

COVID-19 Community Relief and Recovery Fund Program Guidelines

Melton City Council



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General Guidelines

Melton City Council is committed to supporting the local community through the global COVID-19 pandemic. The COVID-19 Relief and Recovery Fund is intended to provide support for the Melton community in responding to and recovering from the COVID-19 crisis.

This Program offers assistance to incorporated, not-for-profit community groups and service organisations to provide emergency relief and meet immediate basic needs of vulnerable community members impacted by COVID-19.

Applicants will be able to **apply for a grant of up to \$5,000** for emergency relief services and can apply more than once subject to the stipulated Funding Conditions referred to below.

Council has also established three Community Connector Hubs at Kurunjang, Aintree and Caroline Springs where residents can make appointments and seek support from Council or other service providers.

Eligible community groups will be required to engage with the Community Connector Hubs in their provision of emergency relief initiatives that are funded by Council.

Who is eligible to apply?

Applications are accepted from the following organisations:

- Incorporated not-for-profit community groups or organisations located in and providing the support or service within the City of Melton; **OR**
- Incorporated not-for-profit community groups or organisations located elsewhere, but providing support or service to people living in the City of Melton.

Applicants must:

- Adhere to Local, State and Federal laws;
- Have an ABN, Public Liability Insurance of up to \$20 million;
- Not have overdue acquittals from previously received grants from Council; and
- Apply for projects with City of Melton residents making up 100% of beneficiaries.

Applicants must provide the following documents:

- Certificate of Incorporation;
- quotations (as appropriate);
- copy of Public Liability Insurance of up to \$20 million; and
- any other supporting documentation, e.g. project plan, letters of support (as applicable).

Project Ineligibility

- Capital works projects or vehicles.
- Equipment purchases that are not required for the delivery of the project that is being proposed.
- Projects where the primary purpose is to promote specific political or religious views.
- Funding for ongoing operational expenses (e.g. salaries for staff).
- Facility maintenance.
- Retrospective project expenditure.

Funding Conditions

- Projects must be completed within 2 months of receiving funds.
- Acquittal must be completed within 1 month of project end date.
- Projects must adhere to Local, State and Federal laws.
- If an organisation has already received a grant from the COVID-19 Community Relief and Recovery Fund Program, that organisation cannot receive more funds until the current grant has been fully expended and acquitted.
- Engagement with the Community Connector Hubs in the provision of the Council funded emergency relief project.
- Projects must not provide payments to beneficiaries. All food or material aid must be provided in the form of items or vouchers.

Application Process

How do I apply?

Applications are made online at <https://melton.smartygrants.com.au>. You will need to go to the SmartyGrants website to view the application form and to make an application.

Applications can be made at any time. There is no open or close date for applications. Applications will be accepted and assessed fortnightly until funds are exhausted.

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. The online system will not accept incomplete applications.
3. All questions marked with an asterisk* must be completed.
4. Review your application carefully before submitting, as once submitted you cannot go back to make any more changes.
5. 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.

Timeline:

1. Application submitted.
2. Application assessed by assessment panel within 2 weeks of submission date.
3. Applicant advised of outcome of application within 3 weeks of submission date.

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

Applicants should also note that the level of funding available through the COVID-19 Community Relief and Recovery Fund Program is limited and applications are considered against the criteria in competition with other applications.

Assessment Criteria

PRIORITY AREA	ASSESSMENT CRITERIA	WEIGHTING
1. Need	<ul style="list-style-type: none"> • Demonstrated need and impact from the COVID-19 pandemic situation. • Addresses needs not able to be currently met by the community or voluntary sector. 	20%
2. Benefit	<ul style="list-style-type: none"> • Community reach and partnerships. • Value for money. 	30%
3. Delivery	<ul style="list-style-type: none"> • Demonstrated capability to deliver crisis support and emergency relief. • Appropriateness of project and risk management plans. • Suitability of delivery to meet relevant cohorts' particular needs. 	50%

Acquittal Report

Successful applicants are required to complete the grant acquittal within 1 month of completion of the project.

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.

Need more help?

If you require any further information or assistance about Melton City Council's COVID-19 Community Relief and Recovery Fund Program, please contact the Community Funding Officer.

Phone: 9747 7247

Email: communitygrants@melton.vic.gov.au