

Banyule Social Enterprise Growth Fund

Grant Guidelines (Plain English)



Acknowledgement of Traditional Custodians

Banyule City Council is proud to acknowledge the Wurundjeri Woi-wurrung people as Traditional Custodians of the land and we pay respect to all Aboriginal and Torres Strait Islander Elders, past, present and emerging, who have resided in the area and have been an integral part of the region's history

Diversity Statement

Our community is made up of diverse cultures, beliefs, abilities, bodies, sexualities, ages and genders.

We are committed to access, equity, participation and rights for everyone; principles which empower, foster harmony, and increase the wellbeing of an inclusive community.

Additional support for Applicants

Our grants process is open and accessible to everyone.

We offer these access options.

You can contact us on **9242 3416** or **socialenterprise@banyule.vic.gov.au** if you need any of these:

- A printed copy of these guidelines. We can also provide large print.
 - To discuss these guidelines by phone.
 - To discuss these guidelines with an **Auslan (Australian Sign Language) interpreter**.
 - A printed copy of the application form to use as a reference.
- You must submit your application online through **SmartyGrants**
- Help to enter information into **SmartyGrants** which is an online website for grant applications.

This is for people with access needs or who find technology hard.

If you have hearing or speech impairment, use the **National Relay Service**.

Call **133 677 (TTY)** or **1300 555 727**. Ask for **9457 9955**.

Support for Aboriginal and Torres Strait Islander Applicants

If you are Aboriginal or Torres Strait Islander, you can speak with our **First Nations team** about the grants program.

Contact **Zali Mifsud** at zali.mifsud@banyule.vic.gov.au or **9242 3491**

Support for Culturally and Linguistically Diverse Applicants

If you need a language interpreter, call **TIS National on 131 450**.

Ask to be connected to us on **8673 4371**.

Purpose

The Social Enterprise Growth Fund helps Aboriginal and Torres Strait Islander owned businesses and social enterprises.

It helps them grow or expand in the Banyule City Council region.

It also helps not-for-profit organisations that are building a social enterprise business model.

Money can be a barrier to growth and new ideas.

The fund gives flexible support so these groups can build strong and lasting social enterprises.

Banyule City Council supports social enterprise.

The Social Enterprise Strategy 2020–2025 sets four focus areas:

1. Support new ideas in local communities
2. Build business skills and capacity
3. Improve access to customers and markets
4. Increase community understanding and involvement

This funding supports these areas.

It focuses on building business skills and capacity.

The main goals are:

1. Help new and existing social enterprises grow or start in Banyule.
2. Help with business development by hiring outside experts for marketing, business planning, or better day-to-day operations.
3. Pay for items or equipment that increase positive impact.
4. Support not-for-profit groups that are creating a social enterprise model.
5. Provide help with business planning or research.

Funding does not cover:

- Businesses that are not social enterprises (see **Appendix 2 – Definitions**).
- Day-to-day costs, such as salaries or the cost of goods (the amount of money needed to make or buy products a business sell).
- Projects that are finished.

Our commitment explained

Banyule City Council is the first in Victoria with a strategy and action plan for social enterprises.

[Social Enterprise Strategy 2020-2025](#)

[Social Enterprise Action Plan 2020-2025](#)

Social Enterprise Partnership Program

We are proud of our award-winning partnership program.

It works with social enterprises on new projects.

These projects aim to create lasting and inclusive benefits for everyone in our community.

Social Enterprise Support Service

Our Social Enterprise Support Service helps social enterprises and people starting social enterprises.

We give you information based on what you need to help you start and grow your social enterprise.

Grant pool and categories

We have **\$15,000** in the Social Enterprise Growth Fund.

It supports Aboriginal and Torres Strait Islander owned businesses, social enterprises, and not-for-profit organisations.

The goal is to create social, cultural, or environmental benefits in Banyule.

This funding round has two goals:

1. Support for existing businesses

We help established Aboriginal or Torres Strait Islander businesses, social enterprises, and not-for-profits grow.

The aim is to increase their social, cultural, or environmental impact.

2. Support for new business development

We help create new social enterprise models and grow emerging businesses.

The focus is on new social enterprises and positive outcomes for social, cultural, or environmental impact.

You can apply for up to **\$3,000** from the Social Enterprise Growth Fund.

Please request only the amount of money you need.

This lets more organisations share the \$15,000.

We also offer other grants, including Community Grants and Environment Grants.

Learn more at www.banyule.vic.gov.au/grants

Key dates

- Grant round opens: **01/04/2026**
- Grant round closes: **30/04/2026**
- We tell applicants the result: **30/05/2026**
- Acquittal date (when you must give us a report how you used the funds known as an acquittal report): **31/12/2026**

Eligibility criteria

You must be in one of these groups:

- Meet Banyule's definition of a social enterprise.
- Be an Aboriginal or Torres Strait Islander business registered with Kinaway Chamber of Commerce or Supply Nation.
- Be a certified social enterprise with Social Traders.
- Be an Australian Disability Enterprise (ADE)
- Be incorporated, or have auspice support (a sponsoring organisation).
- Provide, or plan to provide, support, programs, or services to people who live in Banyule.
- Have an Australian Business Number (ABN), or be willing to complete a "Statement by Supplier" Form
- Send current financial documents such as:
 - o A detailed profit and loss report (preferred),
 - o Or a detailed financial report,
 - o Or a detailed business plan with financial projections if you are a start-up.
 - o Do not send bank statements.
They are not accepted.

Social Enterprise Definition:

A social enterprise is a business with a mission to help people, culture, or the environment.

It earns most of its money from selling goods or services.

It reinvests profits to achieve its mission.

This is different from regular companies, which try to maximise profit for owners and shareholders.

Who is not eligible to apply

- Groups or individuals who still owe grant acquittals.
If a past Banyule City Council grant report is due before this round closes, you must submit it to a satisfactory standard.
If reports are missing or not good enough, your application is not eligible.
- Groups that run or promote gambling.
- Groups or individuals who ask Councillors to support or assist with their application.

What is not funded:

- We do not fund political activities.
- We do not fund projects from people who are not auspiced (not supported by a legally incorporated organisation).
- We do not fund projects from groups that are not legally incorporated and not auspiced.
- We do not fund projects that another funder or government is responsible for.
- We do not fund uniforms, prizes, trophies, scholarships, donations, sponsorships, or gifts.
- We do not fund costs that have already been paid (retrospective funding).
- We do not fund project management costs or auspice fees for groups or organisations.

If you apply as an individual, you may include auspice costs in your budget.

- We do not fund fundraising.
- We do not fund catering unless it is essential to the project's community benefit.
- We do not fund delivery fees.
- We do not fund a project if another source has already fully funded it.
- We do not fund projects that will need ongoing Council money.
- We do not fund projects that already happened, unless this version is clearly different in size, scope, or ideas.
- We do not fund private or commercial projects.
- We do not fund ongoing running costs, such as fuel, gas, water, or electricity.
- We do not fund higher education course fees or other education costs.

Application process

Filling in the form

Apply online through SmartyGrants: <https://banyule.smartygrants.com.au/>

Online application Tips

- Register for SmartyGrants and start your application early.
We will then send you messages and reminders. You can save your work and come back before you submit.
- You need an email address to register and submit your application on SmartyGrants.
- The form opens on the opening date.
You cannot access it before then.
- The system will not accept incomplete forms.
Fill in every field with an asterisk (*).
- Check your form before you submit.
After you submit, you cannot edit it.
If you need to change it before the round closes, ask us to reopen it.
After the round closes, no changes are allowed.
- Attach all required documents before you submit.

Upload them in SmartyGrants with your form.

Council staff cannot upload files for you.

- After you submit, you will receive an application number.

Write it down.

Print and save a copy of your application.

Council staff cannot add this information for you

- SmartyGrants will email you when we receive your application.
- Get more help here online:

<https://applicantshelp.smartygrants.com.au/help-guide-for-applicants/>

Budget

Submit a balanced budget (where the money you receive is equal to the money you spend).

List all other income and any in-kind (non-cash) support.

List all project costs.

Quotes

Council encourages you to buy from a local supplier when possible.

- Provide 1 quote for any hire or purchase of equipment, services, or materials over **\$500**.

The quote can be written, a scanned catalogue or online store image, or a website screenshot.

- Each quote must show the supplier or company name and contact details.
- Quotes must be current (not older than 6 months).
- Council recommends equipment bought with grant money meets Australian Standards.

Financial information for group applicants

With your application, include one of these:

- A current detailed profit and loss (income and expenses) statement (preferred), or
- A current detailed financial statement, or
- If you are a start-up: a detailed business plan with financial projections (expected income and costs).
- If you have savings or term deposits, explain what the funds are for.
- If a group has a lot of money in the bank and does not explain it, the group will be a lower priority.
- Explain why you cannot do the project or buy the equipment with your current funds.

Contact with Council

You must talk with a Council officer before you submit your proposal.

Officers can help you plan and can advise on eligibility.

Timeline:

- Make initial contact by **15 April 2026**.
- Before you submit, an officer must complete a final checklist with you. It covers eligibility and viability. Complete this by **15 April 2026**.

If you do not do this, your application is not eligible for funding.

On the application form, list the officer's name and the date you spoke.

The officer will also record this.

Email **Daniel Shields** at socialenterprise@banyule.vic.gov.au to book a time to discuss your idea.

GST and Council grants

Note: Banyule City Council grants are Goods and Services Tax (GST) free.
You may include GST on your project costs in your proposed budget.
If you are successful, Council will not add GST to your final grant amount.

Auspicing

If your group is not legally registered (not incorporated), a registered group must support your grant.

This is called auspicing.

The supporting group (the auspice) helps manage the grant.

Any registered organisation can be an auspice.

It can partner with you.

It can apply for the grant for you.

It can manage the money for you.

Examples of auspice organisations include:

- The main association in your field
- A community organisation you have worked with before
- An organisation with a similar purpose
- A local neighbourhood house

If your application is successful, the auspice receives the money.

The auspice manages the money so you can run the project.

The auspice must complete the grant acquittal.

This means sending the required financial reports and meeting the rules.

If another organisation will act as your auspice, include its details: insurance, incorporation, and Australian Business Number (ABN).

Attach a support letter on the auspice's letterhead.

Write a clear agreement before you apply.

It must say what each party must do.

Learn more: <https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicing>

Note: An auspice can also apply for its own funding.

Helping an unincorporated group does not reduce its chance to get its own grant.

Multiple applications

Individuals and groups can apply for only one Banyule Social Enterprise Fund grant in each round.

You may also:

- Apply in another Banyule Council grant stream
- Be a partner on more than one Banyule Social Enterprise Fund application, if you are not the lead applicant
- An auspice organisation may also apply for its own project
- An organisation may auspice more than one application

Completing your application

We assess your application using four criteria.

The criteria depend on your situation.

Assessment Criteria – Existing Social Enterprise Criteria and Description

- Business growth (25%):
 - o How the project will help your business grow.
 - o Explain how the project will improve income, jobs, customer numbers, or other clear benefits.
- Social impact (25%):
 - o How the project will increase your positive social impact.
 - o Explain how the project supports your social, environmental, or cultural mission.
- Likelihood of project success (20%):
 - o Do you or your partners have the people, experience, and skills to deliver this project?

- o Is the project realistic in the timeframes given?
- o Do you already have the networks or resources to support delivery?
- Benefit to the Banyule community (30%)
 - o Who will benefit from your project?
 - o How will you reach or involve these people?
 - o What is the need in the Banyule community?
 - o Will the project create ongoing or long-term benefits for the community?

Assessment Criteria – Existing Organisation Developing a Social Enterprise Model

- Clarity of mission (25%):
 - o How clearly is the proposed social, environmental, or cultural mission defined?
 - o Who will benefit from your project?
- Enterprise viability (25%):
 - Do you have a business model that can work?
 - o What gap in the market will your enterprise fill?
- Likelihood of project success (20%):
 - o Do you or your partners have the people, experience, and skills to deliver this project?
 - o Is the project realistic in the timeframes given?
 - o Do you have networks or resources to support delivery?
- Benefit to the Banyule community (30%)
 - o Who will benefit from your project?
 - o How will you reach or involve these people?
 - o What is the need in the Banyule community?
 - o Will the project create ongoing or long-term benefits for the community?

Assessment and decision making

We assess applications in these steps:

Stage 1: Eligibility check:

Who: Social Enterprise Lead

Stage 2: Officer review and comments

Who: Council officers who know the sector

Stage 3 Grants panel review

Who: Banyule senior officers

Stage 4: Panel recommendations

Who: Approved by delegation of the Director of Community Wellbeing

Notification

We send outcomes within 1 month after the round closes.

We email all applicants.

If you are successful, submit a grant agreement and an invoice form online before payment.

Council does not need a separate invoice.

Grant agreement

If you get a grant, you must sign a grant agreement.

In a group application, the signer signs for the whole group.

By signing, they confirm the group knows about the application and the grant rules.

To change the purpose, scope, or spending, write to Council.

Council must approve any change.

Variations

Submit change requests online.

This includes changes to purpose, spending, or end date. Contact Council first.

Explain why you need the change.

Ask Council to add a variation form to your SmartyGrants application.

After you submit the form, Council reviews it and emails you the decision.

Do not continue the project until your group gets formal notice of the decision.

Acquittal

- Submit your acquittal (your final report on how you spent the grant money) online: <https://banyule.smartygrants.com.au>
- Show how you spent all grant money.
- Provide proof of spending: receipts or a paid invoice that shows \$0 owing.
- Receipts must show:
 - each item bought
 - cost per item
 - total cost
- Receipts must match the approved spending and the grant budget or letter of offer.
- We do not accept:
 - unpaid invoices
 - order confirmations
 - bank transfer statements
- If your acquittal is not satisfactory, it is a breach.
- Council may ask you to return the grant and may exclude your group from future rounds.

Acknowledgement of Council

- If you get a grant, you must credit Banyule City Council.
- Add this credit in publications and in annual reports.
- Use the words "supported by a Banyule City Council Grant" or use the Council logo on any promotional material.

Who to contact

For grant round questions, contact:

- **Name:** Daniel Shields
- **Email:** socialenterprise@banyule.vic.gov.au
- **Phone:** (03) 9242 3416

For help with the SmartyGrants website, contact SmartyGrants support:

- **Email:** service@smartygrants.com.au
- **Phone:** (03) 9320 6888

Appendix 1 – Project Plan

Some categories ask for a project plan.

Use this template to help you make your plan.

Your plan should show:

- main steps you will take
- what you will deliver
- who will do each task
- when each task will be done

This plan helps the assessment panel understand your schedule and main results.

Project Name:				
Organisation or group applying:				
Expected start date:		Expected end date:		
Key actions: List tasks in the order you will do them.	Person responsible: Who will do the task?	Performance indicators What will show the task is complete?	Project name: Date the task is completed.	Additional information. List the resources you need, such as staff and materials.

Appendix 2 - Definitions

ABN (Australian Business Number):

A special number that identifies a business or organisation for tax and Australian Government records.

You must give an ABN for your organisation, or for the auspice organisation (the group that manages funds for you), in your grant application.

Acquittal report:

A report that proves you used the grant money properly and followed the Funding Agreement.

It usually has:

- A short written report that explains what the project achieved compared to its goals.
- A money report (financial statement) that shows how you spent the funds, with a detailed budget list.

Auspice:

A legally set up organisation that helps a group that is not incorporated.

It can apply for and manage funding for that group. If the application is approved, the auspice gets and manages the money.

The applicant runs the project or activities. The auspice must complete the grant acquittal report.

Conflict of Interest:

This happens when someone on the Assessment Panel could gain something personally if the application is approved or rejected.

It also includes favouring family or close friends.

Cost Of Goods

Cost of goods is the amount of money needed to make or buy products a business sells.

It includes things like materials, manufacturing, and buying stock.

Financial Year

A financial year is a 12-month period used to track money, income, and taxes.

In Australia, it runs from 1 July to 30 June each year.

Grant agreement:

A formal document that explains why the grant is given, how much money is given, and the rules you must follow.

It also lists what the grant recipient and Council must do.

After you sign it, you must follow the terms and conditions by law.

Goods and Services Tax (GST)

GST is a 10% tax added to most goods (things you buy) and services (things people do), used by the government to pay for public services.

In-kind support:

Giving goods or services instead of money.

You must give these a dollar (\$) value.

Examples:

- Volunteer time valued at \$41 per hour.
- Use of equipment or facilities.
- Donated goods.

Incorporated associations:

A legal organisation that is separate from its members.

It gives some protection to office holders from the group's debts or liabilities.

The organisation must register with Consumer Affairs Victoria.

For more information, contact **Consumer Affairs Victoria** or call **1300 558 18**.

Not for Profit (NFP) Organisation:

An organisation that does not pay profit to any person, members, or shareholders.

All profit is used to support the organisation and its activities.

Public Liability Insurance:

Insurance that helps if something goes wrong during your group's activities.

It protects against:

- Paying compensation to other people (third parties).
- Damage to property caused by your activities.
- Legal costs if you must defend a claim for injury or property damage made by a member of the public.

Social Enterprise or Profit for Purpose:

An organisation that does business to do good.

It aims to:

- Solve social problems.
- Improve communities.
- Give people at risk access to jobs or training.
- Protect or improve the environment.

SmartyGrants

- An online website for grant applications

Statement by Supplier Form

- This is a form used when someone is being paid but is not running a business.
- It lets them declare “I am getting paid, but this is not a business activity.”
- This means that they don’t need an ABN, and they don’t have to take tax out of the payment.
- For further information see
- <https://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn>

Unincorporated associations:

Not a separate legal body from its members.

It is a group of people who choose to act together as an organisation.

The group can stay informal.

Members make their own rules for how the group is managed.

These rules are sometimes called a constitution.

About This Guide

This guide has been created with [Two Square Pegs](#), a social enterprise that supports people in refugee, migrant, intersectional and underrepresented communities.

They help people to harness their lived experiences and build their capacity to create local businesses and lead community initiatives.

We are piloting additional accessible documents to achieve:

- o Making it fairer for people to apply for grants
- o Encouraging more people to get involved in their community
- o Making services more inclusive and easier to follow
- o Building stronger trust with diverse communities

If you have any feedback to help improve this guide, please contact socialenterprise@banyule.vic.gov.au