Introduction

Purpose of Social Investment Partnerships

The Social Investment Partnerships program (SIP) supports the development and delivery of projects and programs that provide equitable opportunities that enable, empower and build the capacity of our diverse community. The Social Investment Program aims to ensure that all people can participate in the social, cultural, economic and civic life of the city.

The program provides two year project funding from $25,000 to $90,000 per year to support not-for-profit organisations, social enterprises and B Corporations.

SIP priority social issues and opportunities;

- create pathways to employment and build capacity through education, training and other initiatives
- address homelessness and pathways to housing including affordable housing
- address food insecurity
- address family violence and all forms of violence against women
- increase social cohesion
- address discrimination and improve access, equality and equity
- address loneliness and isolation and build social connections
- address digital literacy and access
- improve physical and mental wellbeing
- increase community participation – voices are heard and people contribute

Dates

- **Applications open:** Monday 14 October 2024
- **Online information session:** 11am Wednesday 6 November, online via Teams. - to register to attend please email your name, organisation, email address and any access needs to: commstrength@melbourne.vic.gov.au
- **Applications close:** 11.59pm, Monday 25 November 2024
- Applicants will be advised of the outcome of their application: by mid-May 2025.

Guidelines

Ensure you have fully read the Social Investment Partnerships program guidelines before starting your application

Eligibility

* indicates a required field

Is the applicant organisation registered as a not-for-profit, social enterprise or B Corporation? *

○ Yes   ○ No

Has the applicant organisation been in operation and delivering programs, projects or services for a minimim of two years? *

○ Yes   ○ No

If you answered 'no' to this question your organisation is not eligible to apply for this grant program.

Provide evidence that the applicant organisation has been in operation for minimum of two years. This could be Annual reports, Annual Plans or Annual General Meeting (AGM) documentation. *

Attach a file:

Which of the following is your organisation? *

○   an Incorporated body
○   an Australian Public Company Limited by Guarantee
○   a Charitable Foundation
○   a Social Enterprise
○   a B Corporation

If your organisation is not registered as one of the above you are not eligible to apply for this program

Provide the organisations Incorporation number *

Provide a copy of the organisations certification as a Social Enterprise *

Attach a file:

Provide a copy of the organsiations certification as a B Corp *

Attach a file:

Project start date *

Project must start after 1 July 2025

Project end date *

Project must finish before 30 June 2027

Does your organisation currently receive funding from any area of the City of Melbourne? *

○ Yes   ○ No

Provide the details of the funding you've received from City of Melbourne *

Include the funding program and total funding received

Does this project currently receive funding from City of Melbourne or have you applied to another area of the City of Melbourne? *

○ Yes   ○ No

Provide details of other applications/funding received *

Word count:
no more than 200 words

Applicant details

* indicates a required field

Organisation details

Organisation name *   Organisation Name

Street address *   Address

Postal Address *   Address

If you are using a PO Box click into the box above and select "Can't find address?", you can then manually enter your address

Phone number *

If using a landline number please include the area code (03)

Email address *

Website

Must be a URL.

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Contact Person

Contact name *

Title	First Name	Last Name

Position *

Phone number *

Mobile phone number

Email address *

What is the purpose of your organisation? *

Word count:
Must be no more than 50 words.

What experience does the organisation have in delivering projects in the community? Outline what projects have been delivered by the organisation, links to relevant websites, videos or project evaluations can be provided below. *

Word count:
Must be between 50 and 200 words.

Attach a file:

Website - if you have more than two websites or links, add these to a Word document and attach above.

Must be a URL.

Website

Must be a URL.

Project details

* indicates a required field

Project Title *

Must be between 1 and 10 words.

Provide a brief summary of the project *

Word count:
Must be no more than 70 words.

Total Amount Requested

$

This field is automatically calculated from the budget section

Project proposal

* indicates a required field

What is the SIP priority that the project addresses? *

How will the project address the SIP priority you have chosen above? *

Word count:
between 80 and 200 words

Target sector of the community

What is the main sector of the community that your project targets? *

Is there another sector of the community that your project targets? (not mandatory)

Will your project target children or young people under 18 years of age? *
○ Yes   ○ No

The City of Melbourne complies with the Victorian Child Safe Standards, the Reportable Conduct Scheme and associated legislation. The City of Melbourne is committed to being a child safe organisation and has zero tolerance for child abuse and expects all staff, volunteers, contractors and funded organisations will observe child safe principles and expectations for appropriate behaviour towards and in the company of children and young people.

All funded projects that target children or young people aged 0-18 years are required to have in place a Child Safe Policy and Action Plan and ensure that all staff and volunteers involved in the project have valid Working with Children's checks.

Attach a copy of your organisations Child Safe Policy and Action Plan *
Attach a file:

Which specific group does this project target? For example, young people seeking employment who live in Kensington who want to gain skills in business administration *

Projects must focus on participants who are residents of the City of Melbourne. If you are unsure of the suburbs covered by the City of Melbourne you can view a map [here](#)

Which City of Melbourne suburb is the primary focus of your project? *

Which City of Melbourne suburb is the secondary focus of your project?

Project proposal 2

* indicates a required field

What is the need that this project seeks to address? Outline the issue faced by the target group. *

Word count:
between 50 and 150 words

How have you identified the need for this project? Provide data or evidence that you have to support the need for the project *

Word count:
between 50 and 150 words

How have target participants and other stakeholders been engaged prior to submitting this application? *

Word count:
between 50 and 150 words

What are the expected outcomes of the project? How will the project benefit the participants and/or the wider community. *

Word count:
between 50 and 150 words

How will the project build empower and build capacity for the City of Melbourne community beyond the term of the grant? *

Word count:
between 50 and 200 words

Project plan and partners

* indicates a required field

Answer the questions below. You must also attach a more detailed project plan in the space provided at the bottom of this page.

What activities will take place to meet the outcomes of the project? *

Word count:
Must be between 50 and 150 words.

What partnerships have you formed for this project?

Complete the table below. Note that we may contact some of your project partners.

Support letters from your partners are essential to demonstrate that they are committed to the project.

Organisation	Contact person and contact details	What will they contribute to the project?	Support letter from partner

The project plan can include any information you feel is important but must be in an Excel spreadsheet, Word document or PDF and must include a table with the following information

- **Task name**
- **Start date**
- **End date**
- **Comments related to the task (if applicable)**

Project plan *
Attach a file:

Participation details

* indicates a required field

Project participants

Project participants means community members who are directly involved in and benefit from the project, it does not include staff or volunteers.

How many people will participate in the project? *

How many project participants will be City of Melbourne residents? *

Organisation participation

How many staff within your organisation will be involved in the delivery of this project? *

How many staff involved in the project will be City of Melbourne residents? *

Volunteers

How many volunteers will be involved in the delivery of the project? *

How many of the volunteers will be City of Melbourne residents? *

Evaluation

Final outcomes and evaluation requirements will be negotiated for successful projects during the contract stage.

It is strongly recommended that you include costs in your budget to cover the evaluation of your project. This can be an actual cost in the expenditure section or as in kind contribution. We will accept up to 15% of the budget being allocated to evaluation costs.

How will you evaluate the project? *

Word count:
between 30 and 150 words

What measures and data will you provide to demonstrate the success and benefit of the project? *

Word count:
Must be no more than 150 words.

Sustainability

Is the project expected to continue beyond the term of this grant? *
○ Yes   ○ No   ○ Unknown

How will this project be sustainable beyond the funding period? Will the project be self sustaining, will you secure funding from other sources or will your organisation absorb the costs? *

Word count:
between 50 and 200 words

The City of Melbourne has a commitment to reducing the ecological footprint for the municipality. What does your organisation do to improve its environmental sustainability and reduce its ecological footprint? *

Word count:
Must be between 10 and 100 words.

Budget

* indicates a required field

- Outline the project budget - this is not your organisations budget, but specific to the project you are applying for.
- Expenditure and Income types listed are examples only, you can delete these and add your own.
- Total expenditure should equal total income.

Expenditure

- Staff costs included in this budget must be specific to the project that you are applying for.
- Do not include in-kind costs in this section. This should be shown in the in-kind / volunteer contribution section below.
- You can change the expenditure type listed in the table and add or delete rows as needed

Expenditure type	Total Year 1	Total Year 2	Total Year 1 & 2	Total City of Melbourne contribution
	Must be a dollar amount.		This number/ amount is calculated.	
Project staff costs	$	$	$	$
Materials	$	$	$	$
Evaluation (up to 15%)	$	$	$	$
	$	$	$	$

Total Expenditure Year 1	Total Expenditure Year 2	Total CoM contribution
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.
$	$	$

Income - combined income for Year 1 and 2

- If this application is to part fund your project ensure that you list other sources of funding for the project in the 'income' section.
- If you are a B Corp you must include matched funding, this can be in the form of cash contribution, staffing, evaluation etc
- State whether the funding is confirmed or not confirmed.

- You can change the expenditure type listed in the table and add or delete rows as needed.
- Examples of additional types of income include earned income (participant contributions), fundraising or donations etc

Income type	Status	Amount
City of Melbourne (must match CoM contribution above)		$
Applicants cash contribution		$
Other grants (provide details including grant givers name)		$

Total Income

This number/amount is calculated.

$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Are staff or contractor costs included in your budget? *

○ Yes   ○ No

Amounts based on two years. You can complete this table and/or add a more detailed document outlining employee/contractor costs below

Position title	Hourly rate	FTE	On costs
	$		$

Detailed employee/contractor costs

Attach a file:

Are you applying for funding for consultants or capital items such as a computer, laptop, tablet, mobile phone etc *

○ Yes   ○ No

Are you applying for

☐ Consultants
☐ Capital items

Provide at least one quote for each item to be purchased. If you to not provide quotes for these items the application will not be considered. *
Attach a file:

Provide at least one quote for each consultant to be engaged. If you to not provide quotes for these items the application will not be considered. *
Attach a file:

Are any of these quotes or services associated with the project provided by family, friends or committee members associated with the applicant? *
○ Yes   ○ No

Provide details of which quote or service and the relationship between the applicant and the supplier *

In kind / volunteer contribution

The in kind / volunteer contribution should not be included in the budget above.

In kind refers to any contribution that your organisation will make to the project that is not a direct cash contribution. For example phone or internet charges, printing, venue hire costs etc.

Volunteer time can be calculated using $35 per hour as a standard rate for admin/project support costs.

Expenditure	$ Amount
	$
	$
	$
	$

Attachments and checklist

* indicates a required field

Attachments

Certificate of Currency for Public Liability Insurance *
Attach a file:

Attach any other relevant documents and /or provide a link to relevant website in support of your application.

Letters of support
Attach a file:

Marketing materials
Attach a file:

Links to relevant website

Must be a URL.

Checklist

Have all previously funded projects that have been completed been fully acquitted? *
○ Yes   ○ No   ○ Not applicable

Has this application been sighted and approved by an authorised person? e.g. CEO or President of Committee? *
○ Yes   ○ No

Does the budget add up, does the income equal the expenditure? (Budget page 11) *
○ Yes   ○ No

Have you indicated if any other grants listed in the budget are confirmed or not confirmed? (Budget page 11) *
○ Yes   ○ No   ○ Not applicable

How did you hear about the grant program? *
☐ City of Melbourne website   ☐ City of Melbourne Instagram
☐ Internet search   ☐ City of Melbourne LinkedIn
☐ Newsletter article   ☐ City of Melbourne Twitter
☐ Social media (other than City of   ☐ Email
Melbourne)
☐ Newspaper or online article   ☐ Word of mouth / referral
☐ City of Melbourne Facebook   ☐ Other:

Select the types of contact you made with City of Melbourne for this proposal *
☐ Information session   ☐ I didn't make any contact with Council
☐ Email correspondence   ☐ Other:

☐ Phone call

Is this your first grant or sponsorship application to City of Melbourne? *
○ Yes   ○ No

It was easy to access and understand information about this program
○ 1 - strongly disagree
○ 2- disagree
○ 3 - undecided
○ 4 - agree
○ 5 - strongly agree

The application form was easy to access and understand
○ 1 - strongly disagree
○ 2- disagree
○ 3 - undecided
○ 4 - agree
○ 5 - strongly agree

Provide details why you have this score. Your answer will help us improve our future programs *

Is there any other feedback you would like to provide about the Social Investment Partnership program or this form?

Declaration

* indicates a required field

Privacy Statement

The City of Melbourne is committed to protecting your privacy. The information requested on this form is being collected by City of Melbourne for the purpose of assisting with the management of applications for grants and sponsorship. All information collected is securely stored in Smartygrants and City of Melbourne computer systems. The personal information will be disclosed to assessment panel members for the purpose of assessing your application. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application. If you wish to alter any of the personal information you have supplied to City of Melbourne, please contact Council via telephone 9658 9658 or email contact@melbourne.vic.gov.au

You can view the City of Melbourne Information Privacy Policy on our website.

By submitting an application you consent to council publishing the successful applicant's name, project name and description and amount funded on our website. This information may also be used for promoting the City of Melbourne's grant program more generally.

Declaration

I hereby apply for funding for a Social Investment Partnership grant and acknowledge that if successful in this application we agree to comply with the guidelines set put by the City of Melbourne and to submit necessary acquittal documentation when the project has been completed.

I also acknowledge that all details supplied in this application form and in the attached documents are true and correct and that the application has been submitted with the full knowledge and support of the Committee of Management of the applicant organisation.

I acknolwedge and agree to the above terms and conditions *
○   Yes

Name *

Title	First Name	Last Name

Position *

Date *