

# Strategic Partnership Grant Program

## Funding Guidelines 2021/2022



## **INTRODUCTION**

The Strategic Partnership Grant Program provides funding to organisations or businesses to deliver initiatives that meet the City of Ballarat's strategic objectives outlined in the Council Plan, Municipal Health and Wellbeing Plan and other relevant plans and strategies endorsed by Ballarat City Council.

Strategic Partnerships are considered for requests exceeding \$20,000. These partnerships will only be awarded to well-established organisations that have a proven record of delivering the relevant programs, projects or activities. Applications are accepted in August and February, subject to available budget. Requests can be for multi-year funding up to a maximum of four (4) years. Applications will only be accepted online.

## **PRINCIPLES**

Strategic Partnership applications must align with community needs and the City of Ballarat's strategic objectives, as expressed in the Council Plan, Municipal Health and Wellbeing Plan and other relevant plans and strategies.

The [Council Plan](#) and [other strategies](#) can be found on the City of Ballarat's website.

Applications must also align with the following principles:

- Partnerships are developed with identified strategic partners that the City of Ballarat can work with collaboratively to deliver community outcomes
- Strategic Partners are identified to make the most of opportunities to meet community needs and deliver on Council Plan outcomes
- Strategic Partnerships have mandatory reporting and contractual agreements. Recipients must enter into a Funding Agreement with the City of Ballarat that outlines reporting requirements and a mutually agreed evaluation framework focusing on performance and outcome measures
- Recommendations on the Strategic Partnerships funding agreement term will be made by management, taking into consideration the time needed to have an impact on outcomes and the term of the strategic documents to which they align

## **APPLICATIONS**

Applications will open in August and February each year. All available funds may be allocated following the August round. When this occurs, the February round will not take place.

Applications must be submitted via the City of Ballarat's SmartyGrants program.

Applicants should use the checklist below to ensure they have all the required documents before submitting their application.

### **Document**

- ABN
- [Statement of Supplier](#) (if no ABN)
- Certificate of Incorporation (if applicable)
- Incorporation Registration Number (if applicable)
- Certificate of Currency for Public Liability Insurance
- Latest Annual Report and audited financials
- Bank account details
- Project plan
- Event plan and risk management plan (if applicable)
- Evidence of approval to make changes to a property  
such as proof of ownership or proof of landlord approval (if applicable)
- Letters of support (if applicable)
- Evidence of the project's need
- Quotes for all costs over \$5000

## **ASSESSMENT**

It is expected the assessment process will be completed within two months of the designated window for applications closing. There are four (4) phases of the Strategic Partnership Program assessment process.

### **PHASE 1**

Applications are reviewed by relevant City of Ballarat officers checking they are complete and contain all the necessary supporting documentation. All incomplete applications will be returned to the applicant for further development by a specified deadline.

### **PHASE 2**

All applications are assessed by an internal Grants Acquittal and Reporting Working Group in accordance with the City of Ballarat's strategic objectives as outlined in the Council Plan, and in line with the principles highlighted above. The funding level and support period to be recommended will be decided on the following criteria:

- Community benefit level (including economic benefit)
- Alignment extent with the Council Plan and other strategic Council Plans
- Funding amount previously provided to the applicant
- Potential to be self-sustainable (if the activity is ongoing)
- Complete and reasonable budget (with provision of quotes)

The City of Ballarat also values projects that show clear consideration of factors that influence the inclusion of people within the project target group from all backgrounds regardless of gender, age, ability, financial status and cultural background. See the [‘How to make your project more inclusive’](#) guide on our grants website.

Applications which fail to meet the City of Ballarat's strategic objectives as outlined in the Council Plan, or the principles highlighted above, will be returned to the applicant for further development by a specified deadline.

### **PHASE 3**

All applications received during each window and recommendations for funding are reviewed by the City of Ballarat's Executive Leadership Team.

### **PHASE 4**

Projects recommended for funding are considered at a Ballarat City Council meeting with applicants being officially advised of an outcome within two weeks.

## **FUNDING CONDITIONS, REQUIREMENTS AND FURTHER INFORMATION**

- The Strategic Partnership Grant Program funding amount is allocated as part of the annual budget process. This may vary from year to year.
- The Strategic Partnerships Program will be open for submissions throughout August and February, subject to funding availability
- Applicants must contact the relevant City of Ballarat department to discuss their application (such as Economic Development, Recreation Services, Intercultural Services etc.)
- The Strategic Grant Program is not designed for ongoing funding beyond the funding agreement's life. If funded activities are expected to be ongoing, they should have reasonable potential to be self-sustainable following initial funding support.
- All funded projects must be based in the City of Ballarat or otherwise provide evidence the project/event/activity will involve and support a significant amount of people from the municipality
- All funded projects must include all relevant and required consents, permits or approvals prior to commencement
- Funding must be used in accordance with the project as detailed in the funding agreement
- Any requests for variations to the grant's intended purpose, or requests for funding period extensions must be submitted to the City of Ballarat's Grants Acquittal and Reporting Working Party on the Variation Form provided on the City of Ballarat's online grants platform
- Funds not expended within the agreed timeframe are to be returned to the City of Ballarat unless a written extension is obtained
- Satisfactory annual milestone reports for Strategic Partnerships grants funded over multiple years are required before recipients can access additional years of funding
- Funded organisations are required to meet all relevant legislative requirements (e.g., Child Safety, Occupational Health & Safety, Risk, Equal Opportunity, Workers Compensation)
- Funded organisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance as detailed in the funding agreement
- Funded organisations will be required to sign a funding agreement prior to commencement of any funded project
- The City of Ballarat's support for funded projects must be acknowledged as detailed in the funding agreement
- Funded organisations will be required to provide the City of Ballarat with a tax invoice if they are registered for GST, or an invoice if they have an ABN but not registered for GST, or an invoice and signed 'statement by supplier' if they do not have an ABN
- The SmartyGrants online platform is used across all funding programs, including the filing and retention of all documentation