

Community Partnership Program

Guidelines and Selection Criteria

BASS COAST



Acknowledgement of Country

We acknowledge the Bunurong as the Traditional Owners and Custodians of the lands and waters, and pay respect to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and Lore. We celebrate the opportunity to embrace and empower the Aboriginal and/or Torres Strait Island Communities in their diversity.
We will create opportunities for future recognition and respectful partnerships that will honour the Traditional Owners and Custodians, and Aboriginal and/or Torres Strait Islander Peoples.

Diversity and Inclusion

Bass Coast Shire Council is committed to providing communications and engagement that is welcoming, safe, accessible and inclusive for our community including First Nations, Culturally and Linguistically Diverse (CALD), Lesbian, Gay Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) peoples, people with disability and of all ages.

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1. Introduction

In October 2023, Bass Coast Shire Council adopted the Partnerships Policy and Framework.
The approach envisaged is that:

- all partnerships are clearly defined and documented
- the reciprocal obligations are documented
- there is an assessment of the public value and public interest of the arrangement
- there is an appropriate review cycle

Council engages in various funding arrangements that could be defined as partnerships to support the objectives of our Council Plan as well as building the capacity and strength of the community. These may be related to the environment, sports, recreation, arts or other activities that enhance the wellbeing of our community.

Partnerships may also be industry based, where Council and organisations form an arrangement to deliver a service to the community. Industry based partnerships may be an alliance of councils, Tourism Associations or other like bodies that form a relationship to further a cause of mutual benefit.

2. Purpose

The purpose of our Partnership Program is to foster collaboration between local government and community-oriented organisations/groups. Through the sharing of resources and expertise, we can effectively address community needs. Through this program we are passionate to empower residents to engage meaningfully with Council and work together through partnership to build a better community to live, work and play in.

3. Vision

Council forms partnerships to support the goals of its Council Plan and community wellbeing. These partnerships involve various sectors, such as the environment, sports, arts, and industry collaborations. Partnerships foster community strength, celebrate locality, and enhance civic engagement, promoting leadership and resilience while benefiting local health and businesses.



4. Streams

Our Partnership Program is comprised of four streams: minor, medium, large and major. All proposals will be assessed by Council administration according to policy, expenditure, and risk levels. Large and major partnerships will be subject to a comprehensive officer assessment.

Category	Amount Annually
Minor	Partnerships with an annual value below $10,000
Medium	Partnerships with an annual value between $10,000 and $49,999
Large	Partnerships with an annual value between $50,000 and $99,999
Major	Partnerships with an annual value of more than $100,000 per annum

5. Assessment Criteria

Assessment Criteria	Weighting
The application addresses a community need and describes how the community will benefit from the partnership	30%
The application demonstrates that consideration has been given to encouraging the inclusion of all individuals. When planning this activity, they have considered ways to ensure everyone feels welcomed and safe	15%
Project outcomes have been identified and how these will be measured and evaluated	20%
Ability of applicant to manage project and has identified timelines and milestones	20%
The applicant demonstrates that consideration has been given to sustainability principles and recognises the role community can play in mitigating risks caused by climate change	15%





6. Funding Priorities

Council recognises that partnerships are an important tool for strengthening local communities. Applications need to demonstrate how they will support the achievement Council's strategic goals, which have been developed with the community and are informed by evidence of local needs. The strategic priorities are detailed below. They are drawn from the overarching Council Plan.

6.1 Council Plan

The Council Plan is developed every four years following a council election with the input of community, officers and Councillors. It connects the strategies and policies of Council and sets the overall vision for the region. The objectives of the current Council Plan 2021-25 are:

Protecting our Natural Environment
Building resilience and protecting and enhancing our natural assets.

Healthy Community
An inclusive community that embraces its lifestyle and supports health and wellbeing.

Our Places
Strengthening the connection between people and the public places they share.

Growing our Economy
Progressing opportunities for visitation economy and business growth in harmony with our natural environment and sustainable values.

Sustainable Development
Prepare for growth while ensuring the intrinsic values and character of Bass Coast are retained.

Leading for our Community
Demonstrating leadership through good governance, transparency and accountability.

The Council Plan is available at www.basscoast.vic.gov.au/plans.

7. Eligibility Criteria

To join our Partnership Program, make sure you meet the eligibility requirements listed below. Applications that do not meet the eligibility criteria will not be reviewed.

An eligible applicant must:

- Have a valid Australian Business Number (ABN) for your organisation/group. If you're not incorporated, you need to be auspiced by an eligible incorporated group
- Be operating mainly in Bass Coast and benefit the Bass Coast community
- Make sure you have all necessary permits for your activity
- Not have any outstanding debts to Council
- Provide proof of public liability insurance
- Show that you follow Child Safe Standards with current policies
- Acknowledge Council's funding in your promotional activities
- Agree to report on how the funds were used and the benefits achieved through annual reviews
- Submit all required documents with your application
- Talk to a Council Officer before you apply

Unincorporated Organisations

If your organisation/group isn't incorporated, you need an eligible incorporated organisation to sponsor your application. You must include details about the sponsoring organisation in your application, such as their ABN, a copy of their current public liability insurance, and a signed Auspice Agreement.
If your application is successful, the sponsoring organisation will handle the funds, and the partnership payment will go into their bank account.

An ineligible applicant would have:

- Activities happening outside Bass Coast or costs for touring
- New construction or major repairs
- Staff salaries or general admin costs
- Events at unsuitable venues, due to access or activity
- Proposals that are only about promoting religion
- Proposals for activities that have already happened

Multiple Applications

Applicants will only be approved for one partnership application.



8. Contact a Council Officer

We encourage all groups and organisations considering applying for our Partnership Program to consult with one of our Council Officers. During this conversation, we recommend discussing:

- Your application
- The partnership stream you'll be applying for
- Any insights, tips, or suggestions to strengthen your application
- How to recognise Council as a possible partner
- Expected public value of the partnership

For this process, please reach out to your primary contact point within Council.
If you are a new or emerging partnership, contact our Advocacy and Partnerships Advisor for assistance.

9. Application Process

To apply for our Partnerships Program, fill out the online form (we use a platform called SmartyGrants) when the partnership round is open. Visit www.basscoast.vic.gov.au/partnerships to access the form.
If you need help with the online form, call our Advocacy and Partnerships Advisor on (03) 5671 2211.
For issues with your SmartyGrants account, contact SmartyGrants support on (03) 9320 6888.





10. Notification and Payment

Successful and non-successful partnership applicants will be notified by email, via SmartyGrants.
Following notification of a successful application, a tax invoice/payment form and funding agreement will be uploaded into SmartyGrants which must be completed and submitted to enable partnership funding to be paid. The funding agreement lists general conditions of funding as well as any special conditions relevant to your application. If you have any problems completing the payment form or funding agreement for any reason, please contact our Advocacy and Partnerships Advisor.
An unsuccessful applicant can request feedback from our Advocacy and Partnerships Advisor and may be able to re-submit a partnership application to another round.

11. Budgets

Funding agreements that vary from one up to four years is a significant investment by Council and there are reporting requirements to account for this use of public funds.
Applicants are expected to provide a budget aligned with outcomes for each year of their agreement.
Budgets need to demonstrate considered planning, be realistic and justified for the proposed application.



12. Acquittal

All recipients of our Partnership Program need to report on their project's success, outcomes, lessons learned, and financial details. You will need to submit an annual progress report and a final report. Feel free to include any interesting stories or photos.
Council will provide a template through SmartyGrants to help with this reporting.
Remember to keep and provide receipts for any expenses over $250. You'll need to upload these receipts with your progress and final reports on SmartyGrants. It's important to keep clear financial records, as random audits may happen.

13. Supporting Documentation

When you apply through SmartyGrants, please upload the following documents:

- Your most recent Annual Report, including the financial statement. If your application is being auspiced, you only need the Annual Report and financial statement from the auspicing organisation.
- A copy of your organisation's public liability insurance certificate.
- Proof of partnerships, like support letters from individuals or organisations, and documents showing the need and backing for the project.
- Documents related to your proposed partnership or past partnership, such as photos or videos.
- If your partnership is auspiced, include an auspicing agreement with your application. We can provide a sample template if needed.

14. Recognition of Council

In any partnership, proper recognition is crucial. Please acknowledge the support provided by Council, this can be done through use of our logo on promotional material, invitation to Councillors to speak at events, use of banners etc.
We recommend that organisations/groups consider how they would like to recognise Council as part of their application process and to speak to a Council Officer about possible options.

15. Key Contacts

Below are two contacts for any questions or additional support regarding the application process. We encourage all applicants who have existing relationships with Council to reach out to their regular contact point, as they are best equipped to understand your organisation's unique needs and community value.

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