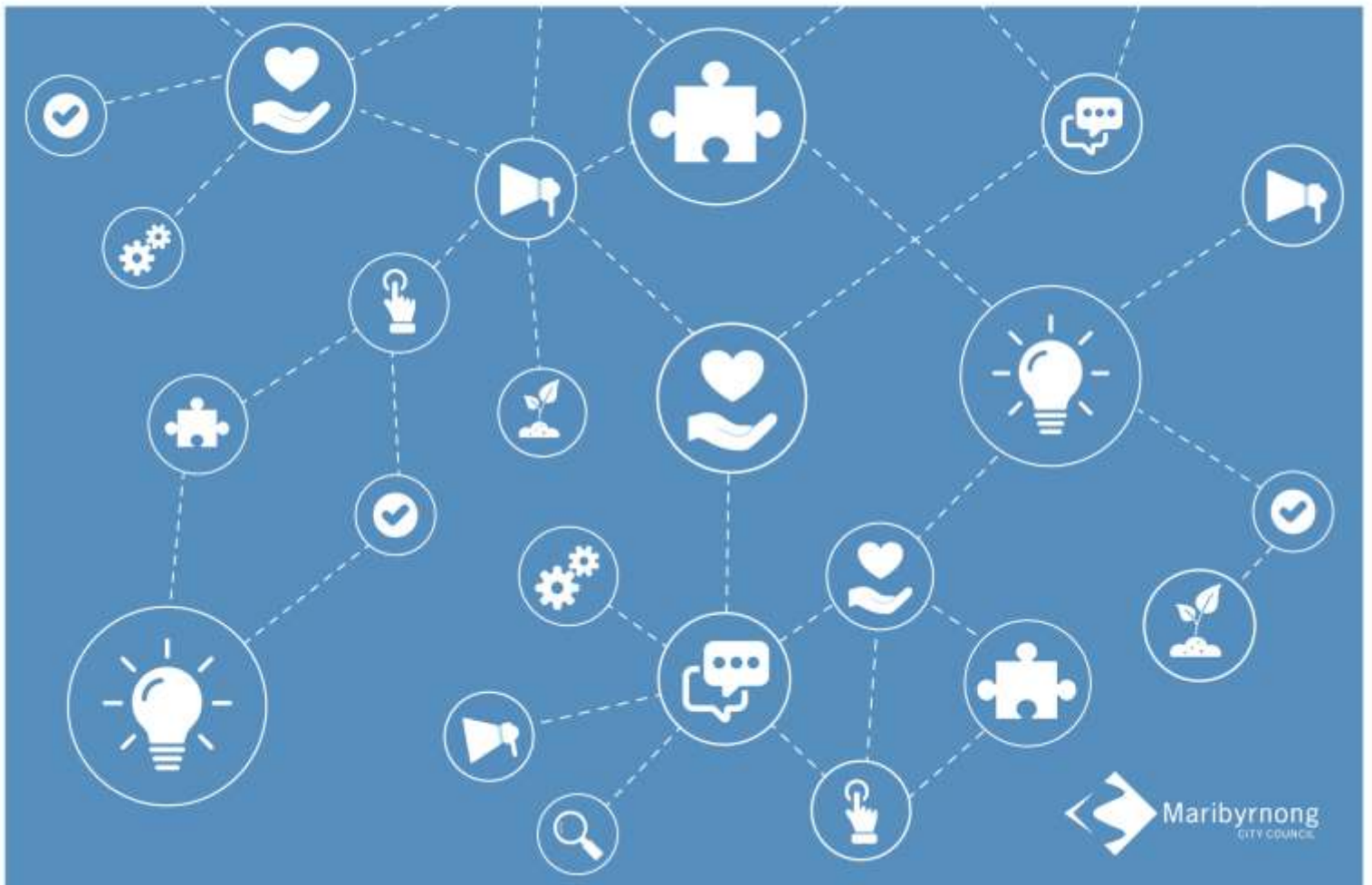


**Maribyrnong City Council
Community Grants Program Guidelines 2021**



Community Grants Program Guidelines 2021

The Maribyrnong City Council Community Grants Program supports organisations or projects that create social inclusion, help build an intercultural and intergenerational city, and engage people from diverse communities of all ages, social, and cultural backgrounds to participate in and contribute to community life.

We acknowledge the Traditional Owners of the land, the Wurundjeri Woi wurrung and Boon wurrung peoples of the Kulin Nation and pay our respect to their Elders, past, present and emerging.

COMMUNITY GRANTS AND THE COUNCIL PLAN

[The Council Plan](#) sets Council's direction and is developed based on the community's objectives and priorities.

Your Community Grant application should align with and identify the Council Objective that relates to your project.

COUNCIL PLAN 2021-2025 OBJECTIVES

Safe climate and healthy environment

Council will proactively identify opportunities to create a safe climate and healthy environment and work with our community to respond to climate emergency challenges.

Liveable neighbourhoods

Council will partner with its community to provide and advocate for integrated built and natural environments with access to open public spaces that are well maintained, engaging, accessible and respectful of the community and neighbourhoods.

A place for all

Council will provide well-planned neighbourhoods and a strong local economy, delivering services that are inclusive and accessible to the whole community, and that support

wellbeing, healthy and safe living, connection to the community, and cultural interaction.

Future focussed

Council will plan and advocate for new infrastructure and safe, sustainable, and effective transport networks and a smart innovative city that encourages and supports new generations to thrive.

Ethical leadership

Council will proactively lead our changing City using strategic foresight, innovation, transparent decision-making, and well-planned and effective collaboration to support economic growth during the ongoing challenges of the pandemic and beyond.

PRIORITIES FOR 2021 COMMUNITY GRANTS

- Encourage and support First Nations initiated and led projects to deepen community connection, education and understanding of Aboriginal heritage and culture, encourage leadership opportunities and support and champion Reconciliation.
 - To support the community to continue to build resilience throughout the changing phases of the COVID-19 pandemic.
 - Create and innovate to strengthen community connectedness and improve inclusion and wellbeing.
 - Organisation/group capacity building to enable diverse communities to adapt and respond to current and emerging challenges and needs.
 - Support volunteering (formal and informal), community leadership development and civic participation.
 - Increase intercultural connections that promote understanding and celebrate diversity.
 - Enable community capacity to respond to local needs and maintain participation in community life.
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KEY DATES

10am, Monday 19 July 2021	Applications open
5:30pm, Wednesday 4 August 2021	Community Grants Information Session (Zoom).
12:30pm, Thursday 5 August 2021	Community Grants Information Session (Zoom).
Date TBC	Project Design Workshop Email grants@maribyrnong.vic.gov.au to register your interest.
5pm, Monday 23 August 2021	Applications close.
December 2021	Grant outcomes announced. <i>Project delivery can commence from time of grant payment.</i>
December 2022	Project completion deadline.

GRANT CATEGORIES

Category	Funding	Description
Small Grants	Up to \$500	<p>Small grants support established and emerging groups to respond to community needs or develop a one-off activity.</p> <p>This grant is also available to seniors groups who meet on a regular basis and engage the community in social, recreational, and other community focused activity. Any relevant permits needed to deliver the project must be identified.</p>
Medium Grants	Between \$501 - \$10,000	<p>Supports projects that encourage participation to connect people of all ages and diverse cultures across neighbourhoods in new and innovative ways.</p> <p>Activate an idea or issue to promote and celebrate diversity, inclusion, wellbeing, and sustainability.</p> <p>All applicants must submit a budget as part of the online application form. Project budgets should be detailed and realistic. Any relevant permits needed to deliver the project must also be identified.</p>
Large Grants	Between \$10,001 \$20,000	<p>Supports large scale collaborative projects that respond to a community issue or opportunity.</p> <p>Also supports large scale projects that are First Nations initiated and led that seek to advance reconciliation, encourage leadership opportunities, and celebrate Aboriginal heritage and culture in the City of Maribyrnong.</p> <p>All applicants are encouraged to work in partnership and strengthen capacity, build skills, and develop networks.</p> <p>All applicants must submit a project plan (template is part of application) and budget as part of the online application form. Project budgets should be detailed and realistic. Any relevant permits needed to deliver the project must also be identified.</p>

Funding is not limited to implementing a 'project' but could be focused on planning, professional development, governance and/or succession planning and training to respond to ongoing needs from the COVID-19 pandemic.

In consideration of the changing restrictions during the different phases of the COVID-19 pandemic, applications could include, but are not limited to, online training, access to digital tools, development of programs that are delivered online or planning that develops different ways of operating to meet changing needs.

Applications for projects that are initiated and led by First Nations peoples are welcomed across all Grants categories, but specifically in the Large Grants category.

KEY SELECTION CRITERIA

All applications (*with the exception of those in the **Small Grants category***), are assessed based on the following questions:

- What is the proposed activity, and how does it respond to the Council Plan objectives?
- How will you engage and collaborate?
- What are the skills and ability of the applicant organisation to deliver the project?
- How does the project meet local needs?
- What is the expected community benefit?
- In addition, applications for First Nations projects will be reviewed to ensure they are initiated and led by First Nations peoples.

WHO CAN APPLY?

Applications are accepted from:

- Community groups, agencies or organisations providing services, programs, and support to the community of the City of Maribyrnong.
- Individuals (with appropriate auspice support) to undertake a project that has a clear community benefit as per the guidelines.
- Non-government agencies receiving funding through State and/or Federal Government.
- Applications that have a focus on indigenous issues, reconciliation and development are invited from First Nations community members, community groups, organisations, or agencies.

To be eligible for funding:

- Be based in the City of Maribyrnong or deliver a project in the City of Maribyrnong with the majority of project participants being residents of the City of Maribyrnong.
- Be a not-for-profit agency or constituted body (for example, an incorporated association).*
- Be a First Nations community member, community group, organisation, or agency, delivering a First Nations initiated and led project in the City of Maribyrnong.
- Have an Australian Business Number, ABN* (You can register for an ABN for free at: www.abr.gov.au)
- Have Public Liability Insurance cover of \$20 million.*

*If your organisation does not have an ABN, insurance, and incorporation, you can apply through an Auspice Organisation. See page 6 for details.

WHAT WON'T BE FUNDED

- Grant proposals that have part or full funding through other Maribyrnong City Council grant programs (e.g., Festival City Grants).
- Organisations (applicants) who have outstanding acquittals for any previous Council grant.
- Organisations who have debt owing to Council.
- For-profit projects and businesses.
- Ongoing operational budgets, core business.
- Equipment costs not associated with the specific project.
- Individuals without an auspice.
- Public liability insurance (where this is the sole cost).
- Trophies, prizes, gifts, parties, or festivals.
- Refreshments and/or catering (where this is the majority of the project budget).
- Capital works and facility maintenance.
- Projects that have already commenced on application or have occurred or been completed prior to the application.
- Projects with a religious or political focus.
- Projects that support or involve gambling, tobacco, or alcohol.
- Sponsorship of individuals.
- Artists seeking funding for their own creative endeavours or professional practice.
- Curriculum for educational institutions, school camps, purchase of resources required to implement curriculum, payment for school excursions or for specialised student education programs.
- First Nations projects not initiated and led by First Nations people.

Important to note

Not all grants are funded to the total amount requested. Each year Council receives many more applications than we are able to fund.

Funding is not recurrent.

Applicants who have received a Community Grant in a previous year must complete a final project evaluation (acquittal) report. Unless submission at a later date has been approved by Council, applications from any groups with outstanding acquittals will not be considered.

PREPARING YOUR APPLICATION

Applicants are encouraged to contact Council's Community Grants Officer prior to submitting an application.

The **Community Grants Officer** can be contacted on 03 9688 0223 or grants@maribyrnong.vic.gov.au on Tuesday, Wednesday, and Thursday.

Do not leave this until the closing date, as the Officer may not be available to assist you.

AUSPICING

You cannot apply for a grant without an ABN, incorporation, or public liability insurance.

However, an auspice organisation may be able to assist you.

An auspice is an organisation who manages grant funding on your behalf. Auspicing organisations provide coverage for applicants that lack public liability insurance and incorporation.

The auspice organisation is obligated to ensure that the funding is expended within the requirements of the application and funding agreement.

Evidence of the agreement between the two parties to undertake this auspice arrangement must be included with the application, as must all the necessary paperwork to prove insurance, incorporation, and ABN status. The auspice organisation receives all grant payments.

Finding an auspice organisation

In order to secure an auspice, you need to approach a non-profit or community organisation that may be interested in supporting your project.

It is likely that this would be an organisation working to achieve similar outcomes locally or might be an organisation that you are already a member of. Common auspicing organisations include Neighbourhood Houses, Multicultural Councils/Associations and Residents Groups.

Keep in mind that auspicing organisations will have requirements of auspiced projects and sometimes charge a fee.

SUBMITTING THE APPLICATION

- You can access the application online at <https://maribyrnong.smartygrants.com.au>
- Review your application/s before submitting online (once submitted you cannot go back to make changes).
- Submit your application and take note of your Application Number.
- Keep a copy of your application for your records.
- You will receive a confirmation email that your application has been received.

Applications close 5pm, Monday 23 August. Late or incomplete applications will not be accepted.

How many applications can you submit?

You can submit one (1) application in each category, e.g., you can apply for one (1) Small, one (1) Medium, and one (1) Large Grant. Each application must be for a different project.

Auspiced Applications

If your application is being auspiced, the auspice organisation must complete the relevant section of the application (Auspice Details).

Prior to submission, the application must be viewed by the appropriate representative of the auspice organisation to ensure that it is deemed acceptable.

NEED HELP APPLYING?

If you can't complete the application online, contact Council as early as possible prior to the closing date, so we can assist you.

For technical support see the [SmartyGrants Help Guide](#) or SmartyGrants [FAQs](#).

If you have further questions, contact SmartyGrants at: service@smartygrants.com.au. Provide your application number and that you are applying for the Maribyrnong City Council Community Grants Program.

Interpreting Service

If you would like to receive this information in a language other than English, call the free Telephone Interpreting Service on 131 450 and ask them to contact Maribyrnong City Council on 9688 0200 and access information through interpreting services.

HOW ARE APPLICATIONS ASSESSED?

- Applications are checked to ensure that they meet the eligibility criteria, including that the appropriate documents (including project plans, budgets, and relevant permits) have been uploaded.
- All eligible applications are assessed against the assessment criteria by Council Officers who represent a cross-section of relevant departments.
- Council prioritises applications depending on the level of need, previous access to grants, experience of the group and capacity to source other funding.
- Applications for First Nations projects will be assessed to ensure they are initiated and led by First Nations peoples/agencies/community organisations.

Meeting the selection criteria does not automatically guarantee a grant.

The level of funding assistance available through the Community Grants Program is limited and applications considered against the criteria are in competition with all other applications considered for funding.

Applicants will be notified via email of the outcome.

SUCCESSFUL APPLICANTS

You will receive notification of successful funding via email in December. As part of your notification, you will receive a Terms and Conditions agreement that you must sign and return.

If you have been auspiced, this agreement must be signed by the appropriate representative authorised to make decisions on behalf of the auspicing group/organisation and witnessed by another organisation member.

Titles and contact numbers must be included, and organisation letterhead may be required to verify authorisation.

RESPONSIBILITIES OF THE APPLICANT

If you receive funding, you must meet a number of obligations:

Funding Agreements and Budget

- Sign and return all documentation within two (2) weeks of funding notification.
- Funds must only be spent for the approved purpose unless Council gives prior approval, in writing, to any proposed changes.
- Maribyrnong City Council will not be responsible for shortfalls in the project budget if the organisation is unable to meet the project costs.

Acknowledge Council Support

- Acknowledge Council's support in all publications and promotion.
- Where appropriate invite Councillors and relevant Council staff to openings, launches and other activities associated with the grant.
- Successful projects and applicants may be required to promote their outcomes in publications and at Council offices/events.

Reporting

- Applicants are required to provide a final project report (acquittal) at the conclusion of the project. The acquittal must outline the activities and outcomes delivered as part of their project, including project spending, quotations for any items purchased over \$5,000, and a statement of any wages/ salaries paid.
- Any applicant (organisation/group) who hasn't provided an acquittal report for a previous community grant is ineligible from making further applications.

- Council may request interviews with applicants to verify activity and progress.
- Large Grant projects may be asked to participate in an ongoing reporting process during the delivery of the project.
- Document your project (if relevant), take photos and relevant notes to assist in reporting.

Paying the Grant

- Council pays grants by EFT (Electronic Funds Transfer).
- Applicants who do not wish to receive the grant via EFT must notify Council.
- No grant will be paid without a signed agreement and bank account details.
- If you have applied through an auspice, grant funds are paid to the organisation acting as the auspice.

GST

GST will only apply to your grant if your organisation is registered for GST with the Australian Tax Office. In these cases, Council will add 10% for GST to the grant.

For information and advice on GST and the implications for your project, call the Australian Taxation Office (ATO) on 13 28 66 or visit www.ato.gov.au.

Grants are considered taxable income by the ATO. It is illegal to claim for GST if you are not registered.