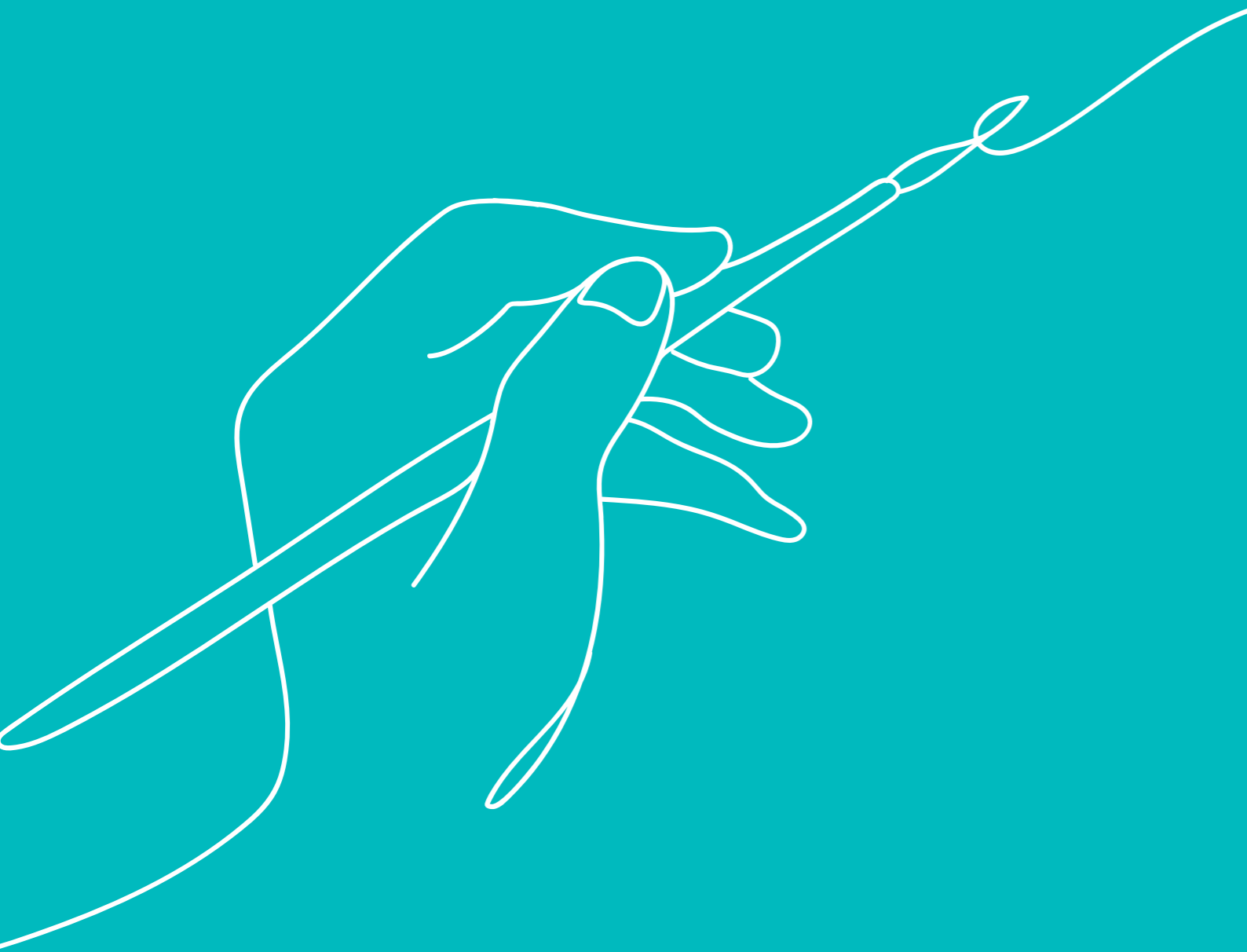




Partnerships Guidelines





Contents

| | |
|---|---|
| 1. Introduction | 4 |
| 1.1 About the West Gate Tunnel Project | 4 |
| 1.2 About West Gate Neighbourhood Fund partnerships | 4 |
| 1.3 Important dates | 4 |
| 2. Eligibility | 5 |
| 2.1 Eligible applicants | 5 |
| 2.2 Eligible projects | 5 |
| 2.3 Co-contributions | 5 |
| 2.4 Funding priorities | 5 |
| 2.5 Permissions | 6 |
| 3. Assessment | 6 |
| 3.1 Assessment panel | 6 |
| 3.2 Assessment criteria | 6 |
| 4. How to apply | 7 |
| 4.1 Online application form | 7 |
| 4.2 Before you apply | 7 |
| 4.3 Getting assistance | 7 |
| 5. Terms and conditions | 8 |
| 6. Privacy collection notice | 8 |

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, 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 West Gate Neighbourhood Fund partnerships

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.

To date more than 65 community projects have been funded through the West Gate Neighbourhood Fund. 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 include councils and incorporated not-for-profit groups in the Hobsons Bay and Maribyrnong City Council areas. Further information about eligibility is provided in Section 2.

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

Projects should encourage community connectedness and cohesiveness through bringing people together and involving them in their community. Projects should provide a significant and lasting outcome.

The West Gate Neighbourhood Fund partnerships component will support projects that involve:

- New community infrastructure or facilities
- Refurbishment, repair and maintenance of existing community infrastructure or facilities
- Purchasing capital equipment
- Improvements to local environments
- Other initiatives improving community connectedness and cohesiveness.

West Gate Neighbourhood Fund partnerships will contribute \$50,000 and over to successful projects within Hobsons Bay and Maribyrnong council areas. Funding is intended to be split evenly between the two council areas subject to the applications received.

1.3 Important dates

The West Gate Neighbourhood Fund partnerships 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 Partnerships and Advice to Recipients | October 2023 |

2. Eligibility

2.1 Eligible applicants

Organisations with proposals for projects within the local government areas of Hobsons Bay City Council and Maribyrnong City Council can apply for a West Gate Neighbourhood Fund partnership.

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 partnership, applicants must:

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

Applicants will not be eligible to receive a partnership 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 Government authority 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 of \$50,000 and over should improve community connectedness, improve community cohesion and meet a community need. More information about the assessment is provided in section 3.

Projects must be completed within 18 months of the funding being announced. 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 partnership 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 Co-contributions

Projects with organisational co-funding and/or other confirmed funding will be considered favourably in the assessment process and could be in the form of financial or in-kind contributions.

2.4 Funding priorities

To be eligible for a West Gate Neighbourhood Fund partnership, applications should support the strengthening of community connectedness and cohesiveness, as well as align with at least one of the following partnership 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** – celebrate culture and build 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.



2.5 Permissions

Partnership applications must include acknowledgement and in-principle support from relevant stakeholders and authorities that may be impacted by the proposed project.

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 council.

Permissions will need to be formally sought by the applicant for successful partnerships, where relevant, following the assessment process.

3. Assessment

3.1 Assessment panel

West Gate Neighbourhood Fund partnership applications will be assessed by an independent senior panel convened by the West Gate Tunnel Project.

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

- representatives from Hobsons Bay and Maribyrnong City Council
- relevant Victorian Government departments and agencies
- the West Gate Tunnel Project Community Liaison Group.

An independent probity advisor will oversee the assessment process. The Victorian Government will approve the successful applications.

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 2.4.
- **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, Brooklyn, Footscray, South Kingsville, Spotswood and Yarraville. It is intended to split 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 via 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 online using the relevant West Gate Neighbourhood Fund partnerships form.
- Applicants must only submit one application per proposed partnership.
- 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 logged after the closing date, or otherwise not logged in accordance with the requirements of the partnership 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 (PLI) of \$20M or higher.

Information about the proposed project:

- Project title
- Types of project (capital works, purchase, other initiative)
- Project timelines
- Project budget.

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 partnership will improve community connectedness and cohesiveness.
- Describe how your project will fulfil a community need.
- What evidence do you have that this partnership has community support, and that the project will improve community connectedness and cohesiveness?
- Please provide information about your organisation that will give 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
- quotes to support any individual budget item that exceeds \$1,000.

Where co-funding is confirmed, evidence is required. 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:

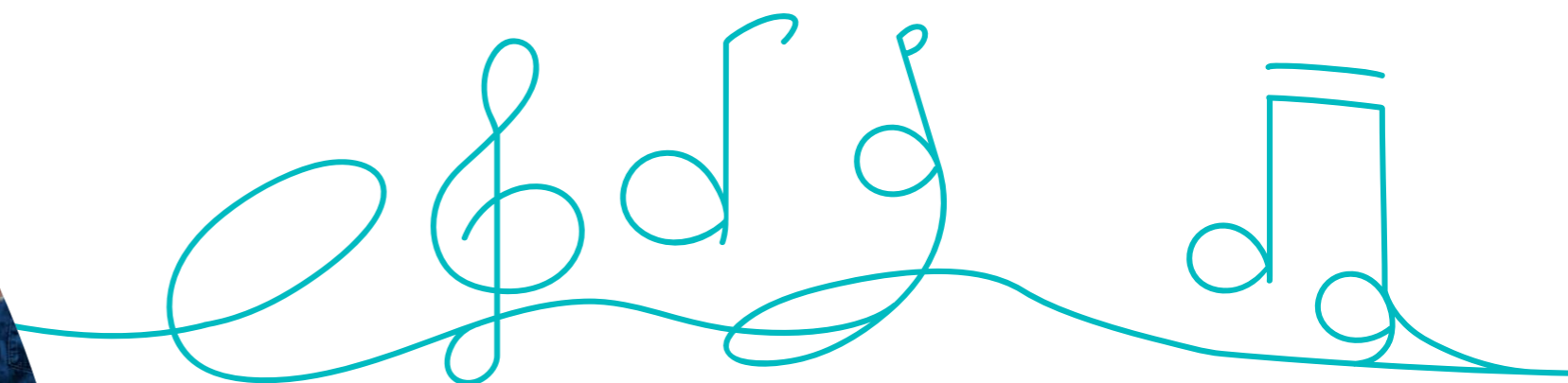
Where relevant, the below is requested:

- Evidence of land and/or building ownership (eg. rates notice) or landowner permission
- Information on land/building lease expiration
- Letters of support
- Evidence of co-funding from other sources
- Supporting information such as project plans and/or designs
- Completed project and risk management plan

WGTP MTIA reserves the right to reach out to applicants to obtain additional information relating to their submitted partnership during the assessment period. WGTP MTIA reserves the right to reach out to applicants to obtain additional information, or **conduct site visits**, relating to their submitted partnership during the assessment period.

4.3 Getting assistance

If you have questions about the 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

Partnerships 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 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 of the Major Transport Infrastructure Authority (WGTP MTIA), an administrative office in relation to the Department of Transport established under the Public Administration Act 2004.

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

We may disclose this information to the Major Transport Infrastructure Authority 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 MTIA 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 Groups (CLGs), which include members of the local community, for the purposes of assessing the applications. The CLGs will only be provided with the name of the organisation applying for the partnership and the details of the project that is the subject of the application.

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.

