Community Grants Program

Guidelines Quick Response Grant

Open 1 August 2024 until funds are exhausted

2024-2025

These guidelines refer only to the Quick Response Grant category. Guidelines for other in-kind support Partnership and Community Capacity Building grants are available on the Council's website stonnington.vic.gov.au/Community/Grants/Community-Grants

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.

Project 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 funding priorities.

- **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 Categories

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.

Quick Response Grants are part of the Community Grants program. While Council will fund a maximum of two applications per organisation per year under the Community Grants program; applicants should note that only one application per financial year can be funded under Quick Response Grants (ie. Applicants who receive two grants in the annual grant program will not be funded under Quick Response as they will already have received their two grant maximum).

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 buses. Organisations seeking to utilise this grant in addition to another Council grant may	Annual

		make a combined application.	
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.
Open 2024. |

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:

1. unforeseen events or urgent issues that cannot wait for the annual community grants program.
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 applying for grants due to illness).

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

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 eligible 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/;
- 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 (where specified).
- propose an activity that will commence and conclude within the relevant grant period.
- 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.
- Projects that have already been unsuccessful or funded through the annual program in the same year.

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 words "Proudly Supported by the City of Stonnington". Partnership Grants may be required to also include the City of Stonnington's corporate logo.

- 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 auspicor, 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 panel of assessors. Except for eligible taxation status, council retains discretion to waive or amend assessment and / or eligibility criteria.

- Applicants that do not meet taxation eligibility will be withdrawn from the assessment process.

- 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 and provided with an opportunity for feedback.

Assessment Criteria

Eligible applications will be assessed on the extent to which the proposed project meets the following criteria.

Criteria	Weighting

1. QUICK RESPONSE JUSTIFICATION	30%
Is there a clear and valid reason for the application to be funded urgently?	
2. STRATEGIC ALIGNMENT	25%
Is the project, and its intended outcomes, clear and easy to understand?	
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?	
3. COMMUNITY BENEFIT	25%
Does the project address an issue or need within the community?	
Is it clear how the project will be successful in addressing this need?	
Is the project inclusive and open to all community members either generally or within a defined target group?	
4. PROJECT MANAGEMENT	20%
Has the applicant demonstrated their capacity to manage the project successfully?	
Does the project plan and budget accurately reflect the scope of the application?	

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.
- Copies of quotations for minor equipment.

How to Apply

Applications must be completed online HERE or by visiting the website:
https://stonnington.smartygrants.com.au/QuickResponseGrant24-25

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.
- Review and clearly address each of the assessment criteria in your application.
- A succinct and clear application is often more effective than a long, overly detailed application, which can make the key information difficult to identify.
- Make sure you attach all the "Essential attachments" above.
- Attend an information session (refer to 'Key Dates' above)

- Speak with a Council officer if you require further assistance (refer 'Where to get help' below).

Where to Get Help

Information Session

Applicants are encouraged to attend an information session to discuss the program; assessment process and answer questions. Refer 'key dates' for information session dates and times.

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 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
Shane Palmer, Senior Team Leader Stadiums	To book Stonnington Sports Centre	8290 8030
Sergio Deodata	Team Leader Facilities Based Program	8290 1460

Where an application includes request for an in-kind venue, applicants must contact Council and confirm the venue booking before submitting their community grants application via the SmartyGrants application portal.

Please note:

- 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.

- 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.