

Community Impact Grant Program

Funding Guidelines 2024/25



The City of Ballarat welcomes applications from diverse community members, including people with disabilities, Aboriginal and Torres Strait Islanders, culturally and linguistically diverse people, young people, older people, women, and members of the LGBTQIA+ community.

Introduction

The City of Ballarat's Community Impact Grant Program (CIGP) supports community groups, clubs, and organisations to build capacity and strengthen connections within the community. Funding is available for projects that align with the City's priority areas and benefit Ballarat residents.

What you need to know

Grant Round: One round for 2024/2025

Funding Amount: \$500 to \$20,000 (excluding GST)

Application Deadline: 1 February 2025 – 30 March 2025

How to apply

1. Eligibility

- You must be an incorporated not-for-profit, or an unincorporated group with an auspice* arrangement.
- Public liability insurance of \$20 million is required.
- Project must occur within Ballarat or in partnership with a local organisation if based outside Ballarat.
- Resolve any outstanding grant acquittals with the City of Ballarat.

2. Application Access

- **Online:** [City of Ballarat website - Grants page](#)
- **Hard Copy:** Available at Phoenix Customer Service Centre, 25 Armstrong Street, Ballarat Central

3. Submission

- Online: Submit through Good Grants (link available on the City's website when the round opens)
- Hard Copy: Contact the Grants Officer for assistance

Eligible Applicants

To apply, you must be a:

- Local not-for-profit organisation, group, or association
- Non-incorporated group with an incorporated auspice*
- Organisation outside Ballarat with a local partner (with a support letter)

Ineligible applicants include schools (unless partnered), for-profit entities, government agencies, and organisations with incomplete grant obligations, gambling connections, or significant associations with harmful industries.

** An auspice is an organisation that helps another group apply for and manage the grant. This is usually because the group applying does not meet the legal or financial requirements, so the auspice handles these responsibilities on their behalf.*

Funding Priorities

Projects should benefit the community by addressing two or more of these priority areas (one primary and one secondary focus).

Environmental sustainability	Projects that promote environmental sustainability such as the implementation of recycling, reusing and repurposing projects, sustainable gardening programs, and energy and water efficiency programs.
Healthy, connected and inclusive communities	Projects that encourage community participation, address health priorities, and promote social connectedness. Projects that bring different groups together to achieve joint outcomes. Projects that improve opportunities for inclusion for groups who can sometimes be excluded due to gender, age, cultural background, sexual orientation, financial vulnerability, or disability.
Community capacity building	Projects that are innovative, collaborative and promote skill and knowledge development and sharing.

Additional considerations for higher priority:

- Accessible to a diverse audience
- Sustainable community benefits
- Utilisation of local suppliers
- Commitment to equitable outcomes
- Avoidance of sponsorships from **harmful industries**

Ineligible Projects and Activities

Funding will not support:

- Profit-making activities, restricted-access projects, activities outside Ballarat, operational costs, or projects duplicating existing services.
- Specific exclusions include: prize purchases, fundraising activities, sponsorships, retrospective funding, private celebrations, capital works on government-owned property, tourism events, and interstate/international travel.
- Projects or services that fall under the responsibility of another level of government or a different local government area.
- Ongoing projects or activities that have already received City of Ballarat funding multiple times (more than two or three times), unless significant development or change can be demonstrated.

Project Examples

Eligible projects may include:

- **Equipment:** sports, administrative, or accessibility equipment
- **Community Development:** programs for community engagement
- **Knowledge Sharing:** websites, workshops, training
- **Events:** community and cultural events
- **Arts:** performances, workshops, equipment
- **Wellbeing Programs:** physical and mental health initiatives

Conditions and Requirements

Grant Amounts

Applications can be made in three categories:

- **Under \$2,000**
- **Over \$2,000 (under \$10,000)**
- **Over \$10,000**
- Maximum annual funding per organisation: \$20,000
- Funding requests over \$10,000 require a 2:1 matched cash contribution (e.g., \$15,000 grant matched by \$7,500 from the organisation).
- Projects over \$10,000 receive 50% of funding on agreement signing; remaining funds are released upon satisfactory acquittal.

Budget Requirements:

A clear budget is essential and should include:

- Other project funding sources
- Volunteer hours valued at \$30/hr (in-kind contribution)
- Any matched contributions from the organisation
- Quotes for expenses over \$500 (prefer local suppliers)
- A recent bank statement or Annual Report
- Refer to the **Budget Tip Sheet** available on the City's website.

Submission Checklist

To apply, ensure you have:

- ABN or **Statement of a Supplier** (if no ABN)
- Certificate of Incorporation (if applicable)
- \$20 million public liability insurance
- Bank account details, recent bank statement, or Annual Report
- Quotes for any cost over \$500
- Project timeline and letters of support

Additional documents required for funding over \$10,000:

- Project Plan
- Risk management plan
- Event plan
- Landowner permission if applicable

Assessment Criteria

Applications are reviewed by the City of Ballarat Delegated Committee, considering:

- Links to funding priorities
- Community need and impact
- Use of local suppliers
- Inclusivity of diverse community members
- Complete budget and quotes
- Contributions from the organisation
- Harmful Industries Declaration and Sponsorship level of risk

Tips for a Successful Application

- Provide letters of support.
- Clearly demonstrate community benefit.
- Show alignment with the City of Ballarat's **Council Plan**.
- Prepare a detailed budget with quotes.
- Ensure inclusivity across genders, ages, abilities, and cultures.

For questions or assistance, contact the Community Grants Officer via Customer Service on 5320 5500 (contact hours are 8.30am to 5pm, Monday to Friday – closed on public holidays) or email communityengagementgrants@ballarat.vic.gov.au.