



west gate

neighbourhood

fund

# Grants Guidelines

*Arts Gen – Funded \$24,800 through a Transforming Neighbourhoods Grant to upgrade Mario's Studio art and community space, including an artist studio space, a gallery and a multi-use activity room.*



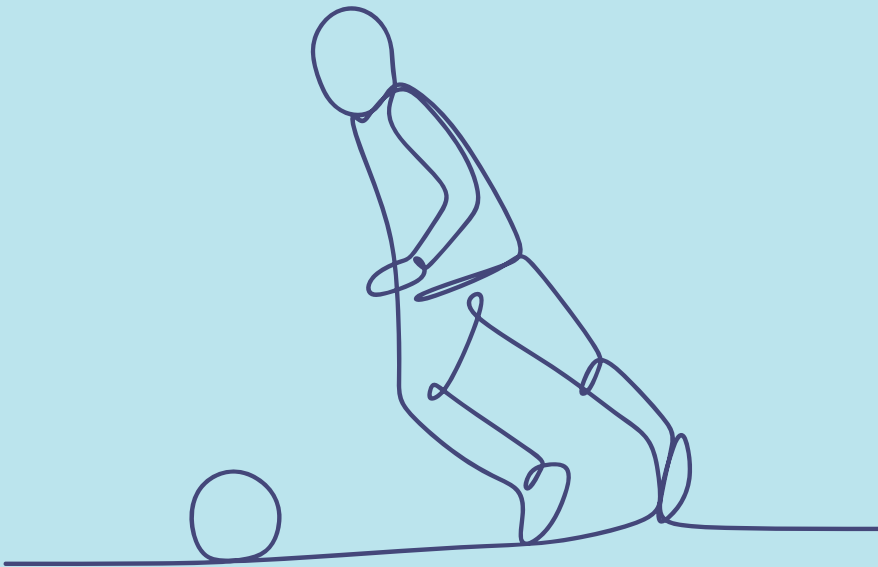


**Brooklyn Tennis Club** – Funded \$4,000 through a Connecting Neighbourhoods Grant to deliver new nets and posts to create fit for purpose court facilities for use by the local club and community.



**L2R Dance** – Funded \$45,000 through a Transforming Neighbourhoods Grant to optimising L2R Dance's headquarters, and deliver a free creative community celebration featuring contemporary street dance/hip hop culture, dance battles and performances.





**Hobsons Bay Wetlands Centre** – Funded \$20,000 through a Connecting Neighbourhoods Grant to deliver an Open Day for the annual World Mental Health Day that included inspirational speakers, meditative walks and art.

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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, part of Major Road Projects Victoria (MRPV), 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 Hobsons Bay and Maribyrnong city council areas, while the West Gate Tunnel Project is under construction.

The West Gate Neighbourhood Fund is managed by the West Gate Tunnel Project and seeks to support a wide range of eligible projects including those that celebrate heritage, diversity, sport and recreation, focus on arts and culture, emphasise learning and development or enable greater participation for community members.

The fund has two components, grants and partnerships. Grants provide funding for one off activities or events, whereas partnership funding supports infrastructure projects that provide a significant and lasting outcome.

All 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 will run as outlined in the following table:

Program Stage	Timing
Application period	21 June to 3pm, Tuesday 30 July 2024
Assessment period	August 2024
Awarding of grants and advice to recipients	September 2024

All applicants will be notified of the outcome of their application via email.

**2nd Footscray Scout Group** – Funded \$12,993 through an Active Community Grant to install a new, modern and fit for purpose kitchen for scouts and other community members who use the facility



## 2. Eligibility

### 2.1 Is my organisation eligible?

Incorporated not-for-profit organisations with proposals for projects located within the local government areas of Hobsons Bay City Council and Maribyrnong City Council can apply for West Gate Neighbourhood Fund grants.

#### Applications are invited from:

- incorporated not-for-profit community organisations
- groups auspiced by not-for-profit community organisations (grant applications only).

#### 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.

Auspice arrangements for grants are designed to assist not-for-profit community groups who are small or may not yet be incorporated, they cannot be used by for-profit organisations to apply for grants that benefit a commercial business.

#### Where an auspice organisation participates in an application process:

- the auspice organisation is obligated to ensure that the funding is expended within the requirements of the application and funding agreement
- evidence of the agreement between the two parties to undertake this auspice arrangement must be included with the application, as should all the necessary paperwork to prove insurance, incorporation and ABN status. The auspice organisation receives all the grant funds.

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

- be based in Hobsons Bay City Council or Maribyrnong City Council, or conduct activities that benefit members of these communities
- have an Australian Business Number (ABN)
- have current Public Liability Insurance (PLI) of \$20 million or higher
- not derive income from gambling, or proposing to conduct activities that promote gambling
- not have a debt or outstanding acquittal owing to the State Government authority where the project will be undertaken.

### 2.2 What projects can I apply for?

Proposed projects should fit into one of the following West Gate Neighbourhood Fund categories:

- **Participation equipment grants:** up to \$5,000 to support community participation in local sport, art or recreation activities.
- **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 art installations that bring local people together.
- **Transforming neighbourhoods grants:** up to \$50,000 for a single improvement or up to \$100,000 for multiple improvements to facilities that improve quality, usability and accessibility of local environments, community centre or sport and recreation facilities.

Projects must be able to be completed within 12 months of the funding announcement.

#### Projects are not eligible to receive funding if they:

- have the single purpose of promoting religion or political parties
- are currently fully funded by local, state or federal governments
- use the funding for the exclusive purpose of covering planning, design or preliminary construction costs
- 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 all funding.



Projects	✔ What we may fund	✘ What will not be funded
Equipment: up to \$5,000	<ul style="list-style-type: none"> <li>✔ Sport equipment</li> <li>✔ Musical instruments</li> <li>✔ Art supplies</li> <li>✔ Scout equipment</li> <li>✔ Educational Toys for Neighbourhood Houses</li> <li>✔ Guernseys/uniforms (e.g. for indigenous round or pride round or new women's or all abilities team)</li> </ul>	<ul style="list-style-type: none"> <li>✘ Catering</li> <li>✘ Facility upgrades or whitegoods</li> <li>✘ Information technology (phone/laptops)</li> </ul>
Connecting: up to \$10,000	<ul style="list-style-type: none"> <li>✔ Tech upgrades for community learning</li> <li>✔ Planting days</li> <li>✔ Fit out of tables, chairs, cabinets</li> <li>✔ Open/Come &amp; Try Days</li> </ul>	<ul style="list-style-type: none"> <li>✘ Staffing and salaries</li> <li>✘ Research and consultation activities</li> <li>✘ Alcohol and bar related upgrades</li> </ul>
Celebrating: up to \$20,000	<ul style="list-style-type: none"> <li>✔ Community festivals</li> <li>✔ Cultural events</li> <li>✔ Concerts</li> </ul>	<ul style="list-style-type: none"> <li>✘ Ticketed events</li> <li>✘ Infrastructure</li> <li>✘ Events to take place outside of nominated Local Government Areas</li> </ul>
Transforming Neighbourhoods Grants: up to \$50,000 for one improvement or up to \$100,000 for multiple improvements	<ul style="list-style-type: none"> <li>✔ Kitchen improvements (eg. oven, stove, plumbing, electrical)</li> <li>✔ Scoreboards</li> <li>✔ Community gardens</li> <li>✔ Replacement or upgrades to flooring or internal fit out</li> <li>✔ Access upgrades such as ramps, handrails, tactile surfaces</li> <li>✔ Improvements to playgrounds or outdoor spaces</li> </ul>	<ul style="list-style-type: none"> <li>✘ Toilet upgrades</li> <li>✘ Air conditioning/heating</li> <li>✘ Preliminary designs/planning</li> <li>✘ Security systems</li> <li>✘ Carparks, garages or sheds</li> <li>✘ New buildings</li> <li>✘ Fencing</li> <li>✘ Solar installation or upgrades</li> </ul>

**Proud2Play Inc** – Funded \$10,000 to host a beach tennis festival, open to people of all genders, backgrounds and orientations, to promote inclusiveness



## 3. Assessment

### 3.1 Assessment process

Applications to the West Gate Neighbourhood Fund will be assessed by an independent senior panel convened by Major Road Projects Victoria.

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 Group
- 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 3.3.
- **Organisation's capacity** – the organisation has the demonstrated capacity to deliver the project on time and within budget.

In order to increase benefits to the community, organisations that contribute funding to a grant will be considered favourably in the assessment process. Co-contributions are encouraged, both financial and in-kind.

Additionally, proposals from within the following suburbs, which are affected by the construction of the project, may be prioritised as part of the assessment process: Altona North, Brooklyn, Footscray, South Kingsville, Spotswood, and Yarraville.

### 3.3 West Gate Neighbourhood Fund priorities

Projects submitted to the West Gate Neighbourhood Fund 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.





## 4. How do I 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](http://westgatetunnelproject.vic.gov.au/neighbourhoodfund) by the closing date.

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 category, powered by SmartyGrants
- applicants must only submit one grant application per proposed project
- incomplete or ineligible applications will not be considered

MRPV reserves the right, in its absolute discretion, to accept or reject any project proposal that is submitted after the closing date or otherwise not lodged in accordance with the requirements of the Grants Guidelines (this document).

### 4.2 Supporting information and documentation

All grant applications will require the following information to be submitted with the application form.

#### Information on the applying organisation including:

- name, address, contact details
- Incorporation Registration Certificate
- ABN
- Public Liability Insurance certificate of \$20 million or higher
- auspice organisation information, where relevant for grant applications.

#### Information about the proposed project including:

- project title
- type of project (event, purchase, capital works, other)
- project timeline
- detailed project budget.

#### Details about the project including:

- 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.

**Altona Miniature Railway** – Funded \$10,000 through a Connecting Neighbourhoods Grant to purchase new passenger carriages which increased capacity and caters for the community needs on community open days.





**Responses will be required to satisfy the following points:**

- 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 demonstrate that your organisation 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.

For infrastructure projects it is strongly recommended that supporting documents such as project designs, evidence of preliminary investigation and/or any technical material is uploaded at the time of application.

Project specific expenses, such as wages or other project or administration costs can be included up to 10% of the total project cost. Please note applicants may be asked to demonstrate how these costs relate specifically to your project and provide supporting evidence on how the costs were calculated.

MRPV reserves the right to reach out to applicants to obtain additional information relating to their submitted grant during the assessment period.

**4.3 Getting assistance**

If you have questions about the West Gate Neighbourhood Fund 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.

	<b>Equipment</b> Up to \$5,000	<b>Connecting</b> Up to \$10,000	<b>Celebrating</b> Up to \$20,000	<b>Transforming</b> \$50,000- \$250,000
Public Liability Insurance and Certificate of Incorporation	Required	Required	Required	Required
Annual report including financial statements	Required	Required	Required	Required
Quotes for items over \$1,000	Required	Required	Required	Required
Project/Program and Risk Management Plan	Not required	Recommended	Strongly Recommended	Required
Evidence of Co-funding (confirmed)	Required where applicable	Required where applicable	Required where applicable	Required where applicable
Asset owner evidence of consent	Not required	Required where applicable	Required where applicable	Required
Evidence of asset ownership and/or current land/building lease	Not required	Required where applicable	Required where applicable	Required
Letters of support	Not required	Recommended	Recommended	Required

## 5. Terms and conditions

Grants which receive a funding offer from Major Road Projects Victoria will be required to enter into a funding agreement and accept the terms and conditions in relation to the specific project which has been proposed.

## 6. Privacy collection notice

The Victorian Government and Transurban WGT Co Pty Limited have partnered to build the Project. The Project is managed by Major Road Projects Victoria (a division of the Victorian Infrastructure Delivery Authority, an administrative office of the Department of Transport and Planning) on behalf of the State of Victoria (MRPV).

MRPV is collecting your personal information in connection with the Project for the purposes of administering the West Gate Neighbourhood Fund grants program.

MRPV may disclose this information to the Victorian Infrastructure Delivery Authority (VIDA) and relevant third parties for these purposes, including:

- Hobsons Bay City Council or Maribyrnong City Council, council representatives who will participate in the assessment of applications, comment on project proposals that intersect with council plans or property and report on council debts and/or acquittals relating to previous grants
- employees or contractors of VIDA and other parts of the Department of Transport and Planning, or other Victorian Government departments, for the purpose of assessing applications SmartyGrants (the company that hosts the application)
- the Project Community Liaison Group (CLG), which include members of the local community, for the purposes of assessing the applications. The CLG 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.

MRPV will only send you communications about any applications you make and updates to keep you informed on the West Gate Neighbourhood Fund.

To request access or other changes to your information, or for more information about how MRPV manages your privacy, please refer to the VIDA-wide Privacy Policy and Privacy Collection Statement, which is published on Victoria's Big Build website or here at [bigbuild.vic.gov.au/privacy](http://bigbuild.vic.gov.au/privacy) or contact MRPV for a copy.

To discuss any privacy concerns or request access or other changes to the information The West Gate Tunnel Project (MRPV) holds about you, please contact us on 1800 105 105 or email [info@wgta.vic.gov.au](mailto:info@wgta.vic.gov.au).



**Altona Hockey Club** – Funded \$48,000 through an Active Community Grant to install a large electronic scoreboard to improve player, coach and spectator experience room



**Williamstown Rotary Club** – Funded \$12,000 for Halloween Party, providing a gathering place for kids & parents of all backgrounds to meet, eat and participate in Halloween games and activities including rides, magicians and novelty games.







**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