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| NORTH RICHMOND PRECINCT   COMMUNITY GRANTS PROGRAM 2023 – 2024 |
| Commonly used grant terms |
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There are some specific words and phrases used when talking about grant funding and application forms that aren’t used in everyday conversation. Having a good understanding of these terms will strengthen your application and ensure you provide the required information. To help you with your application, here is an A-Z guide of grant terms used in the North Richmond Community Grants Program.

The North Richmond Precinct Team is also available to help you with your grant questions: engagenorthrichmond@dffh.vic.gov.au / 0477 765 743.

North Richmond Precinct Community Grant Guidelines: (the grant guidelines) provides all the information required to submit a grant application, including:

* Available funding
* Events or activities the program is looking to fund
* How to apply
* Eligibility
* Application assessment criteria
* How to prepare, write and submit your application.

It is essential you read the grant guidelines before starting the application form.

Acquittal report: final report submitted upon the completion of your project. The level of detail required for an acquittal report is dependent on the funding amount.

Assessment criteria: the key points that grant applications will be considered against. A grant application must meet all assessment criteria to be considered for funding. [Refer to pages 18-20 of the grant guidelines](https://www.dffh.vic.gov.au/north-richmond-community-grants-2023-24-guidelines) for the assessment criteria for each grant opportunity.

Assessment process: the review of each grant application against the assessment criteria. This process is undertaken by the Department of Families, Fairness and Housing (the department), in consultation with an advisory panel made of department staff, community members and agency representatives.

Auspice organisation: individuals or unincorporated incorporated organisations who wish to apply for a grant must enter an auspice agreement with an auspice organisation; an incorporated organisation that has an Australian Business Number (ABN) and meets all eligibility criteria.

Once the auspice agreement is signed, the auspice organisation will:

* Sign the funding agreement
* Receive and manage the grant funding on your behalf
* Ensure all grant activities or events are completed
* Submit accountability and evaluation reports on your organisation’s behalf

You will be responsible for delivering the project.

Australian Business Number / ABN: a public number that identifies an organisaiton as a business in Australia. An ABN alone does not mean your business is incorporated (see incorporated associations).

If you don’t know your ABN, go to [ABN Lookup](https://abr.business.gov.au/) - an Australian Government website that allows you to search for your ABN. Once you have inputted your ABN on the application form, all other ABN-related information will be automatically added to the form.

Business case: a comprehensive report required when applying for Community Infrastructure Planning and Capital Works funding. A business case includes:

* Project scope
* How it the project will meet a community infrastructure need
* Detailed designs
* Plans and reports as required
* Project plan
* Risk management plan
* Project costings
* Organisational capacity to project manage
* Financial statements

A business case template is available in the Resources section of the [North Richmond Precinct website.](http://www.dffh.vic.gov.au/north-richmond-precinct)

[Refer to pages 18-19 in the grant guidelines for more information.](https://www.dffh.vic.gov.au/north-richmond-community-grants-2023-24-guidelines)

Certificate of currency: see public liability insurance

Community engagement: (also called stakeholder engagement) ensuring the community’s experience, insights and ideas are represented in a project’s design and delivery.

Declaration: a formal statement at the end of a grant application indicating that all information provided is true and accurate. Declarations usually need to be signed by a senior officer at an organisation such as a Chief Executive Officer, Secretary or President.

Eligibility criteria: the criteria that must be met to qualify for a grant.

Funding agreement: a legal document you (or your auspice organisation) will sign if your application is successful. Funding agreements outline the terms, conditions and obligations of funding and project delivery.

Goods and Services tax (GST) status: if your organisation or business is registered for GST, or is required to be, and receives grant funding you do not have to pay GST on the funding payment unless you make a [supply](https://www.ato.gov.au/business/gst/in-detail/definitions/?anchor=GSTcreditsinputtaxcredits&anchor=Salessupplies#Salessupplies) in return for the payment.

Grants Gateway: the online grants application system used for the North Richmond Precinct Community Grants. Information on how to Grants Gateway is available in the in the Resources section of the [North Richmond Precinct website.](http://www.dffh.vic.gov.au/north-richmond-precinct)

In-kind support: non-financial support including volunteers, stationery, printing, free event space.

Incorporated / unincorporated associations: not-for-profit organisations that have gone through a process to create a formal legal structure. Incorporated organisations can enter into contracts, such as grant funding agreements. Unincorporated organisations are simply a group of people who have agreed to come together, based on a common purpose or interest.

All applicants for the North Richmond Precinct grants program must be incorporated. Unincorporated groups can apply through an auspice organisation.

Milestones, monitoring and reporting: identified points in a funded project that must be achieved by a certain date. Milestones can be reports or grant payments.

North Richmond Precinct: the area in Richmond located within the boundary created by Hoddle, Church, Highett and Langridge Streets. Applications to the North Richmond Community Grants Program must demonstrate the proposed project will take place within the North Richmond Precinct.

North Richmond Precinct Community Action Plan: sets a long-term vision for the precinct, with community-identified actions to be delivered in the short, medium and longer term. The Action Plan key priority areas are the four community-identified areas of focus outlined in the Plan. Each grant application must address at least one of these areas to be eligible for funding.

1. Safety, neighbourhood and amenity​
2. Health, wellbeing and community participation​
3. Economic inclusion ​
4. Local jobs for local people

[The Action Plan is available on the Precinct website.](https://dhhsvicgovau.sharepoint.com/sites/NthRichmondPrecinctEngagement-DHHS-GRP/Shared%20Documents/General/Community%20Grants%20Program/Community%20Grants%20round%204/application%20resources/dffh.vic.gov.au/north-richmond)

Project plan: is a document that must be included your application. A good project plan not only increases your chance of funding success, but it also helps you define the activities you will undertake to reach your project goals and make a positive impact on the community. A project plan must include:

* Aim – the overall change your project will achieve
* Outcomes – the changes, benefits and learnings that will occur as a result of your project
* Deliverables – your project activities
* Success indicators – evidence that you project achieved the expected outcomes
* Project timelines

**Community Strengthening project plan:** in the Resources section of the [North Richmond Precinct website.](http://www.dffh.vic.gov.au/north-richmond-precinct)

**Communty Infratsurcture project plan**: included withn the business case template, also in the Resources section of the [North Richmond Precinct website.](http://www.dffh.vic.gov.au/north-richmond-precinct)

Public liability insurance: protects your organisation from financial loss if you are held responsible for causing injury or damage to someone attending your grant activity. The North Richmond Precinct Grant Program require a minimum $20 million dollar public liability insurance policy. Insurance companies provide a certificate of currency as proof of your insurance, which you must submit with your application.

Risk management plan: outlines potential challenges and obstacles for your project and the steps you will take to minimise the chance they will occur.

**Community Strengthening risk management plan**: in the Resources section of the [North Richmond Precinct website.](http://www.dffh.vic.gov.au/north-richmond-precinct)

**Communty Infratsurcture risk management plan:** included withn the business case template, also in the Resources section of the [North Richmond Precinct website.](http://www.dffh.vic.gov.au/north-richmond-precinct)

Stakeholders: the people and groups who have an interest in, or are impacted by, your project. Your stakeholders may be:

* Local residents
* Community leaders
* Community groups, organisations
* Local business owners
* City of Yarra
* Victorian Government, Department of Families, Fairness and Housing – as your project funder

Target audience / group: the specific group/s of community members your project is designed to benefit. Target groups can be identified by a range of factors including:

* Age
* Gender
* Community need
* Cultural preferences
* Ethnicity
* Languages spoken