

# Community Grants Program

## Guidelines Quick Response Grant

**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, as outlined in the following table. Organizations 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](http://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 buses.  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 Quick Response Grant

<b>Applications open</b>	1 August 2023
<b>Applications close</b>	<b>Once funds are exhausted.</b> Notice that funds have been exhausted will appear on Council's website <a href="http://stonnington.vic.gov.au/Community/Grants/Community-Grants">stonnington.vic.gov.au/Community/Grants/Community-Grants</a>
<b>Applicants notified</b>	Usually within six weeks of the application being received

## Quick Response Grant Features

Cash up to \$1,000 and in-kind up to \$2,500 is available in the following categories:

- Quick Response
- In-kind (facility or community bus)

In-kind support can be used for Council facility or bus 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 Council will fund:

- unforeseen events or urgent issues posing a risk to existing community groups, programs, or events;
- an unexpected initiative that needs Council's support and benefits a community group and/or the wider Stonnington community;
- groups requiring assistance to get a new project running or to host an event / activity; and
- 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

Not for profit, community organisations residing in Stonnington, or providing services to residents of Stonnington, are eligible to apply for a Quick Response Grant. All applications will be assessed on an individual basis and will be determined in accordance with the assessment criteria. The applicant 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);
- 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/](https://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 2023/2024;
- 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 Stonnington residents.
- 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 unsuccessful or funded through the annual program in the same year.

## 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 panel of assessors. Except for eligible taxation status, council retains discretion to waive or amend assessment and / or eligibility criteria.
- Funding recommendations will be submitted for a decision by the CEO. The CEO has discretion to refer an application to council for a decision.
- All funding decisions are final. There is no appeal process.
- 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
<b>1. QUICK RESPONSE JUSTIFICATION</b> Is there a clear and valid reason for the application to be funded urgently?	30%
<b>2. STRATEGIC ALIGNMENT</b> Are project objectives, aims and expected outcomes clearly defined? Will the project achieve one or more of the objectives of the Community Grants program? 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?	25%

<p><b>3. COMMUNITY BENEFIT</b></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><b>4. PROJECT MANAGEMENT</b></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 the delivery of the project?</p>	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.
- Evidence of a booking confirmation, if your project requires the use of a Council owned facility and community bus.
- Auspice applicants must attach a letter of approval from the auspice organisation.

## How to Apply

Applications must be completed online [HERE](https://www.stonnington.smartygrants.com.au/CommunityGrant2022-2023) or by visiting the website:  
[www.stonnington.smartygrants.com.au/CommunityGrant2022-2023](https://www.stonnington.smartygrants.com.au/CommunityGrant2022-2023)

## 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.
- Contact a Council staff member if you have questions or need assistance.

## Speak to a Council staff member

Assistance is available from the following staff.

Name	Assistance with	Contact
Natalia Bachiega, Community Grants and Volunteer Capacity Officer	General enquiries and advice regarding the Community Grants Program or SmartyGrants system	0438 790 116
Nadereh Edwards, Cultural Diversity Community	Assistance for Cultural and Linguistically Diverse	(03) 8290 3206

<b>Name</b>	<b>Assistance with</b>	<b>Contact</b>
Development Officer	Senior Groups	
Barry Hills, Community Transport Leader	Community Transport (bus hire)	(03) 8290 3349
Venues Booking Team	To book Council owned venues except Malvern Library Meeting Room	(03) 8290 1213
Margaret Kantaras, Libraries Administration Officer	To book Malvern Library Meeting Room	(03) 8290 8002
Cameron Duff, Prahran Square Activation Officer	To book Prahran Square	(03) 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.

## **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 the grant was expended in accordance with the funding agreement by the due date, receipts for funded items must be attached to acquittal;
- 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 submitted grant application;
- 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.

**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.