

Community Grants Program Guidelines

- **Community Capacity Building**

2022-2023

Information on community grants program will be shared broadly through Council officers and networks to encourage broad participation and uptake. This is not to be considered a direct approach and all applicants will be treated on the merit of their application.

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Introduction

The City of Stonnington annual Community Grants Program supports eligible community groups and not-for-profit organisations delivering Stonnington-based programs that:

- improve community health, well-being and safety;
- enhance social connections;
- promote accessibility and inclusiveness;
- advance social cohesion and reconciliation; and
- actively promote environmental sustainability.

These projects must meet the objectives and priorities in the Council Plan and key Council strategies.

Program objectives

The objectives of the Community Grants program are to:

- foster community participation, build social connections and reduce isolation;
- respond to local issues and priority areas of need within the community;
- provide accessible and inclusive opportunities for communities who are considered vulnerable or under-represented;
- build the capacity of local groups and organisations to develop, implement and sustain positive impact in their community; and
- encourage sustainability and strong governance in the delivery of services and programs.

Principles & funding priorities

The Community Grants Program is underpinned by the following principles, which inform our priorities for funding.

- **Access and equity** – We will support programs and organisations that address social inequity, promote social inclusion, embrace diversity, and establish environments that support all people regardless of age, ability, culture or identity.
- **Social and economic participation** – We will support programs and organisations which support the local community and economy, encourage community involvement, facilitate volunteerism, and empower the community.
- **Positive working relationships** – We will support programs and organisations which operate with transparency, link with Council priorities, and maintain relationships based on mutual trust and respect.
- **Flexibility and responsiveness** – We will support programs which recognise and can adapt to changing needs and circumstance.
- **Sustained benefit** – We will support programs with approaches that can remain financially viable and achieve sustained participation and positive impact into the future.
- **Environmental sustainability** – We will support activities with low to zero environmental impacts and promote environmentally sustainable practices.

In addition, Council may determine specific priorities for a funding year in response to an identified community need or strategic issue. Any specific priorities will be announced by Council as part of releasing the community grants program.

Key dates

Information session

- Date & time: 2:30 pm; 28 April 2022
- Location: Zoom - <https://zoom.us/j/98154081665?pwd=TnFId3QwM2lUcHJKTGk4RkdzYUFYQT09>

Applications open	Tuesday 26 April 2022
Applications close	Monday 23 May 2022 No late applications will be considered and the system will automatically close at 11.59pm. Applications submitted via SmartyGrants will be acknowledged via a confirmation email.
Applicants notified	Late July 2022 – Early August 2022

Grant categories

Funding is available under the following categories:

- Community Capacity Building – Up to \$15,000

Council will fund a maximum of two applications per organisation per year; except where an organisation is acting as an auspice. There is no limit to the number of applications an organisation can auspice.

The following categories are not currently open for application:

- Quick Response* – Up to \$1,000 (will open 25 July 2022 until funds exhausted)
- Partnership (triennial)* - Up to \$50,000 (will not open for application)

Quick Response Grants are available year-round and subject to strict eligibility criteria.

Partnership (triennial) Grants are not open for application. Applicants who received a Partnership Grant in 2021/2022 will receive the second year of their three-year partnership funding based on submission of a satisfactory acquittal. Recipients of Partnership Grants should note they are able to submit two grant applications per year; a current partnership grant is counted as one of the two applications available per organisation per year.

Community Capacity Building Grants (Up to \$15,000)

Description: These grants are provided to organisations to deliver programs, projects and activities that benefit Stonnington residents and align with Council priorities and strategic direction.

Frequency: This grant is offered annually.

Types of activities we will fund:

- Social and cultural activities and events.
- Minor equipment purchases (less than \$2,000).
- Environmental initiatives and programs.
- Health and wellbeing activities.
- Activities that increase opportunities for organised and passive physical exercise.

* Note that applications can only be submitted after the Community Capacity Building and Partnership grants application period has closed.

- Programs addressing priorities announced by Council as part of releasing the community grants program (e.g. disaster event, significant social issues etc.).

Eligibility

Community groups and organisations seeking to apply for funds through the Community Grants Program must:

- have an Australian Business Number (ABN) or an Auspice Organisation with an ABN and written consent;
- be not-for-profit and incorporated under the Associations Incorporation Act or enacted under legislative provisions for charitable purposes; or supported by an Incorporated Association that is deemed to be a not-for-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the Income Tax Assessment Act 1936);
- comply with Child Safety Standards and attach a Child Safe Policy to their grant applications if they provide services and facilities for children (anyone under 18 years old). Information on the Victorian Child Safe Standards can be found online at ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/;
- have current Public Liability insurance of no less than \$20,000,000; and
- have acquitted any previous Council grants and have no outstanding debts to Council.

In addition, applications will only be considered if they:

- are completed via online SmartyGrants application by the closing date and time;
- propose an activity that will commence and conclude in the financial year of the grant;
- propose an activity which takes place within the City of Stonnington boundaries, or is part of a broader project that has a clear benefit to the Stonnington community;
- have beneficial outcomes for the Stonnington community;
- offer accessible and inclusive activities and programs without discrimination or restrictions; and
- have supplied all financial and other information that is requested.

Funding will not be considered for:

- commercial enterprises;
- business as usual – staff salaries and operational expenses except where there is substantial evidence the program would otherwise not operate without funding support;
- groups with access to revenue from electronic gaming machines;
- recipients of previous Community Grants who have not returned an acceptable completed acquittal form;
- proposals from current City of Stonnington employees or contractors;
- hire of venues of a commercial nature;
- carnivals, fairs and festivals (please refer to Arts and Cultural Grants Program);
- political, religious or spiritual organisations where the key focus of the program is to promote their beliefs (this does not include community celebrations of cultural festivals);
- activities that are considered the responsibility of State or Federal Government to fund (e.g. core school curriculum activities);
- activities that duplicate an existing service or program provided by City of Stonnington;
- projects that have detrimental environmental impact or produce large quantities of waste;

- structural building works, refurbishment or building maintenance;
- retrospective funding (i.e. funds for expenditure that has already commenced or occurred);
- projects/events outside the current financial year; and
- Projects that have already been approved by the Council under another funding program.

Conditions of funding

If your application is successful, your grant will be subject to the following terms and conditions. The funded organisation must:

- enter into a funding agreement with Council, which will outline the terms and conditions of the grant funding;
- ensure all relevant staff, contractors, volunteers and committee members hold a valid working with children check and provide copies of these if requested by Council, if the funded project includes contact with children aged 0-18 years;
- use grant money solely for the purpose/s specified in the approved grant application unless permission for a variation is obtained from the City of Stonnington;
- obtain all appropriate permits, approvals, insurances etc. relating to the program or project for which the grant has been awarded;
- comply with reasonable requests by the City of Stonnington for information about the program or project activities;
- cooperate with the City of Stonnington to publicise the grant award and assist Council with publicity for the purpose of promotion and creation of media content;
- acknowledge assistance by the City of Stonnington in all media releases and promotional material, using the City of Stonnington's corporate logo and the words "Proudly Supported by the City of Stonnington";
- complete the project within the advised budget and timelines. If there are proposed changes to program or service as described in the grant application, or to your contact details, notify the City of Stonnington as these will need to be agreed to;
- maintain records to show and account for the uses of grant funds allocated and submit acquittal form showing evidence that granted was expended in accordance with the funding agreement by the due date;
- provide the City of Stonnington access to records to verify grant expenditures and activities;
- acknowledge that there is no guarantee of ongoing grants each year;
- advise the City of Stonnington of any unspent grant funds and/or any grant funds that cannot be used for the purpose specified in the grant application submitted;
- repay any portion of the funds not used for the specified purpose/s;
- as the auspisor, be responsible and accountable for the proper use and acquittal of the funding grant; and
- participate in an independent audit process, at Council's discretion.

Assessment

After the application period has closed and applications have been submitted through the SmartyGrants online application portal:

- You will receive an email confirming receipt of your application.

- Your application will be assessed against the eligibility and assessment criteria by a panel of assessors. Except for taxation eligibility, Council retains discretion to waive or amend assessment and/ or eligibility criteria.
- Funding recommendations will be submitted for a decision by Council.
- All applicants will receive a notification via email and in writing with the result of their application.

Assessment criteria

Eligible applications will be assessed against the following criteria.

Criteria	Weighting
<p>1. STRATEGIC ALIGNMENT</p> <p>Are project objectives, aims and expected outcomes clearly defined?</p> <p>Will the project achieve one or more of the objectives of the Community Grants program?</p> <p>Are there strong links with priorities in the Council Plan or other key Council strategies?</p> <p>Have strategies been identified to minimise impact on the environment?</p>	30%
<p>2. COMMUNITY BENEFIT</p> <p>Does the project address an issue or need within the community? Has evidence been provided to demonstrate the need for the proposal?</p> <p>Does the project take an innovative approach to address the issue or need?</p> <p>Will the project benefit the Stonnington community, particularly 'hard to reach' groups and those facing barriers to participation?</p>	25%
<p>3. COMMUNITY ENGAGEMENT</p> <p>Does the project have capacity to stimulate and sustain participation from target groups?</p> <p>Is there community support for the project?</p> <p>Does the project apply a collaborative approach or work in partnership with other organisations targeting similar groups or issues?</p>	20%
<p>4. PROJECT MANAGEMENT</p> <p>Has the applicant demonstrated their ability to manage the project successfully?</p> <p>Does the project budget accurately reflect the scope of the application?</p> <p>Has the applicant considered the impact of COVID-19 on delivery of the project?</p>	25%

Essential attachments

- Certificate of Incorporation or evidence of legislative provisions for charitable purposes
- Current Certificate of Currency – Public Liability Insurance
- Minutes from your organisation's last Annual General Meeting
- Current annual report or financial statement
- Child Safe Policy if your project includes contact with children aged 0-18
- Auspice applicants must attach a letter of approval from the auspice organisation

- Evidence of a booking confirmation, if your project requires the use of a Council owned facility and community bus
- Copies of quotations for minor equipment (up to \$2,000).

How to apply

Applications must be completed online via the SmartyGrants [application portal](#).

Do not leave submitting your application until the last minute. System errors or delays may occur at times of heavy use with others submitting applications, which could result in your inability to lodge your application before the deadline.

Tips for writing a successful application

- Consider the objectives and underlying principles of the Community Grants Program (listed on Page 3) when writing your application.
- Use evidence to help explain the need for your project and what it will achieve. For example, research findings, data, or statistics; media articles; letters of support; project evaluations, etc. A greater level of evidence will be expected of applications seeking significant funding amounts.
- A shorter, well written application that clearly addresses each of the assessment criteria is often more effective than a long, overly detailed application, which can make the key information difficult to identify.

Where to get help

Information Session

Applicants are encouraged to attend an information session to discuss the program; assessment process and answer questions.

Speak to an officer

Assistance is available from the following staff.

Name	Assistance with	Contact
Natalia Bachiega, Facilities Programs Support officer	General enquiries and advice regarding the Community Grants program or SmartyGrants system	8290 1255
Nadereh Edwards, Cultural Diversity Community Development Officer	Assistance for Cultural and Linguistically Diverse Senior Groups	8290 3206
Barry Hills, Community Transport Leader	Community Transport (bus hire)	8290 3349
Venues Booking Team	To book Council owned venues except Malvern Library Meeting Room	8290 1213
Margaret Kantaras, Libraries Administration Officer	To book Malvern Library Meeting Room	8290 8002
Cameron Duff, Prahran Square Activation Officer	To book Prahran Square	8290 1080

Applicants should be aware the level of assistance available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full requested amount.

All funding decisions made by Council are final. There is no appeal or review process.