

# Community Enterprise Grants

## Minister's Foreword

Community enterprises are an exciting way to bring people together and create jointly owned solutions to local issues. They use the traditional tools of business to make communities stronger and more connected.

Already this year I've had the opportunity to visit some very exciting enterprises including one owned by a group of women from the Horn of Africa – called 'Sorghum Sisters'. These women wanted their children to eat healthy food at school, they needed a job, and they wanted to be involved with their children's school life – so they created the 'Sorghum Sisters' catering enterprise using the canteen of Carlton Primary School. They now have jobs, they're learning new skills and they're close to their children.

Our research tells us that strong communities are active, confident, and resilient, and that they provide support and opportunities for all who live and work in them.

As part of *A Fairer Victoria* - the Government's social policy action plan to tackle disadvantage - \$6.3 million has been made available through the Community Enterprise Strategy to support the development of community-owned businesses and not-for-profit business ventures that address local needs. The strategy will also encourage business involvement in community issues.

These *Community Enterprise Grants* are part of this strategy and will support community enterprises and not-for-profit business ventures that play a role in building stronger and more connected communities.

These grants provide the opportunity for Victorian communities to address their own needs such as: creating jobs, providing training and gaining work experience, delivering services to communities or retaining valuable community assets.

I would encourage community groups and not-for-profit organisations that are strongly connected to their communities to work together and develop creative local ventures through these grants.

I look forward to seeing the new and creative ways that community enterprises can contribute to making a fairer Victoria.

# What are the Community Enterprise Grants?

As part of its commitment to reducing disadvantage, the Victorian Government offers grants of up to \$50,000 (excluding GST) to set up community enterprises across the state.

Proposals are invited from enterprises at various stages – from those that are “just a good idea” through to those ready for development of business plans and vocational skills training.

## Why is the Victorian Government funding these grants?

The Victorian Government is encouraging the development of community enterprises and not-for-profit business ventures because they can play a leading role in building stronger and more connected communities.

The Community Enterprise Grants are part of the Government’s social policy action plan, *A Fairer Victoria*, which has allocated \$6.3 million over three years to encourage the development of community owned enterprises and not-for-profit business ventures.

The funding will also help build links between the community and business sectors to create lasting solutions to issues facing communities and develop long term plans to strengthen Victoria’s community organisations.

The Community Enterprise Grants will support community initiatives that aim to meet local needs such as: job creation; training and work experience; provision of important services and retaining valuable community assets.

## Who can apply?

Not-for-profit organisations and community groups in Victoria that plan to establish or to develop an enterprise or community business venture will be considered for funding provided that:

- They demonstrate broad community support and involvement;
- There are clear links between the proposed business activity and community outcomes; and
- The applicant has a legal status such as: incorporated body, co-operative, association or company limited by guarantee.

## What type of projects might be funded?

Successful projects will be initiatives with the potential to provide important or necessary services, or those that will create jobs and training opportunities for local people in places with high levels of disadvantage.

Preference will be given to projects with broad community involvement and support, and whose business activity has strong links to community outcomes.

Examples of enterprises that might be funded include those that:

**Provide work and training opportunities:** Enterprises offering employment and training opportunities for disadvantaged communities. For example, *Sorghum Sisters* and *Smart Cuisine* operate school canteens and catering enterprises providing healthy eating options for school children and making better use of school facilities.

**Create local jobs:** *Just Romans* in Shepparton is a manufacturing enterprise making blinds for a local housing estate. More widely, it offers employment and training opportunities to long term unemployed locals. *Cleanable social firm* is a specific community enterprise model providing employment for people with mental illness.

**Meet community needs:** *The Ambassador* is a Melbourne-based newspaper for the Horn of Africa communities supporting and connecting recently settled and refugee communities.

**Provide important services:** *Childcare enterprises* provides affordable and locally based childcare while also offering employment and vocational training. *Home maintenance and gardening enterprises* provides services on public housing estates and creates a better and safer environment for residents.

**Retain valuable community assets:** These are enterprises in small towns where an important local business or local service may be closing and the community gets together to run it as a community owned not-for-profit venture.

## What will not be funded?

The *Community Enterprise Grants* will not fund:

- Individuals or groups seeking to establish a private, for-profit business as a form of income generation;
- Proposals not demonstrating a strong link between their enterprise activity and locally identified community needs;
- Where other funding sources are available;
- Direct funding to organisations that do not have a legal status such as being incorporated; or
- The purchase of property or land.

## Funding Details

Funding ranges from \$5,000 up to \$50,000 (excluding GST) for community organisations to develop and establish not-for-profit community business ventures.

Community organisations located within one of the Victorian Government's high priority Local Government Areas may also be eligible for funding under the *Building Stronger Communities Grants Package*. Four categories of grants (including the Community Enterprise Grants) are available to help address disadvantage and reduce barriers that prevent people from accessing services and opportunities. For more information about the *Building Stronger Communities Grants Package*, please call our Grants Information Line on 1300 366 356 or visit the Grants@DVC website ([www.grants.dvc.vic.gov.au](http://www.grants.dvc.vic.gov.au)).

# How will proposals be assessed?

Proposals will be assessed using the questions **Why (30%), How (20%), Who (20%),** and **What will it achieve (30%). The weightings give you an indication of the importance of each criterion.** Priority will be given to proposals that are strongly aligned with the assessment criteria. Following initial assessment there may also be an opportunity to discuss or present your proposal.

<b>Why do you want to do this project?</b>  <b>30%</b>	<p>Describe the extent to which the project:</p> <ul style="list-style-type: none"><li>○ Responds to identified local community needs and key issues.</li><li>○ Has broad community support.</li><li>○ Has been developed in consultation with (for example) local community groups and agencies, local government or local businesses.</li></ul>
<b>How will you carry out the project?</b>  <b>20%</b>	<p>Describe the key stages and outcomes for each stage and demonstrate the extent to which the project:</p> <ul style="list-style-type: none"><li>○ Will consult and collaborate across all sectors including community, local government and business.</li><li>○ Develop plans that link enterprise activity with community outcomes.</li><li>○ Develop community enterprise skills and capacity of enterprise leaders and local people.</li><li>○ Develop innovative ways to address community issues and needs.</li></ul> <p>Describe how you will share the lessons of enterprise development with your local community and other community enterprises.</p>
<b>Who will carry out the project?</b>  <b>20%</b>	<p>Provide details of who will manage the different aspects of the project including finances, consultation and partnership development.</p> <p>Please clearly identify the organisations with which you will partner and describe the role of each partner organisation.</p> <p>Attach letter(s) of support from any partner organisations that defines their contribution to the project.</p>
<b>What will it achieve?</b>  <b>30%</b>	<p>What outcomes will your proposed community enterprise achieve for your local community?</p> <p>Demonstrate the way you anticipate the project will:</p> <ul style="list-style-type: none"><li>○ Help develop skills and capacity in your community.</li><li>○ Help connect and develop partnerships across sectors and people in your community.</li><li>○ Create employment and training opportunities for locals who find it difficult to find work and develop skills.</li><li>○ Support volunteering and community strengthening in your community</li><li>○ Make better use of existing community facilities.</li></ul>

## What are the funding conditions?

The following conditions will apply to projects that receive a grant:

- The grant recipient (or funds manager) must enter into a funding agreement with the Department for Victorian Communities setting out the conditions and reporting requirements.
- The project must commence within 8 weeks of signing a funding agreement. Any unspent funds must be returned to us.
- Funds must be spent on the project as described in the application and outlined in the funding agreement.
- Any variation to the approved project must be submitted to us for approval prior to implementation.

## What is the application process?

Community enterprise proposals that are part of the *Building Stronger Communities Grants Package* must be submitted by **5pm on Friday, 24 February 2006**.

Proposals seeking **only** Community Enterprise Grants funding can be submitted at any time. We will assess these applications 4 times per year.

Proposals may be submitted in a number of ways:

- **Preferred Method:** Online at [www.grants.dvc.vic.gov.au](http://www.grants.dvc.vic.gov.au) (including any attachments)
- by email to: [grantapplications@dvc.vic.gov.au](mailto:grantapplications@dvc.vic.gov.au)
- by fax to: 03 9208 3680
- by mail to:
  - Grants Unit
  - Department for Victorian Communities
  - GPO Box 2392V, Melbourne Vic 3001

## More information

If you wish to discuss your application with a DVC Program Officer, please call our Grants Information Line on 1300 366 356 (for the cost of a local call) on any weekday between 8.30am and 10.00pm (except Public Holidays).

# Proposal Form: Community Enterprise Grants

## Section 1A Lead Agency details

Name of Organisation \_\_\_\_\_

Authorised Person Title \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position \_\_\_\_\_

Postal address \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Is your organisation registered as an incorporated body? Yes  No

If your organisation is not incorporated, you must arrange for a legally constituted organisation to manage the grant funds.

## Section 1B Grant Funds Manager (Complete if you require an auspice organisation to manage the grant).

Name of Organisation \_\_\_\_\_

Authorised Person Title \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position \_\_\_\_\_

Postal address \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## Section 1C Financial Management Details (Provide your organisation's details if your organisation is incorporated. If the proposal is being auspiced, provide details of the auspice organisation).

Please provide an Australian Business Number

Is the organisation registered for GST? Yes  No

## Section 2 Proposed enterprise/project overview

Enterprise/project name \_\_\_\_\_

**What are you going to do?** Describe your enterprise/project in one or two sentences.

\_\_\_\_\_  
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**What communities will benefit?** Describe by people (e.g. people with disabilities, women, indigenous people, youth, culturally and linguistically diverse people and older adults) and/or place (e.g. neighbourhood or town).

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Project location (Suburb) \_\_\_\_\_ Postcode \_\_\_\_\_

Program start date \_\_\_/\_\_\_/\_\_\_ Program completion date \_\_\_/\_\_\_/\_\_\_

Where did you hear about the Community Enterprise Grants? (Please tick)

Newspaper  Website  Grant guidelines were sent to my Organisation  Other

### Section 3 Enterprise/project details that address the Assessment Criteria

Please refer to the guide questions in **How will Proposals be assessed?** to help you complete this section. Please indicate how your project addresses the following assessment criteria. Attach additional pages if required.

**Why do you want to do this project?**

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**How will you carry out the project?**

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**Who will be involved in the project?**

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**What will it achieve?**

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## Section 4 Program Budget

Please provide details of the income and expenditure for your project (excluding GST) noting that total income should equal total expenditure.

INCOME	\$	EXPENDITURE	\$
Amount requested from this program		Professional Planning / Advice	
Funds from your organisation		In-kind labour	
In-kind from your organisation		Education & Training	
Business Contribution		Marketing & Promotion	
Philanthropic Contribution		Venue / Meeting Room Hire	
Other (please specify)		Other (please specify)	
<b>TOTAL INCOME</b>		<b>TOTAL EXPENDITURE</b>	

### Declaration

I state that the information in this proposal and attachments is to the best of my knowledge true and correct. I agree that the information provided in this proposal will be used by DVC for assessment and reporting and may be used by other Victorian Government Departments for grant making and reporting. I understand that this is a proposal only and may not necessarily result in funding approval.

Signature\* \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Position \_\_\_\_\_

\*To be signed by a person with delegated authority to apply, i.e. Chairperson, Secretary, Public Officer or Treasurer.

### Attachments

Please ensure that you return the following documents with your application:

- A copy of the previous two year's audited financial statements and the most recent monthly financial report of the organisation that will manage the funds (unless this is a local government council).
- A copy of the Certificate of Incorporation and Statement of Purpose of the organisation that will manage the funds (unless this is a local government council).
- A copy of any relevant insurance policies
- Letter(s) of support and/or any agreements with partnering organisations that define their contribution to the project, and provide contact names and details of anyone to be involved in the project