



NEW GROUPS STARTER KIT



A GUIDE FOR GROUPS THAT WANT TO THRIVE

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“Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has.”

Margaret Meade



1. INTRODUCTION

The City of Melton is a proud community made up of richly diverse cultures and passionate individuals, with amazing interests and assorted skills.

From extensive farm paddocks emerge vibrant new suburbs, new neighbourhoods and new communities with new ideas. Our City has one of the fastest growing populations in Australia.

With established and new communities comes a need to connect, share pride and develop friendships through the emergence of new groups.

For individuals it is an opportunity to develop relationships, share passions, experiences and work towards common goals.

For our community, groups provide a platform for neighbourhoods to flourish, barriers to be broken down, cultures to connect, and ideas to become reality.

Groups promote connection and inclusion enriching our lives, our sense of identity, community and place in the world.

Melton City Council recognises the importance of supporting emerging groups to continue building our colourful and vibrant future.

This kit is intended to assist and encourage new groups in their formation. It outlines the process and specific steps to help establish community groups in Melton. The kit will support and provide guidance for groups to become sustainable and provides useful resources and information.

2. DEFINING YOUR GROUP

So you want to start a new group? Great! Let's get started. The very first thing to do is to clarify what kind of group you want to set up, and what the purpose of the group will be. Here are some ideas:

Community interest or practice groups

These types of groups are formed by people who share a common passion or practice in their lives. The groups are often topic-based and members thrive on sharing their knowledge with others passionate to learn more¹.

Examples of this type of group may be:

- ▶ Gardening clubs.
- ▶ Stamp collectors.
- ▶ Professional network groups.
(people working in the same field)

Community support groups

These groups are formed where people find themselves in similar situations and circumstances to each other. Each person can each others support and strength to move forward, by sharing their own stories and experiences that connect the group emotionally. Through discovery and conversations, the group will find the best way to support each other's unique situation².

1 Adapted from FeverBee.com, <http://www.feverbee.com/2012/10/types-of-community-and-activity-within-the-community.html>, Accessed 17 June 2015.

2 Ibid.



Examples of this type of group may be:

- ▶ Diabetic support.
- ▶ Parental support.
- ▶ Drug and alcohol addiction support.

Community action and advocacy groups

These groups are formed by people wanting to change something in the community and the society as a whole. The group has common goals, and focuses on milestones to change the future. Community action groups often have very clear short and long-term goals to work towards³.

Examples of this type of group may be:

- ▶ Environmental action.
- ▶ Advocacy action for people with disabilities.

Location specific groups

These groups form to support a particular 'place' and connect the people who live, work or recreate there. The groups discuss their love of the location, emerging issues, community events, programs and attractions. Members have a genuine interest in the area and community⁴.

Examples of this type of group may be:

- ▶ Residents associations.

Event specific groups

These groups form spontaneously, generally in response to a need identified by the community. Members will meet to deliver an event or fundraiser and once these have taken place the group will often disband.

Examples of this type of group may be:

- ▶ Support for a family in the community affected by an illness or injury.
- ▶ To celebrate multiculturalism.

For more information about group development contact the Community Capacity Team on 9747 7200.

³ Ibid.

⁴ Ibid

3. EXPLORING INTEREST IN YOUR GROUP IDEA

Sometimes you have an idea, or have identified a need to form a group, informed by your own experience or those around you. If this is the case the following are some of the steps you might need to follow:

Do your research

It is beneficial to undertake some research to see if there is an existing group in your area that will meet your needs. If a similar group does exist, check whether they welcome new members or if you agree with their aim or purpose.

The internet is a good place to start. If you don't have a computer or internet access, there are a number of Council facilities that do, such as libraries, neighbourhood houses, youth and community centres.

The Melton City Council website is also full of local information.

Check out:

- ▶ Melton Community Group Directory: lists many registered groups meeting in Melton
- ▶ The Learning Directory: a range of fun and challenging learning group opportunities offered within the City of Melton
- ▶ A Guide to Disability and Aged Services in the City of Melton: lists many support groups and services
- ▶ Melton Environmental Groups mailing list.

For more information about community directory Visit: http://www.melton.vic.gov.au/Out_n_About/Clubs_and_community_groups/Community_Group_Directory

The City of Melton is rapidly growing and new groups can establish with little fanfare. Groups may not have thought to register on Council's directories, so you may have to broaden your search. If you find a group that is not located in the City of Melton, make contact with them anyway. They were once a new group too and you can learn a great deal from their experience.

For more information about groups in your area visit: http://www.melton.vic.gov.au/Out_n_About/Community_facilities/Neighbourhood_houses_and_community_centres

Who is interested in joining your group

If you have not found a group that meets your need or vision, the next step is to establish one if others in the community are interested in joining you to form a new group. To do this, you might want to explore some options to promote your intentions. You can do this in a number of ways.

Free community noticeboards

There are free community noticeboards that are available in community centres and other locations throughout the municipality. You will need to seek permission for your flyer to be displayed.

For more information about places that can display your promotional material contact the Community Capacity Team on 9747 7200.

Local newspapers

There are two newspapers that cover the Melton municipality and both offer opportunities for some free publicity, particularly if you have a newsworthy story or event:

Melton Leader

This newspaper is delivered to 46,000 homes or businesses in the municipality, along with bulk drops in many rural areas. The Melton Leader covers most of the municipality and offers community groups free publicity via the 'What's on Page'.

For more information visit:
www.meltonleader.com.au

Star Weekly Newspapers

In May 2014, Star newspapers merged with the Weekly to create the Star Weekly newspapers. As a result, two new newspapers were created to service the City of Melton, and beyond. These papers are:

- ▶ Melton and Moorabool Star Weekly.
- ▶ Brimbank North West Star Weekly.

The Melton and Moorabool Star Weekly covers the western area of the municipality, plus areas outside the City of Melton including Bacchus Marsh, Ballan and Balliang etc... (Approximate circulation, 26,500 check with newspapers for current circulation details).

The Brimbank North West Star Weekly covers the Eastern Corridor plus a large area outside our municipality including Taylors Lakes, Sunshine, Ardeer and Braybrook etc. (Approximate circulation 75,000, check with newspapers for current circulation details).

The Star Weekly newspaper offer free listing in their Community Calendar of Events.

For more information visit:
www.meltonstarweekly.com.au or
www.brimbankstarweekly.com.au

Caroline Springs Community Update Newsletter

The CS Community Update is a monthly newsletter that is distributed to 10,500 homes and businesses in the Caroline Springs area parts of Burnside and into Burnside Heights.

For more information contact:
info@monsoonprint.com.au
or Mobile: 0400 287 905

Posters and flyers

One of the most common ways to estimate interest in your idea is to design a poster or flyer. This will attract expressions of interest from the community and potential members.

Make sure your poster or flyer stands out by being:

- ▶ Easy to look at (contrast, text size, white space, limit your fonts and colours)
- ▶ To the point (limit your words, plain English, no jargon, only use an image that enhances your message)
- ▶ Pitched to your target group

Be clear about what the group is about. If your idea is not completely developed however, a few points about what you are hoping to achieve in setting up a group will be sufficient.

Make sure to include how you are contactable either by phone, email or social media.

There are a number of places you can display your flyers or posters, such as public notice boards at your local libraries, schools, neighbourhood houses, community centres and leisure facilities.

For ideas about how to design a poster try searching in your computer software templates or Google.

**Example Microsoft templates.office.com/
Templates**

Make sure you don't steal from others. Most images online are copyright protected in one way or another. Google images is not a free image source.

For more information about royalty free images visit: http://www.presentationzen.com/presentationzen/2006/01/where_can_you_f.html

Social media

Social media offers an easy and cost-effective way to promote your group and engage with existing groups members.

Facebook groups

Facebook groups allow people to come together around a common cause, issue or activity to organise, express objectives, discuss issues, post photos and share related content.

When you create a group, you can decide whether to make it publicly available for anyone to join, require administrator approval for members to join, or keep it private and by invitation only. Similar to individual facebook pages, new posts by a group are included in the news feeds of its members and members can interact and share with one another.

Top 5 Facebook group tips:

- ▶ Monitor your page.
- ▶ Post new content and respond to comments regularly.
- ▶ Be human: use plain English. If you would not use those exact words face-to-face with someone, don't type them.
- ▶ Set up house rules. Facebook has its own terms and conditions, but you can also define your page's expected code of behaviour.
- ▶ Allow posts on your page. Be prepared to listen to people and open a dialogue up with your community⁵.

For more information about Facebook groups, visit the Facebook Help Centre:
<https://www.facebook.com/help>

Keep communicating

When a person expresses interest in being part of your group, stay in contact with them. Check that you:

- ▶ Have the person's correct contact details. How they prefer to be contacted. E.g. by text, email or a phone call.
- ▶ Inform them about progress, e.g. how many people have expressed interest, and plans for meetings.
- ▶ Circulate information about relevant news (links, websites or events) that might be of interest.
- ▶ Keep a record of feedback, ideas or comments from potential members as this will be useful in the group's development.

5 Adapted from Murray (2015), Commsgodigital Blog site, <http://www.commsgodigital.com.au/2015/02/24-tips-for-managing-government-facebook-25> June 2015pages/ Accessed 17 November 2015



4. MEETING

Now that you have completed your research and attracted interest, you will need to organise for the group to meet. Sometimes people choose to meet in private homes or a local cafe. This method might not be sustainable, however, depending on the size of the group.

There are a few options for groups to explore for alternative meeting places.

Meeting venue

When finding a space to meet, consider:

- ▶ Frequency: Build momentum, but don't make the requirement too difficult.
- ▶ Time of the day: will members be able to attend during the day, in the evening, or on the weekend. Engage with members before you schedule the time.
- ▶ How much room you need: Depending on the number of people to attend and type of activity.
- ▶ Venue accessibility: Ensure that people are not excluded by choosing a venue that is physically accessible.

If you do not know of venues yourself, consider schools, health or community centres or not-for-profit organisations. You may be able to negotiate some space at no or low cost.

Melton City Council's facilities

Council has a vast array of community facilities at which groups can meet. Expressions of interest for ongoing hire are generally called for in September for the following year. You can also book a space at other times of the year subject to availability.

For more information visit:
venues@melton.vic.gov.au

Planning your first meeting

It is a good idea to be organised and well prepared for the first meeting.

Starting off on the right foot will help you develop respect and credibility. Some points you need to consider to help you to conduct the first meeting can include:

- ▶ **Organising for someone else to chair the first meeting** (for example a community worker or a leader from an established group). This will give you the opportunity to participate as another member of the group. If you decide to chair the meeting yourself, there are a few pointers to assist you on how to chair:
 - ▶ Introduce people to the group and to each other as they arrive.
 - ▶ Provide name tags.
 - ▶ Chat to people and encourage conversation to ensure that everyone is welcome and relaxed.
 - ▶ Provide refreshments for example, tea and coffee.



- ▶ **Set up an agenda.** A clear agenda will help you to guide the first meeting. Items that might be included in the agenda are:
 - ▶ Welcome people and make them feel at ease! (the website insight.typepad.co.uk and adma.com.au) have lists of easy to follow icebreakers you might want to try).
 - ▶ Draft of purpose/expectations of the group/participants feedback.
 - ▶ Report on what you have done to date, and whom you have talked to.
 - ▶ Contact list sharing/communication.
 - ▶ Leadership positions.
 - ▶ Date and time of next meeting.
- ▶ **Establish an interim committee.** It is important to set up a interim committee. This group often includes those participants who have initiated the original idea. However, during the course of the meeting new leaders will emerge and they should also be encouraged to be part of the interim committee.

Meetings are an effective way of keeping your group operations on track. There are a number of training courses and sessions available for groups. The organisation “Our Community” provides advice, connections, training and easy to use tools for people and organisations working with Community groups.

For more information and training on how to run meetings visit: www.ourcommunity.com.au

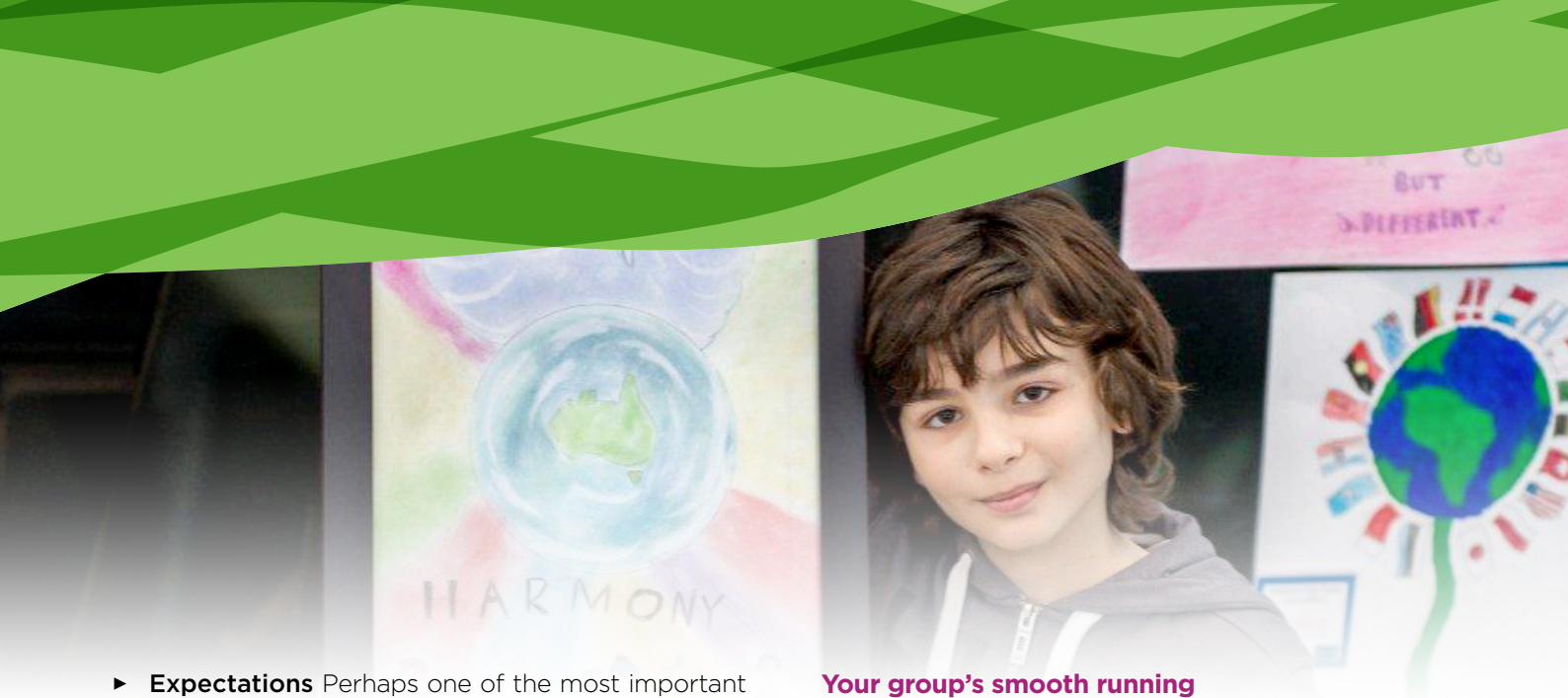
Exploring your group's expectations

Now that your group is feeling more relaxed, you can brainstorm some ideas to determine people's expectations of the group.

A whiteboard or butchers paper can be used to jot ideas down.

Brainstorm with the group:

- ▶ **Aims and objectives** Different types of groups require different discussions and strategies to start. Sometimes the purpose of the group is defined from the beginning. Other times it can change over time. For example, a seniors group can start up as a support group for older people who are feeling lonely or isolated. However, this group can develop into a book club, music group or another type of group.
- ▶ **Membership** Who do you want to attract to the group, age, mixed gender, geographical area, common interest/goals?
- ▶ **Committee** How they are elected and their roles? Model Rules are available from Consumer Affairs Victoria 1300 558 181; these can be adopted by the group or used as a guide to develop their own.
- ▶ **Cost** Do you need a small fee to pay for the venue and refreshments? Some groups develop a roster from the beginning to help bring refreshments until they raise funds to allocate for this purpose.
- ▶ **Availability** It is important to find out and discuss time commitment of participants. Will you be meeting during the day or after hours?



- ▶ **Expectations** Perhaps one of the most important aspects of this stage is for participants to outline any expectations they have of the group. This helps the group start with realistic goals and awareness of the limitations they might have as the group is formed. These will also clarify the commitment each individual has to offer to the group.
- ▶ **Statement of purpose** Once a number of people have expressed interest in belonging to your group, are meeting regularly and have had a chance to check that all participants agree with what the group's aims are, it's a good idea to develop a purpose statement. A statement of purpose does not have to be complicated. It may simply state what the group wants to do and how it will go about doing it. An example of statements of purpose may be:

The Hillside Meadows Sensory Garden is a communal garden for the senses where everyone is welcome. People who are visually impaired or people living with dementia can participate and contribute to the garden as well as enjoying nature in a safe and tactile environment.

or

The Grandparent Club is a place for grandparent to come together to share their knowledge, skills, experiences and brag about their grandchildren in a relaxed, fun and safe environment. It is a place to celebrate aging and diversity with dignity and respect.

Your group's smooth running

Every group that is working towards a common goal or cause may go through different stages and it's a good idea to be aware of these. The beginning is usually a little uncertain, with members getting to know each other, finding out about each other's thoughts, ideas and beliefs and how much time and effort each individual member will dedicate to the group etc.

The next stage might be followed by a period of uncertainty, especially if roles are not yet defined and members are getting used to each other's personalities etc. After the group overcomes these stages, the group begins to settle and members feel a sense of belonging and cooperation, everyone is united and identifies with what the group is trying to achieve.

It is important to emphasise that occasionally, groups experience disagreements and whilst in most cases these are easily resolved, at times extra support is needed for the group to continue to run smoothly. Incorporated groups are governed by a set of rules. These rules outline processes to follow if the group have reached an impasse and will provide guidance to resolve issues fairly and legally.

For more information visit: Associations Dispute Resolution www.consumer.vic.au

6 Consumer Affairs Victoria Website (2015), Resolving disputes - incorporated associations <http://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/running-an-incorporated-association/resolving-disputes> (accessed on 26 May 2015).



5. GROUP MODELS

The following suggests a couple of different models to assist in the setting up of your group. Groups can be set up in a formal or informal manner.

Group Model 1 - Informal

This option is available to groups that may never be formalised but that can come together to run a one-off event such as a fundraiser. Options are available to help you to run this event and also be protected as a result. There is a process to follow before you organise your event. A Council officer will be able to advise you of this and provide the necessary resources to make this a positive experience.

For more information about this option contact the Community Capacity Team on 9747 7200

Group Model 2 - Auspice/Sponsored

Formalising your group with an auspice or sponsored body has some advantages. Auspice/sponsored is a term used when a legal (incorporated) body takes legal responsibility on behalf of a non-incorporated body that is applying for funds or undertaking a project.

Auspice/sponsored body:

- ▶ May be able to support your group while you form and before you become legally independent.
- ▶ May be able to help you with a venue, free of charge.

- ▶ Under such an arrangement, negotiations are made for your group to be covered under the organisation's public liability insurance. You will need a public liability insurance to protect the group and its members.
- ▶ May have to follow the rules of the auspice organisation and their code of conduct.
- ▶ The sponsoring organisation will manage the group's funds.

If your group chooses not to be auspiced or sponsored you may not be able to apply for grants or funding. Funding bodies usually require groups to be either independent (legal) or under auspiced.

For more information about auspicing visit: www.nfplaw.org.au

Finding and approaching an auspice/sponsor organisation

- ▶ Speak to Council's Community Development Officer about how and where to engage an auspice body by contacting Council's Community Capacity Team.
- ▶ It's a good idea to be auspiced by an organisation that you have built a relationship with and has common values to your group. Some auspice organisations may charge a fee for administration support.
- ▶ Some groups seek to be auspiced for a short term to determine whether there is enough interest and capacity for the group to continue to operate. Others do not become independent and are facilitated by a particular organisation such as a Carers Group, etc.

Group Model 3 – Incorporation⁷

In Victoria, as in the rest of Australia, groups are incorporated under an incorporation registration system that gives an association or community groups certain legal advantages in return for accepting certain legal responsibilities. Some of these responsibilities include: recruiting members, running regular and general meetings, reporting financial matters, electing office bearers and keeping record. Incorporation creates a legal ‘person’. If you do choose to incorporate, there are steps you must follow. In other words, the group becomes a legal entity in itself.

The table below has information to help you decide whether incorporation is the right option for your group

Things to consider ⁸	When you incorporate	When you do not incorporate
Membership	Your organisation must have at least five members.	Your organisation can have any number of members.
Not-for-profit status	Your organisation may trade (buy and sell), but not in order to distribute profit to its members.	Your organisation is not restricted from trading or doing business for personal profit.
Legal status	Your organisation becomes a ‘legal person’ (that is, a legal entity that stays the same even if its members change). It can do the following things in its own name: <ul style="list-style-type: none"> ▶ Accept gifts or bequests, ▶ Buy and sell property, ▶ Invest and borrow money, ▶ Open a bank account, ▶ Sue and be sued, ▶ Take out public liability insurance with greater ease. 	Your organisation cannot do any of the things listed opposite. These would have to be done by an individual member on behalf of the unincorporated association’s members. A member of an unincorporated association is usually personally liable for contracts they enter into and decisions they make.
Legal protection for members	Members and office bearers (management committee MC) are protected against personal liability for debts the group might incur.	Members could be personally liable if the organisation incurs debts or has legal problems.
Legal obligations	Your group and its office bearers (MC) must comply with requirements in the Associations Incorporation Reform Act 2012, including keeping accounts, auditing and reporting to the Office of Consumer Affairs annually.	Your organisation is not bound by the Associations Incorporation Reform Act 2012. However, your organisation is still bound by other state and federal laws, such as tax laws.
Costs	Your group must pay fees for incorporating. Other costs may include fees to alter the model rules.	Your organisation will not have the expense of meeting statutory obligations of incorporation.
Disputes	Your group must either have its own procedure for resolving internal disputes, or use the procedure in the model rules for incorporated associations.	Your organisation is not required to have or use a dispute resolution procedure.
Contracts and agreements	Your group can enter into contracts and agreements in its own name. This offers more certainty to potential contracting parties such as lenders, leasers, employees and suppliers of goods and services.	Your organisation cannot enter into contracts or agreements in its own name.
Grants	Your organisation may be eligible to apply for a larger range of government and non-government grants.	Your organisation will not be able to apply for grants that require applicants to be incorporated.



Other aspects and responsibilities for incorporated groups

If you decide to incorporate, the following are some of the roles and responsibilities of the management committee:

- ▶ Ensure information is communicated to members, and vice versa.
- ▶ Act with the utmost integrity and put the group ahead of personal interests.
- ▶ Set budgets and secure the group's financial security.
- ▶ Provide leadership and direction.
- ▶ Organise meetings and take minutes.
- ▶ Keep records of financial management, including receipts, bank records, financial and budgetary statements.
- ▶ Maintain a membership database.
- ▶ Ensure that everyone is informed about what is happening with the group. This can be done via a newsletter, email etc.
- ▶ Make sure new members are welcomed and are aware of roles and responsibilities and rules.
- ▶ Identify opportunities to share skills and knowledge.

For more information about becoming incorporated visit: www.consumer.vic.gov.au

7 Adapted from Consumer Affairs Victoria (2015), Should Your Club Incorporate?, <http://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/become-an-incorporated-association/should-your-club-incorporate> Accessed 17/11/2015

8 Ibid.

6. SUSTAINABILITY OF YOUR GROUP

Sustainability

A group is said to be sustainable when it has sufficient membership and resources to continue into the future. A very important aspect of running a group is that it becomes sustainable. Seeking and obtaining resources and applying for funding to various sources are an important part of the role and responsibility of the committee and all members. Conversely, at times groups will cease to operate because the need for such a group has lapsed.

Public liability insurance

Another aspect of incorporation is the need for the committee to have public liability insurance. This provides your group with protection for financial risk in case of personal injury or property damage to the public from anything that happens as a result of your group's activities.

If your group is conducting an event, the policy should cover personal injury and property damage resulting from products sold or supplied at the event. The group needs to ensure they have the appropriate level of cover for their members and activities performed. The potential exposure for a community group can arise from manufacturing, selling or re-selling products. This responsibility applies to all types of goods including food and drink that may be supplied or sold as part of a group's activities or events.

For more information about training about committee of management and legal obligations visit: www.justiceconnect.org.au

Australian Business Number (ABN)

An ABN is a unique number, which identifies your organisation to the Australian Tax Office (ATO) and other government departments and agencies.

It is not compulsory for a group or a not for profit organisation to have an ABN unless it has a goods and services tax (GST) turnover of \$150,000 or more (in which case it is required to register for GST, and must have an ABN to do this). Some grants might require the group to have an ABN.

For more information about ABN visit: www.easyabnregistration.com.au

Goods and Services Tax (GST)

Your group must register for GST if you run a business or enterprise and your GST turnover is \$75,000 or more (\$150,000 or more for non-profit organisations). Your GST turnover is the group's business income (not your profit).

For more information about the GST and tax information for your group visit: www.ourcommunity.com.au/financial

Projects

Developing projects such as events and activities where members can work together for a common goal will help to make your group more dynamic, attractive and strong which will in turn make it more sustainable. Write down ideas members might have for projects, big or small, as these ideas often turn into very worthwhile and exciting projects.

The group can access assistance via Council's Community Capacity Team on 9747 7200 to provide guidance on this.

For more information about training on project management please visit: [www.ourcommunity.com.au/Introduction to project management](http://www.ourcommunity.com.au/Introduction%20to%20project%20management)

Records keeping and good practice

Corporations are legally required to maintain official records. Consideration should be given at the earliest stage in the life of any group as to how and where records will be stored, and how this will be maintained as membership, and particularly committee membership changes.

Reasons for this are:

- ▶ This is a statutory requirement of corporations.
- ▶ It assists in making sense of past decisions, and maintaining the sustainability of groups.
- ▶ It assists in maintaining goodwill and transparency in the group.
- ▶ It assists in developing the group's capacity and forward momentum.

You may like to keep the following information in a safe file:

- ▶ Meeting minutes.
- ▶ Group Business Plan.
- ▶ Terms of Reference.
- ▶ Group Constitution or Rule Book.
- ▶ Grants and funding applications (successful and unsuccessful).
- ▶ Promotional materials flyers, newspaper articles etc.
- ▶ Public Liability Certificate.
- ▶ Certificate of Incorporation.
- ▶ Budgets and reports (from previous and current year).
- ▶ Current committee list and contact details.
- ▶ Any other club documents.

Accessing assistance from Council

Melton City Council's four-year Council Plan commits to build strong relationship with and between its citizens. Council is committed to supporting the development of community by providing relevant training programs and opportunities for people (and groups) to meet.



Linking up with others (Networking)

Council assists groups and individuals by organising and resourcing community networks meetings. Making connections with other individuals and groups can provide mutual benefit by sharing ideas and knowledge to:

- ▶ attract funding.
- ▶ share resources.
- ▶ learn from one another.
- ▶ share information.
- ▶ promote general community understanding.
- ▶ expose others to different cultures, abilities, ages and differences.
- ▶ create partnerships to work together on projects, and to participate in events.

A calendar of networking events is available at Council's website.

To join our network mailing list please contact the Community Capacity Team on 97477200

A number of Council departments offer free training and workshops for groups such as governance training. These programs can provide benefits to both the individual and to the group as a whole. A training calendar for groups and individuals is included in this kit. Council will also consider training suggestions from the community. Please check our website regularly to find out what training is available to new and existing groups.

Contact the Community Capacity team on 9747 7200, if you have ideas for training that may be of assistance.

7. FUNDING & FINANCES

An important role of the committee is to manage and generate funds to support your group's ongoing and project expenses.

Opening a bank account

You may need to consider setting up an account in the name of your group. Most banks and credit unions will ask you to provide the following when opening an account:

- ▶ **A copy of your governing document** (the Constitution, certificate of incorporation or the model rules).
- ▶ **Signatories** (who will have access to the account for example, two members of the group to sign to make money withdrawals; this is decided by the group and recorded in the minutes). At times, groups have difficulties with accessing signatories and this can be problematic. Discuss the option with the group to ensure that you can achieve the right balance between security and function.
- ▶ **Minutes of your first meeting** (important to have copies of the first minutes stating how many people were present and any result of the election if one was carried out with the names of Chairperson, Secretary and Treasurer).
- ▶ **Names of people associated with the organisation** (list of members).
- ▶ **Completed copy of the application form, signed by appropriate people** (usually by the President and Treasurer).
- ▶ **Leaflets or publicity material about the group** (Promotional flyer of the group could be an option).

Membership Fees or Donations

Depending on your group's goals, you may need to collect some type of fee to cover the group's running costs. Costs such as venue hire, refreshments and printing can add up quite quickly and no member should be out of pocket. Discuss fees with your committee, this will help guide your group. It may be just as simple as asking for a gold coin donation or a raffle at each meeting or event or an annual membership fee.

Fundraising

Fundraising is often delegated to a subcommittee and needs someone to lead; this person is often referred to as the fundraiser coordinator. The coordinator should take the time to plan. Planning is the key to getting the most out of your group's fundraising program. During the fundraiser there is always a lot going on, so a clear game plan for your group will help keep the group focused. Being organised will make the fundraising drives run easily for your group⁹.

Common fundraising options include:

- ▶ Fundraising events and activities - examples include dinners, music or trivia nights, or sausage sizzles (including at Bunnings) and fetes.
- ▶ Sales income - examples include cake-bakes, selling Cadbury chocolates, or performing at events.
- ▶ Sponsorships and donations - many community groups and sports clubs receive sponsorship from local businesses.

⁹ Australian Fundraising www.australianfundraising.com.au, Accessed 17 November 2015

Fundraising tips:

- ▶ Find out if you require a permit to run a fundraiser event.
- ▶ Setting the need for funds and your fundraising goal.
- ▶ Planning your fundraising schedule.
- ▶ Advertising your fundraiser.
- ▶ A memorable kick off or launch.
- ▶ Maintaining excitement for the duration of the sale.
- ▶ Finding helpful volunteers.
- ▶ Motivating your sales team (members).
- ▶ Motivating the group to promote the sale.
- ▶ Giving safety tips for children.
- ▶ Maintaining good bookkeeping¹⁰.

Legal implications of fundraising

Different fundraising activities may have specific legal registration and compliance requirements.

For more information please visit: <http://www.consumer.vic.gov.au/clubs-and-not-for-profits/fundraisers>

Grants

Applying for a grant is an option available for your group to support bigger goals and projects. Your group will need to be incorporated or auspiced by a registered incorporation to apply for most grants.

A grant is a sum of money provided by a government authority, or philanthropic organisation to fund projects or in some cases equipment costs. The money is not a loan, but needs to be spent appropriately and accounted for. This is known as acquitting the grant. Acquitting funds is critical; if a grant is not acquitted correctly the group may be prevented from getting further grants from a granting body.

Grants are awarded through competitions organised by the donor organisation. The requirements for seeking and acquitting funding are often different depending on the grant, with larger grants generally being more difficult to access.

Discuss your project and grant idea with the Community Development Officer. The officer will be able to advise you as to the best way to fill in your application and further develop your idea or a project.

Council's grant writing workshops and grants newsletters.

Council provides a range of services to support your group successfully find, apply for and acquit grants. These include regular electronic newsletters with information on Council and external grants, and FREE grant writing workshops throughout the year to assist individuals, community groups, schools and not-for-profit organisations to access funding. For the latest grants writing training workshops email: **www.communitygrants@melton.vic.gov.au**

For further information on Melton Council grants please refer to the grants pamphlet enclosed.

To be included in the electronic newsletter mailing list please contact Council's Community Funding Officer on 9747 7200 or visit: communitygrants@melton.vic.gov.au

¹⁰ Ibid.





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