



**SUBURBAN
RAIL LOOP
EAST**



**SRL Community
Projects Fund**

Community Projects Fund

Round 2: Community Support Grant Guidelines



**VICTORIA'S
BIG BUILD**



**More Homes
For Victorians**

VICTORIA
State
Government



Acknowledgement of Country

Suburban Rail Loop Authority acknowledges the Traditional Owners of the land, sky and waters across Victoria and pays respect to their Elders past and present. We proudly recognise the strength and enduring connection to Country as the world's longest living culture and the profound wisdom, resilience, and contributions of First Peoples and their communities. We are committed to the ongoing journey of reconciliation by embedding self-determined Aboriginal ways of knowing and doing across the lifespan of the SRL project.

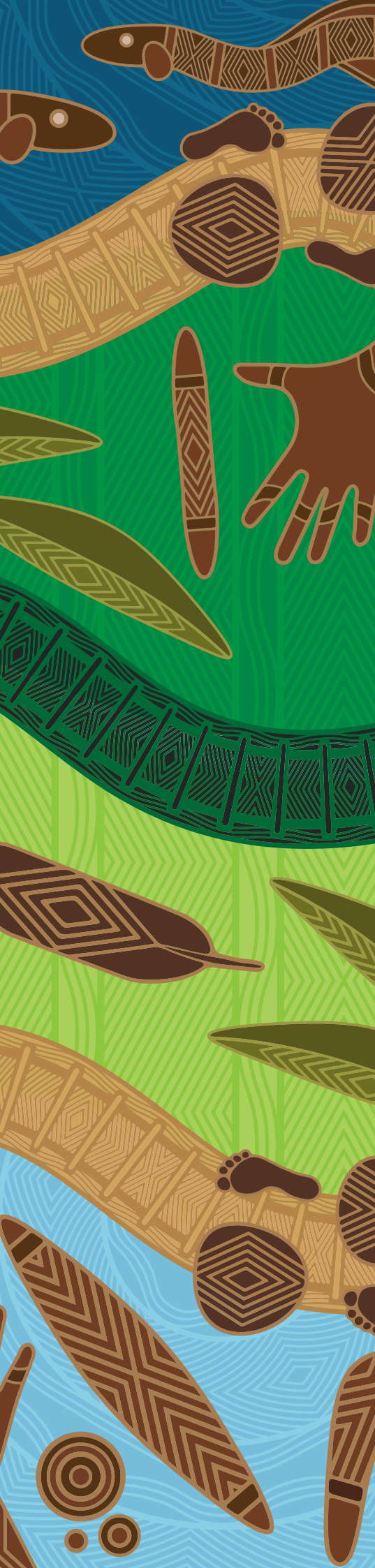


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1. Introduction

1.1. About the Suburban Rail Loop East Program

Suburban Rail Loop (SRL) East will create a brand new 26 km underground rail line in the middle ring of Melbourne suburbs that will move passengers from the SRL station at Cheltenham to the SRL station at Box Hill in around 22 minutes.

SRL East is both a significant rail infrastructure project and a unique opportunity to build on the best elements of Melbourne's middle suburbs to cater for new jobs, housing and the other opportunities that will be triggered by access to easier and more efficient public transport.

Community projects, public open space, active transport networks and community assets such as hubs, playgrounds, sport and recreation facilities, and creative spaces are important components of liveable, attractive and well-functioning precincts.

1.2. About the SRL Community Projects Fund

During SRL East's construction phase, the Victorian Government wants to support, strengthen and enhance healthy, safe and sustainable local communities and places in the SRL East Precincts surrounding the future stations at Cheltenham, Clayton, Monash, Glen Waverley, Burwood and Box Hill and in other areas in the vicinity of SRL East supporting infrastructure.

To achieve this, the Community Projects Fund (the Fund) has been established to support initiatives both big and small that build on current community needs while ensuring SRL Precincts are ready for the changes over time that will accompany the new rail line. The Fund both supports community needs during the construction of SRL and prepares SRL East Precincts for the changes and growth that will occur over time as the result of SRL's delivery. The Fund is managed by the Suburban Rail Loop Authority (SRLA).

2. Round 2 – Community Support Grants

Round 2 Community Support Grants will provide grants for community-led projects within the SRL East precincts.

Grants of between \$10,000 and \$80,000 are available to support the total project cost of local projects that fulfill the assessment criteria. Co-contributions are encouraged, both financial and in-kind but not required. Total funding of up to \$5 million will be available for this round.

A wide range of projects are eligible. Applications should demonstrate how they align with the Grant Priorities (see Section 5) and deliver benefits to local communities.

Community Support Grants are delivered via a competitive application process. Applications will be assessed for eligibility (set out in Section 4) and the Assessment Criteria and 'other factors' (set out in Section 6) which may be considered as part of the assessment process.

Applications will be assessed by an assessment panel convened by SRLA against the criteria set out at Section 6.



3. Important Dates

The Community Projects Fund Round 2 – Community Support Grants key dates are set out in the in the following table.

Note: These are indicative only and subject to change and government decision making.

Application Period	Applications open 9am Monday 15 September 2025 Applications close 4pm Friday 24 October 2025
Grant Writing Workshops	Tuesday 23rd September from 6pm–8pm Thursday 25th September from 10am – 12pm Thursday 2nd October from 6pm–8pm Thursday 9th October from 10am – 12pm
Assessment Period	December 2025
Awarding of grants (projects announced)	Late January 2026
Project completion	Within 12 months of funding being announced

SRLA reserves the right, in its absolute discretion, to accept or reject any project proposal that is lodged after the closing date and/or not lodged in accordance with the requirements of the Suburban Rail Loop Community Projects Fund Guidelines (this document).

4. Eligibility

4.1. Eligible applicants

Community Support applications will be accepted from:

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

Table 1 contains details about eligible organisations. Applicants should consider the table below to ensure they meet all the eligibility criteria before commencing an application.

Applications will not proceed to a detailed assessment if they do not meet the Eligibility Criteria.

Criteria

Applicants must:

- Be an incorporated not-for-profit organisation or community group or be sponsored (auspiced) by an incorporated not-for-profit organisation
- Have an Australian Business Number (ABN) and provide an incorporation number
- Hold current public liability insurance
- Provide evidence of in-principle support from relevant stakeholders, authorities or landholders that may be impacted by the proposed project (permissions will be formally sought for successful grants where relevant following the assessment process)
- have acquitted and satisfactorily met the requirements of any previous funding arrangements with SRLA.

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

- Charities and trusts registered with the Australian Charities and not-for-profit Commission
- Australian Public Companies, such as companies limited by guarantee and/or shares (non-distribution of profits or dividends)
- Cooperatives
- Not-for-profit associations
- Registered Australian Bodies
- Aboriginal Community Controlled Organisations
- Gathering Places
- Organisations established under an Act of Parliament

Ineligible Applicants:

- For profit organisations
- Private sector organisations
- Organisations that derive income from gambling or are proposing to conduct activities that promote gambling.

4.1.1. Auspice arrangements

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.

Evidence of the agreement between the two parties to undertake the auspice arrangement must be included with the application, as must all the necessary paperwork to prove insurance, incorporation and ABN status.

The auspice organisation would receive the grant funding and have responsibility for ensuring that the project is completed on time.

An organisation is eligible to submit an application plus act as an auspice in the same round.

4.2. Eligible projects

Funding of between \$10,000 and \$80,000 is available for local projects and initiatives within the SRL East Precincts (within 1600 metres of proposed stations) and their immediate surrounds or in the vicinity of other SRLA East supporting surface infrastructure.

Examples of projects that may be eligible include:

What can be funded	What will not be funded
Support for community events, festivals etc	Prizes, awards or trophies
Upgrades to local community assets, for e.g. neighbourhood houses	Equipment already purchased
Resources for a local library	Phones or laptops
Projects that celebrate local heritage, history, or diversity	Ongoing scheduled event (not a new initiative)
Tree plantings at a local reserve	Events that are not open to the public, such as member award nights
Sporting upgrades or equipment	Limited use sports uniforms
Gardening equipment for a community garden	Alcohol and bar related expenses
Initiatives for boorai, bubup, youth, women, men or elders	Staffing and salaries

Proposed projects should meet one or more of the Grant Priorities (see chapter 5) and enhance community connectedness and cohesion. Co-contributions are encouraged, both financial and in-kind.

Projects should be completed within 12 months of funding being announced.

Consideration will be also given to projects that are proximate, but geographically outside of the SRL East Precincts, on the basis that Applicant can clearly demonstrate that projects benefit community members that live and work in these areas (for example a sporting club may be located outside the Precinct boundaries but can demonstrate that the majority of the club members live or work within the Precinct).

Projects will be ineligible if they:

- Plan to charge participants a fee
- 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, rent, insurance, license fees,

utility bills and administrations costs. Project specific wages, rent and administration costs can be included if the expense ends when the project is complete. These project specific costs should not be more than 30% of the total project cost

- Are deemed core curriculum activities of educational institutions
- Are intended to fund maintenance or vehicles
- Are for the purchase of alcohol or tobacco products
- Are for awards, trophies, fundraising events, donations, payment of debts / loans or projects seeking prize money or gifts for attendees
- Are initiatives where more than 10% of the budget is for advertising/promotion
- Have already commenced, or have not commenced but have secured full funding
- Are intended to operate on a commercial basis with profit seeking motives.

More information about the Assessment Criteria is provided in Section 6.

No Precinct will be guaranteed a portion of the Community Project Fund funding.

4.3. Permissions

Grant applications must include evidence of in-principle support from relevant stakeholders, authorities and landholders that may be impacted by the proposed project. This will be via a letter of support from the relevant stakeholder. The applicant will formally seek permissions including permits or licences etc., following the assessment process.

This could 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 councils
- state agency approvals required, such as Heritage Victoria.

If applicable to the project, Applicants must disclose in their application any legislation (Victorian and Commonwealth) that must be complied with, as well as permits, authorities' approvals and reports/plans required to deliver the project. For example:

- Building and planning permits
- Heritage permits
- Water authority permit
- Biodiversity assessment
- Environmental Management Plan
- OH&S Management Plan.

Applicants must also disclose in their application any concerns identified during discussions with authorities. Failure to disclose the status of permits, approvals and other relevant information may render an application ineligible.

5. Grant Priorities

To be eligible for a SRL East Community Project Fund grant, applicants must be able to demonstrate how they will support or benefit a community impacted by the project as well as aligning with one of the community priorities below:

Grant Priority	Project examples
Accessibility – focus on mobility to make it easier for communities to travel and explore their local area.	<ul style="list-style-type: none">– Schools running a ‘walk/cycle to school’ program– Running a bike safety and maintenance program– End of trip bike storage/racks
Arts & Culture – celebrating culture and building positive community perceptions.	<ul style="list-style-type: none">– Support for a community art exhibition, local street festival, or community concert showcasing local arts or cultural groups– Equipment to support local art or music classes
Beautification – supporting opportunities to improve the aesthetics and facilities of the community	<ul style="list-style-type: none">– Gardening equipment for a community garden.– Supporting the beautification of a community asset or green space
Community Connectedness – Creating opportunities, activities and environments which bring communities together	<ul style="list-style-type: none">– Community education and capacity building. i.e. field days, education events, citizen science initiatives– Come and try sessions
Diversity – supporting social inclusion for diverse populations	<ul style="list-style-type: none">– Support to upgrade to local facilities to improve access for people with reduced mobility.– Projects that celebrate community diversity and encourage participation for all ages and abilities.
Education and Skills – providing information, skills and new opportunities to members of the community.	<ul style="list-style-type: none">– Classes to enhance skills such as language, cooking, computer literacy.– Jobs and skills expos or open days.

Grant Priority	Project examples
Environment and Sustainability – addressing environmental sustainability and climate change; enhancing and conserving green spaces.	<ul style="list-style-type: none"> – Tree planting or beautification of a local reserve. – Activities that celebrate and utilise green spaces such as festivals, fetes or markets. – Installation of solar panels, upgrading old appliances, or other energy or water saving measures. – Share and repair project
Health and Wellbeing – supporting programs and opportunities which promote healthy living and wellbeing.	<ul style="list-style-type: none"> – Open day for local sporting clubs – Sporting equipment or training for a local sporting club – Health and wellness training events or activities
Heritage – celebrating history and creating links between the past and present within the community	<ul style="list-style-type: none"> – Projects that support community events or activities that celebrate local heritage, history or diversity.
Innovation – supporting projects and events which help the community to solve future challenges.	<ul style="list-style-type: none"> – Upgrade to community facilities to enhance access to technology e.g. ICT hardware and peripherals for community use.
Leadership – supporting and training future leaders to advocate for their community.	<ul style="list-style-type: none"> – Student or other local leadership development events/training/activities.
Social procurement – commitment to generating social value through procurement within the Victorian Social Procurement Framework.	<ul style="list-style-type: none"> – Sourcing plants, materials or services from local nurseries and social enterprises

6. Assessment

6.1. Assessment panel

Grant applications will be assessed by an independent senior panel convened by the SRLA.

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

- representatives of relevant councils
- relevant Victorian Government departments and agencies

An Independent Probity Adviser from OCM will oversee the assessment process.

Rory O'Connor – OCM Partner (email roconno@ocm.net.au or mobile 0416 107 627).

The Victorian Government will approve the successful applicants.



6.2. Assessment Criteria

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

Criteria and Weighting	Criteria Elements
Project Concept (30%)	<ul style="list-style-type: none">- The Project is feasible, well planned and can be delivered within 12 months of offer of funding.- The Applicant has set out the scope of activities, deliverables and planned outcomes.
Community benefit and impact (40%)	<ul style="list-style-type: none">- The Project demonstrates alignment with at least one of the Grant Priorities.- The Project will meet an existing or anticipated community need within an SRL East Precinct. This may include increased function or viability of community facilities or community spaces or improvements to the natural environment.- The Project will enhance community connectedness and cohesion through events, activities and/or improved access to community.
Budget (20%)	<ul style="list-style-type: none">- The Project identifies the assets/goods and services to be purchased to achieve the Project and quotes are provided for all expenditure over \$1000 (GST exclusive).- Clear costing for all aspects of the project provided and evidence of a well-researched and realistic budget that represents value for money.- Evidence that any ongoing, recurrent cost or unexpected cost overruns can be met by the organisation once grant funding has been expended.
Organisation capacity (10%)	<ul style="list-style-type: none">- Demonstrated ability to manage funds or will be assisted by an auspice organisation.- Evidence of the organisation's resourcing and capability to deliver the Project within budget and on time. Including providing details around prior project management experience.- Evidence of any support for the project is included, e.g. partnership, volunteer engagement, and permissions

6.3. Other factors

The assessment process will also consider other factors including:

- Geographic distribution across precincts.
- Diversity of project types.
- Co-contributions (cash or in-kind) will be considered favourably during assessment.
- Any reputational risk is identified.

A 'Budget Tip Sheet' is available to support your budget development if required and can be accessed at suburbanrailloop.vic.gov.au/communityfund

7. How to apply

7.1. Online application form

Applications must be submitted online via the web page at suburbanrailloop.vic.gov.au/communityfund.

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 Community Projects Fund – Community Support Grants
- Applicants must only submit one grant application per proposed project; and
- Incomplete or ineligible applications will not be considered.

SRLA 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. Lodgement of an application does not constitute an offer of funding.

7.2. Before you apply

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

Information about the applicant organisation including:

- Name, address, contact details
- Incorporation Registration Certificate
- Australian Business Number (ABN)
- Current Public Liability Insurance certificate.
- Other insurance certificates (where relevant)
- Auspice organisation information where relevant
- Annual Report and financial statements

Information about the proposed project:

- Project name
- Type of project
- Details about the project: including how it meets SRL Grant Priorities
- Anticipated start and end dates
- Location of the project
- The SRL Precinct area that the project/initiative will support
- Which priority area/s the project represents

You will need to provide detailed responses to the Assessment Criteria

Please include as much information as you can to support your application and demonstrate your ability to deliver the community project or initiative.

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

- Quotes for all expenditure items over \$1000
- The total cost of the project
- Your organisation's contribution
- How much funding you are seeking from SRLA
- How the funds will be used (expenditure)
- Any other funding sources you have already secured

7.3. Required documentation:

Document type	
Public Liability Insurance	Required
Certificate of Incorporation	Required
Other Insurance certificates	Required if applicable
Auspice Agreement	Required if applicable
Annual Reports and Financial Statements	Required
Quotes for items over \$1,000	Required
Evidence of in-principle support from relevant stakeholders and authorities	Required
Evidence of cash co-contributions listed, on letterhead of the funding source organisation	Required
Asset owner evidence of in-principle support or consent	Required if applicable
Evidence of asset ownership and/or current land/building lease	Required if applicable

8. **Getting assistance**

If you have questions about the Community Projects Fund – Community Support Grants or need assistance applying, please contact **1800 105 105** or email **communityfund@srla.vic.gov.au** with your questions.

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

8.1. **Grant writing workshops**

Free and voluntary online workshops will be available to assist Applicants to develop and write their grant application. The workshop will focus on specific questions in the application form, including the project description, eligibility criteria, budget, project plan and evaluation.

There are limited spaces online, so booking is essential.

9. Further Information

9.1. Terms and conditions

Projects which receive a funding offer from the SRLA Community Projects Fund will be required to enter into a funding agreement and accept terms and conditions in relation to the project proposal.

9.2. Privacy

SRLA is collecting your personal information for the purposes of administering the Grants program. SRLA's privacy collection notice is set out at the beginning of the Grants Program Application Form, from which SRLA will collect your personal information. The notice:

- summarises the activity and the purpose for which the notice is being issued by SRLA
- identifies what information is being collected by SRLA
- explains why SRLA is collecting the information
- includes SRLA's contact details for queries
- describes who SRLA might usually share the information with
- advises if any law may require the collection
- explains if there may be any consequences for not providing the information; and
- confirms that individuals can later gain access to the information.

contact@srla.vic.gov.au | 1800 105 105 (call anytime)
suburbanrailloop.vic.gov.au



Please contact us if you would like this information in an accessible format.
If you need assistance due to a hearing or speech impairment, please visit relayservice.gov.au