

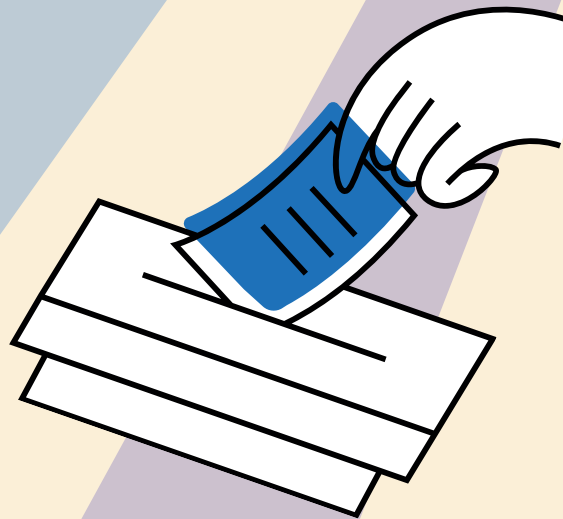
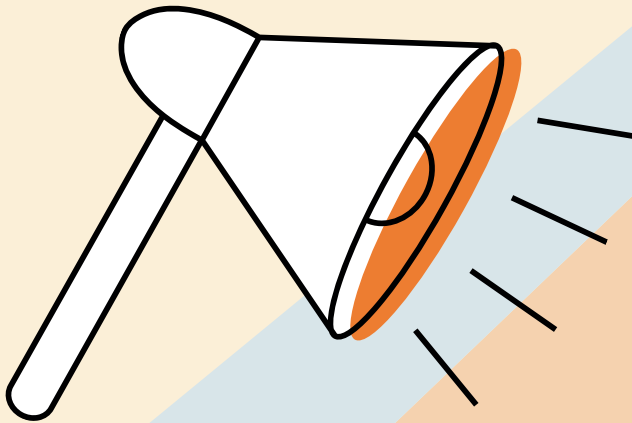
Parliament
of Victoria



Civic Partnership Projects

APPLICATION GUIDELINES

2021



Program Aim

Parliament of Victoria, in partnership with Neighbourhood Houses Victoria, is offering grant funding for Neighbourhood Houses to promote and provide education and/or experiences around civic participation, engagement with parliament and understanding of democracy in their communities.

The aim of this partnership is to increase community understanding and confidence in:

- Civic participation
- Democratic process
- Advocacy
- Civic leadership

We welcome creative approaches to the subject matter, and hope to reach a broad spectrum of demographics and areas with this program.

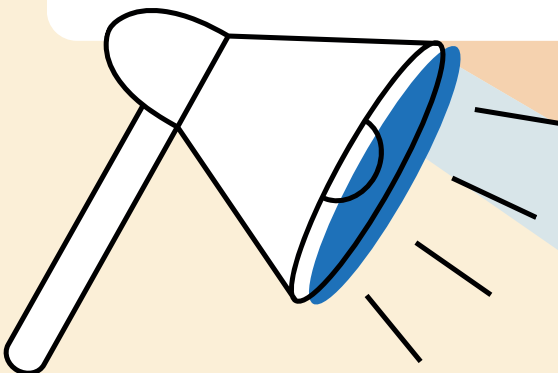
Projects should be non-partisan, and should not be issue-based, but instead focus on the greater concepts and empower attendees to become active participants in democracy in Victoria.

Projects

The types of projects eligible for funding through this program are flexible – it may be workshops, media (like promotional videos), a series of speakers – we are happy for you to get creative!

If you have a creative idea and you'd like to confirm eligibility, please feel free to get in touch and we can discuss your idea.

Brittany Prentice – brittany@nhvic.org.au



Terms and Restrictions

Restrictions for this grant program:

- The funded projects must be non-partisan.
- The project may support advocacy efforts by promoting advocacy and educating participants about their power of participation, but the project cannot be issue-focused.
- The focus of the project should be on Victoria's system of parliamentary democracy, but may discuss other levels of government (local and federal) in conjunction (eg. Where you are providing education on the systems overall)
- The project must take place between 15 February 2027 and 15 June 2027.
- The project must be open to the public. Schools have a different stream of access to Parliament, so school programs will not be considered in this grant program.
- Projects running in an existing class or program must demonstrate in their application how this will differ from business as usual, keeping in mind that it must be open to the public.
- Previous recipients can reapply, however the project must be demonstrably different to the previous program. New audiences will be prioritised.

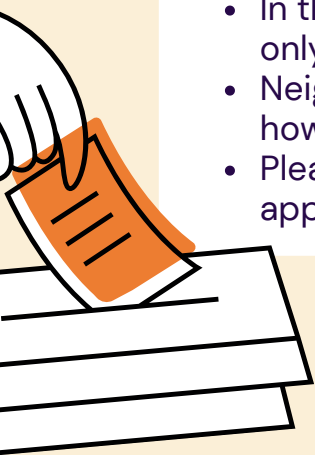
The funding may be used to cover production of materials, expert speakers, staff costs, transport, and other items.

The funding may not cover:

- Venue hire (an exception will be made if the applicant can provide evidence that their existing premises would be insufficient for the project.)
- Catering costs may not exceed 20% of the funded amount.

Who Can Apply

- Current financial members of NHVic
- Only one application per Neighbourhood House will be considered
- In the case of multiple organisations working together in partnership, only one combined application should be submitted.
- Neighbourhood Houses may partner with other organisations, however the primary applicant must be a Neighbourhood House.
- Please include a letter of intention from partner organisations in the application.



Funding

Each successful Neighbourhood House will receive up to \$3,000 to run their project.

As this grant program is for all houses and centres in Victoria, we will be seeking state-wide coverage across the total grant pool covering metro, regional and rural/remote Houses and Centres.

Parliament of Victoria may be able to offer successful applicants assistance in these areas, pending availability and sitting dates, if required:

- Access to Victorian Parliament spaces
- Tours of Victorian Parliament
- Assistance connecting with sitting members
- Photography or video support for documenting the event.

These will not incur cost, though you may like to factor in reasonable transport costs if required.

Regional and rural Neighbourhood Houses can apply for up to an additional \$500 funding if they are including a visit to Parliament House to cover the costs of transportation.

Successful applicants will receive 80% of the funding once the funding agreement is signed prior to the project, and the remaining 20% upon completion.

Timeline

Applications open: 8 September 2026

Applications close: 30 October 2026

Applicants notified of outcomes: late November 2026

Kick off meetings: Jan/Feb 2027

Projects must take place: between 15 February 2027 and 15 June 2027.

Acquittals due: 3 weeks after completion of the project, or 30 June 2027, whichever is sooner.

How to Apply

1. Review guidelines
2. Attend info session
3. Consult community in the planning and development process
4. Engage partners if required
5. Draft your application
6. Proofread and submit before 1 November 2026.

Criteria

1. Educating and/or promoting civic participation and/or democratic process
2. Impact and community benefit
3. Community development approach
4. Innovation

Successful applicants will be expected to produce a minimum 3 high quality photos during the acquittal process. As many images and videos as possible is ideal! Please let us know if you need assistance in capturing the event and we will do our best to offer assistance.

Assessment

Applicants will be assessed for eligibility before being passed to the assessment panel. If the eligibility is addressable (ie. Outstanding membership renewal), applicants will be offered an opportunity to address the issue prior to being disqualified.

A panel of three assessors will consist of one NHVic staff member, one NHVic Board member, and one Parliament of Victoria staff member. They will assess the project according to the criteria above. They may also take into consideration spread of subject matter and demographic.

Applicants will be notified of outcomes once the panel has completed their assessment.

Parliament of Victoria



Neighbourhood
Houses Victoria™

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