



Melton City Council's  
**2024 Mayoral Charity  
Fund Guidelines**

**July - August 2024**



## Acknowledgement of Country

Melton City Council acknowledges the Kulin Nations as the Traditional Owners and custodians of this land and pays respect to their Elders past and present.

## Introduction

In the July 2024 Ordinary Council meeting, Council determined that the \$40,000 allocated to the Mayoral Charity Fund is to be used to fund small scale community projects, activities, events, or the purchase of vital equipment. This is a one-off fund, opens from 23 July 2024 and closing on 11 August 2024.

Local not-for-profit community groups are encouraged to submit an application to receive a one-off payment to help make our City, a vibrant, safe and thriving community. Applications must meet the stated eligibility criteria.

The Mayoral Charity Fund is in addition to Council's comprehensive and ongoing Community Grants and Funding Program (open all year round and available until all funds exhausted) inclusive of:

- Community Grants Program for projects up to \$5,000
- New Groups Fund that helps support the establishment of new groups, accessing up to \$1,500
- Resident Achievement Fund that supports Melton residents who have been selected to participate in an activity at a higher level, accessing up to \$2,000
- FairGo 4 Youth Fund that supports young people (8 - 16 years) to participate in extra-curricular activities, accessing up to \$400 with an additional \$200 available for young people with a disability

More information on the above funding programs can be found at [www.melton.vic.gov.au/communitygrants](http://www.melton.vic.gov.au/communitygrants).

# Purpose of the Mayoral Charity Fund

- Melton City Council recognises the contribution that community groups, clubs and organisations provide, in assisting to make our City a vibrant, safe and thriving community where everyone belongs.
- Council's Community Funds Program provides opportunities for not-for-profit community organisations to apply for project funding to benefit the Melton community.
- The Mayoral Charity Fund aims to celebrate diversity, develop civic leadership and pride, and encourage community participation and social connection.

## Available Funds

Maximum funding for the Mayoral Charity Fund is \$2,000 per application. Only one application can be considered from each organisation.

## Important Dates

Fund opens 23 July 2024

Fund closes midnight 11 August 2024

Applicants receive outcome 6 September 2024

## Funding Process

1. Applicant to review fund requirements, eligibility criteria, and understand what can be funded. For further assistance the Community Grants team can be contacted via email at [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au) or phone (03) 9747 7247.
2. Applicant to apply online via SmartyGrants at [www.melton.smartygrants.com.au](http://www.melton.smartygrants.com.au). The applicant is required to register an account by using an email address and creating a password.
3. Once the application is submitted the applicant will receive an automated email to confirm receipt of the application.
4. The Community Grants Team will notify the applicant of the outcome via email by Friday 6 September 2024.



03 9747 7247



[communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au)



[melton.vic.gov.au](http://melton.vic.gov.au)

# Eligibility

## Applicant must:

- be based in the City of Melton
- have an ABN or a completed Statement by a Supplier form - Please refer to the Statement by a Supplier form located in the 'Guidelines and Helpful Resources' tab at:  
[www.melton.vic.gov.au/communitygrants](http://www.melton.vic.gov.au/communitygrants)
- demonstrate not-for-profit status or be receiving auspice support from a not-for-profit organisation
- have no outstanding debts owing to Council
- have fully acquitted previously funded projects
- not be related to harmful industries, such as alcohol, tobacco, or gambling
- have Public Liability Insurance of at least \$20 million
- obtain quotations or proof of costs from ABN registered suppliers who provide goods and services aligned with the primary purpose of their business
  - one quote is required for a single item or service valued at over \$250
  - Quotes must include GST (where applicable).

## Projects must:

- directly benefit Melton residents
- not relate to the delivery of core curriculum of education providers
- must not have happened prior to the fund closing on 11 August 2024
- be completed within 12 months from the date of approval from Council
- take place inside of the City of Melton, unless the application demonstrates a direct benefit to City of Melton residents
- not be the responsibility of:
  - other areas of Council or already receiving Council funding
  - other levels of government, noting government affiliated local volunteer groups (such as CFA and SES) are eligible for project funding for activities focusing on community engagement and raising awareness

## Funding will not be provided for the following:

- Operational costs such as permanent or contract wages, rent, utility bills, insurance, facility maintenance or capital improvement
- Personal expenses such as petrol or phone bills that are incurred by individuals rather than the group
- Mandatory equipment addressing Occupational Health and Safety regulatory requirements (non-mandatory risk reduction items such as defibrillators for community sites can be considered for funding)
- Purchase of alcohol, tobacco, fireworks, and activities or items related to gambling
- Political activities, or activities of a discriminatory, sexist, racist, disrespectful, illegal, or unsafe nature
- Gift vouchers, payments or rewards for group members.



## Fund Terms and Conditions

The following conditions apply to all funding allocated through the Community Funding Program.

1. The applicant must provide true and correct details, to the best of their knowledge, and have sought consent from the people and groups named in the application.
2. The applicant understands and consents to Melton City Council collecting the personal information requested on the Application Form for the purpose of determining funding, and that this information will be solely used by Melton City Council for this purpose and any secondary purposes associated with the conduct of this program.
3. Funding is allocated on a competitive basis. Once allocated funds are exhausted, no additional funding will be available.
4. There is a possibility that no funding or partial funding, will be provided.
5. The application must meet all eligibility requirements.
6. Council encourages the applicant to source from suppliers within the City of Melton.
7. Successful applicants will receive funds after signing a funding agreement.
8. Where funding is contingent upon a specific condition, the applicant must provide evidence of fulfilling the condition before funds will be released by Council.
9. All funds are exclusive of GST. If the applicant is registered for GST, Council will add the GST component to the approved fund amount. The applicant must spend funds on the project as described in the application, or as directed in the funding agreement. Any funds not spent must be returned to Council by the applicant.
10. If funds are approved and made available, the purchases must be made by the applicant within the agreed time frame.
11. The applicant must disclose any changes to project outcomes, dates, costs, or location to Council through completion of a Variation Request Form prior to any further funding being spent. A Variation Request Form can be supplied upon request by the Community Grants Team, and must be completed via SmartyGrants. Updated quotes will need to be provided. Once submitted, the variation request will be reviewed, and the applicant will be advised of the outcome.
12. Information submitted to Council becomes the property of Melton City Council to be used at its discretion and may be used in Council publications for the purpose of promoting the Community Funds Program.
13. The applicant must acknowledge the City of Melton as a funding source either by, using the City's logo in marketing and publicity materials, acknowledgement at events, and/or invitations for Councillors or Council representatives to attend events.
14. An Acquittal Report (Final Report) must be completed by the applicant within one month of the project end date. The applicant must provide receipts for all goods and services purchased with Council funding and must list project outcomes in the Acquittal Report.



# Where to go for help

## Further Information

Further information regarding Melton City Council's Community Funds Program can be found at the Melton City Council website at: [www.melton.vic.gov.au/communitygrants](http://www.melton.vic.gov.au/communitygrants)



## Assistance and Training

Assistance and training can be arranged through the Community Grants Team via  
**Email:** [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au)  
**Phone:** (03) 9747 7247

## Other Support

- Hearing or speech impaired? Contact: [www.accesshub.gov.au](http://www.accesshub.gov.au)
- Need an interpreter? Call TIS on 131450 and use Client Code C086780 (Melton City Council)
- Print too small? Request a larger print version from the Community Grants Team

