA holds about you, please contact us on 1800 105 105 or email **privacy@wgta.vic.gov.au.**

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**To find out more about the
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Visit: westgatetunnelproject.vic.gov.au/neighbourhoodfund
Email: info@wgta.vic.gov.au **Call:** 1800 105 105