

Community Grants Program Guidelines

Updated June 2018

Melton City Council



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Community Grants Program

Melton City Council recognises the contribution that community groups, clubs and organisations give to making our City a thriving community where everyone belongs.

Council’s Community Grants Program provides opportunities for community organisations to apply for funding to support them establish themselves, and lead projects and initiatives that benefit the Melton community.

These Guidelines provide information on the application and assessment process for funding.

Available Grants Programs & Categories

The grants programs and categories are listed below:

Program	Description/Category	Applications Open	Page
Semi-Annual Grants	<ul style="list-style-type: none"> Community Project category may apply for up to \$10,000 (matching dollar-for-dollar threshold over \$5,000) 	February & June	10
	<ul style="list-style-type: none"> Entry-Level category for groups with limited grant experience may apply for up to \$2,000 		10
Responsive Grants	Projects that demonstrate requirement for responsive support may apply for up to \$2,000	Bi-Monthly	12
Establishment Grants	New groups seeking funds for key establishment costs may apply for up to \$1,500	Bi-Monthly	13
Resident Achievement Donations	Residents participating in activities at a ‘higher’ level than local participation can apply for up to \$750	Bi-Monthly	14
The Club Caroline Springs Grant Program	<ul style="list-style-type: none"> Community Project Grants may apply for up to \$10,000 (matching dollar-for-dollar threshold over \$5,000) 	October (administered concurrently)	17
HRV/Tabcorp Park Grant Program	<ul style="list-style-type: none"> Entry-Level category for groups with limited grant experience, may apply for up to \$2,000 		18

General Guidelines

The following general guidelines apply to all grant categories offered under the Community Grants Program unless specifically stated otherwise under the relevant grant funding categories.

Who is eligible to apply for Community Grants?

Applications are accepted from the following organisations:

- Incorporated not-for-profit community groups or organisations located in and providing the support, service or program within the City of Melton;
- Incorporated not-for-profit community groups or organisations located elsewhere, but providing support, services or programs to people living in the City of Melton; **OR**
- Unincorporated community groups or organisations with auspice support from an incorporated not-for-profit organisation, providing the support, service or program within the City of Melton.

Applicants must have:

- 80% of project participant's living in the City of Melton;
- an ABN;
- Public Liability Insurance of up to \$20 million;
- discussed the project application with the Community Funding Officer and a relevant Council Officer (see page 10 for a list of Officers that will be able to assist with your project idea); and
- obtained quotations for goods and services from reputable suppliers such as industry accredited suppliers (we encourage applicants to source from suppliers within the City of Melton and to source catering):
 - one quote for goods or services valued at over \$250,
 - two quotes for goods or services over \$1,000.

Applicants must provide the following documents:

- Certificate of Incorporation;
- Statement of Supplier if no ABN provided;
- quotations (as above);
- copy of Public Liability Insurance of up to \$20 million; and

- any other supporting documentation, e.g. project plan, letters of support (as applicable).

What will be funded?

Grants offered under Council's Community Grants Program support community groups and organisations to lead projects and initiatives that provide a benefit to the community.

Funding is available for projects that:

- increase community participation;
- provide services and facilities that strengthen community health and wellbeing;
- promote and develop local pride (including in the field of arts and the environment); and
- promote community leadership.

If you would like further information about the priorities for Council, please refer to the Council Plan (2017-21) at www.melton.vic.gov.au or speak to the Community Funding Officer.

What won't be funded?

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, unless providing broad community benefit;
- that are facilitated by local schools/education providers that are limited to students only;
- that are the clear responsibility of other levels of government, e.g. school curriculum, infrastructure, concerts;
- seeking support over \$1,000 for exclusive celebrations (those that do not include broad community participation);

- seeking support for ongoing operational costs, e.g. permanent staff, ongoing salaries, maintenance, venue hire;
- already receiving Council funds to do the 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;
- eligible for assessment within the funding threshold of Council's Community Service Organisation Support Funding Program;
- that are profit making ventures;
- for purchase of equipment and material to address Occupational Health and Safety issues; this is considered to be the responsibility of the agency or organisation concerned; and
- that take place outside the City, unless it is an element of an ongoing project and has a demonstrated and direct benefit to the City of Melton community.

General grant conditions:

1. Funding is allocated on a competitive basis. Once the allocated funds are exhausted, no additional funding will be available within the financial year.
2. Funds must be spent on the project as described in the application, and/or as directed by the Funding Agreement.
3. Applications where participants are charged entry or participant fees, must declare the charge per participant and the expected number of participants.
4. Successful applicants will be required to complete the grants acquittal process as outlined on page 9.
5. Applicants who have previously received funding through Council grants will only be considered if they have met all acquittal conditions for that previous funding.
6. Successful grant recipients are strongly encouraged to participate in capacity building training opportunities identified by Council Officers.
7. Projects must commence within six months and be completed within twelve months from the date of notification of approval. Retrospective funding will not be provided for projects already commenced.
8. Schools are not eligible to apply directly to the Community Grants Program, however, they may be the beneficiary and/or partner with other community organisations.

Application Process

How do I apply?

Applications for grants under Council's Community Grants Program are made online. You will need to go to the SmartyGrants website: <https://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 required 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:

1. You will need access to internet and an email address to make your application.
2. Access to the Application Form will not be available until the opening date.
3. The online system will not accept incomplete applications.
4. All questions marked with an asterisk* must be completed.
5. Review your application carefully before submitting, as once submitted you cannot go back to make any more changes.
6. When you submit an application online, you will receive an application number. Please make a note of this and, where possible, print and keep a copy of your application for future reference.

Applicants will be notified via automatic email that their application has been received.

Grant support and workshops

Council provides FREE Grant Writing Workshops to community members. Details of upcoming workshops will be listed on the Community Groups training calendar section of the webpage.

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

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

Email: communitygrants@melton.vic.gov.au

How are applications assessed?

- Step 1 Council officers will check eligibility of all grant applications.
- Step 2 Internal review by relevant Council Officers (if applicable)
- Step 3 Eligible applications are assessed by an independent assessment panel against specified assessment criteria (see grant categories for details).
- Step 4 Recommendations are submitted to Council for final approval.

Please note that meeting the assessment criteria does not automatically guarantee funding.

Applicants should also note that the level of funding available through the Community Grants Program grant rounds is limited and applications are considered against the criteria in competition with other applications.

Acquittal Report

Successful applicants are required to complete the grant acquittal within 12 months of receiving funding or 2 months of completion of the project (whichever is sooner).

The acquittal report outlines the key achievements of your project and reports on how funding was spent. An acquittal form is linked to your online application and should be submitted the same way.

If required, a close-out meeting will be scheduled between relevant grant applicant members and Council Officer(s). This is a short meeting that allows Council Officer(s) to check funding expenditure, gain greater understanding of project success and challenges, and assist the applicant to identify future sources of funding for their projects.

Auspice Organisation

If your group is not incorporated or does not hold current public liability insurance, you may apply for a grant through an auspice arrangement.

An auspice is an organisation that is incorporated and holds current public and products liability insurance. The auspice 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 application along with proof of the auspice's incorporation and current insurance.

A suitable auspice organisation might be an organisation you have worked with previously or a larger organisation working in a similar field that could be approached.

Please contact the Community Funding Officer if you would like more information.

Who to contact?

All applicants must speak to a relevant Council Officer regarding their project idea. Please refer to the table below for suitable contacts. If unsure, please contact the Community Funding Officer.

My project relates to:

Area	Contact	Contact number & email
Arts	Madeleine	9747 5913 madeleinemc@melton.vic.gov.au
Children	Karen	9747 7334 karenc@melton.vic.gov.au
Culture	Essan	9747 7206 essand@melton.vic.gov.au
Disability	Warren	9747 7358 warrenp@melton.vic.gov.au
Event/festival	Jason	9747 5392 jasonsa@melton.vic.gov.au
Families	Christine	9747 7312 christinel@melton.vic.gov.au
Health	Shelley	9747 5261 shelleyt@melton.vic.gov.au
New groups/ general activity or event	Alex	9747 5263 alexandram@melton.vic.gov.au
Seniors	Darren	9747 7332 darrenc@melton.vic.gov.au
Sport	Nicole	9747 5415 nicolew@melton.vic.gov.au
Youth	Katriona	9747 5421 katrionag@melton.vic.gov.au

Semi-Annual Grants

Council's Semi-Annual Grants have two rounds open each year. Grant rounds open on the first day, and close on the last day, in both February and June.

This grant round includes an **Entry-Level category** for clubs and groups with little-to-no experience implementing grant funded projects and/or significant challenges submitting grant applications.

Grant Timelines*

Round Opens	Administration & Assessment	Applicant Notified	Funds Distributed
February	March – April	May	May
June	July – August	September	September

**Applications must be made in a timely manner (e.g. initiatives taking place in November should apply in the June round, not in the February round).*

Semi-Annual Grants are available to eligible community organisations, clubs and not-for-profits to apply for. Applicants **must** discuss their application with a relevant Council Officer prior to submitting an online application.

Community Project category conditions:

1. Maximum grant amount applicants can apply for is **\$10,000**.
2. Applicants must provide a matching dollar for dollar contribution for applications over \$5,000 (e.g. if you are applying for \$7,000 in grant funding you must contribute \$2,000 towards the project costs).
3. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.
4. All conditions under General Guidelines, unless specified above, apply.

Entry-Level category conditions:

1. Maximum grant amount applicants can apply for is **\$2,000**.
2. Applications are accepted from community groups/organisations that have little-to-no experience implementing grant-funded projects and are assessed by Council Officers to face significant and demonstrated challenges applying for Council's regular Community Project Grants (contact Community Funding Officer to discuss).
3. The Entry-Level Grant is available to both incorporated community associations and groups that are unincorporated. Unincorporated groups are expected to have an auspice organisation OR will be matched with a suitable organisation to create an auspice agreement with if their grant is successfully approved funding.
4. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.
5. All conditions under General Guidelines, unless specified above, apply.

Community Project Category Assessment Criteria

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 The identified need is a priority issue for Melton City Council to address 	40%
2. Community Benefit	<ul style="list-style-type: none"> Who is involved in the project planning and delivery, will new community partnerships and connections be developed Clear identification of the individuals, groups or broader local population that will benefit from the project Clear demonstrated outcomes of the project beyond the applicant to reflect benefit to the broader community 	20%
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 Project includes other sources of funding Evidence is provided demonstrating how the project will continue into the future if it is an ongoing event or activity 	20%
4. Commitment to supporting the values of the City of Melton	<ul style="list-style-type: none"> Applicants demonstrated participation and engagement in other community events and activities Applicants demonstrated support for the values of Melton City Council Applicants demonstrated support to address or promote health & wellbeing outcomes for the community 	20%

Entry-Level Category Assessment Criteria

PRIORITY AREA	ASSESSMENT CRITERIA	WEIGHTING
1. Community Need	<ul style="list-style-type: none"> Project responds to an existing or emerging community need 	40%
2. Community Benefit	<ul style="list-style-type: none"> Project is likely to build applicants project and grant management capacity 	20%
3. Ability to Deliver Project	<ul style="list-style-type: none"> Key project activities are defined A realistic and achievable budget provided 	20%
4. Commitment to Supporting the values of the City of Melton	<ul style="list-style-type: none"> Applicants demonstrated participation and engagement in other community events and activities Applicants demonstrated support for the values of Melton City Council 	20%

Responsive Grants

Council’s Responsive Grants provide funding to community groups and organisations to support them to lead responsive projects and initiatives that provide a community benefit to an **unexpected** or **emerging** community need.

Grant Timelines*

Round Opens	Administration & Assessment	Applicants Notified & Funds Distributed
January	February	March
March	April	May
May	June	July
July	August	September
September	October	November
November	December	January

**Applications must be made in a timely manner (e.g. initiatives taking place in December should apply in the September round).*

Responsive Grants are available to eligible community organisations, clubs and not-for-profits to apply for. Applicants **must** discuss their application with a relevant Council Officer prior to submitting an online application.

Responsive Grant conditions:

1. Maximum grant amount applicants can apply for is **\$2,000**.
2. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.
3. To be eligible for assessment, the applicant must demonstrate why the project could not have been reasonably planned to seek funding under the Semi-Annual, The Club Caroline Springs, or Harness Racing Victoria/Tabcorp Park Grants Programs.
4. Assessment process for applications made under Responsive Grants are assessed under the Community Project Grants assessment criteria as outlined on page 11.
5. All conditions under General Guidelines, unless specified above, apply.

Establishment Grants

Council's Establishment Grants provide funding to promote and develop the establishment of new community groups, clubs and/or associations.

Grant Timelines*

Establishment Grants run concurrently with Responsive Grants.

Round Opens	Administration & Assessment	Applicants Notified & Funds Distributed
January	February	March
March	April	May
May	June	July
July	August	September
September	October	November
November	December	January

*Applications must be made in a timely manner (e.g. initiatives taking place in December should apply in the September round).

Applicants **must** discuss their application with a relevant Council Officer prior to submitting an online application.

Establishment Grant conditions:

1. Maximum grant amount applicants can apply for is **\$1,500**.
2. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.
3. New groups may seek funding to assist with establishment costs which could include incorporation costs, public liability insurance, promotion and recruitment of new members, venue hire (once-off, for purpose of establishment) and operational items such as stationary and equipment.
4. The maximum amount that a group can request for Incorporation is \$50.
5. The maximum amount that a group can request for Public Liability Insurance is \$1,000.
6. All conditions under General Guidelines, unless specified above, apply.

Establishment Grants Criteria

PRIORITY AREA	ASSESSMENT CRITERIA	WEIGHTING
1. Community Need	<ul style="list-style-type: none"> Establishment of the group responds to an existing or emerging community need 	60%
2. Ability to Deliver Project	<ul style="list-style-type: none"> A realistic and achievable budget and quotes are provided 	20%
3. Commitment to Supporting the values of the City of Melton	<ul style="list-style-type: none"> Applicants has demonstrated support for the values of Melton City Council 	20%

Resident Achievement Donations

The Resident Achievement Donations recognise the achievements that are made by City of Melton residents participating in academic, recreational, community and artistic activities at a 'higher' level than local participation. The Donations support and recognise City of Melton residents with outstanding talent, ability, achievement and significant community contribution.

Applicants will be notified of an outcome of their grant application within three weeks of close of round.

Grant Timelines*

Resident Achievement Donations run concurrently with Responsive Grants.

Round Opens	Administration & Assessment	Applicants Notified & Funds Distributed
January	February	March
March	April	May
May	June	July
July	August	September
September	October	November
November	December	January

**Applications must be made in a timely manner (e.g. initiatives taking place in December should apply in the September round).*

Who can apply?

- Applicants must be permanent residents of the City of Melton.
- Applicants must be participating in an individual sports competition or be a member of a State or National Team.
- Applicants must be representing Australia or Victoria in a recognised International/National/ State event or competition. Applicants will be required to provide evidence from the National/State organisation they are representing. For example, Victoria/Australia in an officially recognised team.
- The event must be of National significance to be considered in the Academic, Community & Arts category.
- For Academic, Community and Arts applications, applicants must provide evidence that they are an emerging or professional Artist;
 - **Emerging** - someone in the first five years of their art form/practice. The person can be emerging at any age providing they prioritise their arts development above everything else.

- **Professional** - An individual who has a tertiary qualification/s in the Arts or has an extensive history working in the Arts and is recognised by their peers in the Arts industry as holding professional Art status.
- Only **one** donation per person will be made per financial year and **no more** than **two** donations in a **five year period**.

Donation Category

Individual Competitor

- Competition or event internal to Victoria: \$250 maximum
- Competition or event external to Victoria: \$500 maximum
- Competition or event external to Australia: \$750 maximum

Sporting Events - Definition

1. Must have a set of rules and code of conduct.
2. Must be competitive in nature.

Sporting Events – What will be funded?

1. Travel and accommodation costs of applicant or parents.
2. Equipment and uniform essential for the event.
3. Entry/registration fees to event/s.

Academic, Community & Arts Events – Definition

1. The Donations assist individual residents with pursuit of professional development opportunities in Academic, Community, and Arts initiatives and activities.

Academic, Community & Arts Events – What will be funded?

1. Attendance fees for professional development workshops/programs.
2. Attendance fees for professional development programs either with a mentor or a professional artist.
3. Conference fees.
4. Master class fees (must be with a leading national or international recognised professional organisation).

Resident Achievement Donations Conditions:

1. Where the applicant is under 18 years of age, any payments will be made to the applicant's parent/guardian.
2. Applications for coaches will not be funded.

3. In cases where several residents in the City of Melton have applied for funding to participate in the same competition, Melton City Council reserves the right to allocate a maximum amount of funds for the one competition.
4. In cases where multiple persons from one family have applied for funding to participate in a competition, Melton City Council reserves the right to allocate a maximum amount of funds for the one family.
5. Funding is ineligible to applicants that are members of a club or team involved in interstate or overseas competition which is not officially representing the State or Australia.
6. An Acquittal Form must be completed online within six weeks of the completion of the event. The information sought through this acquittal will only be used by the Melton City Council for the purposes of exhibiting the programs to which this funding was allocated. It may be published in Council documents and publications.
7. All conditions under General Guidelines, unless specified above, apply.

Documents you must attach to support your application:

For Sporting Events

- A letter of support from your local club/coach/manager;
- Evidence of selection in an official event (State/National); and
- Financial summary of how the donation will be expended.

For Academic, Community and Arts Events

- A copy of the brochure or promotional material of the program you propose to attend;
- Proof of booking details and costs of the proposed program;
- Letters of offer to the event/s; and
- A one page CV relevant to your most recent academic achievement, significant community contribution or art form area and to the activity you wish to attend.

Resident Achievement Donations Criteria

PRIORITY AREA	ASSESSMENT CRITERIA	WEIGHTING
1. Applicant Achievement	<ul style="list-style-type: none"> • Applicant has demonstrated achievement at a high sporting level OR • Applicant has demonstrated development at a higher than normal participation level 	50%
2. Applicant Need	<ul style="list-style-type: none"> • Evidence of selection/registration in high level participation • Applicant has provided a clear budget of associated costs 	50%

The Club Caroline Springs Grants

Council has entered into a partnership agreement with The Club Caroline Springs and Collingwood Football Club that commits grants to community groups within the City of Melton. To support those leading projects and initiatives with a community benefit, these Grants provide funding to eligible community groups and organisations, providing them the opportunity to apply for funding for a Community Project

This grant round includes an **Entry-Level category** for clubs and groups with little-to-no experience implementing grant funded projects and/or significant challenges submitting grant applications.

The Club Caroline Springs Grants Program is administered concurrently with The Harness Racing Victoria/Tabcorp Park Grants Program.

Grant Timelines

Round Opens	Administration & Assessment	Applicant Notified	Funds Distributed
October	November-December	February	February

Grants are available to eligible community organisations, clubs and not-for-profits to apply for. Applicants **must** discuss their application with a relevant Council Officer prior to submitting an online application.

The Club Caroline Springs Grant Conditions:

1. Successful applicants will enter into a Funding Agreement with The Club Caroline Springs/Melton City Council, which will document all funding obligations and conditions as well as reporting requirements, and grant payments will be made according to this agreement.
2. Assessment criteria has been adopted from the Semi-Annual Grants. See the tables on page 12 for relevant assessment criteria.
3. The Entry-Level Grant is available to both incorporated community associations and groups that are unincorporated. Unincorporated groups are expected to have an auspice organisation OR will be matched with a suitable organisation to create an auspice agreement with if their grant is successfully approved funding.
4. Applications for Entry-Level Grant are accepted from community groups/organisations that have little-to-no experience implementing grant-funded projects and are assessed by Council Officers to face significant and demonstrated challenges applying for Council's regular Community Project Grants (contact Community Funding Officer to discuss).
5. All conditions under General Guidelines, unless specified above, apply.

Harness Racing Victoria/Tabcorp Park Grants

Council has entered into a partnership agreement with Harness Racing Victoria/Tabcorp Park that commits grants to community groups within the City of Melton. To support those leading projects and initiatives with a community benefit, these Grants provide funding to eligible community groups and organisations, providing them the opportunity to apply for funding for a Community Project

This grant round includes an **Entry-Level category** for clubs and groups with little-to-no experience implementing grant funded projects and/or significant challenges submitting grant applications.

The Harness Racing Victoria/Tabcorp Park Grants Program is administered concurrently with The Club Caroline Springs Grants Program.

Grant Timelines

Round Opens	Administration & Assessment	Applicant Notified	Funds Distributed
October	November-December	February	February

Grants are available to eligible community organisations, clubs and not-for-profits to apply for. Applicants **must** discuss their application with a relevant Council Officer prior to submitting an online application.

Harness Racing Victoria/Tabcorp Park Grant Conditions:

1. Successful applicants will enter into a Funding Agreement with Harness Racing Victoria/Tabcorp Park & Melton City Council, which will document all funding obligations and conditions as well as reporting requirements, and grant payments will be made according to this agreement.
2. Assessment criteria has been adopted from the Semi-Annual Grants. See the tables on page 12 for relevant assessment criteria.
3. The Entry-Level Grant is available to both incorporated community associations and groups that are unincorporated. Unincorporated groups are expected to have an auspice organisation OR will be matched with a suitable organisation to create an auspice agreement with if their grant is successfully approved funding.
4. Applications for Entry-Level Grant are accepted from community groups/organisations that have little-to-no experience implementing grant-funded projects and are assessed by Council Officers to face significant and demonstrated challenges applying for Council's regular Community Project Grants (contact Community Funding Officer to discuss).
5. All conditions under General Guidelines, unless specified above, apply.

Need more help?

If you require any further information or assistance about Melton City Council's Community Grants Program, please contact the Community Funding Officer or the Community Capacity Team.

Phone: 9747 7247

Email: communitygrants@melton.vic.gov.au