



# Community Requests for Council Budget Allocation

## Guidelines for Submissions

August 2018

Melton City Council

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## Definitions

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Word / Term	Definition
Auspice Partnership	An arrangement between an incorporated organisation (auspisor) and an unincorporated organisation (auspicee), where the auspicee carries out the project 'under the auspices of' the auspisor'. (The auspisor receives funding or enters into relevant agreements on behalf of the auspicee)
Budget Development Period	The period during which Council's annual budget is developed. This typically begins in the 2 <sup>nd</sup> quarter of the financial year prior and the final budget is adopted in June at the end of the financial year
Community Grants Program	Council's primary community funding stream, comprised of a range of grants that are open to various applicants either year-round or at specified times only
Community member	Any individual who has attained the age of 18 years and is not making a submission on behalf of a corporation; a Council or any other body incorporated or constituted by or under the Local Government Act 1989; or any public statutory corporation constituted by or under any law of the State of Victoria, any other State or Territory of the Commonwealth or the Commonwealth
Community Service Agency	Funded organisations that promote, provide or carry out activities, facilities or projects for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances
Incorporated Community Organisation	A legal entity separate from its members. Incorporation of a community organisation includes a number of requirements including a written constitution and an elected committee of management or board of directors. Examples include sports clubs, service clubs and local charitable organisations

## Introduction

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Melton City Council (Council) recognises that community engagement and participation processes are a vital part of local democracy. Community engagement in the development of the annual budget provides an avenue for the community to make submissions for budget allocation. The budget reflects Council's core business as outlined in the Council and Wellbeing Plan.

Submissions are assessed on a case-by-case basis as part of Council's annual budget development. Allocation of funding is dependent upon the availability of funds and the merit of submissions.

These Guidelines provide information on the application and assessment process for submissions for Council budget allocation.

Council recommends that applicants submit their requests for budget allocation when they are invited during the development of the annual Council budget. This is the optimal time for inclusion of submissions in to the upcoming budget. Submissions may be received outside of this time but will not be assessed until the annual budget development process begins.

Submissions for budget allocation generally fall in to two categories:

1. Submissions from organisations seeking Council funding to allow that organisation to deliver projects, programs or services
2. Submissions seeking Council to both fund and deliver projects, programs or services

Different information is sought from Council for the two categories of submission therefore the Guidelines are structured to provide relevant information for each category separately to avoid confusion.

If you require assistance with this process or document, please contact Council's Community Planning Department on 9747 7200.

# 1. Submissions seeking Council to fund and deliver projects, programs or services

These submissions seek Council budget allocation for projects, programs or services that Council will deliver. Examples include: improvements to community facilities, installation of infrastructure such as lighting or development of new programs such as a sporting clinic for children.

Submission for budget allocation is one option for community members and organisations to seek support from Council. The Community Grants Program ([melton.vic.gov.au](http://melton.vic.gov.au)) is another option that may be more appropriate for some submissions. Grants are open several times per year and provide options for groups and organisations seeking funding for a single year and for sums of \$10,000 or less.

## 1.1 Submission Process

Those making submissions for budget allocation for Council to fund and deliver projects, programs and services should:

1. Read and ensure adherence to these Guidelines
2. Complete the relevant sections of the Community Requests for Council Budget Allocation Submission Form (See Section 4). This form will be available on line at [melton.vic.gov.au/budgetinput](http://melton.vic.gov.au/budgetinput)
3. Submit Form to Council by the published deadline (which may vary from year to year)

## 1.2 Assessment Considerations

Allocation of budget will be based upon the merit of the submission and available funds.

Strong submissions will provide a clear outline of what should be done and demonstrate that the proposal addresses a clear need in the community and that it will have broad community benefit.

Submitters are strongly encouraged to address each of the following considerations in their application:

Consideration	To be included in the submission
<b>1. Community Need</b>	<ul style="list-style-type: none"><li>• What existing or emerging need does this proposal address?</li><li>• How do you know this is a need? (Statistical and anecdotal evidence should be provided to support this)</li><li>• Explain how the identified need aligns with Council and Wellbeing Plan objectives</li></ul>
<b>2. Community Benefit</b>	<ul style="list-style-type: none"><li>• Who will be involved in the project/program/service planning and delivery?</li><li>• Describe any new community partnerships and connections that will be developed</li><li>• Who will benefit from the project/program/service? (Identify which groups will benefit)</li><li>• What will be the outcomes of the project/program/service for these groups?</li></ul>

## 1.3 Assessment Process

Submissions will be assessed using the following process:

1. Submissions will be invited from community members, Incorporated Community Organisations and Community Service Agencies annually in line with Council's budget development process. Submission information will be available via Council's website and will be promoted on the website and by Public Notice
2. Submissions will be received by Council's Finance Department
3. Council Budget Engagement sessions will be held to allow submitters to present their submission to Council Officers and Councillors in person
4. Relevant Council Officers will be asked to make comment on submissions. Commentary will be sought regarding the quality of the submission, assessment considerations and history of previous funding outcomes (if applicable)
5. Submissions and commentary will be presented to the Council's Executive and Councillors
6. Councillors will consider submissions and commentary and decide which submissions (if any) will be included in the draft budget
7. Submitters will be notified in writing whether their submission has been included in the draft budget
8. Submitters will be notified in writing of Council's decision when the final budget is endorsed by Council. Council's decision is final

## ***2.Submissions seeking Council funding for external organisations to deliver projects, programs or services***

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These submissions are from organisations seeking Council funding for projects, programs or services that the applicant organisation will deliver. Submissions may be for single-year or recurrent funding for periods of up to five years.

Recurrent funding of up to five years is typically awarded only to organisations providing projects, programs or services for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances. Examples include:

- The provision of emergency food relief to low income residents
- The provision of learning and social opportunities for people with disabilities
- Funding for the delivery of elements within a master plan for a community asset, i.e. landscape works

Should funding recipients seek further funding after the end of their existing funding term, they will need to prepare a new submission during their final year of funding to be considered for budget allocation for the next financial year. Further allocation must not be assumed. For example:

If you received three years of funding from 2016-2019, that funding term would end in mid-2019. To receive further funding for the 2019-2020 financial year, you would need to make a submission in September or October 2018. This would be considered along with all other submissions for budget allocation for the 2019-2020 financial year.

Submission for budget allocation is one option for community members and organisations to seek support from Council. The Community Grants Program ([melton.vic.gov.au](http://melton.vic.gov.au)) is another option that may be more appropriate for some submissions. Grants are open several times per year and provide options for groups and organisations seeking funding for a single year and for sums of \$10,000 or less.

### **2.1 General Funding Conditions**

- Submissions for projects where participants are charged fees must declare the charge per participant and the expected number of participants
- Successful applicants will be required to complete an acquittal process
- Applicants who have previously received funding through Council grants will only be considered if they have met all acquittal conditions for completed projects
- Retrospective funding will not be provided for projects already commenced
- Applicants must comply with Child Safe Standards if the project, program or service involves children or young people. See [ccyp.vic.gov.au/child-safety](http://ccyp.vic.gov.au/child-safety) for further detail on child safe organisations and your obligations

## 2.2 Eligibility Criteria

Applicants should meet the following eligibility criteria:

- Be an Incorporated Community Organisation or Community Service Agency. In the unlikely circumstance that an unincorporated group seeks funding, an auspice partnership may be considered\*
- Hold an Australian Business Number (ABN)
- Hold relevant Public Liability Insurance coverage to the value of \$20 million
- Eighty per cent (80%) of participants for the proposed activity must be residents of the City of Melton

Projects, programs and services that are the direct responsibility of other government agencies are generally not viewed favourably for Council budget allocation.

Schools are not eligible to apply for budget allocation but may be a partner in a project submitted by an eligible organisation.

Individual community members cannot seek funding to deliver programs, services or projects themselves. They may only make submissions requesting that Council fund and deliver outputs.

\* An auspice partnership is an arrangement between an incorporated organisation and an unincorporated group. The incorporated organisation receives the funding on your behalf and distributes the funds to your group for the delivery of the project. A letter confirming the auspice arrangement must be attached to the submission.

## 2.3 Submission Process

Organisations requesting Council budget allocation should:

1. Read and ensure adherence to these Guidelines
2. Complete the Community Requests for Council Budget Allocation Submission Form (See Section 4). Submissions can be made online at [melton.vic.gov.au/budgetinput](https://melton.vic.gov.au/budgetinput)
3. Submit Submission Form and any relevant attachments\*\* to Council by the published deadline (which may vary from year to year)

\*\*Applicants must include the following documents:

- Certificate of Incorporation
- Statement of Supplier if no ABN provided
- Two quotations for any expense over \$1000 to be funded with this grant
- Certificate of Currency for Public Liability Insurance of \$20 million (must cover activities outlined in submission)
- Project Plan
- Other supporting documentation, e.g. letters of support

The submission process is designed to be accessible to a range of Incorporated Community Groups and Community Service Agencies. The onus is on submitters to provide enough

information and evidence to support their submission and assist Council to assess the merits of the proposal.

Submission for budget allocation is one option for community members and organisations to seek support from Council. The Community Grants Program ([melton.vic.gov.au](http://melton.vic.gov.au)) is another option that may be more appropriate for some submissions.

Applicants are encouraged to first exhaust the Community Grants Program options prior to making a submission through this Policy.

## 2.4 Assessment Considerations

Funding will be allocated based upon the merit of the submission and available funds.

Strong submissions will demonstrate that the proposal addresses a clear need in the community and that it will have broad community benefit. The submission will outline sustainability considerations if the activity is to continue beyond the requested funding period. Applicants will have adequate experience in their field and be able to demonstrate a commitment to promoting positive outcomes for the City of Melton.

Applicants are strongly encouraged to address each of the following considerations in their submission:

Consideration	To be included in the submission
<b>1. Applicant Details and Experience</b>	<ul style="list-style-type: none"> <li>• What does your organisation do?</li> <li>• When were you established?</li> <li>• What are your governance arrangements?</li> <li>• What relevant work have you done in the past?</li> </ul>
<b>2. Community Need</b>	<ul style="list-style-type: none"> <li>• What existing or emerging need does this proposal address?</li> <li>• How do you know this is a need? (Statistical and anecdotal evidence should be provided to support this)</li> <li>• Explain how the identified need aligns with Council and Wellbeing Plan objectives</li> </ul>
<b>3. Community Benefit</b>	<ul style="list-style-type: none"> <li>• Who will be involved in the project/program/service planning and delivery?</li> <li>• Describe any new community partnerships and connections that will be developed</li> <li>• Who will benefit from the project/program/service? (Identify which groups will benefit)</li> <li>• What will be the outcomes of the project/program/service for these groups?</li> </ul>
<b>4. Ability to Deliver Project</b>	<ul style="list-style-type: none"> <li>• Provide a project plan that demonstrates the steps to be taken to deliver the project/program/service during the funded period</li> <li>• Provide a complete, realistic and achievable budget</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide details of other sources of funding or resourcing for the project/program/service</li> <li>• Explain how the project/program/service may continue into the future (without Council funding) if it is an ongoing event or activity</li> </ul>
<b>5. Commitment to the Improvement of the Municipality</b>	<ul style="list-style-type: none"> <li>• Explain how your organisation has participated and been engaged in other community events and activities in the City of Melton</li> <li>• Explain your organisation's history of promoting positive outcomes for the community</li> </ul>

## 2.5 Assessment Process

Submissions will be assessed using the following process:

1. Submissions will be invited from Incorporated Community Organisations and Community Service Agencies annually in line with Council's budget development process. Submission information will be available via Council's website and will be promoted on the website and by Public Notice
2. Submissions will be received by Council's Finance Department
3. Council Budget Engagement sessions will be held to allow submitters to present their submission to Council Officers and Councillors in person
4. Relevant Council Officers will be asked to make comment on submissions. Commentary will be sought regarding the quality of the submission, assessment considerations and history of previous funding outcomes (if applicable)
5. Submissions and commentary will be presented to the Council's Executive and Councillors
6. Councillors will consider submissions and commentary and decide which submissions (if any) will be included in the upcoming budget
7. Submitters will be notified in writing whether their submission has been included in the draft budget
8. Submitters will be notified in writing of Council's decision when the final budget is endorsed by Council. Council's decision is final

## 2.6 Funding Agreement

Successful submitters will be required to sign a funding agreement with Council. This document will detail the amount and fixed term of funding and conditions associated with the provision of funding.

## 2.7 Acquittal Report

Successful submitters are required to complete an acquittal process annually (for multi-year funding) or within two months of completion of the project for single year funding. Proof of solvency will need to be provided at this time for multi-year funding. An acquittal form template is provided in Section 5.

### ***3. Submissions Made Outside of the Budget Development Period***

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Council recommends that parties submit their requests for budget allocation during the development of the annual Council budget. This is the optimal time for inclusion of submissions in to the upcoming budget. Submissions may be received outside of the budget development period but will only be assessed during the budget development period.

Applicants should follow the Guidelines outlined above to prepare their submission and submit to Council. These will be assessed with all other submissions received from the public at the beginning of the Council budget development period.

## 4. Community Requests for Council Budget Allocation - Submission Form

Please read the Community Requests for Budget Allocation – Guidelines for Submission prior to completing this submission at [melton.vic.gov.au/budgetinput](http://melton.vic.gov.au/budgetinput)

Should you require any support in completing this submission, please contact The Senior Community Engagement Officer at Melton Council on 9747 7200.

Are you seeking funding for your organisation to deliver project, program or service?

Complete Sections 1 to 9

Are you requesting that Council fund and deliver a project, program or service?

Complete Sections 1, 2, 3, 4b and 4c, 5 and 9 (these sections are shaded)

1. Contact Details	
Contact Person	
Position in the Organisation (if relevant)	
Contact Person Phone Number	
Contact Person Email	
Postal Address	
If there is an option to present your submission to Councillors in person would you be interested?	<input type="checkbox"/> Yes <input type="checkbox"/> No  (The dates for the presentation of submissions are set annually. You will be advised of the dates when they have been confirmed)
2. Your Organisation	
Name of organisation	
Briefly describe what your organisation does	

Postal address	
Are you incorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the incorporation registration number:	Are you not-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No Organisation's ABN:
Will an auspice arrangement be required? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered 'yes', please provide a letter from the auspicating organisation	
Has your organisation received funding from Melton City Council in the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide detail (year, amount, project):	
If yes, has your organisation provided an acquittal report to Council for each year funding was received? <input type="checkbox"/> Yes <input type="checkbox"/> No Note: If your organisation has received funding in a previous year and has not provided an acquittal report, you are not eligible to apply for funding	
<b>3. Project, Program or Service Outline</b>	
Project, Program or Service Title	
Location	
Target Community - Specify demographics and number of participants expected	
Project, Program or Service Description – Briefly describe the main activities that will be undertaken	
Please provide any documentation to support your submission (e.g. Plans, diagrams, quotes, etc.)	

Project, Program or Service Outcomes – Describe what will be achieved at the completion of the project

#### 4. Assessment Considerations

Explain how your project, program or service will meet the assessment considerations

##### 4a) Applicant Details and Experience

- What does your organisation do?
- When were you established?
- What are your governance arrangements?
- What relevant work have you done in the past?

##### 4b) Community Need

- What existing or emerging need does this proposal address?
- How do you know this is a need? (Statistical and anecdotal evidence provided to support this)
- Explain how the identified need aligns with Council and Wellbeing Plan objectives

##### 4c) Community Benefit

- Who will be involved in the project/program/service planning and delivery?
- Describe any new community partnerships and connections that will be developed
- Who will benefit from the project/program/service? (Identify which groups will benefit)
- What will be the outcomes of the project/program/service for these groups?
- 80% of participants must be residents of the City of Melton

##### 4d) Ability to Deliver Project

- Provide a project plan that demonstrates the steps to be taken to deliver the project/program/service during the funded period
- Provide a complete, realistic and achievable budget
- Provide details of other sources of funding or resourcing for the project/program/service
- Explain how the project/program/service may continue into the future (without Council funding) if it is an ongoing event or activity

##### 4e) Commitment to the Improvement of the Municipality

- Explain how your organisation has participated and been engaged in other community events and activities in the City of Melton
- Explain your organisation's history of promoting positive outcomes for the community

<b>5. Funding Requested</b>	
<b>Note: Where inadequate or inaccurate costings have been provided, Council will cost the project, program or service and this will be considered in the assessment of the submission</b>	
Total amount requested from Council (ex GST): \$	
If partial funding is acceptable, what is the minimum requested (amount or N/A): \$	
What particular costs will Council funding be used for? (Please note that funding cannot be used for the purchase or hire of equipment to address work health and safety issues or to fund ongoing operational or maintenance costs e.g. salaries or repairs)	
Total amount requested from other funding sources (amount or N/A): \$ Funding source/s:	
Your contribution - either monetary or in-kind (amount, description or N/A): \$	
If you are requesting funding for your organisation to deliver a project, program or service, how will you/the project recognise Council's contribution? (Publicity, promotions, website, social media, press release, materials etc.)	
<b>6. Draft Budget</b>	
<b>Note: Where inadequate or inaccurate costings have been provided, Council will cost the project, program or service and this will be considered in the assessment of the submission</b>	
<b>Income</b>	
User fees / Registration fees	\$
Sponsorship	\$
Total of other grants (as listed above)	\$
Other e.g. fundraising	\$
Your contribution (either monetary or in-kind)	\$
Funding requested from Council	\$
<b>TOTAL INCOME</b>	<b>\$</b>
<b>Expenditure*</b>	
Salaries / Wages	\$
Rent / Venue Hire	\$
Administration	\$
Conference / Meetings	\$
Equipment / Materials	\$

Other (please specify)	\$
<b>TOTAL EXPENDITURE</b>	<b>\$</b>

\*Please provide two quotes for each Council-funded expense greater than \$1000

## 7. Attachments

Please ensure you attach the following documents:

- Y Project Plan
- Y Certificate of Incorporation
- Y Proof of non-profit status
- Y Certificate of Currency for relevant Public Liability Insurance of \$20 million
- Y Letter outlining auspicing partnership (if relevant)
- Y Two quotes for any expense greater than \$1000 to be funded by this grant

## 8. Child Safe Standards – Declaration

If your proposal involves children or young people, you will be required to meet your obligations under Victoria's Child Safe Standards. See [ccyp.vic.gov.au/child-safety](http://ccyp.vic.gov.au/child-safety) for further information.

I understand that my organisation is responsible for adherence to Victoria's Child Safe Standards  Yes  No

## 9. Declaration by Submitter

I declare that the information provided in this submission is correct and that I have read and accepted the Community Requests for Budget Allocation - Guidelines for Submission.

I acknowledge that Melton City Council has the right to withdraw the offer of funding or demand the return of any funds already paid if it is discovered that any of the information provided is false.

Organisation/group's legal name:

Representative's name:

Position in the organisation/group:

Signature:

Date:

Please note: this declaration must be signed by an Office Bearer from your Management Committee (e.g. president, chairperson, secretary or treasurer).

## 10. Delivering your submission to Council (other than online)

### By mail

Manager Finance  
Melton City Council  
PO Box 21  
Melton Vic 3337

### In Person

Manager Finance  
Melton City Council  
232 High Street  
Melton Vic 3337

## **5. Community Requests for Council Budget Allocation - Acquittal Report**

If your organisation receives budget allocation to deliver projects, programs or services, you are required to complete this Acquittal Report annually (for multi-year funding) or within two months of project completion (for single-year funding). The due date for this report is specified in your Funding Agreement.

<b>Funding Details</b>	
Name of Organisation	
Contact Person	
Position in Organisation	
Phone and Email	
Project Name	
Amount of funding received	
Was all money spent?	<div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> <input type="checkbox"/> </div> <p style="margin-top: 5px;">If you answered 'No', how much money is remaining?</p>
<b>Project, Program or Service Outcomes</b>	
<p>Please describe how you achieved your goals for the project, program or service? - Consider who your project assisted, how it created benefits for the community, what your project changed</p>          	
<p>Describe the key challenges to your project, program or service</p>          	

What would you do differently next time?- For multi-year projects, outline what changes you are putting in place to improve outcomes in the next year

Describe any unanticipated outcomes of your project, program or service (positive or negative)

### Participation

Please estimate the number of participants of your project, program or service from each of the following groups  
(For multi-year projects, please specify whether the numbers are cumulative or for the current reporting year only)

**Number of participants in total**

**Percentage of participants residing in the City of Melton**

#### Children

0-4 years

5-11 years

#### Young People

12-17 years

18-24 years

#### Seniors

65+ years

#### Aboriginal and Torres Strait Islander Communities

#### Culturally and Linguistically Diverse Communities

#### People with Disabilities

<b>Sustainability</b>	
Will this project, program or service continue without Council funding?	
What measures did you or are you taking to help this project, program or service to be sustainable without Council funding?	
<b>Attachments</b>	
Please ensure you attach the following:	
<input type="checkbox"/> Copies of receipts for expenditure <input type="checkbox"/> Proof of solvency of organisation (for multi-year funding only)	
<b>Declaration</b>	
I declare that the details in this acquittal report are accurate to the best of my knowledge	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name	
Position	
Organisation	