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1. Introduction

1.1 About the West Gate Tunnel Project

The West Gate Tunnel Project (Project) will deliver a vital alternative to the West Gate Bridge. It will provide a much needed second river crossing, quicker and safer journeys, and remove thousands of trucks from residential streets.

The Project is managed by the West Gate Tunnel Project, Major Transport Infrastructure Authority, on behalf of the Victorian Government.

1.2 About West Gate Neighbourhood Fund

The $10 million West Gate Neighbourhood Fund is a Victorian Government initiative to support community projects in the Maribyrnong and Hobsons Bay city council areas, while the West Gate Tunnel Project is under construction.

The fund is managed by the West Gate Tunnel Project, Major Transport Infrastructure Authority.

A wide range of projects are eligible including those that celebrate heritage, history or diversity, focus on arts and culture, emphasise learning and development, or enable greater participation of community members.

The West Gate Neighbourhood Fund has two components – Partnerships and Grants.

Eligible parties include councils and incorporated not-for-profit groups in the Hobsons Bay and Maribyrnong council areas. Further information about eligibility is provided in Section 2.

In order to increase benefits to the community, organisations that contribute funding to a partnership will be considered favourably in the assessment process. Co-contributions are encouraged, both financial and in-kind.

Projects should encourage community connectedness and cohesiveness through bringing people together and involving them in their community. Projects should provide a significant and lasting outcome.

The West Gate Neighbourhood Fund – Partnerships component will support projects that involve:

- New community infrastructure
- Refurbishment, repair and maintenance of existing community infrastructure
- Purchasing capital equipment
- Increasing community capacity
- Improving community connectedness and cohesiveness.

1.3 Available funds

West Gate Neighbourhood Fund – Partnerships will contribute over $100,000 per project to successful partners within Hobsons Bay and Maribyrnong council areas. Funding is intended to be split evenly between the two council areas.

1.4 Important dates

The West Gate Neighbourhood Fund – Partnerships will run during financial years 2019-20 and 2020-21. The following table sets out indicative dates for the first round.

<table>
<thead>
<tr>
<th>Program Stage</th>
<th>Timing</th>
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</thead>
<tbody>
<tr>
<td>Application Period</td>
<td>13 November 2019 / 26 February 2020</td>
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<tr>
<td>Assessment Period</td>
<td>February 2020 / May 2020</td>
</tr>
<tr>
<td>Awarding of Partnerships and Advice to Recipients</td>
<td>May 2020</td>
</tr>
</tbody>
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2. Eligibility

2.1 Eligible applicants

Councils and incorporated not-for-profit groups within the local government areas of Maribyrnong City Council and Hobsons Bay City Council can apply for a West Gate Neighbourhood Fund – Partnership.

Applications are invited from:
- incorporated not-for-profit community organisations
- local councils of Hobsons Bay City Council and Maribyrnong City Council.

Incorporated not-for-profit community organisations may include but are not limited to:
- charities
- organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution (PBI) status
- cooperatives
- companies limited by guarantee and/or limited by shares (non-distribution of profits or dividends)
- trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC)
- associations (under the Associations Incorporation Act 2009)
- Local Aboriginal Land Councils
- organisations established under an Act of Parliament.

To be eligible to apply for a West Gate Neighbourhood Fund – Partnership, applicants must:
- be based in the Maribyrnong City Council or Hobsons Bay City Council, or conduct activities that benefit members of these communities
- propose a partnership where the majority of participants and/or recipients are residents of the Maribyrnong City Council or Hobsons Bay City Council
- propose a partnership that will take place or be completed by 30 June 2022
- have an Australian Business Number (ABN)
- have current public liability insurance (PLI).

Applicants will not be eligible to receive a partnership if they:
- derive income from gambling, or is proposing to conduct activities that promote gambling
- have a debt owing to the local council where the project will be undertaken
- have not submitted an acquittal for any previous grant or partnership from the relevant local council.

2.2 Eligible projects

Projects that are seeking funding of over $100,000 may be eligible for a partnership. Funding will be based on merit and projects with other funding will be looked upon favourably.

Proposed projects should improve community connectedness, improve community cohesion and meet community need. More information about the selection criteria is provided in Section 3.

Projects must be completed by 30 June 2022.

Projects are not eligible to receive a West Gate Neighbourhood Fund – Partnership if they:
- have the single purpose of promoting religion or political parties
- are currently fully funded by local, state or federal governments
- are intended to fund operational or core business costs including salaries and administration costs
- are deemed as core curriculum activities of educational institutions
- have already commenced, or have not commenced but secured funding.

2.3 Co-contributions

Co-funding will be considered favourably in the assessment process and could be in the form of financial or in-kind contributions.
2.4 Partnership priorities

To be eligible for a West Gate Neighbourhood Fund – Partnership, applications should support the strengthening of community connectedness and cohesiveness, as well as align with at least one of the following partnership priorities:

- **Community Connectedness** – creating opportunities, activities and environments which bring communities together.
- **Health and Wellbeing** – supporting programs and opportunities which promote healthy living and wellbeing.
- **Innovation** – supporting projects and events which help the community to solve future challenges.
- **Environment and Sustainability** – enhancing and conserving green spaces and the environment.
- **Mobility** – making it easier for communities to travel and explore their local area.
- **Leadership** – supporting and training future leaders to advocate for their community.
- **Education and Skills** – providing information, skills and new opportunities to members of the community.
- **Diversity** – supporting social inclusion for diverse populations.
- **Arts & Culture** – celebrate culture and build positive community perceptions.
- **Heritage** – celebrating history and creating links between the past and present within the community.
- **Beautification** – supporting opportunities to improve the aesthetics and facilities of the community.

2.5 Permissions

Partnership applications must include acknowledgement and in-principle support from relevant stakeholders and authorities that may be impacted by the proposed partnership. Permissions will be formally sought for successful partnerships following the assessment process.

Acknowledgement and in-principle support from relevant parties will be required where appropriate including, but not limited to, the following parties:

- the owner of any land to be used or impacted upon
- the owner of any existing infrastructure to be used or impacted upon
- the leadership of any club/organisation involved or impacted upon
- a representative of any businesses, services or utility providers involved or impacted upon
- development approval from local council.

3. Assessment

3.1 Assessment panel

West Gate Neighbourhood Fund – Partnership applications will be assessed by an independent senior panel convened by the West Gate Tunnel Project.

The panel may include, but not be limited to, representatives from:

- the West Gate Tunnel Project, Major Transport Infrastructure Authority
- the West Gate Tunnel Project Community Liaison Groups
- community leaders.

3.2 Assessment criteria

All eligible applications will be assessed on merit against the following program criteria:

- **Improve community connectedness** – The project will increase the quality and number of connections that an individual has with others in their community.
- **Improve community cohesiveness** – The project will improve the sense of togetherness and bonding that exists between members of a community.
- **Meet community need** – The project addresses a community priority listed in section 2.4.
- **Organisation’s capacity** – The organisation has the demonstrated capacity to deliver the project in time and within budget.
4. How to apply

4.1 Online application form

Applications must be submitted online via the West Gate Neighbourhood Fund web page via westgatetunnelproject.vic.gov.au/neighbourhoodfund.

Please note:
• applications must be submitted by an individual with authority to do so on behalf of their group/organisation
• applicants must only submit one application per proposed partnership
• incomplete or ineligible applications will not be considered.

4.2 Before you apply

The application process involves an online form.

Please have the following information ready before you start filling out the application form. The application must be completed in one session. An incomplete application cannot be saved.

• Information on the applying organisation including:
  ◦ Name, address, contact details
  ◦ Incorporation Registration Certificate
  ◦ ABN
  ◦ Public Liability Insurance certificate.

• Completed forms
  ◦ Evidence of land ownership (e.g. rates notice) or landowner permission
  ◦ Budget summary.

• Information about the proposed project:
  ◦ Project name
  ◦ Type of project (capital works, purchase, other initiative)
  ◦ Details about the project
  ◦ Location of the project (Maribyrnong or Hobsons Bay city council area)
  ◦ Information about land ownership and/or council approvals (if relevant)
  ◦ Which priority area/s the project represents.

• Responses will be required for the below:
  ◦ How will the project improve community connectedness and cohesiveness?
  ◦ How will the project fill a community need?
  ◦ Describe your organisation’s capacity to deliver the project, including any in-kind contributions.

• In relation to project costs, you will be asked for:
  ◦ The total cost of the project
  ◦ Your organisation’s contribution
  ◦ How much funding you are seeking
  ◦ Any other funding sources you have already secured.

4.3 Getting assistance

If you have questions about the West Gate Neighbourhood Fund – Partnerships or require assistance in submitting an application, please contact 1800 105 105 or email info@wgta.vic.gov.au. If you require an interpreter, please call 13 14 50.
5. Terms and conditions

Partnerships which receive a funding offer from the West Gate Tunnel Project, Major Transport Infrastructure Authority will be required to enter into a funding agreement and accept terms and conditions as provided by the relevant council in relation to the specific project which has been proposed.

6. Privacy collection notice

The Victorian Government and Transurban Limited are partnering to build the West Gate Tunnel Project (Project). The Project is being delivered on behalf of the Victorian Government by the West Gate Tunnel Project team of the Major Transport Infrastructure Authority (WGTP MTIA), an administrative office in relation to the Department of Transport established under the Public Administration Act 2004.

The WGTP MTIA is collecting your personal information in connection with the Project, for the purposes of administering the West Gate Neighbourhood Fund (Fund) Partnerships program.

We may disclose this information to the Major Transport Infrastructure Authority and relevant third parties for these purposes, including:

- Hobsons Bay City Council or Maribyrnong City Council, who will receive the partnership applications through their SmartyGrants platforms
- SmartyGrants (the company that hosts the application platform)
- the Project Community Liaison Groups (CLGs), which include members of the local community, for the purposes of assessing the applications. The CLGs will only be provided with the name of the organisation applying for the partnership and the details of the project that is the subject of the application, and
- employees or contractors of the Major Transport Infrastructure Authority and other parts of the Department of Transport, for the purposes of assessing the applications.

We will only send you communications about any applications you make and updates to keep you informed on the Fund.

You may choose not to provide us with any information we request from you, but in that case we may not be able to accept an application from you, respond to your queries or take your feedback into account.

You have the right to access and correct information about you held by us. To request access or other changes to your information, or for more information about how we manage your privacy, please refer to our Privacy Policy which is available on our website at westgatetunnelproject.vic.gov.au/privacy, or contact us for a copy.

To discuss any privacy concerns or request access or other changes to the information we hold about you, please contact us on 1800 105 105 or email privacy@wgta.vic.gov.au.