

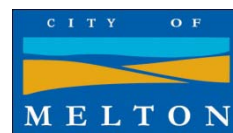


THE CLUB CAROLINE SPRINGS GRANTS INFORMATION & GUIDELINES

We recommend that you read this information carefully and contact Council's Community Funding Officer before completing an online application form at melton.vic.gov.au/Services/Grants_and_Funding

THE CLUB
Caroline Springs

www.melton.vic.gov.au
P: 9747 7200



Section 1 - Information about The Club Caroline Springs Grants

The Club Caroline Springs Grants provide funding to community groups and organisations to support those leading projects and initiatives with a community benefit. The Club at Caroline Springs has partnered with Melton City Council, to provide grants to community groups within the City of Melton.

The grants fall into two categories:

- Community Support
- Capital/Infrastructure/Equipment.

Funding is available for projects that:

- increase community participation
- provide services and facilities that strengthen community wellbeing
- promote and develop local pride and
- promote community leadership

Grants are made available annually,

- Under the Community Support category groups can apply for grants up to \$5,000.
- Under the capital/infrastructure/equipment category, groups can apply for grants of up to \$10,000.

In 2016 The Club Caroline Springs Grants open in **October 24** and close **30 November**.

Applicants will be notified of the outcome of the assessment process in **September** of the applicable year, and invited to attend the cheque presentation evening within a couple of months of being notified.

Submitting your application - the online application process

Applications for The Club Caroline Springs Grants are made online. You will need to go to the SmartyGrants website: www.melton.smartygrants.com.au to view the application form and to make an application. If you are unable to access the internet, Council can support you by directing you to one of the community facilities that provide public internet access.

Applicants are strongly encouraged to submit their applications by the closing date and time of the program, as late applications will not be accepted.

To assist you in completing your application, please note the following tips:

- You will need access to internet and an email address to make your application.
- Access to the Application Form will not be available until the opening date.
- The online system will not accept incomplete applications.
- All questions marked with an asterisk* must be completed.
- Please review your application carefully before submitting, as once submitted you cannot go back to make any more changes.
- When you submit an application online, you will receive an application number, please make note of this and, where possible print and keep a copy of your application for future reference.
- Applicants will be notified via email that their application has been received.

Need more support?

If you would like to learn more about preparing and submitting your application, Council provides FREE Grant Writing Workshops to community members. Details of upcoming Workshops will be listed on the 'Apply for a grant' section of Council's website, via the Grants and Funding page.

If you require any further information about The Club Caroline Springs Grants or assistance in completing your application online, please contact Council's Community Funding Officer **well in advance** of the closing date of The Club Caroline Springs Grants round:

Phone: 9747 7200 - Interpreters can be booked if requested.

Email: communitygrants@melton.vic.gov.au

Section 2 – The Club Caroline Springs Grants Guidelines

The following guidelines explain who can apply, the assessment criteria and funding conditions. It is important that you read the guidelines before you make an application.

Who can apply for a grant?

Applications are accepted from the following, provided 75% of the project participants live in the City of Melton:

- ✓ incorporated not-for-profit community groups or organisation
- ✓ community groups and organisations with appropriate auspice support
- ✓ community groups and organisations providing support, services or programs to people living in the City of Melton

Applicants or their auspice organisations must have the following:

- an ABN
- Public Liability Insurance of up to \$20 million

Applicants must attach to their application:

- Certificate of Incorporation
- Statement of Supplier if no ABN provided
- Quotes - obtained quotes for goods and services from reputable suppliers such as industry accredited suppliers:
 - one quote for goods or services valued at over \$250
 - two quotes for goods or services over \$1,000
- copy of Public Liability Insurance
- other supporting documentation e.g. evidence of need, project plan, letters of support

What won't be funded?

Melton City Council provides a variety of avenues to our community for support and funding assistance. Council's partnership with The Club Caroline Springs for this program is just one of these avenues.

The following list identifies the types of projects that **cannot** be funded under this program. Potential applicants are encouraged to contact Council's Community Funding Officer or refer to Council's website www.melton.vic.gov.au to identify alternative options for support and funding assistance.

Funding will not be available for projects:

- where the primary focus is to promote specific political or religious views (however political or religious groups may apply for projects that are not aimed at promoting their views and provide broad community benefit).
- that are the clear responsibility of other levels of government, e.g. school curriculum, infrastructure or concerts.
- seeking support for ongoing recurrent operational costs e.g. permanent staff, ongoing salaries, maintenance, venue hire.
- already receiving Council funds to do a same or similar activity.
- deemed to be duplicating existing services in the municipality.
- that facilitate routine and regular maintenance work to existing facilities.
- based at facilities where there is little or no public access.
- that operate solely for the purpose of fundraising for individual gain.
- that are the responsibility of Council to deliver or where the funds will be administered or managed fully or in partnership by Council.
- that are profit making ventures.
- for purchase of equipment and material to address Occupational Health and Safety issues as this is considered to be the responsibility of the agency or organisation concerned.
- that take place outside the City of Melton, unless it is an element of an ongoing project and has a demonstrated and direct benefit to the City of Melton community.

How are applications assessed?

When making your application you will be asked a number of questions which will help you to explain your reasons for applying for funding. When doing this, it is important to consider the three priority areas which your application will be assessed against:

1. Level of community need
2. Level of community benefit
3. Ability to deliver project

The table below provides you with the criteria that will be considered against each of the priority areas along with the weighting of each.

Please note this is a competitive process and the assessment criteria does not automatically guarantee funding.

Priority Area	Assessment Criteria	Weighting
1. Community Need	<ul style="list-style-type: none">• Project responds to an existing or emerging community need• Evidence has been provided to support the identified need	50%
2. Community Benefit	<ul style="list-style-type: none">• Who is involved in the project planning, for example will new community partnerships and connections be developed• Clear identification of who will benefit from the project• Clear demonstrated outcomes from the project	25%
3. Ability to Deliver Project	<ul style="list-style-type: none">• Project plan in place demonstrating the steps to be taken to deliver the project• A complete, realistic and achievable budget provided• Alternate funding sources have been considered to support the project• Evidence is provided demonstrating how the project will continue into the future (if applicable)	25%

Note that all applications undergo the following assessment process:

Step 1 An eligibility check is carried out by Council Officers.

Step 2 Internal assessment by a Council Officer.

Step 3 An Assessment Panel meet to assess applications.

Step 4 Applicants will be advised of the outcomes of their applications.

Funding conditions

Applicants must provide a matching dollar for dollar contribution for applications over \$3,000 for grants under the Community Support category.

Applicants must provide a matching dollar for dollar contribution for applications over \$5,000 for grants under the Capital/Infrastructure/Equipment component.

Applications for projects such as community events, training programs, or similar activities, where participants are charged entry or participant fees, must declare the charge per participant and the expected number of participants.

Applicants who have previously received funding through Council grants will only be considered if they have met all acquittal conditions for that previous funding.

Successful applicants will enter into a Funding Agreement with The Club Caroline Springs/Melton City Council and grant payments will be made according to this agreement.

Projects must commence within six months and be completed within twelve months from the date of notification of approval. Programs or activities that have already commenced or concluded will not be funded. Retrospective funding will not be provided for projects already commenced.

Successful applicants will be required to complete an acquittal within 4 weeks of the completion of their project or within 12 months from the date of receiving funding.

Applications must be received by the advertised closing date. No late applications will be accepted.