

# Frequently Asked Questions

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## Can I talk to someone about my eligibility and my project idea?

Yes, we encourage applicants to discuss your eligibility and project idea with Council's Community Grants Officer. Get in contact as early as possible as they may not be available on or very close to the closing date.

## My project idea doesn't seem to fit with the focus areas outlined in the Guidelines – what should I do?

Discuss your project idea with the Community Grants Officer. Contact the Community Grants Officer as early as possible as they may not be available on or very close to the closing date.

## I don't have an ABN, Public Liability Insurance or Incorporation, can I apply?

Yes, you can apply through an auspice.

## How likely is my application to be funded?

Many more applications are made to the program than Council is able to fund, and applications are in competition with each other. The 2025-2026 round had a 31% success rate. The success rate is higher for small grant applications.

## What is an auspice organisation?

An auspice is an organisation who manages grant risk and finances on your behalf.

## How do I find an auspice organisation?

Approach a not-for-profit community organisation you think might be interested in supporting your project. It is likely that this would be an organisation working to achieve similar outcomes locally. Common auspicings organisations include Neighbourhood Houses, Multicultural Associations and so on.

A formal agreement should be in place between the project and the auspicings organisation. Applicants applying via an auspice must provide a copy of the auspice agreement. Auspicings organisations will have requirements of you and often charge a fee which you will need to factor into your project budget.

Council is not able to auspice projects.

## **I'm a social enterprise, can I apply?**

We are able to accept applications for not-for-profit projects from social enterprises certified by Social Traders. Social enterprises must provide a copy of their certificate of certification from Social Traders.

## **How many applications can I submit?**

You can make one application to the Program per calendar year.

## **How much insurance do I need?**

Applicants must hold \$20 million worth of Public Liability Insurance for the duration of the grant. If you do not have Public Liability Insurance, you may still be eligible to apply via an auspice organisation.

## **What is a Certificate of Currency and how do I get one?**

A Certificate of Currency is a document provided by your insurance company that shows your insurance cover. You can get a current copy of your Certificate of Currency by calling your insurance company and requesting they email it to you. An insurance quote, invoice or receipt are not accepted.

## **What about permits and permissions?**

It is your responsibility to research and identify permits and/or permissions relevant to your project and factor them into your project plan and budget. You can include any additional detail regarding permits and permissions as an attachment in the 'Upload any other support material' section. It is important to take particular care here if your project involves an event or takes place in public space.

## **What documents am I required to include in my application?**

Applicants are required to provide Certificate of Currency and Incorporation Certificate or other evidence confirming the organisations entity status. Applicants applying via an auspice must provide a copy of the Auspice Agreement. Social enterprises must provide a copy of their Certificate of Certification from Social Traders. If you are applying in partnership with another organisation you must provide a copy of your Partnership Agreement. Where relevant, copies of any permits and permissions should also be included. Incomplete applications and applications submitted with unsatisfactory supporting documentation will not be accepted.

## **Do you need to be a First Nations person, community group or organisation to apply for a project with a First Nations focus?**

First Nations led projects will be prioritised. Applications for projects aiming to benefit Aboriginal and/or Torres Strait Islander people should demonstrate that the project is initiated and led by First Nations people. Applications for projects that include Reconciliation themes do not have to be First Nations led but would be strengthened by a demonstrable level of cultural competency.

## **My project involves working with the Aboriginal and Torres Strait Islander community, do I need to consult?**

Yes, for projects that relate to or involve working with the Aboriginal and Torres Strait Islander community, consultation should occur before applying for grant funding. Leave plenty of time to consult and note that there will most likely be costs involved. *See the question below for contact details.*

## **I would like to include a Welcome to Country, Smoking Ceremony or Cultural Awareness Training as part of my project, what should I do?**

Council recognises the Wurundjeri Woi Wurrung and Bunurong People as the Traditional Owners of the land that is known as Maribyrnong. All cultural requests should be directed to:

- Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation  
[www.wurundjeri.com.au](http://www.wurundjeri.com.au)
- Bunurong Land Council Aboriginal Corporation  
[www.bunuronglc.org](http://www.bunuronglc.org)

## **I'm an artist, can I apply?**

Funding is not available to artists for their own creative/professional practice. Artists may be eligible if working in community engaged practice within a community development framework.

## **Why do successful applicants need to complete a Child Safe Compliance Assessment and Declaration?**

Maribyrnong City Council is committed to being a child safe organisation. Funded projects must comply with all Victorian law relating to child safety. The Child Safe Compliance Assessment and Declaration enable successful applicants to demonstrate their child safe obligations.

## **Can I apply for my Seniors Group activities?**

You are encouraged to discuss your eligibility and project idea with the Community Grants Officer. The program does not fund core business however Seniors Clubs can apply for funding for projects outside regular activity. Projects must be new.

## **Does the Community Grants Program fund salaries?**

The program does not fund core business, including ongoing salaries. However, it can fund wages/fees for project staff.

## **Why is demonstrating the community need for my project important?**

Demonstrating the community need for your project is crucial because it helps ensure that funding is directed toward initiatives that will have the most impact. A well-supported case for need shows that your project is responding to a genuine issue, gap, or opportunity within the community. This strengthens your application by providing clear evidence that your project is not only relevant but also necessary. Assessors want to see that your project aligns with community priorities and that it will make a meaningful difference to the people or groups it aims to support.

## **How can I demonstrate the community need for my project?**

There are several ways to effectively demonstrate need in your application. Use data such as community surveys, research reports, or statistics, to highlight the issue your project seeks to address. Community consultation and engagement can also be powerful - letters of support, testimonials, or feedback from local organisations or community members can show that there is demand for your project. Clearly explaining the problem and backing it up with evidence will help assessors understand why your project is essential.

## **How are applications assessed?**

Many more applications are made to the program than Council is able to fund, and applications are in competition with each other. Not all applications that meet the assessment criteria can be funded. Eligible applications will be assessed by a panel who will score each application against the criteria outlined in the Guidelines. Generally, those applications recommended for funding are those scored highest. Applications and assessments are reviewed and recommendations finalised by an Independent Peer Panel before being presented to Council for endorsement.

## **What is the Independent Peer Panel?**

The Maribyrnong Community Grants Program Independent Peer Panel (IPP) reviews applications and assessments and finalises recommendations to Council. The IPP provides an additional level of scrutiny and transparency to ensure that recommendations are made impartially and with independent oversight. The Panel is made up of three experienced community members with an understanding of the community sector, current trends and grant making who were recruited via an open Expression of Interest process. Terms of Reference for the IRP are available on request.

## **I have more questions, who can I speak to?**

Community Grants Officer  
(Tuesday – Thursday)  
9688 0223 or [grants@maribyrnong.vic.gov.au](mailto:grants@maribyrnong.vic.gov.au)