

NORTH RICHMOND COMMUNITY CAPACITY BUILDING INITIATIVE



If you need this form in a different language, please contact Lydia at BANH Inc. lydiabanh@gmail.com or (03) 9428 1676.

Nếu bạn cần biểu mẫu này bằng một ngôn ngữ khác, vui lòng liên hệ với Lydia tại BANH Inc. lydiabanh@gmail.com hoặc (03) 9428 1676.

North Richmond Small Project Grants Program

The North Richmond Small Project Grants program gives one-off support to locally based small projects that build community strength, promote engagement and deepen connections between North Richmond public housing residents and all people who call the neighbourhood home.

GRANT GUIDELINES

1. Applications need to include details about you, your project and why the project needs to happen. Culturally and linguistically diverse applicants and applicants with projects that celebrate diversity and promote inclusion are encouraged to apply.
2. Applications are limited to one per applicant per funding round. Successful project applicants may be invited to reapply in the future.
3. Projects must take place between 1 January 2020 and 30 June 2020.
4. The maximum funding available is \$1,000 per application.
5. Applications can be submitted from 6 January 2020.
6. A panel - including representatives from the North Richmond Community Capacity Building Initiative, the City of Yarra, the Neighbourhood Justice Centre and public housing residents - will assess applications. Please refer to the final page of this document for assessment criteria.
7. All successful grant recipients will be asked to provide at least 10 photos and 5 written statements from program participants at the conclusion of the project.
8. All projects are required to have Public Liability Insurance (PLI). If you do not have PLI it may be possible to negotiate an auspice agreement with BANH Inc. Please contact BANH Inc. to discuss.
9. If your application is successful you will be responsible for obtaining necessary licenses and permits for your project (for example Streatrader).

10. All questions in the application form must be completed for your application to be considered.
11. This program is a joint initiative of the North Richmond Community Capacity Building Initiative and Belgium Avenue Neighbourhood House.
12. Please note: Funding through the North Richmond Small Project Grants program is intended to support projects that serve the community. Funding cannot be used to support personal or political agendas or campaigns.

For more information, to discuss your application or if you need assistance or support to complete your application please contact Lydia at BANH Inc: lydiabanh@gmail.com or (03) 9428 1676.

APPLICATION FORM

YOUR DETAILS

Are you applying as an Individual or Community Group

Name of primary contact:

Postal Address:

Phone Number of primary contact:

Email of primary contact:

DETAILS OF ONE REFEREE

Name:

Postal Address:

Phone Number:

Email:

PROJECT DETAILS

1. Project Name:
2. Project location:
3. Project timeline – start and end dates:
4. What do you want to do? (500 characters max)

5. **Why is this project needed and how will it benefit local public and non-public housing residents in North Richmond?** (500 characters max)

6. **How will local North Richmond residents be involved in the planning and delivery of this project?** (500 characters max)

7. **How many people do you expect to participate in the project?**

8. **List three ways you will promote the project to ensure community attendance / participation?** (200 characters max)

9. **What is the likely cultural/ language background of participants in the program?**

10. **Project partners: Will you be working with any other people or organisations in the planning or delivery of the project? If so please list.**

11. **If successful what (specifically) would this funding be used to support?**

12. **Does this project involve working with children either with or without their parents present?**

Yes No

If yes, are you aware of the Victorian Government's Child Safety Standards? Yes No

Information about the new Child Safety Standards is available at <https://ccyp.vic.gov.au/child-safety/>

Please include documentation on how you are addressing these standards.

Appropriate documentation might include a copy of relevant Working With Children Checks.

BUDGET

- Please note: funding is limited to \$100 - \$1,000 per application.
- Please ensure the budget is as realistic and detailed as possible.
- This budget should cover the costs of the project as a whole and not just the expenses funded by the grant.
- The Small Project Grant amount being requested should be included in the budget as income.
- Other examples of income items might include other funding, internal funds, donations, ticket sales, food sales, sponsorship.
- Example of expenses might include staff costs (specific to the funded activities only), venue hire, materials, equipment, catering, security guards, transport, licences.
- The budget should balance, to demonstrate that the project is viable.

In-Kind Contributions

In-Kind Contributions are resources that will be made available to the project without cash payment. Examples include free use of a venue or food donations. To calculate an estimated value for these items, ask what you would have to pay if the service/goods were not being made available free of charge.

List any in-kind support (including volunteer hours) being provided by you, your group or other individuals / groups, and give an estimated value of this support.

Budget Template

Income	\$ Amount	Expenditure	\$ Amount
Grant amount requested (\$100 to \$1, 000)			

Total:		Total:	

Applicant Declaration

I declare to the best of my knowledge that all the details supplied in this application form are true and correct. I have read the accompanying guidelines and information to applicants provided with this application form. North Richmond Community Capacity Building Initiative will be contacted immediately if any information provided in this application changes or is incorrect.

I consent to the information provided in relation to this application being collected, used and disclosed by the North Richmond Community Capacity Building Initiative for the purpose of registering, administering and promoting my current and any future grant applications with the North Richmond Community Capacity Building Initiative. I understand that copies of all material provided will be retained as required by the Public Records Act 1973.

Signed: _____

Date: _____

ASSESSMENT CRITERIA

All applications will be assessed against the following equally weighted criteria:

- **Relevance** – how well does the project build community strength, promote engagement and deepen connections in the community.
- **Viability** – Is the proposed project viable? Particular reference to the budget and timeframe
- **Benefit to the local community** – does the proposed project meet an identified need in the community or would there be a positive community outcome as a result of the project.

