

# PICK MY PROJECT

Community Info Session  
Slide Pack

# Welcome!

# What we will cover

- **Program overview** (20 mins)
  - What is Pick My Project?
  - How it works
  - Guidelines
  - Resources and support
- **Q&As** (20 mins)
- **Group discussion** and networking (20 mins)



# In your handout



## PICK MY PROJECT

### Guidelines

Pick My Project is a community grants initiative, with \$30 million available to fund local projects. Come up with a project idea, vote for your favourites and make your community an even better place to live.

#### How should I use these Guidelines?

Read these guidelines, along with other Pick My Project information such as Frequently Asked Questions (FAQs), before you submit your project idea.

#### What's the process?

Step 1: Submitting your project idea (May – June 2018)

1. Start thinking about a great idea for a project that could make your community an even better place to live.
2. Chat to your friends and neighbours about your project idea and get their thoughts before you write your application.
3. Read these guidelines to make sure you and your project idea are eligible for funding.
4. Identify and seek agreement from an eligible organisation to partner with you to help deliver your project.
5. If your project idea is for something on land, you'll need acknowledgement from the landholder for the project to be eligible. Download our Landholder Acknowledgement Form and attach your completed form to your application. If your project is on local or State Government owned or managed lands, the Pick My Project team will liaise with them on your behalf during the eligibility review period.
6. Work with your partner organisation to cost your project to ensure your proposed budget is realistic, using the budget guidance material provided.
7. Remember to submit a great photo for your project to encourage your community to vote for your project! Make sure you have the approvals required to use the photo in your promotion.

Step 2: Review (June – July 2018)

At the end of the application phase, we'll confirm your project's eligibility by:

1. Reviewing your application against these guidelines. This will include an initial assessment of your budget.

[pickmyproject.vic.gov.au](http://pickmyproject.vic.gov.au)  
contact@pickmyproject.vic.gov.au  
1800 797 818

An example of a Pick My Project application form. It includes the 'PICK MY PROJECT' logo and a yellow 'EXAMPLE' banner. The form is titled 'About Your Project Partner' and contains several sections with input fields: 'Partner organisation name (required)' with the example 'Friends of Smallville Botanical Gardens'; 'Partner contact name (required)' with 'John Smith'; 'Partner contact email (required)' with 'john.smith@friendsofsmallville.vic.gov.au'; 'Partner contact phone (required)' with '(03) 1589 3167'; 'Partner street address (required)' with '100 Park Boulevard, Smallville 3892, Victoria'; and 'Partner postal address' with 'Same as above'. A section titled 'Please choose the type of partner from the following options (required)' lists several categories: Registered Not-for-Profit Organisation, Incorporated Community Group, School, kindergarten and child care centre, Library corporation, Local council, State government agency, and Other.

What is...

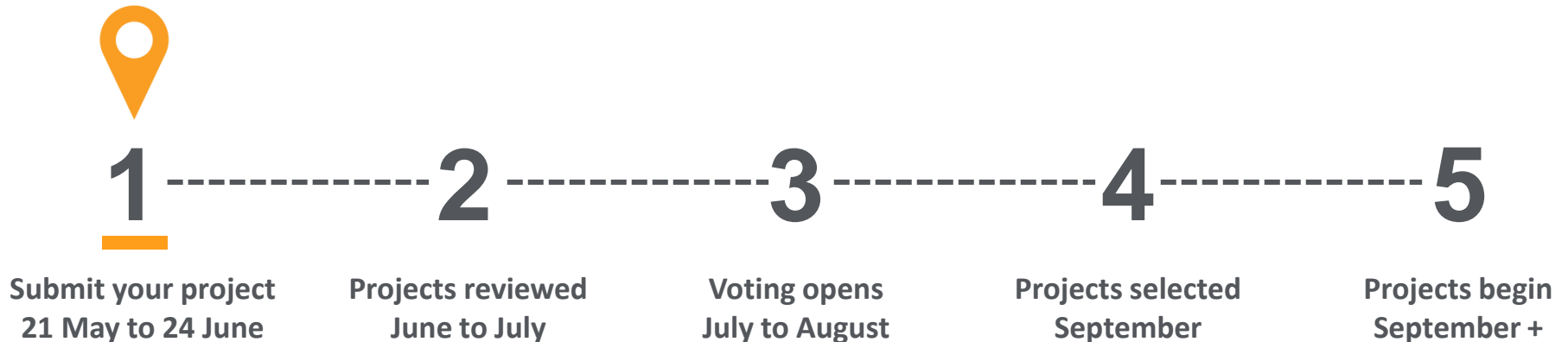
**PICK MY**  
**PROJECT**

# What is Pick My Project?

- *Pick My Project is a new state-wide community grants program, that provides Victorians a chance to make their community an even better place to live*
- *A Victorian first, with **\$30 million** available for community ideas*
- *A **pilot program**, testing a different way of accessing community grants*
- *A **digital program**, with face-to-face activities, and support from the Pick My Project team*

# How it works

- *Between May and September 2018, Victorian residents aged 16 and over can come up with project ideas, and vote for their favourite local projects*
- ***[pickmyproject.vic.gov.au](http://pickmyproject.vic.gov.au)** - Online platform for accessing resources, submitting project ideas, and voting*



# To submit you need...

- a. *Project idea(s) that meet the **guidelines***
- b. *Agreement from a **partner organisation***
- c. ***Landholder acknowledgement**  
(for projects delivered on land)*



1

Submit your project  
21 May to 24 June

2

Projects reviewed  
June to July

3

Voting opens  
July to August

4

Projects selected  
September

5

Projects begin  
September +





**What project ideas are eligible?**

# Guidelines: Eligibility

To be eligible for funding, projects must:

- *Align with the project objective of **making your community an even better place to live***
- *Fit within the **project categories***
- *Cost between **\$20,000 - \$200,000** (including GST)*
- *Be **open and available** to the wider community (ie., not locked behind doors / gates)*
- *Be completed within **12 months**, from the signing of the funding agreement. This will not include time spent to secure any necessary development approvals and permissions*
- *Be funded through **one-off funding** (additional funding sources are allowed if needed)*

# Guidelines: Ineligibility

## What can't be funded?

- *Projects that don't meet the guidelines, terms and conditions*
- *Ongoing operational or maintenance costs*
- *Projects through which the applicant or immediate family will personally profit*
- *Projects that have already commenced*
- *Project outside of Victoria*
- *Illegal, malicious or discriminatory activities or projects*
- *Projects that conflict with government or landholder policy or practices*
- *Projects already accounted for in local council's 2018-2019 budget statement*
- *Projects consisting only of feasibility studies, research/study placements, business cases or similar reports*
- *Projects deemed unfeasible (eg., budget, time constraints, legislative constraints, technical constraints or similar)*
- *Projects that are for a private or 'for-profit' purpose*

# Project categories

- **8 categories included within the Guidelines**
- **Your project idea(s) will need to fit within a category**
- **Categories and examples include...**

# Project categories

## Mobility and transport

→ *New drinking fountains, seats or shading on a walking path; a transport bus for senior citizens; bike repair infrastructure on cycling paths*

# Project categories

**Community  
infrastructure,  
open space,  
sport and  
recreation**



*New sport club change rooms;  
smart lighting; upgrades to  
community halls and function  
spaces; playground upgrades*

# Project categories

**Community  
inclusion,  
health and  
safety**

→ *Lighting for a community park;  
free classes for yoga or Bollywood  
dance; collecting local stories from  
across your neighbourhood*

# Project categories

## Arts and culture

→ *Arts centre urgent repairs; cultural open days or festivals; a neighbourhood multicultural cookbook; public art programs*



# Project categories

## Environment, sustainability and waste

→ *'Nature-play' spaces; community gardens; street recycling and composting; front-yard farming; local beehives; curb-side planting; solar street lighting; urban landscaping*

# Project categories

## Innovation and technology

→ *Tech hub to teach computer skills;  
3D printers; subsidised co-working  
spaces and innovation hubs*

# Project categories

## Education, training and skills

→ *Reading classes for adults;  
household budgeting support;  
language learning classes  
(including English); computer skills  
programs*

# Project categories

**Jobs,  
economic  
development,  
agriculture  
and tourism**

→ *Local music festivals; community produce markets; business support hubs; sole-trader networking breakfasts and seminars*

# Advice on your project idea →

- *Submit **as many ideas as you like***
- *Think about the voting process, and **how your local community will benefit and get excited** about your project idea, why will they vote for your great project idea?*
- ***Talk through your project idea with colleagues, friends or family** before you post it, to get their feedback, and refine your idea*
- ***Test your budget** with your partner organisation, to make sure you have all bases covered*
- **SAVE YOUR APPLICATION REGULARLY!**



# How to find a partner organisation?

# What is a partner organisation?

You need a partner organisation to manage any grant funding received through Pick My Project. Without a partner organisation your project cannot progress to the voting stage.

**Please note:** You can submit idea(s) AND be part of your partner organisation

## To be eligible, a partner organisation must:

- have the capacity to deliver and manage the project funding
- agree to deliver and manage the project funding
- have an ABN

## Eligible organisations could include:

- Incorporated community groups
- Registered not-for-profits
- Local schools, kindergartens, libraries and councils
- State Government agencies

# Partner organisations can be found by →

- *Asking around through your local networks eg., friends and colleagues*
- *Visiting and searching through **community service directories***
- *Attending a **community event** near you to meet others in your community looking submit or partner on project ideas*
- *Asking for recommendations or advice on our **Facebook page***



# Submitting your project idea

- *You have an example application form in your info pack tonight for ‘Smallville Botanical Garden’*
- *Applications require:*
  - *Project Partner information*
  - *A description of your project idea, what is it, and how will it benefit the local community*
  - *A photo that represents your project idea*
  - *A budget (checked with your partner organisation)*
  - *Approvals*

# Review and voting

- *Between June and July the Pick My Project team will be reviewing the project ideas **against the project guidelines**.*
- ***Voting on eligible project ideas** will be open through August.*



# About the voting process →

- **Online** voting process, with help from the contact centre if you need support with using the website
- **Voting system will** encourage you to look at what else is on offer in your local area
- Funding allocated using the Government's Regional and Metropolitan **Partnership Areas**
- Focused on **equity and fairness** – metro vs regional, small vs larger towns, and across project categories
- **More details about voting process**

# Funding & Partnership Areas

- *Funding is allocated across the **15 Partnership Areas** (6 Metro / 9 Regional)*
- *\$15 million to Metro, \$15 million to Regional*
- *Funding amount **calculated by population**, with minimum \$1 million in each Partnership Area*
- ***No more than half** of funding can go to one Local Government Area*
- ***No more than half** of funding can go to one project category*



# Resources and support

**Contact Centre:** 1800 797 818

*For further advice about eligibility, terms and conditions, partner organisations, using the website, or to speak to our staff in a different language*

**Website:** [pickmyproject.vic.gov.au](https://pickmyproject.vic.gov.au)

*To access information resources, budget advice, guidelines, submit your project idea, or find out about community events near you*

**Facebook page:** [facebook.com/pickmyproject](https://facebook.com/pickmyproject)

*To see who else is talking about this, post comments or questions, and to find your potential partner organisation*

# Thank you!

Questions about...

**PICK MY**  
**PROJECT**