

Melton City Council **New Groups Fund Guidelines**



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Acknowledgement of Country

Melton City Council acknowledges Aboriginal and Torres Strait Islander peoples living and working in Melton. Council recognises the people of the Kulin Nations as the original custodians of the land now known as City of Melton. On behalf of the municipality, Council pays respect to their Elders, past, present and emerging.

Purpose of the New Groups 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.
- The New Groups Fund (formerly known as Establishment Grant) aims to assist the establishment of new community groups, clubs, or associations that reflect the diversity of our community and align with Council's strategic goals.

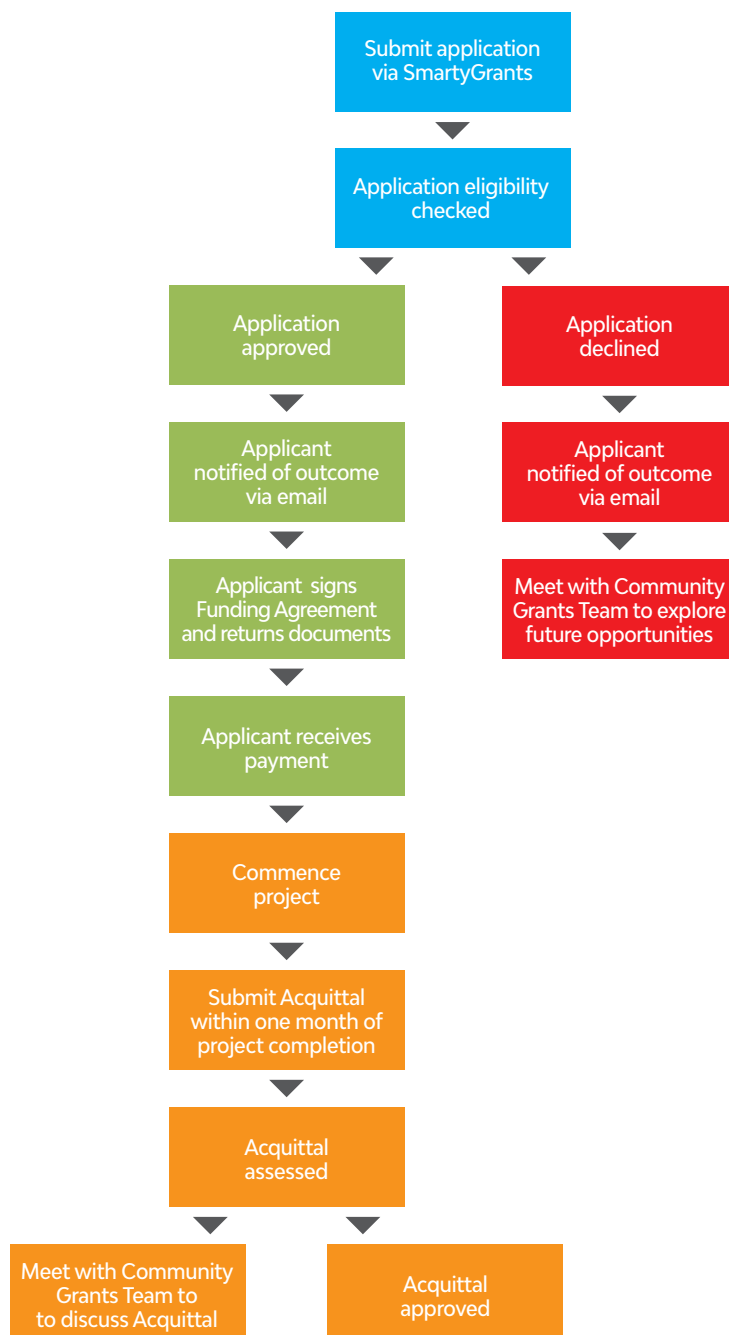
Available Funds

Maximum funding for New Groups Fund is \$1,500 per application.



Funding Process

1. Applicant to review grant 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 or phone (03) 9747 7247.
2. Applicant to apply online via SmartyGrants at 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 within four weeks of application submission.



Eligibility

Who is eligible to apply?

- New group must be based within the City of Melton
- New group must intend to be incorporated, or have been incorporated for less than 12 months prior to application submission
- New group must intend to have 80% of its members residing in the City of Melton.

The new group will not be considered for funding if they:

- Have previously received payment for a New Groups Fund (formerly Establishment Grant)
- Are related to harmful industries, such as alcohol, tobacco, or gambling
- Involve political activities or activities of a discriminatory, sexist, racist, disrespectful, illegal, or unsafe nature.

What are the eligibility requirements?

Applicant must:

- review funding 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 or phone (03) 9747 7247
- contact the New Community Groups Council Officer to discuss group objectives, plans and any support required while establishing the group. The New Community Groups Council Officer can be contacted via phone (03) 9747 7127 or email communitytraining@melton.vic.gov.au
- obtain quotations from ABN registered suppliers who provide goods and services aligned with the primary purpose of their business
 - One written quote is required for a single item or service valued at over \$250
 - Two written quotes are required for a single item or service valued at over \$1,000
 - Quotes must include GST (where applicable).

What can be funded?

- Certificate of Incorporation
- Governing Body Registration
- Branding, marketing and promotion
- Venue Hire for up to 12 months
- Operational items (eg. equipment and stationery)
- Public Liability Insurance

Please note: To be eligible for future Community Grants from Council, applicants require at least \$20m in Public Liability Insurance.



Fund Terms and Conditions

The following conditions apply to all funding allocated through the New Groups Fund.

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. Council will not fund items or services already purchased.
4. Funding is allocated on a competitive basis. Once allocated funds are exhausted, no additional funding will be available within the financial year.
5. There is a possibility that no funding or partial funding, will be provided.
6. The application will be assessed against the eligibility criteria.
7. Council encourages the applicant to source from suppliers within the City of Melton.
8. Successful applicants will receive funding after signing a funding agreement.
9. 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 New Groups Fund can be found at the Melton City Council website:
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
Phone: (03) 9747 7247

Grant Writing Workshops and Information Sessions can be booked online at:
www.meltonlearning.com.au (search "grant")

Other Support

- Hearing or speech impaired? Contact: 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

