

SMALL POPPY NEIGHBOURHOOD GRANTS Guidelines 2012



LOCAL PEOPLE + GOOD IDEAS + ACTION = A BETTER NEIGHBOURHOOD

The Small Poppy Neighbourhood Grants help local people have a positive impact on the look and feel of their neighbourhoods by providing a matching grant* to support their efforts.

*matching grant:

Council will try to match funds granted with the level of volunteer contribution in the project. To find out more, please read the selection criteria 'Matching Grant Request' on page 3.

What are Small Poppy Neighbourhood Grants for?

Small Poppy Neighbourhood Grants supports new projects that:

- improve the appearance or use of shared space;
- build social connections;
- share resources and ideas; or
- support neighbourhoods to adapt to climate change.

Project ideas can be found at www.portphillip.vic.gov.au/smallpoppyneighbourhoodgrants

Who can apply for Small Poppy Neighbourhood Grants?

The grants are for grassroots neighbourhood groups who live in the City of Port Phillip and who come together with a good idea of how they can improve their neighbourhood.

What makes this program different is that it is for small groups of neighbours not eligible for other funding options.

Small Poppy Neighbourhood Grants are not intended for projects run by established organisations and community groups because they are eligible for a range of other Council and government funding. For more information on alternative funding sources go to

www.portphillip.vic.gov.au/council_funding_opportunities

To be eligible, your group must:

- be a grassroots neighbourhood group of local volunteers who will benefit from the project;
- be actively seeking involvement from others in the neighbourhood; and
- have a minimum of three individual households in the neighbourhood actively contributing to the project.

What do we mean by 'Neighbourhood'?

Small Poppy Neighbourhood Grants program considers 'neighbourhood' as 'the area that surrounds someone's home'. Therefore if you are an applicant, your neighbourhood is your block or street/court/avenue/grove and the surrounding area.

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How much funding is available?

Small Poppy Neighbourhood Grants commonly range from \$200 - \$2,000. Funding of up to \$10,000 may be available in exceptional situations where larger scale projects can demonstrate the significant neighbourhood benefits. Applications can be made for one off projects or running costs, although groups are encouraged not to become dependent upon funding in the long term.

Applicants must wait two years before reapplying. All grants recipients must submit an End of Project Report.

What can be funded?

- Materials, equipment and other items essential to the project to be used by the project team that will not become private or individual assets
- Professional service fees where expertise is necessary for the success of the project
- Small improvements to public spaces – it is the group's responsibility to insure compliance with relevant Council permits and policies
- Printing, advertising, translations as required
- Public liability insurance (time limited)

Funding cannot be used for any of the following:

- Projects in breach of Council policy, illegal activities
- Projects that do not require funding in order to be achieved
- Capital improvements to private property
- Projects that do not involve immediate benefit to neighbourhood beyond benefit to the applicants
- Business development
- Projects that duplicate existing public or private programs
- Ongoing programs or services
- Expenditure or financial commitments made prior to Small Poppy Neighbourhood Grants approval
- Website development or maintenance
- Administration fees
- Items required for launch – e.g. catering
- Professional service fees if the professional service provider is part of the neighbourhood group

What is the selection process?

Applications are assessed on whether they meet the eligibility and the four selection criteria outlined in these guidelines.

Funding requests of under \$2000 are assessed by the Communications and Engagement team using the eligibility and selection criteria. Applicants should allow up to 10 working days to receive notification regarding the success of their application.

Funding requests of over \$2000 are assessed by an internal panel with expertise in a range of areas, using the eligibility and selection criteria. This panel meets monthly to assess applications. Applicants should allow five weeks to receive notification regarding the success of their application.

At any stage of the selection process you may be asked to provide additional details or documentation to further demonstrate how your project meets the eligibility and selection criteria. Any changes to your application will be treated as a new application in terms of processing timelines.

All decisions regarding applications are final.

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What are the selection criteria?

1. Neighbourhood benefit

Projects are selected on their ability to make a positive impact on local people in a neighbourhood. Tangible benefits include better social connections, developing a shared sense of place, physical improvements, reducing water use, adapting to climate change or increased awareness of social and environment issues. If your project addresses a shared problem or concern in your neighbourhood, your application should clearly identify this.

2. Participation

Projects need to be designed and managed by a neighbourhood group of local people who live in the neighbourhood. The more households involved in the planning and management of the project, the better the project. You must also show how you have consulted all your neighbours and gained their support for your project. An additional consideration is how projects encourage others to get involved, particularly with those who may not already be involved in neighbourhood activities.

3. Matching Grant Request

The Small Poppy Neighbourhood Grants support the active participation and commitment of neighbours working together. Council will try to match funds granted with the level of volunteer investment in the project (both financial and labour). The project funding request should therefore be appropriate to the volunteer's contribution. Neighbourhood contributions can include volunteer time (that's your time working together on the project), equipment, materials, tools, donations and fundraising.

More about neighbourhood contributions

- Volunteer labour is valued at \$20 per hour.
- Costs associated with printing flyers and letters to consult with neighbours should be included as a contribution.
- New materials and tools (donated or bought) should be valued at their retail price.
- Second-hand materials and tools (donated or bought) should be valued at 50% of their retail price.

Details of all contributions must be appropriately documented in the 'Group Contribution' section of the application form.

4. Project Management

Successful projects are realistic and achievable, and demonstrate a well thought-through and ready for implementation proposal with clear outcomes. Projects should be sustainable in terms of ownership, maintenance and use.

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How do we apply?

Applications are accepted throughout the year except during December when an annual review takes place.

You are welcome to speak to the Community Partnerships Officer about your project or idea before applying for the Small Poppy Neighbourhood grants.

More information about the Small Poppy Neighbourhood Grants and an application form are available at www.portphillip.vic.gov.au/smallpoppyneighbourhoodgrants or contact the Community Partnerships Officer on 9209 6838 for more information.

Applications can be submitted via email or post to:

Small Poppy Neighbourhood Grants
City of Port Phillip
Private Bag No 3
PO St Kilda, Victoria 3182
Email: smallpoppy@portphillip.vic.gov.au

Applicants will be contacted via email or phone within three working days to confirm receipt of your application. If you have not been contacted within three working days please contact the Community Partnerships Officer.