

Melton City Council **Resident Achievement Fund Guidelines**



Index

Purpose of Resident Achievement Fund	2
Funding Process	3
Eligibility	3
Grant Conditions	5
Where to go for help	6

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 Resident Achievement Fund

- Melton City Council recognises the contribution that individuals provide, in assisting to make our City a vibrant, safe and thriving community where everyone belongs.
- The Resident Achievement Fund (formerly known as Resident Achievement Contribution) aims to assist individuals who have been selected by a governing body to participate in activities at a higher level.

Available Funds

Applicants can apply for specified participation costs up to:

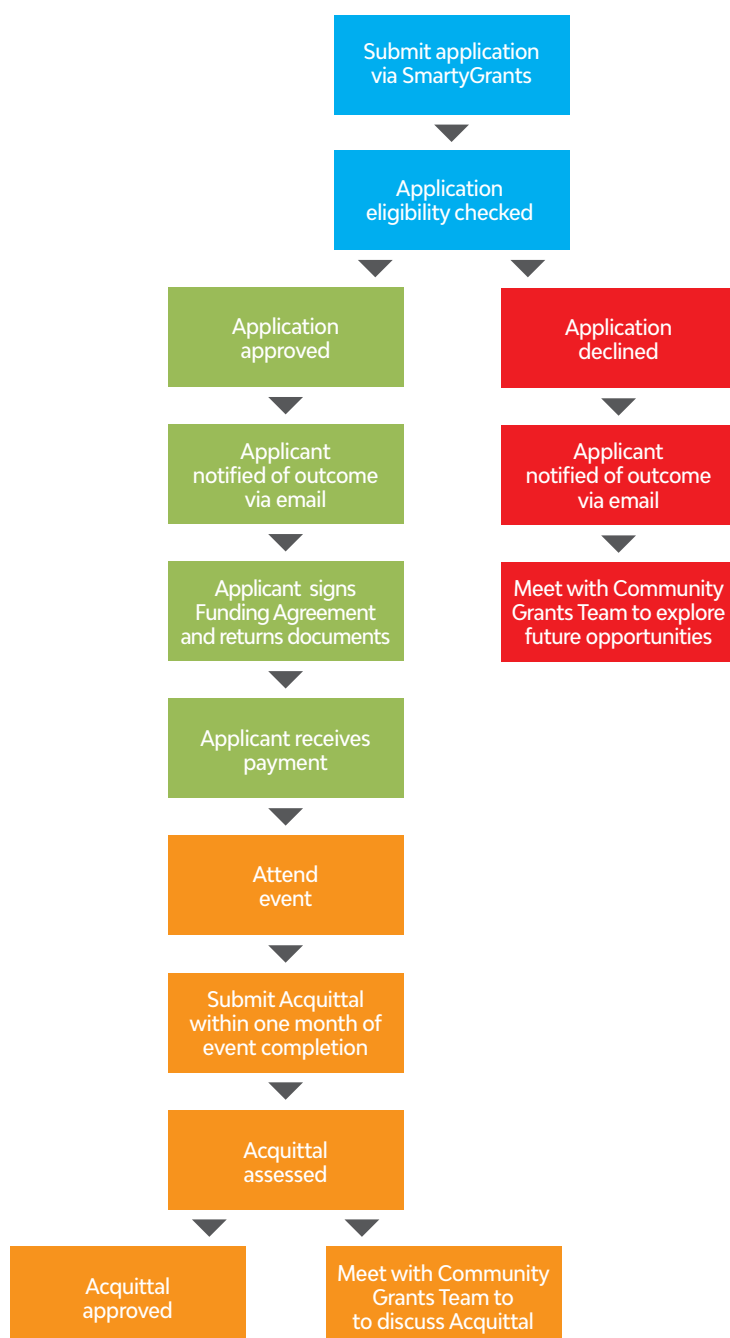
- \$500 for events taking place within Victoria
- \$1,000 for events taking place interstate
- \$2,000 for events taking place overseas

Fund Type	Example Activity	Example Costs (participant only)
Resident Achievement Fund	<ul style="list-style-type: none"> • Individuals selected to participate in a national Rugby tournament • Individuals selected to participate in an international Tae Kwon Do competition • Individual students selected to represent Australia at a global technology event • Individuals selected to compete at an Australian spelling bee competition in Victoria • Individuals selected to exhibit at an artist showcase 	<ul style="list-style-type: none"> • Uniforms • Transport costs • Accommodation • Entry / registration fees



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 submission.



Eligibility

Who is eligible to apply?

- Applicant must be a resident of the City of Melton.
- Applicant must be representing Victoria or Australia through a competitive selection process. This does not include representing other countries or states.
- Applicant must provide an invitation to attend or letter of qualification by a governing body.
- Applicant must have fully acquitted previous funding applications.
- Sporting applicants must provide:
 - Proof of selection in a State or National team; or
 - Proof of qualification to participate in a recognised national or international championship, event or competition.
- Only one payment from the Resident Achievement Fund (formerly Resident Achievement Contribution) will be made available per person, per financial year, and no more than two payments in the last five financial years.

What are the eligibility requirements?

Applicant must provide the following documentation to be eligible for funding:

- Evidence of invitation to attend, proof of selection or letter of qualification for the event from the governing body
- Quotes or proof of event costs.

The application must be submitted prior to the commencement of the event.

Funding is for costs associated with the nominated event, for individual participants only.

A sporting event must have a set of rules and code of conduct and be competitive in nature.



Grant Terms and Conditions

The following conditions apply to all funding allocated through the Resident Achievement 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. In cases where several residents in the City of Melton have applied for funding to participate in the same team, Melton City Council reserves the right to allocate a maximum amount of funds for the one team.
8. In cases where multiple persons from one family have applied for funding, Melton City Council reserves the right to allocate a maximum amount of funds for the one family.
9. Successful applicants will receive funds after signing a funding agreement. Where the applicant is under 18 years of age, any payments will be made to the applicant's parent or guardian.
10. The applicant must spend funds on the event as described in the application, or as directed in the funding agreement. Any funds not spent must be returned to Council by the applicant.
11. If funds are approved and made available, the event must be attended or completed within the agreed time frame.
12. The applicant must disclose any changes to event 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 and proof of changes to the event will need to be provided. Once submitted, the variation request will be reviewed, and the applicant will be advised of the outcome.
13. 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.
14. The applicant may 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.
15. An Acquittal Report (Final Report) must be completed by the applicant within one month of the event 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 Resident Achievement 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

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

