

Community Grants Program Guidelines

In-kind (facilities hire)

2022-2023

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.

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=TnFld3QwM2lUcHJKTGk4RkdzYUFYQT09>

| | Grant category | |
|----------------------------|---|---|
| | Community Capacity Building In-kind (facilities or bus hire) | Quick Response In-kind (facilities or bus hire) |
| Applications open | 26 April 2022 | 25 July 2022 |
| Applications close | 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. | Once funds are exhausted. Notice that funds have been exhausted will appear on Council's website stonnington.vic.gov.au/Community/Grants/Community-Grants |
| Assessment | May – June 2022 | Within 3 weeks of submission. |
| Applicants notified | July 2022 | Within 8 weeks of assessment. |

Activities must take place by 30 June 2023.

Grant categories

Funding is available under the following categories:

- Community Capacity Building – Up to \$15,000
- Quick Response – Up to \$1,000
- In-kind (venue or bus hire)

Please note Council will fund a maximum of two applications per organisation per year. Applications can be made to other Council grant programs (i.e. Arts and Cultural Grants) for other projects or programs.

These guidelines refer only to the In-kind (facilities hire) category. Guidelines for other grant categories are available on Council's website stonnington.vic.gov.au/Community/Grants/Community-Grants.

Note that organisations seeking in-kind facilities or bus hire in addition to cash grants for a single project/program can make a combined application through the Community Capacity Building category.

Facilities offered within this category.

The venues offered under this grant category include:

- Grattan Gardens Community Centre
- Chris Gahan Centre
- Phoenix Park Community Centre
- Prahran RSL
- Prahran Square
- Orrong Romanis Recreation Centre
- Prahran Aquatic Centre
- Harold Holt Memorial Swim Centre
- Malvern Library Meeting Room
- Malvern Community Arts Centre
- Malvern Town Hall

Eligibility

Community groups and organisations seeking in-kind venue hire 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);
- be a small charitable organisation, volunteer-led community group, school, kindergarten, sporting club, local interest group or community service provider located within or servicing the City of Stonnington;
- have at least 30% members who are residents of Stonnington with a minimum of 10 resident members (for membership-based groups);
- have current Public Liability insurance of no less than \$20,000,000; and
- 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 acquitted any previous Council grants and have no outstanding debts to Council.

Except for taxation eligibility, Council retains discretion to waive or amend assessment and / or eligibility criteria.

Use of Council facilities must be for activities or programs which:

- aim to raise funding addressing issues of concern to the community;
- celebrate achievements, milestones or culture of a group;
- consist of learning or accessing information;
- bring health and mental wellbeing to participants; and
- are offered at a low cost or free of charge.

In-kind venue hire will not be considered for:

- commercial or profit-making organisations
- activities charging *higher than nominal* fees for attendance or participation; except for fundraising events
- activities funded under an existing service agreement with the Council or offered by organisations using Council-owned venues through an occupancy or licence agreement
- 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).

General terms and conditions

In addition to meeting eligibility criteria and program category conditions, all organisations accessing in-kind venue hire must strictly adhere to hire conditions, available on Council's website stonnington.vic.gov.au/Community/Venue-hire/Conditions-of-use-Community-facilities or provided to you at the time of booking.

How to apply

Access depends on the availability of the desired venue. To discuss venue availability for the dates you wish to book and eligibility, contact the following Council staff.

| | | |
|--|---|-----------|
| <ul style="list-style-type: none">• Grattan Gardens Community Centre• Chris Gahan Centre | grattangardenscc@stonnington.vic.gov.au | 8290 1460 |
| <ul style="list-style-type: none">• Phoenix Park Community Centre• Prahran RSL• Orrong Romanis Recreation Centre• Malvern Community Arts Centre• Malvern Town Hall | Venues Booking Team | 8290 1213 |
| <ul style="list-style-type: none">• Prahran Aquatic Centre• Harold Holt Memorial Swim Centre | Timothy Cooper, Duty Supervisor | 8290 1678 |
| <ul style="list-style-type: none">• Malvern Library Meeting Room | Margaret Kantaras, Administration Officer | 8290 8002 |
| <ul style="list-style-type: none">• Prahran Square | Cameron Duff, Prahran Square Activation Officer | 8290 1080 |

Applicants must discuss their proposed application with Council and confirm venue availability before submission.

Once your eligibility for this program is determined, and booking has been made, 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, resulting in your inability to lodge your application before the deadline.

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 to determine whether:
 - it meets eligibility criteria;
 - the proposed use aligns with the objectives of the Community Grants Program and will provide a clear benefit to Stonnington residents; and
 - all required information and attachments have been provided.
- Funding recommendations will be submitted for a decision by Council. All decisions are final; there is no appeal or review process.
- All applicants will receive a notification via email and in writing with the result of their application.

Essential attachments

When submitting your application, you must also attach the following documents:

- 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.
- Auspice applicants must attach a letter of approval from the auspice organisation.
- Evidence of a booking confirmation
- Permit or licence if selling or consuming liquor
- Current group membership list, including names and postcodes.