

Community Grants Program Guidelines

Updated June 2017

Melton City Council



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Community Grants Program

Melton City Council recognises the contribution that community groups, clubs and organisations give to making our City a thriving community where everyone belongs.

Council understands that at times, these groups seek financial support from Council to enable a better response to local needs.

Council's Community Grants Program provides opportunities for community organisations to apply for funding to support them establish themselves, and lead projects and initiatives that benefit the Melton community.

These Guidelines provide information on the application and assessment process for funding.

Available Grants Programs & Categories

The grants programs and categories are listed below. The general guidelines apply to all grants unless specifically stated otherwise:

Program	Description/Category	Applications Open	Page
Semi-Annual Grants	<ul style="list-style-type: none"> Community Project Grants may apply for up to \$10,000 (matching dollar-for-dollar threshold of \$5,000) 	February & June	10
	<ul style="list-style-type: none"> Entry-Level Grants for groups with limited grant experience may apply for up to \$2,000 		12
Bi-Monthly Responsive Grants	Projects that demonstrate requirement for responsive support may apply for up to \$2,500	Bi-Monthly	13
New Group Establishment Grants	New groups seeking funds for key establishment costs may apply for up to \$2,500	Bi-Monthly	14
Resident Achievement Donations	Recognising achievements of those participating in activities at a 'higher' level than local participation, can apply for up to \$750 (depending on category)	Bi-Monthly	15
The Club Caroline Springs Grant Program	<ul style="list-style-type: none"> Community Project Grants may apply for up to \$10,000 (matching dollar-for-dollar threshold of \$5,000) 	October (Partner programs are administered concurrently)	18
HRV/Tabcorp Park Grant Program	<ul style="list-style-type: none"> Entry-Level Grants may apply for up to \$2,000 		19

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General Guidelines

The following general guidelines apply to all grant categories offered under the Community Grants Program unless specifically stated otherwise under the relevant grant funding categories.

Who is eligible to apply for Community Grants?

Applications are accepted from the following organisations:

- incorporated not-for-profit community groups or organisations located in and/or providing the activity within the City of Melton
- community groups and organisations with appropriate auspice support
- community groups and organisations providing support, services or programs to people living in the City of Melton

What will be funded?

Grants offered under Council's Community Grants Program support community groups and organisations to lead projects and initiatives that provide a benefit to the community.

Funding is available for projects that:

- increase community participation;
- provide services and facilities that strengthen community health and wellbeing;
- promote and develop local pride (including in the field of arts and the environment); and
- promote community leadership.

If you would like further information about the priorities for Council, please refer to the Council Plan (2017-21) at www.melton.vic.gov.au or speak to the Community Funding Officer.

What won't be funded?

Council provides a variety of avenues to our community for support and funding assistance. The Council's Semi-Annual Grants are just one of these avenues.

The following list identifies the types of projects that cannot be funded under this program. Potential applicants are encouraged to contact Council's Community

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Funding Officer or refer to Council's website www.melton.vic.gov.au to identify alternative options for support and funding assistance.

Funding will not be available for projects:

- where the primary focus is to promote specific political or religious views (however political or religious groups may apply for projects that are not promoting their views and provide broad community benefit)
- that are facilitated by local schools/education providers that are limited to students only. Core school curriculum and school concerts cannot be considered
- that are the clear responsibility of other levels of government, e.g. school curriculum, infrastructure, concerts
- seeking support over \$1,000 for exclusive events (events that do not include broad community participation)
- seeking support for ongoing recurrent operational costs, e.g. permanent staff, ongoing salaries, maintenance, venue hire
- already receiving Council funds to do the same or similar activity
- deemed to be duplicating existing services in the municipality
- that facilitate routine and regular maintenance work to existing facilities
- based at facilities where there is little or no public access
- that operate solely for the purpose of fundraising for individual gain
- that are the responsibility of Council to deliver or where the funds will be administered or managed fully or in partnership by Council
- eligible for assessment within the funding threshold of Council's Community Service Organisation Support Funding Program
- that are profit making ventures
- for purchase of equipment and material to address Occupational Health and Safety issues; this is considered to be the responsibility of the agency or organisation concerned
- that take place outside the City, unless it is an element of an ongoing project and has a demonstrated and direct benefit to the City of Melton community

Applicants must have:

- 80% of project participant's living in the City of Melton;

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- an ABN;
- Public Liability Insurance of up to \$20 million;
- discussed the project application with the Community Funding Officer or a relevant Council Officer (the Community Funding Officer can direct you to the appropriate officer); and
- obtained quotations for goods and services from reputable suppliers such as industry accredited suppliers (we encourage applicants to source from suppliers within the City of Melton and to source catering):
 - one quote for goods or services valued at over \$250,
 - two quotes for goods or services over \$1,000.

Applicants must include the following documents:

- Certificate of Incorporation;
- Statement of Supplier if no ABN provided;
- Quotations (as above);
- copy of Public Liability Insurance of up to \$20 million; and
- other supporting documentation, e.g. project plan, letters of support (if available).

General grant conditions:

1. Applications for projects such as community events, training programs, or similar activities - where participants are charged entry or participant fees - must declare the charge per participant and the expected number of participants.
2. Successful applicants will be required to complete the grants acquittal process as outlined on page 9.
3. Applicants who have previously received funding through Council grants will only be considered if they have met all acquittal conditions for that previous funding.
4. Successful grant recipients are strongly encouraged to participate in capacity building training opportunities identified by Council Officers.
5. Projects must commence within six months and be completed within twelve months from the date of notification of approval. Retrospective funding will not be provided for projects already commenced.
6. Schools are not eligible to apply directly to the Community Grants Program, however, schools may be the beneficiary and/or partner with other community organisations.

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How do I apply?

Applications for grants under Council's Community Grants Program are made online. You will need to go to the SmartyGrants website: www.melton.smartygrants.com.au to view the application form and to make an application. If you are unable to access the internet, Council can support you by directing you to one of the community facilities that provide public internet access.

Applicants are required to submit their applications by the closing date and time of the program, as late applications will not be accepted.

To assist you in completing your application, please note the following tips:

- You will need access to internet and an email address to make your application
- Access to the Application Form will not be available until the opening date
- The online system will not accept incomplete applications
- All questions marked with an asterisk* must be completed
- Review your application carefully before submitting, as once submitted you cannot go back to make any more changes
- When you submit an application online, you will receive an application number, please make a note of this and, where possible, print and keep a copy of your application for future reference

Applicants will be notified via automatic email that their application has been received.

Grant support and workshops

Council provides FREE Grant Writing Workshops to community members. Details of upcoming workshops will be listed on the Community Groups training calendar section of the webpage.

If you require any further information about Council's Community Grants Program, or assistance in completing your application online, please contact Council's Community Funding Officer well in advance of the closing date of the grant round:

Phone: 9747 7200 - Interpreters can be booked if requested.

Email: communitygrants@melton.vic.gov.au

How are applications assessed?

Step 1 Council officers will check eligibility of all grant applications.

Step 2 Internal review by relevant Council Officers.

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Step 3 Eligible applications are assessed by an independent assessment panel against specified assessment criteria (see grant categories for details).

Step 4 Recommendations are submitted to Council for final approval.

Please note that meeting the assessment criteria does not automatically guarantee funding.

Applicants should also note that the level of funding available through the Community Grants Program grant rounds is limited and applications are considered against the criteria in competition with other applications.

How long until we hear application outcome?

Applicants can generally expect to hear an outcome of funding applications:

- 3-4 months for bi-annual and partner rounds
- 1 month for bi-monthly responsive and establishment grants

Successful applicants must attend grant presentation events, where relevant.

Unsuccessful applicants are encouraged to seek feedback on their application from the Community Funding Officer.

Acquittal Report and Close-Out Meeting

Successful applicants are required to complete the grant acquittal and close out process within 12 months of receiving funding or 2 months of completion of the project (whichever is sooner).

The acquittal report outlines the key achievements of your project and reports on how funding was spent. An acquittal form is linked to your online application and should be submitted the same way.

The close-out meeting is a short meeting between relevant grant applicant members and Council Officer(s). The meeting allows Council Officer(s) to check funding expenditure, gain greater understanding of project success and challenges, and assist applicant identify future sources of funding for their projects.

Auspice Organisation

If your group is not incorporated or does not hold current public liability insurance, you may still apply through an auspice organisation.

An auspice is an organisation that is incorporated and holds current public and products liability insurance. The organisation receives the funding on your behalf and

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distributes the funds to your group for the delivery of the project. A letter confirming the auspice arrangement must be attached to the application.

A suitable auspice organisation might be an organisation you have worked with previously or a larger organisation working in a similar field that could be approached.

Please contact the Community Funding Officer if you would like more information.

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Semi-Annual Grants

Council's Semi-Annual Grants have two rounds open each year. Grant rounds open on the first day, and close on the last day, in both February and June. These grant rounds include two grant categories:

- Community Project Grants
- Entry-Level Grants (for groups with low grants experience)

Semi-Annual Grant Timelines

Round Opens	Administration & Assessment	Funds Distributed (ETA)
February	March – May	June
June	July - September	October

Community Project Grants

Community Project Grants are available to eligible community organisations, clubs and not-for-profits to apply for.

Community Project Grant conditions:

1. Maximum grant amount applicants can apply for is \$10,000.
2. Applicants must provide a matching dollar for dollar contribution for applications over \$5,000 (e.g. if you are applying for \$7,000 in grant funding you must contribute \$2,000 towards the project costs).
3. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement. All conditions under General Guidelines, unless specified separately in the above, apply.
4. All conditions under General Guidelines, unless specified above, apply.

Applicants **must** discuss their application with a relevant Council Officer prior to submitting an online application.

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Community Project Grants Assessment Criteria

Priority Area	Assessment Criteria	Weighting
1. Community Need	<ul style="list-style-type: none"> Project responds to an existing or emerging community need Evidence has been provided to support the identified need The identified need is a priority issue for Melton City Council to address 	40%
2. Community Benefit	<ul style="list-style-type: none"> Who is involved in the project planning and delivery, will new community partnerships and connections be developed Clear identification of the individuals, groups or broader local population that will benefit from the project Clear demonstrated outcomes of the project beyond the applicant to reflect benefit to the broader community 	20%
3. Ability to Deliver Project	<ul style="list-style-type: none"> Project plan in place demonstrating the steps to be taken to deliver the project A complete, realistic and achievable budget provided Project includes other sources of funding Evidence is provided demonstrating how the project will continue into the future if it is an ongoing event or activity 	20%
4. Commitment to supporting the values of the City of Melton	<ul style="list-style-type: none"> Applicants demonstrated participation and engagement in other community events and activities Applicants demonstrated support for the values of Melton City Council Applicants demonstrated support to address or promote health & wellbeing outcomes for the community 	20%

Entry-Level Grants

Council's Entry-Level Community Grants provide an easy-to-navigate and complete grant process for clubs and groups with little-to-no experience implementing grant funded projects and/or significant challenges submitting grant applications.

Funding is available for small projects that:

- increase community participation;
- provide services and facilities that strengthen community wellbeing;
- promote and develop local pride; and
- promote community leadership.

Entry-Level Grant conditions:

1. Maximum grant amount applicants can apply for is \$2,000.
2. Applications are accepted from community groups/organisations that have little-to-no experience implementing grant-funded projects and are assessed by Council Officers to face significant and demonstrated challenges applying for Council's regular Community Project Grants (contact Community Funding Officer to discuss).
3. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.
4. Entry-Level Grant Applicants **must** discuss their application with relevant Council Officers (preferably face-to-face meetings at Council venues).
5. The Entry-Level Grant is available to both incorporated community associations and groups that are unincorporated. Unincorporated groups are expected to have an auspice organisation OR will be matched with a suitable organisation to create an auspice agreement with if their grant is successfully approved funding.
6. All conditions under General Guidelines, unless specified above, apply.

Entry-Level Grants Assessment Criteria

Priority Area	Assessment Criteria	Weighting
1. Community Need	<ul style="list-style-type: none"> • Project responds to an existing or emerging community need 	40%
2. Community Benefit	<ul style="list-style-type: none"> • Project is likely to build applicants project and grant management capacity 	20%
3. Ability to Deliver Project	<ul style="list-style-type: none"> • Key project activities are defined • A realistic and achievable budget provided 	20%
4. Commitment to Supporting the values of the City of Melton	<ul style="list-style-type: none"> • Applicants demonstrated participation and engagement in other community events and activities • Applicants demonstrated support for the values of Melton City Council 	20%

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Bi-Monthly Responsive Grants

Council's Bi-Monthly Responsive Grants provide funding to community groups and organisations to support them to lead responsive projects and initiatives that provide a community benefit to an unexpected or emerging community need.

Funding is available for small projects that respond to an unexpected or emerging need to:

- increase community participation;
- provide services and facilities that strengthen community wellbeing ;
- promote and develop local pride; and
- promote community leadership.

Applicants will be notified of an outcome of their grant application within three weeks of close of round.

Bi-Monthly Responsive Grant Round Timeframes					
Jul	Sept	Nov	Jan	Mar	May

Bi-Monthly Responsive Grant conditions:

1. Maximum grant amount applicants can apply for is \$2,500.
2. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.
3. To be eligible for assessment, the applicant must demonstrate why the project could not have been reasonably planned to seek funding under the Semi-Annual, The Club Caroline Springs, or Harness Racing Victoria & Tabcorp Park Grants Programs.
4. Assessment process for applications made under Bi-Monthly Responsive Grants are assessed under the Community Project Grants assessment criteria as outlined on page 11.
5. All conditions under General Guidelines, unless specified above, apply.

Applicants **must** discuss their application with a relevant Council Officer prior to submitting an online application.

New Group Establishment Grants

Council’s New Group Establishment Grants provide funding to promote and develop the establishment of new community groups, clubs and/or associations.

Applicants will be notified of an outcome of their grant application within three weeks of close of round.

New Group Establishment Grant Round Timeframes					
Jul	Sept	Nov	Jan	Mar	May

Establishment Grant conditions:

1. Maximum grant amount applicants can apply for is \$2,500.
2. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.
3. New groups may seek funding to assist with establishment costs which could include incorporation costs, public liability insurance, promotion and recruitment of new members, venue hire (for purpose of establishment) and operational items such as stationary and equipment.
4. All conditions under General Guidelines, unless specified above, apply.

Applicants **must** discuss their application with a relevant Council Officer prior to submitting an online application.

Establishment Grants Criteria:

Priority Area	Assessment Criteria	Weighting
1. Community Need	<ul style="list-style-type: none"> Establishment of the group responds to an existing or emerging community need 	60%
2. Ability to Deliver Project	<ul style="list-style-type: none"> A realistic and achievable budget and quotes are provided 	20%
3. Commitment to Supporting the values of the City of Melton	<ul style="list-style-type: none"> Applicants has demonstrated support for the values of Melton City Council 	20%

Resident Achievement Donations

The Resident Achievement Donations recognise the achievements that are made by City of Melton residents participating in academic, recreational, community and artistic activities at a 'higher' level than local participation. The Donations support and recognise City of Melton residents with outstanding talent, ability, achievement and significant community contribution.

Funding is allocated at the end of each month on a competitive basis. Once the allocated funds are exhausted, no additional funding will be available within the financial year. Prospective applicants will be advised accordingly.

Applicants will be notified of an outcome of their grant application within three weeks of close of round.

Resident Achievement Donation Round Timeframes					
Jul	Sept	Nov	Jan	Mar	May

Who can apply?

- Applicants must be permanent residents of the City of Melton.
- Applicants must be participating in an individual sports competition or be a member of a State or National Team.
- Applicants must be representing Australia or Victoria in a recognised International/National/ State event or competition. Applicants will be required to provide evidence from the National/State organisation they are representing. For example, Victoria/Australia in an officially recognised team.
- The event must be of National significance to be considered in the Academic, Community & Arts category.
- For Academic, Community and Arts applications, applicants must provide evidence that they are an emerging or professional Artist;
 - **Emerging** - someone in the first five years of their art form/practice. The person can be emerging at any age providing they prioritise their arts development above everything else.
 - **Professional** - An individual who has a tertiary qualification/s in the Arts or has an extensive history working in the Arts and is recognised by their peers in the Arts industry as holding professional Art status.
- Only **one** donation per person will be made per financial year and **no more** than **two** donations in a **five year period**.

Donation Category

Individual Competitor

- Competition or event internal to Victoria: \$250 maximum
- Competition or event external to Victoria: \$500 maximum
- Competition or event external to Australia: \$750 maximum

Sporting Events - Definition

1. Must be an officially recognised event by the State or National Sporting organisation/association as endorsed by the Department of Planning and Community Development (Sport & Recreation Victoria) or the Australian Sports Commission. List of endorsed organisations/associations can be found at: <http://www.dtpli.vic.gov.au/sport-and-recreation/find-sports-organisations> and <http://www.ausport.gov.au/>.
2. Must have a set of rules and code of conduct.
3. Must be competitive in nature.

Sporting Events – What will be funded?

1. Travel and accommodation costs of applicant or parents.
2. Equipment and uniform essential for the event.
3. Entry/registration fees to event/s.

Academic, Community & Arts Events – Definition

1. The Donations assist individual residents with pursuit of professional development opportunities in Academic, Community, and Arts initiatives and activities.

Academic, Community & Arts Events – What will be funded?

1. Attendance fees for professional development workshops/programs.
2. Attendance fees for professional development programs either with a mentor or a professional artist.
3. Conference fees.
4. Master class fees (must be with a leading national or international recognised professional organisation).

Resident Achievement Donations Conditions:

1. Where the applicant is under 18 years of age, any payments will be made to the applicant's parent/guardian.
2. Applications for coaches will not be funded.
3. In cases where several residents in the City of Melton have applied for funding to participate in the same competition, the Melton City Council reserves the right to allocate a maximum amount of funds for the one competition.
4. Funding is ineligible to applicants that are members of a club or team involved in interstate or overseas competition which is not officially representing the State or Australia.
5. An Acquittal Form must be completed online within six weeks of the completion of the event. The information sought through this acquittal will only be used by the Melton City Council for the purposes of exhibiting the programs to which this funding was allocated. It may be published in Council documents and publications.

Documents you must attach to support your application:**For Sporting Events**

- A letter of support from your local club/coach/manager;
- Evidence of selection in an official event (State/National); and
- Financial summary of how the donation will be expended.

For Academic, Community and Arts Events

- A copy of the brochure or promotional material of the program you propose to attend;
- Proof of booking details and costs of the proposed program;
- Letters of offer to the event/s; and
- A one page CV relevant to your most recent academic achievement, significant community contribution or art form area and to the activity you wish to attend.

Resident Achievement Donations Criteria

Priority Area	Assessment Criteria	Weighting
1. Applicant Achievement	<ul style="list-style-type: none"> • Applicant has demonstrated achievement at a high sporting level OR • Applicant has demonstrated development at a higher than normal participation level 	50%
2. Applicant Need	<ul style="list-style-type: none"> • Applicant has demonstrated need for funding support to participate in activity/event • Applicant has provided a clear budget of associated costs 	50%

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The Club Caroline Springs Grants

Council has entered into a partnership agreement with The Club Caroline Springs and Collingwood Football Club that commits grants to community groups within the City of Melton. The Grants provide funding to community groups and organisations, to support those leading projects and initiatives with a community benefit.

To strengthen consistency of support to the community, The Club Caroline Springs Grants Program offers eligible organisations the opportunity to apply for funding from both Community Project Grants and Entry-Level Grants categories.

The Club Caroline Springs Grants Program is administered concurrently with The Harness Racing Victoria/Tabcorp Park Grants Program.

Round Opens	Administration & Assessment	Funds Distributed (ETA)
October	November – January	February

The Club Caroline Springs Grant Conditions:

1. Successful applicants will enter into a Funding Agreement with The Club Caroline Springs/Melton City Council, which will document all funding obligations and conditions as well as reporting requirements, and grant payments will be made according to this agreement.
2. Funds must be spent on the project as described in the application.
3. Assessment process for applications made under the Community Project Grant category are as outlined on page 11.
4. Assessment process for applications made under the Entry-Level Grant category are as outlined on page 12.
5. The Entry-Level Grant is available to both incorporated community associations and groups that are unincorporated. Unincorporated groups are expected to have an auspice organisation OR will be matched with a suitable organisation to create an auspice agreement with if their grant is successfully approved funding.
6. Applications for Entry-Level Grant are accepted from community groups/organisations that have little-to-no experience implementing grant-funded projects and are assessed by Council Officers to face significant and demonstrated challenges applying for Council's regular Community Project Grants (contact Community Funding Officer to discuss).
7. All conditions under General Guidelines, unless specified separately in the above, apply.

Applicants are strongly encouraged to contact a relevant Council Officer to discuss their application.

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Harness Racing Victoria/Tabcorp Park Grants

Council has entered into a partnership agreement with Harness Racing Victoria/Tabcorp Park that commits grants to community groups within the City of Melton. The Grants provide funding to community groups and organisations, to support those leading projects and initiatives with a community benefit.

To strengthen consistency of support to the community, the Harness Racing Victoria/Tabcorp Park Grants Program offers eligible organisations the opportunity to apply for funding from both Community Project Grants and Entry-Level Grants categories.

The Harness Racing Victoria/Tabcorp Park Grants Program is administered concurrently with The Club Caroline Springs Grants Program.

Round Opens	Administration & Assessment	Funds Distributed (ETA)
October	November – January	February

Harness Racing Victoria/Tabcorp Park Grant Conditions:

1. Successful applicants will enter into a Funding Agreement with Harness Racing Victoria/Tabcorp Park and Melton City Council, which will document all funding obligations and conditions as well as reporting requirements, and grant payments will be made according to this agreement.
2. Funds must be spent on the project as described in the application.
3. Assessment process for applications made under the Community Project Grant category are as outlined on page 11.
4. Assessment process for applications made under the Entry-Level Grant category are as outlined on page 12.
5. The Entry-Level Grant is available to both incorporated community associations and groups that are unincorporated. Unincorporated groups are expected to have an auspice organisation OR will be matched with a suitable organisation to create an auspice agreement with if their grant is successfully approved funding.
6. Applications for Entry-Level Grant are accepted from community groups/organisations that have little-to-no experience implementing grant-funded projects and are assessed by Council Officers to face significant and demonstrated challenges applying for Council’s regular Community Project Grants (contact Community Funding Officer to discuss).
7. All conditions under General Guidelines, unless specified separately in the above, apply.

Applicants are strongly encouraged to contact a relevant Council Officer to discuss their application.

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Need more help?

If you require any further information or assistance about Melton City Council's Community Grants Program, please contact the Community Funding Officer or the Community Capacity Team.

Phone 9747 7247

Email communitygrants@melton.vic.gov.au