

Community Grants Program Guidelines

Quick Response

2022-2023

Contents

Introduction	3
Principles and funding priorities	Error! Bookmark not defined.
Key dates	4
Eligibility	4-5
Conditions of funding	5
Assessment	6
How to apply	7

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 Community Grants program are to:

- foster community participation, build social connections and reduce isolation;
- encourage the participation of residents facing barriers due to age, ability, language, income or other disadvantages;
- support activities and programs which have significant benefit to Stonnington residents;
- enable organisations to utilise funds that would otherwise have financed the costs of venue hire, for delivery of valuable services for the community; and
- support programs and activities which align with the Council Plan and other key Council strategies.

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 which address social inequity, promote social inclusion, embrace diversity, and establish environments that are supportive of 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 that have low to zero environmental impacts and promote environmentally sustainable practices.

Key dates

Applications open	25 July 2022
Applications close	Once funds are exhausted. Notice that funds have been exhausted will appear on Council's website stonnington.vic.gov.au/Community/Grants/Community-Grants
Applicants notified	Usually within six weeks of the application being received

Grant categories

Cash, in-kind or a combination of funding of up to \$1,000 is available in the following categories:

- Quick Response
- In-kind (venue facility hire)

In-kind support can be used for Council facility hire and the application must demonstrate a tentative booking has been made to show availability of the asset.

This grant is offered throughout the year until funds are exhausted.

Types of activities we will fund:

1. unforeseen events or urgent issues posing a risk to existing community groups, programs or events;
2. an unexpected initiative that needs Council's support and benefits a community group and/or the wider Stonnington community;
3. groups requiring assistance to get a new project running *or to host an event / activity; and*
4. groups that have missed out on applying to annual grants due to circumstances beyond their control (e.g. incapacity of the person in charge of grants application due to illness).

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

There is a limit of one application per group per financial year to Quick Response Grants. Groups who applied to the community grants program are ineligible to apply under point 4 above.

Eligibility

Community groups and organisations seeking to apply for funds through the Quick Response Grant 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 that 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 (employment of consultants/specialists to deliver projects/services may be considered) and operational expenses (such as electricity, telecommunications costs, rent);
- 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 the City of Stonnington;
- projects that have detrimental environmental impacts 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 the Council has already approved 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 and/or Council facilities 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 to promote and create 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 timeline;
- notify the City of Stonnington of any changes to the program or service as this will need to be agreed with Council;
- 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; and
- participate in an independent audit process, at Council’s discretion.

Assessment

After 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 Council Officers. Except taxation eligibility, Council retains discretion to waive or amend assessment and / or eligibility criteria. Applicants should note that applications for ineligible activities may not be assessed and applicants advised accordingly.
- Funding recommendations will be submitted for a decision by the 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
1. QUICK RESPONSE JUSTIFICATION Is there a clear and valid reason for the application to be funded urgently?	30%
2. STRATEGIC ALIGNMENT Are project objectives, aims and expected outcomes clearly defined? Will the project achieve one or more of the objectives of the Community Grants program?	25%

Are there strong links with priorities in the Council Plan or other key Council strategies? Have strategies been identified to minimise impacts on the environment?	
3. COMMUNITY BENEFIT Does the project address an issue or need within the community? Has evidence been provided to demonstrate the need for the proposal? Does the project take an innovative approach to address the issue or need? Will the project benefit the Stonnington community, particularly 'hard to reach' groups and those facing barriers to participation?	25%
4. PROJECT MANAGEMENT Has the applicant demonstrated their ability to manage the project successfully? Does the project budget accurately reflect the scope of the application? Has the applicant considered the impact of COVID-19 on the delivery of the project?	20%

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.

How to apply

Applications must be completed online via the SmartyGrants application portal.

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
Prahran Square	To book Prahran Square	8290 1080
Venues booking	To book Council owned venues except Malvern Library Meeting Room	8290 1213

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.