



# Grants Guidelines





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## 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

The \$10 million West Gate Neighbourhood Fund is a Victorian Government initiative to support community projects in the Maribyrnong and Hobsons Bay 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. Eligible parties for the grants component include incorporated not-for-profit groups 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 involving them in their community.

### 1.3 Important dates

The West Gate Neighbourhood Fund – Grants Round 2 will run as outlined in the following table:

Program Stage	Timing
Application period	Friday 22 July to 3pm, 19 August 2022
Assessment period	August to September 2022
Awarding of grants and advice to recipients	October 2022

## 2. Eligibility

### 2.1 Eligible applicants

Incorporated not-for-profit organisations with proposals for projects located within the local government areas of Maribyrnong City Council and Hobsons Bay City Council can apply for a West Gate Neighbourhood Fund – Grant. Applications are invited from:

- incorporated not-for-profit community organisations
- groups auspiced by not-for-profit community organisations.

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 2009)
- Local Aboriginal Land Councils
- organisations established under an Act of Parliament.

To be eligible to apply for a West Gate Neighbourhood Fund – Grant, applicants must:

- be based in the Maribyrnong City Council or Hobsons Bay 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 Maribyrnong City Council or Hobsons Bay 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).

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 where the project will be undertaken
- have not submitted an acquittal for any previous grant or partnership from the relevant local council.



## 2.2 Eligible projects

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

- **Connecting neighbourhoods grants:**  
Up to \$10,000 for a one-off project or activity that aims to improve community connectedness and participation
- **Celebrating neighbourhoods grants:**  
Up to \$20,000 for festivals, events, and installations that bring local people together
- **Transforming neighbourhoods grants:**  
\$20,001 to \$100,000 for improvements to local community, sporting and recreation facilities and local environments. Co-funding will be considered favourably in the assessment process and could be in the form of financial or in-kind contributions.

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 COVID-19, or other unforeseen circumstances, this will be flexible, with extensions and variations available 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.

## 2.3 Grant priorities

To be eligible for a West Gate Neighbourhood Fund – 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.
- **Leadership** – supporting and training future leaders to advocate for their community.
- **Education and Skills** – providing information, skills and new opportunities to members of the community.
- **Diversity** – supporting social inclusion for diverse populations.
- **Arts & Culture** – celebrating culture and building positive community perceptions.
- **Heritage** – celebrating history and creating links between the past and present within the community.
- **Beautification** – supporting opportunities to improve the aesthetics and facilities of the community.

## 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-principle support from relevant parties will be required where appropriate including, but 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 – 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 as identified in the project's Environmental Performance Requirements, may be prioritised as part of the assessment process: Altona North, Brooklyn, South Kingsville, Spotswood, and Yarraville.

It is intended to split the funds evenly between the two council areas over the life of the program, 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](https://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 – 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 Grants Guidelines.

### 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
- Auspice organisation information where relevant.

**Information about the proposed project:**

- Project title
- Type of project (festival, event, purchase, capital works, other)
- Project timeline.

**Details about the project:**

- Location of the project (Maribyrnong or Hobsons Bay 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
- 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) or landowner permission
- Information on land/building lease expiration
- 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](mailto: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 personal information requested, 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 personal information about you held by WGTP MTIA. To request access or other changes to your personal information, or for more information about how WGTP MTIA manage your privacy, please refer to the MTIA-wide Privacy Policy, which is published on Victoria's Big Build website at <https://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 personal information WGTP MTIA hold about you, please contact 1800 105 105 or email [privacy@wgta.vic.gov.au](mailto:privacy@wgta.vic.gov.au).







To find out more about the  
West Gate Neighbourhood Fund

**Visit:** [westgatetunnelproject.vic.gov.au/neighbourhoodfund](http://westgatetunnelproject.vic.gov.au/neighbourhoodfund)

**Email:** [info@wgta.vic.gov.au](mailto:info@wgta.vic.gov.au) **Call:** 1800 105 105