

ANNUAL COMMUNITY GRANTS PROGRAM GUIDELINES 2024–2025



GLEN EIRA
CITY COUNCIL

Bentleigh
Bentleigh East
Brighton East
Carnegie
Caulfield
Elsternwick
Gardenvale
Glen Huntly
McKinnon
Murrumbeena
Ormond
St Kilda East


APPLICATIONS OPEN MONDAY 29 JANUARY 2024

APPLICATIONS CLOSE 5PM, MONDAY 25 MARCH 2024



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ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Glen Eira City Council acknowledges the Boon Wurrung/Bunurong and Wurundjeri Woi Wurrung peoples of the Eastern Kulin Nation as Traditional Owners and Custodians, and pays respect to their Elders past, present and emerging. We acknowledge and uphold their continuing relationship to land and waterways and extend our respect to all Aboriginal and Torres Strait Islander peoples.

Council honours the rich histories and cultures of First Nations peoples and recognises and values the important contribution Aboriginal and Torres Strait Islander people make in enriching our community. We support the Uluru Statement from the Heart and are committed to a *Reconciliation Action Plan* which is underpinned by the principles of self-determination. We work towards improved outcomes and long-term generational change, and to consolidate Glen Eira as a culturally safe place for Aboriginal and Torres Strait Islander people. We are committed to achieving equality for our First Nations people to live healthy and prosperous lives and to improve life outcomes for current and future generations.

Glen Eira resides on country that always was, and always will be, Aboriginal land.

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INTRODUCING OUR ANNUAL COMMUNITY GRANTS PROGRAM

Council's *Annual Community Grants Program* supports not-for-profit community groups and organisations to deliver projects and activities that benefit the Glen Eira community, provide meaningful social impact and respond to community need.

The *Program*:

- > empowers community groups and organisations to create their own solutions to issues, and to deliver activities and programs that matter to the community;
- > encourages projects that are inclusive, celebrate diversity in our community and support the health, wellbeing and resilience of our residents; and
- > is guided by Council's *Community Grants Policy* and is allocated funding through Council's annual *Budget*.

The *Program* aims to:

- > strengthen community connections and collaborations;
- > develop an accessible and inclusive community;
- > encourage community initiatives that promote self-sufficiency and innovation;
- > help strengthen community capacity to plan and implement services;
- > celebrate diversity and participation in community life;
- > contribute to sustainability and climate change action;
- > build and strengthen good governance practices;
- > encourage participation in arts and cultural activities; and
- > increase volunteering and extend the reach of community programs.

PRIORITY

Priority will be given to applications that respond to identified community needs and demonstrate alignment with Council's strategic focus.

Areas of community need

- > Social connection and community support.
- > Community safety and resilience.
- > Physical and mental health and wellbeing.
- > Respect, harmony, diversity and inclusion.
- > Sustainability and climate change action.
- > Gender equity and preventing all forms of violence.
- > Civic participation and engagement through the arts and cultural expression.
- > Diverse, vibrant and inclusive celebrations and events.



Sustainability activities at Glen Eira Gallery



Glen Eira City Band

The strategic documents that identify Council's key directions and strategic focus are:



Glen Eira 2040 Community Vision

- > We work together
- > Planning for community resilience
- > Inclusive and healthy community
- > Maximise and diversify our green and natural spaces
- > We are proactive in meeting challenges and innovate using evidence-based methods
- > Promote and develop our creative potential, celebrating our diverse identities through art and other cultural expression

Glen Eira Council Plan 2021–2025

- > Well informed and transparent decisions and highly valued services
- > Access to well designed and maintained open spaces and places
- > A liveable and well-planned City
- > A green and sustainable community
- > A healthy, inclusive and resilient community

Glen Eira Community Wellbeing Plan 2021–2025

- > Improve public health protection
- > Strengthen mental health and social connection
- > Enhance active living
- > Create healthier environments
- > Embrace creativity, learning and diversity
- > Promote respect, care and equity

Our Climate Emergency Response Strategy 2021–2025 Dhumbali Wurrungi-Biik Parbin-Ata

- > We embed climate change action in everything that we do
- > Our community is active and mobilised on climate action
- > Council-owned buildings and infrastructure are resilient and safe for our staff and community
- > Our community is protected from the worst impacts of climate change
- > Net zero Council emissions by 2025
- > Net zero community emissions by 2030

Who can apply?

To be eligible for funding community groups and organisations must:

1. service the Glen Eira community;
2. be not-for-profit;
3. be incorporated;
4. have an ABN; and
5. hold Public Liability insurance (minimum \$20 million)

If you do not meet criteria items 3, 4 or 5, you may be auspiced by a not-for-profit organisation that does.

www.gleneira.vic.gov.au/com-grants-agreement-form

Applications prepared by professional grant writers must be submitted by the applying organisation.

Who cannot apply?

- > For-profit organisations.
- > Individuals.
- > Organisations that have not met the terms and conditions of previous Council grants.
- > Organisations that are the funding responsibility of other levels of government.*
- > Organisations whose sole or dominant purpose is of a political nature.
- > Organisations or groups who meet outside of Glen Eira, unless they demonstrate the delivery of a specialised service that benefits the Glen Eira community.
- > Organisations in receipt of gaming machine revenue.

*These organisations, eg. schools are encouraged to partner with community groups in projects that benefit the wider community.

What will not be funded?

- > Applications that seek to make up a shortfall due to budget cuts by other levels of government.
- > Private exhibitions run by individual artists for the sale of artwork.
- > Religious services: this includes religious activities and events that involve spiritual worship, faith-based practice or seek to influence a person's religious beliefs.
- > Ongoing staff salaries, this excludes the employment of temporary specialised project positions.
- > Hire of venues that are outside of Glen Eira, unless a specific need cannot be met in Glen Eira.
- > Capital works projects to Council buildings and properties.
- > Activities and events held in a licensed gambling venue.
- > Purchase of alcohol.
- > Professional grant writers fees.
- > Prizes and awards.
- > Retrospective projects.

Low priorities

- > Activities that duplicate existing programs.
- > Operational costs that should be covered by member fees.
- > Food and catering, unless it is integral to the delivery of a program or service.
- > Events held outside of Glen Eira that benefit the Glen Eira community.
- > Festivals that charge entry fees or restrict broad community participation.
- > Advertising for core operational activities.

Note: If you are asking for any low priority items, you must demonstrate how these items are integral to the project and in what way they benefit the Glen Eira Community.

KEY DATES

APPLICATIONS OPEN

Monday 29 January 2024

APPLICATIONS CLOSE

5pm on Monday 25 March 2024

APPLICATIONS ASSESSED

April/May 2024

GRANT RECOMMENDATIONS

Council will consider in June/July 2024

NOTIFICATION

Successful and unsuccessful applicants
will be notified in August 2024

Information sessions

Information sessions are offered to help groups write their grant and understand the eligibility and application requirements. Visit our website for information session dates at www.gleneira.vic.gov.au/grants

Community organisations are encouraged to discuss their proposed application with Council's Community Strengthening team on 9524 3333 or email communitygrants@gleneira.vic.gov.au

GRANT STREAMS

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There are two streams for the *Program*.

Each has a maximum funding limit. Community groups and organisations may apply for more than one project under each stream (provided the combined total does not exceed the maximum value of each stream). A separate application form must be submitted for each project.

Community Strengthening Grants — up to \$3,000

Applications under this stream should demonstrate projects that:

- > build capacity and provide training and development initiatives;
- > enhance current localised services;
- > provide community-based projects;
- > increase social connection and participation in local activities;
- > support the delivery of small events (under 250 attendees) that are accessible to the broader Glen Eira community; or
- > increase skills, knowledge and leadership in the community.

Partnership and Events Grants — up to \$10,000

Applications under this stream should demonstrate projects that:

- > support new and existing partnerships to deliver collaborative projects;
- > plan and deliver large festivals or events (more than 250 attendees) that are accessible to the broader Glen Eira community;
- > create new and innovative projects;
- > deliver services that meet existing and emerging community needs; or
- > support civic participation and celebrate diversity in the community.

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HOW DO I APPLY?

Grant applications are made online by completing an application form through SmartyGrants.

To complete your application, you will need access to a computer, the internet and an email address.

All sections of the application must be completed for your application to be accepted.

STEP 1: Go online to SmartyGrants

Open the online application form link at <https://gleneira.smartygrants.com.au/>

STEP 2: Select the application form

Select *Annual Community Grants Application Form 2024–2025*.

STEP 3: Preview the form (optional)

Choose 'Preview the form' to view the *Annual Community Grants Application Form*.

STEP 4: Start an application

Choose 'Start a submission' then 'Login' to SmartyGrants using an existing account or 'Register' a new account.

A new account set-up requires you to use your group's/organisation's email address as a username and create a password. Please ensure you record your login details. Once registered, you can then 'Login' and start an application. SmartyGrants allows you to save your progress and return to your application at a later date and to also upload supporting documents.

What do I need for my application?

1. Details of your project.
2. Budget for your project, including quotes for all items \$1,000 or over.
3. A copy of your most recent annual financial report.
4. Details of your organisation including incorporation number, GST status and ABN.
5. A copy of your Certificate of Currency for your Public Liability insurance (minimum \$20 million).
6. A copy of your facility hire booking confirmation (where applicable).

If your application includes a Glen Eira City Council facility hire, you will need to book your facility prior to submitting your grant application and provide accurate costs.

If another not-for-profit organisation is auspicing your application, you will also need to attach a completed Auspicing Agreement Form available at www.gleneira.vic.gov.au/com-grants-agreement-form

Items 4 and 5 must be in the applicant's name unless being provided by the auspicing organisation.

Submission of applications

You must submit your application by 5pm, Monday 25 March 2024.

For your grant to meet the eligibility criteria you will need to:

- > include all required attachments and evidence;
- > complete all relevant sections of the application form;
- > ensure the application is endorsed by an authorised person;
- > ensure auspice information is included (if relevant); and
- > acquit all previous Glen Eira City Council grants.

Receipt of applications

You will receive an acknowledgment email after submitting your application. If you do not receive an acknowledgement, contact Council's Community Strengthening Team on 9524 3333.

ASSESSMENT PROCESS

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Assessment of applications

Officers check eligibility, complete an assessment and make recommendations on *Annual Community Grants Program* applications. Applications are then considered by the Community Grants and Awards Advisory Committee which consists of Councillors. The Community Grants and Awards Advisory Committee reviews the assessment made by officers and makes recommendations to Council. Community Grant recommendations are then presented to Council for endorsement at an Ordinary Council Meeting.

The Community Grants and Awards Advisory Committee ensures the program adheres to the *Victorian Charter of Human Rights and Responsibilities*.

Assessment criteria:

Each grant application is assessed against the following seven criteria.

1. The extent to which the application aligns with Council's strategic focus (20%).
2. Evidence that the project meets a community need and/or benefits the Glen Eira community (20%).
3. The extent to which the project is committed to diversity and inclusion (20%).
4. Clearly defined project aims, measures and outcomes (10%).
5. The capacity of the organisation to undertake the project and meet the conditions of funding (10%).
6. Inability of the organisation to access other funding to deliver the project (10%).
7. The extent to which the budget is balanced, realistic and reflects the delivery of the project (10%).

Notification of results

All applicants will be advised of the decision regarding their application. Notification is sent via email primary contact provided on the application form.

Acceptance of your grant

If your application is successful, you must complete an *Acceptance of Conditions Form* prior to the release of funds.

NEED SOME HELP?

- > Book an appointment with Council's Community Strengthening Team on 9524 3333 or email communitygrants@gleneira.vic.gov.au
- > If you require an interpreter or need more information in your language about this document, please contact Council's Community Strengthening Team to arrange a time on 9524 3333.
- > If you are deaf, hearing or speech-impaired, we ask that you call us via the National Relay Service and then ask for 9524 3333. Online: <https://internet-relay.nrscall.gov.au> Teletypewriter (TTY): 13 36 77 Speak and Listen: 1300 555 727
- > For further information about Council's other grants programs, visit www.gleneira.vic.gov.au

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TERMS AND CONDITIONS

- > Grant recipients must acknowledge Council in any relevant material, publications, web pages or media releases about the funded project by using the Council community logo.
- > Applicants must submit a completed application form and all required documents in order for their application to be assessed.
- > Council may require you to validate any of the information provided in your application.
- > Community groups and organisations that auspice other groups may apply for their own projects in addition to auspiced projects.
- > Funding will not be given for projects started or completed before 1 July 2024.
- > Applicants are responsible for costing their projects accurately. Council is not responsible for costs that have been underestimated.
- > Under the Community Strengthening stream a community group or organisation can receive a maximum of \$3,000.
- > Under the Partnership and Events stream a community group or organisation can receive a maximum of \$10,000.
- > Applicants cannot apply for the same project across both funding streams.
- > The amount of any grant awarded is at the discretion of Council.
- > Applicants that meet grant criteria are not guaranteed funding.
- > Grants may not be funded to the maximum amount requested.
- > Funding for a project in any one year does not guarantee that the same project will receive funding in subsequent years.
- > Funding will not be provided if there is an outstanding acquittal.
- > A grant may only be used for the specific purpose awarded in the Acceptance of Conditions Form unless prior approval for a different purpose has been obtained from Council.
- > If a project or event cannot go ahead as planned, the applicant must request a variation or extension by contacting Council's Community Strengthening Team via communitygrants@gleneira.vic.gov.au. Applicants are notified if their variation or extension is approved.
- > Council may request the return of grant funds if there is evidence that grants have not been spent for the purpose they were awarded.
- > The grant must be accepted and project completed within the financial year that it is awarded.
- > Applicants must ensure their activities, projects and events meet Victoria State Government and Local Laws, such as safety requirements, permits and approvals.



Tony's Cafe

ACQUITTAL OF GRANT FUNDS, AUDIT OF GRANTS AND LEGISLATION

Acquittal of grant funds

An acquittal is an accurate report on the funded activities and how the funds were spent. An acquittal will be due after the conclusion of the funded activity.

An *Annual Community Grant Acquittal Form* must be submitted to Council through the SmartyGrants portal. Receipts are required for all purchases over \$100.

Failure to submit the acquittal will make any further applications ineligible for funding.

Audit of grants

Grant recipients acknowledge that as part of its accountability processes, Council may audit any grant recipient for compliance with grant conditions. Organisations selected for an audit will be notified.

Legislation

Funded community groups and organisations must comply with all relevant laws, regulations and conditions. Significant State and Commonwealth legislation, regulations and statutory authorities include:

- > *Carer Recognition Act 2012*
- > *Consumer Affairs Victoria*
- > *Charter of Human Rights and Responsibilities Act 2006*
- > *Victorian Child Safe Standards*
- > *Disability Discrimination Act 1992*
- > *Equal Opportunity Act 2010*
- > *Fair Work Act 2009*
- > *Privacy and Data Protection Act 2014*
- > *Public Liability Insurance*
- > *Racial and Religious Tolerance Act 2001*
- > *Victorian Disability Act 2006*
- > *Volunteer Personal Accident Insurance*
- > *WorkSafe Victoria*

PRIVACY COLLECTION NOTICE

Glen Eira City Council (Council) is committed to protecting the personal information provided by you in accordance with the principles of the *Privacy and Data Protection Act 2014 (Vic) (PDP Act)*. Personal information is collected by Council only for the purpose of its functions set out in the *Local Government Act 2020 (Vic)* and other legislation. Council uses the Glen Eira City Council SmartyGrants portal for individuals to complete and submit applications for funding offered under the Community Grants Program. Council collects information via SmartyGrants about the individuals, groups and organisations applying for grants and how the grants will be applied. Specifically, the information collected by Council is used to assess applications for Council's funding programs and administer any subsequent funding awarded. The personal information in your application will be used solely by Council for that primary purpose or directly related purposes. If this information is not collected, Council will be unable to process your grant application. Information about the applicant's usage of SmartyGrants will also be collected to retain audit trails relating to who has accessed or modified information and when it occurred. The information submitted into SmartyGrants (including personal information) will be used and accessed by Council officers and persons acting on behalf of Council (eg. contractors). In certain circumstances, we may disclose information about you where permitted or authorised under the *PDP Act* or other applicable laws. Personal information collected in connection with the grant application may also be disclosed to third parties for the purpose of the Public Grant Applicants' Summary. If you want to know more about privacy at Council, including your right to seek access to your personal information, contact Council's Privacy Officer on 9524 3333. Council's *Privacy Policy* is available at gleneira.vic.gov.au/about-council/our-organisation/council-legislation-and-policies/privacy

CONTACT US

For further information, contact Council's
Community Strengthening Team
communitygrants@gleneira.vic.gov.au
9524 3333 or visit
www.gleneira.vic.gov.au

Glen Eira City Council

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Caulfield South, 3162
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Fax: 9523 0339
www.gleneira.vic.gov.au

