

# Guidelines

North East Community Fund Round Three  
2024/2025

North East  
Community  
Fund



## Contents

<b>1. Introduction</b>	
1.1 About North East Link Program	1
1.2 About North East Community Fund	2
1.3 Timeframes	2
1.4 Grant writing workshops	2
<b>2. Eligibility</b>	
2.1 Who can apply?	3
2.2 Not eligible for funding	4
2.3 What projects can I apply for?	4
<b>3. Assessment</b>	
3.1 Assessment Panel	5
3.2 Assessment criteria	5
3.3 Community priorities	5
<b>4. How to apply</b>	
4.1 Online application form	6
4.2 Applying for a grant	7
4.3 Getting assistance with your application	7
<b>5. The fine print</b>	
5.1 Terms and conditions	9
5.2 Privacy collection notice	9

Front cover: The Veggie Empire received funding to establish a shipping container farming stall for individuals with intellectual disabilities

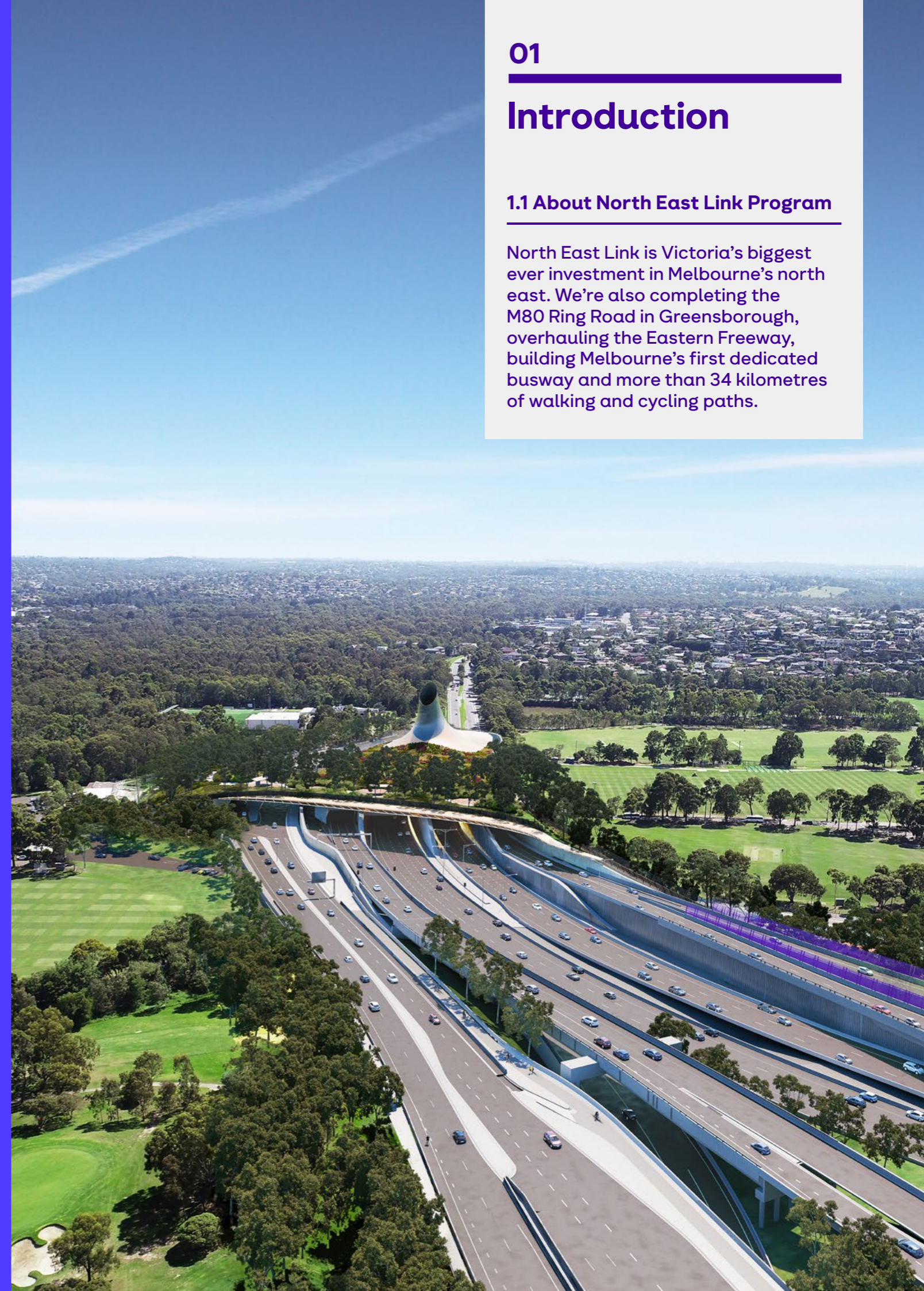
Opposite page: Artist's impression of southern tunnel portal, tunnel ventilation structure and Yarra Link green bridge, Bulleen

# 01

## Introduction

### 1.1 About North East Link Program

North East Link is Victoria's biggest ever investment in Melbourne's north east. We're also completing the M80 Ring Road in Greensborough, overhauling the Eastern Freeway, building Melbourne's first dedicated busway and more than 34 kilometres of walking and cycling paths.



## 1.2 About North East Community Fund

Major works for the three massive projects that make up North East Link Program are taking place in built-up urban areas. As they progress, the North East Community Fund (NECF) will support local areas and community organisations most impacted by construction.

The \$10 million fund seeks to support local initiatives and projects in Melbourne’s northern and eastern suburbs – bringing lasting benefit to the area well before these massive projects are completed in 2028.

The fund will support a range of community initiatives that align with the identified community priorities ranging from programs to increase participation, including community art exhibitions, sports club open days, and community centre upgrades.

Funding will be available throughout the construction of North East Link until project completion and the program will prioritise its support to those most impacted by construction. Funding will be awarded so that there is a spread of funding across a range of projects and categories.

The fund is managed by North East Link, part of Major Roads Projects Victoria (MRPV), on behalf of the Victorian Government.

## 1.3 Timeframes

The North East Community Fund grants and partnerships will run as outlined in the following table:

**Applications close**  
3pm Tuesday 10 September 2024

**Applications assessed**  
September to October 2024

**Applicants notified**  
November 2024

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

## 1.4 Grant writing workshops

These free voluntary workshops will assist participants to develop and write their grant application. The workshop will focus on specific questions in the application form including the project description, budget, project plan and evaluation.

There are limited spaces, so booking is essential.

To make a booking, visit [northeastlink.vic.gov.au/communityfund](http://northeastlink.vic.gov.au/communityfund)

### Grant writing workshop dates

**Thursday 15 August**  
1pm to 3pm, online

**Wednesday 21 August**  
5:30pm to 7:30pm, online

**Thursday 22 August**  
10am to 12pm  
Manningham Club Hotel

**Tuesday 27 August**  
10am to 12pm  
Watsonia RSL

**Thursday 29 August**  
5:30pm to 7:30pm, online

# Eligibility

## 2.1 Who can apply?

Applicants must:

- be an incorporated not-for-profit organisation or community group or be sponsored (auspiced) by an incorporated not-for profit organisation located in either the City of Banyule, City of Manningham, City of Boroondara, City of Nillumbik, City of Whitehorse, with the initiative or project to take place in a priority suburb
- have an Australian Business Number (ABN) and provide an incorporation number
- have a current public liability insurance (minimum of \$10 million).

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

- charities
- Australian Public Companies, such as companies limited by guarantee and/or limited by shares (non-distribution of profits or dividends)
- co-operatives
- trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC)
- not-for-profit associations
- Registered Australian Bodies
- Indigenous corporations
- 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.

The auspice organisation would receive the grant funding and have responsibility for ensuring that the project is completed on time. Evidence of the agreement between the two parties to undertake this auspice arrangement must be submitted with the grant application.

### Priority suburbs

Areas most impacted by construction will be prioritised, including Balwyn North, Box Hill North, Bulleen, Bundoora, Doncaster, Greensborough, Heidelberg, Kew East, Macleod, Mont Albert North, Rosanna, Templestowe Lower, Viewbank, Watsonia and Yallambie.



Doncaster Aeromodellers Club received funding for their 50th anniversary celebration

## 2.2 Not eligible for funding

Initiatives will not be eligible to receive funding if they:

- are intended to fund operational or core business costs including salaries and administration costs
- have the single purpose of promoting religion or political parties
- are currently fully funded by local, state, or federal governments
- are intended to exclusively use the funding to cover planning, design or preliminary construction costs
- are deemed as core curriculum activities of educational institutions
- derive income from gambling or are proposing to conduct activities that promote gambling
- have a debt or outstanding acquittal owing to the State Government authority where the project will be undertaken
- have already commenced before the grants are paid or have not commenced but have secured all funding.

## 2.3 What projects can I apply for?

Proposed projects should fit into one of the following categories:

### Connecting communities and neighbourhood grants

Up to \$10,000 for a one-off initiative that aims to improve community connectedness and participation.

### Celebrating communities and neighbourhood grants

Up to \$20,000 for festivals, events, and installations that bring local people together.

### Transforming communities and neighbourhood grants

Up to \$75,000 for improvements to local community, sporting and recreation facilities and local environments.

### Community Partnerships Program

Up to \$100,000 for large scale partnerships where wide reaching community benefits or a significant lasting outcome can be demonstrated.

Funding for the partnerships program will only be considered where there is already external funding confirmed. Funding could be up to \$100,000 but must not be more than 50 per cent of the total project cost.

### Projects should be able to be completed by the end of 2025.

Applicants may apply for a grant in more than one grant category; however, each application must be for a different activity.

We would strongly encourage community groups and organisations to put forward applications for projects that will generate the most community benefit.



Diamond Valley Gem Club received funding for lapidary workshops

# Assessment

## 3.1 Assessment Panel

Applications for a North East Community Fund grant or partnership will be assessed by a senior panel convened by Major Road Projects Victoria and any relevant state government departments or councils as required.

An independent probity advisor will oversee the assessment process.

## 3.2 Assessment criteria

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

### Community connectedness and benefit (40% of overall score)

Demonstrate how initiative will improve community connections by bringing people together and increase the level of participation an individual has within their community.

### Community impact and need (30% of overall score)

Demonstrate proximity and construction impacts from North East Link, the M80 Ring Road Completion and/or Eastern Freeway Upgrades, and identify which community priority/s the project addresses.

### Organisation's capacity (30% of overall score)

Demonstrate that the organisation has the capacity to deliver the initiative on time and within budget.

## 3.3 Community priorities

Projects submitted to the North East Community Fund should support the strengthening of community connectedness and cohesiveness, as well as align with at least one of the following priorities:

### Community connectedness

Creating opportunities, activities and environments which bring communities together.

### 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.

### Accessibility

Focus on mobility to make it easier for people 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.

### Beautification

Supporting opportunities to improve the aesthetics and facilities of the community.

### Arts and culture

Celebrating culture and building positive community perceptions.

### Heritage

Celebrating history and creating links between the past and present within the community.

### Social procurement

Commitment to generating social value through procurement within the Victorian Social Procurement Framework.

# How to apply

## 4.1 Online application form

Applications must be submitted online via the North East Community Fund web page at [northeastlink.vic.gov.au/communityfund](http://northeastlink.vic.gov.au/communityfund)

Please note applications must:

- be submitted by an individual with authority to do so on behalf of their group/ organisation
- use the North East Community Fund grant application form
- be for only one proposed project
- be complete, as ineligible applications may not be considered.

MRPV 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 North East Community Fund guidelines (this document).



Templestowe College received funding for a community permaculture program

## 4.2 Applying for a grant

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 \$10 million or higher
- Auspice organisation information where relevant.

### Details about the project:

- Project title
- Type of project (equipment, participation activity, capital works, other)
- Which priority area/s (suburb and Council area) will benefit
- Timeline
- Detailed project budget.

### Responses will be required to outline:

- Proximity to/impacts from construction
- How your project will improve community connectedness
- The number of community members who will benefit
- Evidence the project/program has community support
- Information about land ownership and/or council approvals (if relevant)
- Details on your organisation to give us confidence that you can complete the work
- How you will 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 \$1000
- 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 for tree planting or other on ground activities
- Auspice agreement
- Evidence of co-funding from other sources
- Supporting information, such as project plans and/or designs.

## 4.3 Getting assistance with your application

If you have an idea for a project but have questions about applying chat to the North East Community Fund team.

The team can also answer any questions prior to your organisation submitting your application.

Phone **1800 105 105** or email [communityfund@northeastlink.vic.gov.au](mailto:communityfund@northeastlink.vic.gov.au)

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



Banyule Information and Support Centre received funding to run workshops and promote cultural integration for Culturally and Linguistically Diverse (CALD) women



Friends of Apollo Parkway received funding to install a drinking fountain, bike-repair station, fitness equipment and indigenous plants to encourage community connectedness, and provide opportunities for a healthy lifestyle

## The fine print

### 5.1 Terms and conditions

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

### 5.2 Privacy collection notice

MRPV collects your personal information for the purposes of administering the NECF. We may disclose your personal information to Major Transport Infrastructure Authority (MTIA), other state government organisations and third parties, including (but not limited to):

- SmartyGrants
- relevant local council
- MTIA third party contractors.

Information is collected for the purposes of:

- processing and assessing your application
- allocating grants
- communicating with you
- confirming required permissions
- enquiring about past/current/future funding as required.

We will only send you communication about any applications you make and updates to keep you informed on the North East Community Fund. You may choose not to provide us with all personal information we request from you, which may impact whether we 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 us. To request access or request changes to the personal information we hold about you, or for more information about how we manage your personal information, please refer to our Privacy Policy which is available on our website at [bigbuild.vic.gov.au/privacy](http://bigbuild.vic.gov.au/privacy) or contact us for a copy.



YMCA Victoria received funding to run skateboard and scooter lessons for children and youth

[northeastlink.vic.gov.au](http://northeastlink.vic.gov.au)

1800 105 105 (call anytime)

[communityfund@northeastlink.vic.gov.au](mailto:communityfund@northeastlink.vic.gov.au)



For languages other than English please call 9209 0147

 [@nelpvic](#)

Please contact us if you would like this information in an accessible format. If you need assistance due to a hearing or speech impairment, visit [relayservice.gov.au](http://relayservice.gov.au)



Australian Government  
**BUILDING AUSTRALIA**



NELP2474