

Community Grants Program

Guidelines In-kind Grant (facilities and bus hire)

2023-2024

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Introduction

The City of Stonnington's Annual Community Grants Program supports eligible community groups and not-for-profit organisations delivering Stonnington-based programs that;

improve community health, wellbeing, 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 impacts in their community; and
- encourage sustainability and strong governance in the delivery of services and programs.

Principles and 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, including plastic waste avoidance and reduction.

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.

Grant Streams

The Community Grants Program has four grants streams, as outlined in the following table. Applicants are limited to receiving funding for two grants per year, except in cases where they serve as an auspice. In such cases, there is no limit to the number of applications they can support.

For more information on each grant stream please visit Council's website:
www.stonnington.vic.gov.au/Community/Grants/Community-Grants

Grant Name	Amount	Summary	Frequency
Community Capacity Building Grant	\$15,000	The Community Capacity Building Grant is Council's is provided to organisations to deliver programs, projects and activities that benefit Stonnington residents.	Annual
In-Kind (facilities or bus hire) Grant.		The In-Kind Grant provides opportunities for organisations to use Council owned facilities or community transport. Organisations seeking to utilise this grant in addition to another Council grant may make a combined application.	Annual
Quick Response Grant. This grant utilises unused funds from the Community Capacity Building Grant stream.	Up to \$1,000	The Quick Response Grant is available to provide eligible organisations with limited capacity to self-fund and support the delivery of activities or events in response to unforeseen issues or unexpected opportunities that benefit the Stonnington community.	Annual Opens after recipients are announced for the Community Capacity Building Grant.
Partnership Grant.	Up to \$50,000	Partnership Grants provide funding on a triennial (3 years) basis to support the planning and delivery of community based services, programs, and activities.	Every 3 years. Opens in 2024.

Key Dates for In-kind Grant

Applications open	27 March 2023
Information sessions	Face-to-face sessions at Malvern Banquet Hall 27 and 30 March 2023 – from 10:30am - 1:30pm Zoom session please visit Community Grants Information Session Tickets, Fri 31/03/2023 at 12:30 pm Eventbrite to book your spot. 31 March 2023 – 12:30pm - 1:30pm
Applications close	17 April 2023 Late applications will not be considered, and the system will automatically close at 11.59pm. Applications submitted via SmartyGrants will be acknowledged via a confirmation email.
Recommendations presented to	Mid July 2023

Council	
Recipients announced	Late July - Early August 2023

In-kind Grant Features

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 Grant stream.

In addition to a bus, the venues offered under this grant stream 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 facilities or bus 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
- be 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);
- comply with Child Safety Standards and attach a Child Safe Policy to the grant application if the organisation provides 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.

Use of Council facilities and/or bus 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 facilities and/or community transport 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

Facility or bus use depends on availability. To discuss availability for the dates you wish to book and eligibility, contact the following Council staff.

Barry Hills, Community Transport Leader	Community Transport (bus hire)	8290 3349
Grattan Gardens Community Centre Chris Gahan Centre	Fabiana Bernardi, Service Coordination Administration Officer	8290 1460
Phoenix Park Community Centre Prahran RSL Orrong Romanis Recreation Centre Malvern Community Arts Centre Malvern Town Hall	Venues Booking Team	8290 1213
Prahran Aquatic Centre Harold Holt Memorial Swim Centre	Timothy Cooper, Duty Supervisor	8290 1678
Malvern Library Meeting Room	Margaret Kantaras, Administration Officer	8290 8002
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 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 funding decisions made by Council 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.

Please note

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.