

Melton City Council **Community Grants Program 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 Community Grants

- 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 Grants Program provides opportunities for not-for-profit community organisations to apply for project funding to benefit the Melton community.
- The Community Grants Program aims to celebrate diversity, develop civic leadership, and pride, and encourage community participation and social connection.

Available Funds

Applicants can apply for up to \$5,000 per project.

Applicants can be awarded up to \$10,000 each financial year across multiple categories.



Grant Categories

Category	Example projects
The Arts	<p>Building community connections, expressing creativity and local culture through the arts:</p> <ul style="list-style-type: none"> • Art installations such as sculptures and murals • Art exhibitions, music and theatre performances • Art related activities that activate public spaces • Activities that strengthen the artistic base and reach in the City of Melton
Sports and Hobbies	<p>Increasing participation and accessibility of sports and hobbies:</p> <ul style="list-style-type: none"> • Come and Try days • Equipment to support growing membership • Training to support committees to be more self-sustaining • Projects that improve accessibility and inclusion
Healthy and Safe Living	<p>Promoting a safer, healthier and more connected municipality:</p> <ul style="list-style-type: none"> • Community forums on health topics such as mental health, nutrition, exercise, family violence and sexual health • Projects that help reduce loneliness and social isolation • Projects that encourage the community to get active and focus on wellness • Projects that help improve community safety such as road and water safety
Festivals, Events and Culture	<p>Celebrating diversity and unity, bringing people together to strengthen social connections:</p> <ul style="list-style-type: none"> • Celebrations of culture, language, faith and identity • Activities that enable intercultural relationships and exchange • Trade fairs or exhibitions • Celebrations or exploration of Australia's First Nations culture
Environment and Nature	<p>To reduce our environmental footprint, and protect and enhance the City of Melton's natural environment:</p> <ul style="list-style-type: none"> • Educational initiatives that raise awareness of plants and animals • Projects that support the community to produce products and food locally • Projects that encourage green living such as tree planting, plant distribution and reducing/recycling waste • Projects that help mitigate climate change impacts such as energy efficiency and emissions reduction

Grant Assessment Criteria

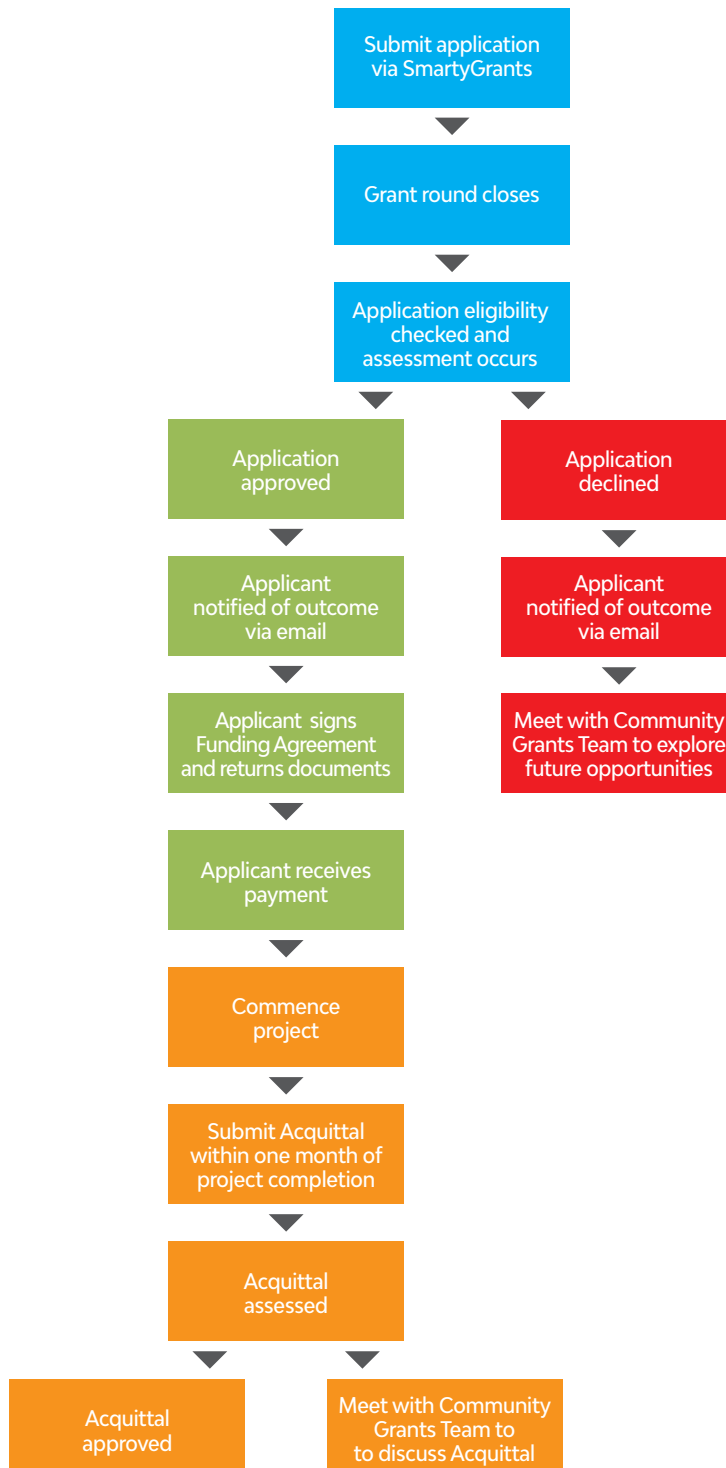
Eligible applications are assessed by an independent assessment panel against assessment criteria to demonstrate the strength of the application.

To understand how the assessment panel will score your application refer to the 'Scoring Matrix' located in the 'Guidelines and Helpful Resources' tab at www.melton.vic.gov.au/communitygrants.

Key areas considered by assessors when scoring applications include project description, planning and budget.

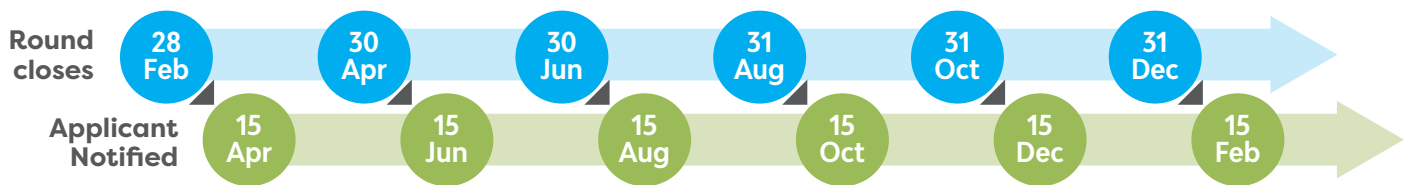
Funding Process

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 six weeks of round closure.



Key Dates

Applications can be submitted all year round and are assessed every two months.



Eligibility

Who is eligible to apply?

- Applicant must be a not-for-profit community organisation
- Applicant organisation must be based within the City of Melton
- An unincorporated community organisation located within the City of Melton can apply through an auspice agreement with any Australian incorporated not-for-profit community organisation. For more information, please refer to 'Auspice Information' located in the 'Guidelines and Helpful Resources' tab at www.melton.vic.gov.au/communitygrants.

What are the eligibility requirements?

Applicant must:

- 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
- 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
- discuss the project with an Officer from the most relevant area of Council (refer to Project Officer Listing, see 'Guidelines and Helpful Resources' tab at www.melton.vic.gov.au/communitygrants). This Officer will support you by providing expert advice on the feasibility of your project and will be asked to provide feedback to the Assessment Panel. Consultation with this Officer is mandatory. If unclear on who to speak to, contact the Community Grants team
- 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).

Projects must:

- directly benefit Melton residents
- not relate to the delivery of core curriculum of education providers
- 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

Projects are eligible provided they have not commenced prior to the application being submitted for assessment.

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.



Grant Terms and Conditions

The following conditions apply to all funding allocated through the Community Grants 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 within the financial year.
4. There is a possibility that no funding or partial funding, will be provided.
5. The application must meet all eligibility requirements and will be assessed against the assessment criteria.
6. Council will only fund items or services that are purchased or provided post application being submitted for assessment.
7. Council encourages the applicant to source from suppliers within the City of Melton.
8. For applications involving activities with entry fees, the applicant must declare the charge per participant as income in the budget table of the application.
9. Successful applicants will receive funds after signing a funding agreement.
10. Where funding is contingent upon a specific condition, the applicant must provide evidence of fulfilling the condition before grant funds will be released by Council.
11. All grants are exclusive of GST. If the applicant is registered for GST, Council will add the GST component to the approved grant 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.
12. If funds are approved and made available, the purchases must be made by the applicant within the agreed time frame.
13. 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.
14. 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 Grants Program.
15. 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.
16. 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 grant 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 Grants Program 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

