



Wyndham Community Safety Grants Guidelines 2023 - 2024

The Wyndham Community Safety Grants is part of the Empowering Communities initiative, the State Government's Building Safer Communities Program.





Wyndham City Council recognises the Aboriginal and Torres Strait Islander peoples of Australia. We acknowledge the Bunurong and Wadawurrung Peoples as Traditional Owners of the lands on which Wyndham City operates. The Wadawurrung and Bunurong Peoples have and always will belong to the Werribee Yalook (river), creeks, stars, hills and red clay of this Country. We pay respect to their Ancestors and Elders who always have, and always will, care for Country and community today and for future generations.

Wyndham Community Safety Grants Key Timelines and Checklist:

Stage	Dates	Description and Tasks
1. Preparation & Applications	Jun 5 – Jul 4 (2023)	<ul style="list-style-type: none"> <input type="checkbox"/> Read the information provided in these Guidelines, Application Checklist and Frequently Asked Questions (FAQs) <input type="checkbox"/> Read the Community Safety in Wyndham Findings Report 2022. <input type="checkbox"/> Begin to reach out and confirm potential Community Partner/s. <input type="checkbox"/> Attend the Information Session about program and the Project Planning & Grant Writing Workshop to prepare for your application. <input type="checkbox"/> Fill in your grant application through Wyndham City Council's online system using Wyndham SmartyGrants – Closes 12.00pm, Jul 4. <input type="checkbox"/> Be sure to prepare your application in advance as late applications cannot be accepted. <input type="checkbox"/> Only one application per organisation may be submitted. <input type="checkbox"/> Prepare and attach all additional documents. <input type="checkbox"/> You will receive a confirmation email.
2. Assessment	Jul 5 – Aug 2 (2023)	<ul style="list-style-type: none"> <input type="checkbox"/> Wyndham City Council will conduct eligibility checks <input type="checkbox"/> Eligible applications will then be assessed by an Assessment Panel, who will come up with a list of applications recommended for funding. <input type="checkbox"/> Applications recommended for funding are presented for review and final approval by the Department of Justice and Community and Safety.
3. Funding Announcement & Agreements	Aug 3 – Aug 25 (2023)	<ul style="list-style-type: none"> <input type="checkbox"/> Both successful and unsuccessful applicants will be notified by no later than 5.00pm Aug 14. <input type="checkbox"/> Successful applicants will be notified in writing and will receive a Letter of Offer with a Funding Agreement attached. <input type="checkbox"/> Unsuccessful applicants will also be notified in writing. Feedback is given if requested by the applicant.
4. Progress Reports & Community of Practice	Aug 26, 2023 – May 26, 2024	<ul style="list-style-type: none"> <input type="checkbox"/> Funded Projects/Activities commence Aug 26, 2023 <input type="checkbox"/> Funded Organisations each present their projects or activities at the Wyndham Community Safety Grants Launch Sep 7, 2023 <input type="checkbox"/> Funded Organisations attend the first two Community of Practice Sessions <input type="checkbox"/> Funding Organisations submit a Progress Report Jan 29, 2024 <input type="checkbox"/> Funded Projects/Activities completed by May 26, 2024
5. Final Report and Learnings	May 27th – Jun 12 (2024)	<ul style="list-style-type: none"> <input type="checkbox"/> Funded Organisations are required to submit a Final Report which includes how the funds were spent and the outcomes of the project or activity by Jun 5, 2024 <input type="checkbox"/> Funded Organisations to attend final Community Practice with LAG members, share final learnings and opportunities for sustainability beyond the funding period on Jun 12, 2024

What support can I get with the application?

These Guidelines provide details about the Community Safety Grants and requirements for applications. We are fully committed to supporting organisations with their application to make sure this opportunity is open to a wide range of groups and community members.

If you have any questions, or need support with developing an application we encourage you to:

- **Read the Application Checklist**

To help support preparation for your application we have put together a checklist.

The Application Checklist can be found [here](#)

- **Read the Frequently Asked Questions (FAQs)**

The FAQs has some explanations about the terms used in this document and some further information about what you will need to do to prepare an application as well as useful resource tips.

The FAQs sheet can be found [here](#)

- **Attend Information Session – Thursday 15 Jun 6pm – 7pm**

This will be a chance to find out more about the Wyndham Community Safety Grants, what we are looking for and to ask any questions you might have. We encourage your group or organisation to attend one of these sessions before submitting your grant application.

To attend please register your interest [here](#)

- **Attend the Project Planning & Grant Writing Session - Saturday 24 Jun 10am – 2.30pm**

To support you with the best chance of writing a successful grant application we are offering a FREE face to face fun and interactive tailored session. In this session you will be provided with a range of simple tools and principles to support applicants in preparation for their application. The first half of the session will focus on defining your project/activity, including its scope and desired outcomes. The second part of the session will include transforming your ideas into fundable concepts and will walk you step by step through the grant making process.

To attend please register your interest [here](#)

- **Contact Wyndham Empowering Communities**

If you still have questions or require further support, you can contact Council's Community Projects Officer (Community Strengthening Unit). Office hours – Monday to Thursday 9am – 5pm.

Email: empoweringcommunities@wyndham.vic.gov.au

Contact: 1300 023 41

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1 Background

In November 2021, Wyndham City Council welcomed a \$700,000 State Government grant to help address the causes of crime and improve community safety. The Empowering Communities initiative is part of the State's [Building Safer Communities Program](#), a foundation of the State's Crime Prevention Strategy that recognises that crime prevention approaches are most effective when government partners with communities to understand and address issues that make some communities more vulnerable to crime and victimisation.

The Empowering Communities initiative has the following objectives:

- Building the capacity of the community to understand crime related issues and design and implement effective crime prevention approaches.
- Strengthen relationships between community stakeholders to work in partnership to deliver crime prevention activities, and leverage community capacity to deliver sustainable outcomes beyond the funding period.
- Engaging and mobilising the community to address issues of local concern.
- Building the evidence base for successful community development initiatives that address crime and safety issues.

The Empowering Communities initiative coordinated by Wyndham City Council has an emphasis on collaboration, partnerships and leveraging contributions across government, local service providers and community stakeholders to address local crime and safety issues.

1.1 The Wyndham Empowering Communities Local Action Group

The first step of the Empowering Communities initiative was to establish a Wyndham Local Action Group (LAG), which is responsible for supporting the implementation of the initiative and is the decision-making body for making recommendations to fund activities using the \$370,000 Wyndham City Council has received from State Government. In June 2022, the Local Action Group was established bringing together community expertise with a shared interest in improving safety and addressing crime in Wyndham. The LAG has 16 members including local community members, representatives from local service providers, Wyndham City Council and Department of Justice and Community Safety.

In partnership with the LAG and State Government, Wyndham City Council delivered five localised Community Consultations and an online survey in July 2022. Additional targeted consultation and analysis of data was also undertaken in August 2022 to ensure broad community input.

Based on the [Community Safety in Wyndham Findings Report 2022](#), further analysis of additional crime and social data, the LAG has agreed on a common goal, key priority areas, problem statements, process to distribute funding to deliver community projects/activities and evaluation method to measure overall success. Wyndham City Council in partnership with the LAG developed the **Wyndham Community Safety Grants Guidelines** to ensure the funded projects or activities are properly managed and meet the agreed goal and key priority areas.

1.2 The Common Goal, Key Priority Areas & Problem Statements

The Common Goal, Key Priority Areas and Problem statements identified and developed by the LAG to improve safety and address crime are as follows:

Common Goal

‘Changing Perceptions and Building Connections’

Priority 1. Strengthening Local Connection

Ensuring members of our community feel safer by improving connection at a local neighbourhood level (particularly in new housing estates) and strengthening intercultural and interfaith trust across our community to reduce racism and discrimination.

Problem Statement

All members of our local community within Wyndham have the right to feel safe and to have a sense of connection and belonging to the area in which they live. Unfortunately, some people living within Wyndham feel disconnected, alienated by racism and discrimination, isolated and lonely. Some members of our community do not see themselves as part of the problem.

Community safety forums held in Wyndham during 2022 highlighted a very strong relationship between connection at a local neighbourhood level (knowing and having good relationships with neighbours) and perceptions of safety.

In a 2021 survey of Wyndham residents by Victoria University, almost two thirds (64%) of respondents stated they (or someone from their household) had experienced racism in the 12 months prior to the survey.

Consequently, this funding stream will support partnerships initiatives that develop an enduring sense of connection at a local community level, and that increase intercultural awareness, understanding and trust.

Priority 2. Childhood & Adolescent Development

Targeting the key stages of childhood and adolescent development across multiple settings (particularly schools, parents/family and friends) to enable healthy growth and development into adult life.

Problem Statement

All children and young people (0-25 years) within Wyndham have the right to grow into healthy, happy and resilient adults, and this creates a corresponding obligation for 'us' (the community and service system).

Sadly, there are children and young people within our municipality who don't receive the personal growth, direction and support they need at key moments in their development, and this increases the likelihood that some of our young people could engage in antisocial and criminal behaviour.

In the 12 months between July 2021 to June 2022, 33% of crime offender incidents within Wyndham were committed by young people between the ages of 10 and 24 years. Hospital data shows serious stabbings are on the rise in Victoria as the state grapples with an emerging knife culture among teenagers and young adults. Our young people have been both offenders and victims, with traumatic impacts felt broadly across our community.

For this reason, this funding stream will support initiatives that target the critical stages of childhood and adolescent development with the aim of reducing the likelihood that children and young people will engage in criminal behaviour with a specific focus on violent crime.

2 What grants are available?

2.1 Grant Amounts

The grants available are between **\$50,000** to **\$100,000**. Overall, there is **\$370,000** in total that will be distributed. The funding will be distributed across the two below funding streams and allocations will depend on how many quality applications there are for each one. It is important for applicants to remember that this is a competitive process and not all applications can be funded. In some cases, applicants may also be offered partial funding to run a reduced or modified project or activity.

FUNDING STREAMS	KEY DATES
<p>1) STRENGTHENING LOCAL CONNECTION</p> <p>Ensuring members of our community feel safer by improving connection at a local neighbourhood level (particularly in new housing estates) and strengthening intercultural and interfaith trust across our community to reduce racism and discrimination.</p>	<p>Applications Open: 9.00am Jun 5,2023</p> <p>Applications Close: 12.00pm Jul 4, 2023</p> <p>Timeframe Projects/activities need to start Aug 26, 2023, and be completed by May 26, 2024 (9 months delivery timeframe)</p>
<p>2) CHILDHOOD & ADOLESCENT DEVELOPMENT</p> <p>Targeting the key stages of childhood and adolescent development across multiple settings (particularly schools, parents/family and friends) to enable healthy growth and development into adult life.</p>	<p>Applications Open: 9.00am Jun 5,2023</p> <p>Applications Close: 12.00pm Jul 4, 2023</p> <p>Timeframe Projects/activities need to start Aug 26, 2023, and be completed by May 26, 2024 (9 months delivery timeframe)</p>

Please note the following:

- Applicants can only choose **one** of the above Funding Streams for their project or activity to focus on
- Applicants must show evidence how the proposed project or activity will respond to the Common Goal, one of the above Funding Streams developed by the LAG

2.2 Types of Project or Activities

The projects or activities can be either **NEW** or **EXISTING** initiatives. Where the project or activity is an existing initiative, you will need to show how the funding will support expanding the outcomes in some way.

This could include:

- connecting with more community partners than currently planned,
- expanding the number of services being delivered in Wyndham,
- expanding a current successful project or activity to include new elements that build on existing outcomes.

2.3 Target Groups

The funded projects or activities is intended to benefit people or groups who live, work, study or volunteer in Wyndham. The people/groups who are intended to benefit most are:

- Children and Young people
- People from diverse cultural backgrounds
- Those at risk of early involvement in the justice system

3 Eligibility Criteria

3.1 Who can apply for a grant?

Groups and Organisations that are a not-for-profit entity managed by a volunteer board/ committee of management, or are incorporated*, and:

- have an existing presence in Wyndham - that is, are currently delivering either services or programs in the area;
- have adequate public liability insurance (minimum requirement \$10 mil), and relevant other insurance coverage where appropriate, and adhere to sound workplace health and safety practices;
- have an Australian Business Number (ABN);
- have met acquittal conditions for previous Wyndham City Council grants satisfactorily acquitted any previous funding received by Wyndham City Council;
- have no debt Wyndham City Council, or have entered a scheduled payment arrangement with Wyndham City Council, which are being met;
- have its most recent 12 months of financial statements and assessed as low risk by Wyndham City Council
- can meet conditions associated with receiving the grant;
- can demonstrate a commitment to Child Safety and Wellbeing as outlined in the [11 Child Safe Standards](#) and [Child Wellbeing and Safety Act 2005](#);
- can demonstrate the proposed project or activity is consistent with Local, State and Federal laws, including the [Charter Human Rights and Responsibilities Act 2006](#) and the [Victorian Equal Opportunity Act 2010](#).

*If a community organisation is not a legal not- for-profit entity or recognised by the Australian Taxation Office as a not-for-profit entity, the application and funding can be auspiced and administered by such a group or organisation that is recognised as a not-for-profit entity. Written, signed confirmation of auspicing arrangements must be provided at the time of application. If you want to know more about Auspicing, what is involved and whether it is right for you – there is easy to read information [here](#).

3.2 Who cannot apply for a grant?

Applications cannot be made by:

- Agencies or a department of the state or federal government;
- Education, religious or medical organisation's where the application is for the organisation's core business

- Entities (or their partners) who have already received funding for the same project
- Organisations that have failed to complete any previous funded projects without accepted explanations and/or have not submitted acquittal documents in full
- For profit businesses

3.3 What will be funded

In addition to the eligibility criteria above, applicants will need to:

- deliver the project or activity within Wyndham;
- ensure a partnership approach with Community Partners which builds strong local connections and networks;
- demonstrate evidence of how the project/activity will address the common goal and one of the Funding Streams;
- show evidence of the need for this project/activity and how it will address a current gap;
- be innovative and test new approaches;
- be completed within agreed timeframes and funding requirements;
- consider the project or activities impact and how this will be measured; and
- create sustainable outcomes beyond the funding period.

3.4 What won't be funded

- Projects or activities that do not address the common goal and one of key priority areas.
- Projects or activities that do not focus on, or directly benefit the Wyndham community.
- Infrastructure projects such as installing security systems, CCTV or lighting.
- Projects or activities that are core services of the State or Federal Government – for example Victoria Police or schools.
- Costs that duplicate the funding responsibility of other state or local government agencies (such as family violence, mental health or drug and alcohol support for example) or that could be funded through other government grant programs.
- The development of software applications (apps).
- Overseas or interstate travel.
- Proposals for projects or activities which have already commenced and will be delivered in their current format (if applicants are for existing initiatives you need to show how the funding will expand or build on the current expected outcomes).
- Costs associated with capital expenditure such as the purchase and/or maintenance of equipment (including vehicles).
- Applications where the applicant organisation/s promote and/or benefit directly from electronic gaming machines or activities at a business where these machines operate.
- Expenditure related to ongoing operational costs, such as rent or insurance.

4 Community Partners

4.1 Working with Community Partners

The Wyndham Community Safety Grants is designed for community-based projects or activities that are delivered through collaborative efforts with local Community Partners. A Community Partner can be local community organisations, informal groups, networks or individuals.

As part of a collaborative approach, we expect that Funded Organisations will work closely with Community Partners to plan, deliver and evaluate projects/activities so they are tailored to that community or the target group – Community Partners should have genuine influence over the project planning and implementation, not just be consulted. This will need to be demonstrated in your approach and reporting. We would also like to see some of the funding distributed to support Community Partners with the parts of the project they are responsible for.

4.2 Supporting Community Partners

You will need to show you have already connected with at least **one** Community Partner for your funding application. However, we would also like you to remain open to accepting further Community Partners at a later stage.

There will be some opportunities to connect with interested Community Partners:

- All successful applicants (Funded Organisations) will be asked to present their project at the Wyndham Community Safety Grants Launch Event on Sep 7, 2023.
- We will have an ongoing register for people or groups interested in becoming Community Partners and will invite people who have registered their interest to this event to have an opportunity to network with you at the Launch Event.
- After the launch event, we will update the Wyndham website with an overview of all of Funded Organisations including a summary of the funded community safety projects or activities and key contact details. Further interested Community Partners can then make direct contact with the successful Funded Organisations throughout the duration of the funding period.
- Members of the Wyndham LAG will also try and connect successful Funded Organisations with appropriate Community Partners throughout the duration of the funding period.

The diagram on the next page shows the relationship between successful funding applicants, listed as 'Funded Organisations' the Community Partners, Wyndham City Council and the Local Action Group:



4.3 Collaborative Model

Applicants who plan to work with a number of different Community Partners will be prioritised because the project or activity will have greater reach and potential outcomes. However, applicants working with only one Community Partner will be considered if they are either open to including other Community Partners at a later date or can justify how working with only one will bring about strong outcomes for Wyndham’s community. Community Partners can have an existing relationship with the applicant. However, the project or activity needs to show that funding will be used to develop new and innovative ways of collaborating – that is, not replicating an existing partnership activity or way of working.

Collaborative Model Example

White Ribbon Community Action Groups

White Ribbon Australia supports Community Action Groups to co-design unique solutions to address gender inequality and violence against women. Community Action Groups can be geographically based, or built around faith, cultural, sporting, workplace, occupation or other communities of shared interest. With the support of White Ribbon, the Community Action Group engages with stakeholders, families and individuals to understand the community context, strengths, resources and specific challenges. They then develop an action plan designed to address those challenges – this approach acknowledges that people in communities are the experts on their community and know the appropriate solutions to the problems their community is dealing with.

A key focus for White Ribbon is capacity building so they support and guide the development of Community Action Groups, support people to bring their community together and provide coaching and guidance using a strengths-based community development lens. They also provide the tools, templates and training needed to get your Community Action Group off the ground.

For more information about this program see - <https://www.whiteribbon.org.au/awcontent/whiteribbon/documents/WRA-Community-Action-GroupOverview.pdf>

5 Sustainable Outcomes & Capacity Building

Projects and activities will need to show that they have sustainable outcomes beyond the funding period. This can be achieved in a variety of ways depending on the project or activity proposed. One of the ways we expect to see sustained outcomes is through engaging and mobilising individuals and groups who tend to be more marginalised or experience barriers to participation. Through addressing barriers to participation, it is expected that these individuals and groups will develop greater skills and confidence for future opportunities. In addition, through the funded project or activities, it is expected that successful applicants (Funded Organisations) will adapt their approaches to improve accessibility and inclusion in their organisation.

Another key focus of Empowering Communities is to strengthen the capacity of community to co – design unique solutions to address the causes of crime and perceptions of community safety. This involves actively engaging with Community Partners to understand the community context, strengths, resources and specific challenges and develop strategies to address those challenges. It is encouraged that Funded Organisations provide support, tools and training for Community Partners where opportunities arise to help lead sustainable change.

6 Assessment Criteria

The below table outlines the funding criteria that applications will be assessed on:

	Assessment Criteria	% of Assessment Score
What is being proposed?	<ul style="list-style-type: none"> Are the aims and outcomes of the project or activity clearly identified and do they align with the Common Goal and one of the Key Priority Areas? Is the project or activity an innovative, community-based approach that is likely to achieve its objectives? 	20%
Why is this project or activity needed?	<ul style="list-style-type: none"> Does the application show strong evidence of the need for this project or activity? Clearly addresses an identified need based on evidence and a strong problem-solving logic 	10%
How does the project or activity engage in a partnership approach?	<ul style="list-style-type: none"> How does the project or activity actively engage with a range of Community Partners to connect with different target groups? Do the Community Partners have a clear role and ability to influence final initiatives? 	30%

<p>What are the sustainable outcomes of the project or activity?</p>	<ul style="list-style-type: none"> • What is the likelihood of the proposed project or activity sustaining outcomes beyond the funding period? • How will the project or activity engage and mobilise the community to address issues of local concern? 	<p>20%</p>
<p>Does the Funded Organisation have the skills and resources to deliver a successful project or activity?</p>	<ul style="list-style-type: none"> • Does the application show an ability to successfully plan, manage risks and deliver the project or activity? Does the application show careful and accurate preparation of the budget, including all in-kind contributions? 	<p>20%</p>

6.1 Assessment Process

The Assessment Process involves the following stages:

<p>STAGE 1</p>	<p>Wyndham City Council will conduct an eligibility check. Applications that meet the eligibility criteria continue to the assessment stage.</p>
<p>STAGE 2</p>	<p>Eligible applications will then be assessed by an Assessment Panel, who will come up with a list of applications recommended for funding.</p>
<p>STAGE 3</p>	<p>Applications recommended for funding are presented for review and final approval by the Department of Justice and Community and Safety.</p>
<p>STAGE 4</p>	<p>Successful applicants will be notified in writing and will receive a Letter of Offer with a Funding Agreement attached. Unsuccessful applicants are notified in writing. Feedback is given if requested by the applicant.</p>

Please note:

- The decision is **FINAL**. There is no review or appeal process.
- Canvassing of representatives of Wyndham Empowering Communities Local Action Group, staff from Wyndham City Council or the Department of Justice and Community Safety is prohibited (this means you cannot ask people from these organisations to advocate for your funding application)
- Wyndham City Council Councillors, Council staff, members of the Wyndham Local Action Group or staff from the Department of Justice and Community Safety cannot provide letters of support for your application, as this could be an actual or perceived Conflict of Interest.

6.2 Conflict of Interest

If eligible within conditions stated in *Who can apply for funding?* section, members of the Wyndham LAG can apply for funding.

However, LAG members who represent an organisation that has submitted a funding application, or have a financial interest in the proposal, will not be involved in the funding assessment and decision-making process. If any group member, irrespective of whether they are a local community representative or service provider, intends to be a Community Partner at any stage of the application, they will also be prohibited from being on the Assessment Panel.

All members of the Assessment Panel will be required to sign a Conflict-of-Interest statement to ensure that all grant information remains confidential, and any potential conflict of interest is declared and appropriately managed.

7 Grant Requirements

7.1 Funding Agreements

Funded Organisations will enter into a funding agreement with Wyndham City Council containing standard terms and conditions for the recipients administration of grant funds. This agreement will outline a range of reporting and evaluation requirements which are conditions of the grant funding and can include extra conditions of funding deemed appropriate by the Assessment Panel.

Funding will be paid in three (3) instalments. The timing of these instalments will be:

Project or Activity Commencement	Sep 2023	80%
Following submission of Progress Report	Mar 2024	10%
Following submission of Final Report	July 2024	10%

Successful Applicants will be expected to:

- undertake the projects or activities described in the application.
- acknowledge the Wyndham Empowering Communities Initiative and Victorian Government support in any advertisements, flyers or other activities used to promote the project or activity.
- attend and present project or activity at the Wyndham Community Safety Grants Launch Event on Sep 7, 2023.
- attend three (3) Community of Practice meetings with all other funded recipients.
- fill out a Progress Report mid-way through the funding period and a Final Report at the end of the project or activity. This Final Report outlines how the grant money was used, as set out in the Funding Agreement document.
- provide receipts for goods and services related to the funded project.
- return any unspent funds unless written consent has otherwise been granted by the Wyndham City Council.

As part of the accountability process, Wyndham City Council reserves the right to audit any and all grant recipients for compliance with the grant conditions and expenditure of grant monies received.

Please note:

- Grant monies will be paid by EFT within 30 business days of the successful applicant (Funding Organisation) returning an executed Funding Agreement. Note that if the application is through an Auspice Organisation, funding will be paid to that organisation, who will then distribute it to the successful group as agreed in the Auspice agreement.
- Within the Funding Agreement, all grants are quoted as GST exclusive amounts. GST will be added to grant payments where the recipient is registered for GST.
- Given the timing of this grants program, variations regarding project completion dates cannot be accepted – the project or activity must be delivered by **May 26, 2024**. However, Funded Organisations can make reasonable requests to vary the funding agreement for other matters. Detailed explanations and rationales will be required to substantiate the need for project variations. Proposed changes may require reassessment on a case-by-case basis, which can take time. Significant changes to some funded activities may not be able to be agreed to for a range of reasons.

7.2 Community of Practice

Successful applicants (Funded Organisations) will be expected to participate in three (3) Community of Practice meetings (please note: these are only for Funded Organisations and not Community Partners).

The first (2) Community Practice Sessions will be held during the funding period and the (3) Community Practice Session will be held after the final report is submitted. These sessions will be held throughout the grant period with the exception of the last. This will be an opportunity for Funded Organisations to connect and learn from the work each other is doing. There could be specific topics for these meetings – such as developing a strong collaborative approach – and Funded Organisations will be encouraged to share learnings and ideas about addressing both challenges and opportunities.

7.3 Evaluation

One of the key objectives of the Empowering Communities program is to '*build an evidence base for successful community development initiatives that address crime and safety issues*'. As part of this, all Funded Organisations will need to participate in evaluation processes that contribute to this evidence base.

This will include:

- All applications will need to include a Program Logic. The Program Logic explains how what you are proposing will achieve your objectives and how you plan to collect data to measure this. *(If you need support with developing a Program Logic, this topic will be covered in the Project Planning and Grant Writing Session. More*

information is at the start of the Guidelines in the ‘What support can I get for my application?’ section).

- Based on this Program Logic, successful Funded Organisations will need to conduct an evaluation of their funded projects or activities and report on this evaluation at the end of their project.
- Funded Organisations will need to participate in the overall Wyndham Empowering Communities evaluation process which will look at the outcomes for the program as a whole.

8 Application Requirements

It is strongly encouraged that you read these Guidelines before submitting your application.

The Application Form requires you to demonstrate you have developed:

- clear aims, objectives and intended outcomes for the project or activity.
- a clear statement of deliverables including how you will work with Community Partners.
- an implementation plan showing how and when deliverables will be met.
- a risk management plan identifying any potential risk associated with your project/activity including how you will address this risk.
- a clear budget on how funds will be allocated and used.
- a commitment to collecting the information required to support evaluation requirements.

The following supporting documentation will also be required:

- If applying through an Auspice Organisation, a signed letter confirming the auspice agreement.
- A Public Liability Insurance Certificate of Currency (minimum requirement \$10 mil), to cover the group or organisation’s activities for the duration of the project or activity.
- Signed letters of support with existing Community Partners where they have read and agreed to work closely with the applicant for the proposed project or activity
- A copy of your (and/or your auspice’s if applicable) incorporation certification
- A copy of your most recent 12 months of financial statements
- Signed letters of support (from any current program funders)
- Supporting evidence to demonstrate that your organisation is committed to Child Safety and Wellbeing practices

8.1 Application Dates

Applications Opens	9.00am Jun 5, 2023
Applications Closes	12.00pm Jul 4, 2023

8.2 Where to apply?

Applications will be accepted only via [Wyndham SmartyGrants](#) lets applicants complete sections in stages, save their progress and return to it later (the application does not need to be completed all at once). Changes cannot be made to an application once it has been submitted so it is strongly encouraged that you carefully review your application beforehand.

All applications must be submitted by **12.00pm Jul 4, 2023**. Please note late applications cannot be accepted and Wyndham City Council cannot provide support for issues submitting an application via Wyndham SmartyGrants outside of business hours.

8.3 Need Support?

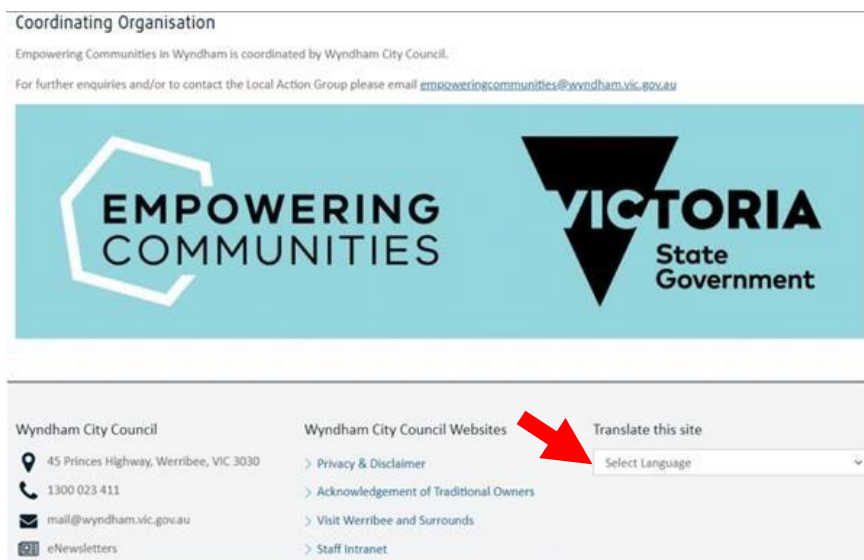
Contact Wyndham Empowering Communities

If you still have questions or require further support, you can contact Council's Community Projects Officer (Community Strengthening Unit). Office hours – Monday to Friday 9am – 5pm.

Email: empoweringcommunities@wyndham.vic.gov.au

Contact: 1300 023 411

Our website is easily translatable into many languages:



The screenshot shows the footer of the Wyndham City Council website. It includes contact information for Wyndham City Council (45 Princes Highway, Werribee, VIC 3030; 1300 023 411; mail@wyndham.vic.gov.au; eNewsletters) and links to various services (Privacy & Disclaimer, Acknowledgement of Traditional Owners, Visit Werribee and Surrounds, Staff Intranet). A red arrow points to a 'Translate this site' dropdown menu with a 'Select Language' option.

If you need an interpreter to discuss your grant application, please contact [Translating and Interpreting Services \(TIS\)](#) 131 450 and ask to be connected to Wyndham City Council on 9742 0777

How do you find out about other Wyndham's Grants Opportunities?

- Sign up to Wyndham City Community Matters eNewsletter [here](#)