COMMUNITY GRANTS PROGRAM 2019–2020
Frequently Asked Questions

Who is eligible for a grant?

The grants are open to community-based groups and organisations that service the Glen Eira community and are not-for-profit. Applicants must also be incorporated, have an ABN and hold public liability insurance in a minimum sum of $20 million.

If your group or organisation does not meet the eligibility criteria, you can apply for a community grant by being auspiced by an organisation that does meet them. You will need the organisation to complete an *Auspicing Agreement Form* available at www.gleneira.vic.gov.au/grants

How much money can we ask for?

You can apply for up to $3,000 for a Community Strengthening Grant and/or up to $10,000 for a Partnership and Events Grant. Note that organisations may apply for more than one project across the two streams to the maximum amount of each stream.

Does a grant include GST?

If your group or organisation is registered for GST, the grant will include GST.

What is the deadline for applications?

Applications close at 5pm on Wednesday 1 May 2019. Late applications cannot be received.

Should we include the hire of facilities in our grant application?

Yes. If you require the hire of a Council-owned facility, such as Town Hall rooms, Carnegie Library and Community Centre rooms, public halls, social rooms, recreational facilities and parks, please include it in your grant application. The hire could include one-off or regular use of a facility.

Council also offers a separate *Facility Hire Grants Program*. You should use this grants program if you require facility hire for one-off or occasional use during the year to carry out a project or activity outside the main grant round. Community organisations, groups and schools are eligible for these grants. Facility Hire Grants are in-kind grants where Council covers the cost of Council-owned facility hire.

Facility Hire Grants are open throughout the year. A cap of $7,500 applies for community organisations, groups and schools across any one year. For more information, contact a community grants officer on 9524 3333 or visit www.gleneira.vic.gov.au

What do we do if the project fits into more than one grant stream?

We suggest that you apply to the grant stream that provides the best fit and if necessary, Council's community grants officers will assist you with information to help you make this decision. For more information on Community Strengthening Grants and Partnership and Events Grants, please see the *Grant Streams Fact Sheet*.

How do we know if the activity or project will be considered a priority for funding?

Applications that align with the priorities of the *Community Grants Program* will be highly regarded.

Council's priorities for the *Program* are:

1. Supporting a strong and safe community that connects people and enhances health and wellbeing.

2. Improving social, economic and environmental sustainability.

3. Promoting diversity, harmony and inclusiveness.

4. Encouraging gender equity and preventing family violence.

5. Enhancing civic participation through engagement, cultural expression and celebration.

6. Delivering events and activities that contribute to diverse, vibrant and prosperous public spaces.

Your application must address at least one of these priorities. Please take the time to read these carefully.

Applicants should also be guided by Council's key plans and strategies. For more information, please see the *Council Priorities Fact Sheet*.

What will not be funded?

The following items 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 artist and/or exhibitions for the sale of artwork.

- Religious services.

- Prizes and awards.

- Ongoing staff salaries.

- Festivals and events that charge entry fees and/or restrict broad community participation.

- Capital works projects to Council buildings and properties.

- Computers and smart personal devices.

Can we request a grant for a project that has already started or has been completed?

No. Funding will not be awarded for projects started or completed before 30 June 2019. Council will only fund new projects and activities.

Can we include food in our grant application?

Yes. The purchase of food and drinks may be funded if this is demonstrated to be integral to the delivery of a successful project.
For example, food and drinks may be used as part of a community celebration which includes the sharing of a meal.

Can we include Information Technology (IT) purchases in our grant application?

Computers and smart personal devices, such as smartphones and ipads, are ineligible for funding. Other types of IT equipment, such as a digital TV screen or electronic whiteboard, may be considered if the item/s is integral to the delivery of a successful project.

How do we apply for a grant?

Grant applications must be made online by completing an application form through SmartyGrants at gleneira.smartygrants.com.au. You will need access to a computer, the internet and an email address.

A new account set-up requires you to use your 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.

Can we speak to someone regarding our application?

Yes, you can attend one of the below drop-in sessions. Bookings are not required.

Tuesday 26 March 2019, 9.30am–12.30pm
Caulfield Park Pavilion, Balaclava Road, Caulfield

Wednesday 3 April 2019, 6pm–9pm
Duncan Mackinnon Reserve Pavilion
Corner North and Murrumbeena Roads
Murrumbeena

Friday 5 April 2019, 12pm–3pm
Moorleigh Village, 92 Bignell Road
Bentleigh East

You may also book an appointment with one of Council's community grants officers by phoning 9524 3333.

What happens once the application is received?

You will receive an email acknowledging your application has been submitted. Council's community grants officers may contact you via phone or email if further information is required.

How do we know if our grant is approved?

Applications will be assessed by Council from May to July 2019. The applications are firstly reviewed and then assessed by the Community Grants Advisory Committee and then approved by Council. All successful and unsuccessful applicants will receive a letter during July/August 2019.

What happens after a grant is awarded?

Grant recipients must accept and sign the conditions of grants outlined in the *Community Grants Program Guidelines*. These conditions include a requirement to:

- Spend the grant funding within the financial year it is awarded.
- Spend the grant funding for the purpose it is awarded.
- Acknowledge Council in relevant publications, promotional material, web pages or media releases by using the following statement: 'Proudly supported by Glen Eira City Council'.
- Submit a community grant acquittal form at the completion of the community grant project.

Does Glen Eira City Council offer any other grants?

Yes. In addition to the Community Grants Program, Council offers the following grant programs:

Facility Hire Grants — assist community organisations/groups and schools to undertake activities that strengthen community participation in Glen Eira. Facilities for hire include Town Hall rooms, Carnegie Library and Community Centre rooms, public halls, social rooms, recreational facilities and parks.

Senior Citizens Centres Allocation Grants — aims to promote social connection, positive ageing and health and wellbeing outcomes for Glen Eira's older adult community. These grants are offered by invitation only.

Youth Grants — recognises young people who have achieved excellence in fields of creative and performing arts, education, leadership and sport. Grants are awarded to young people to help them achieve further success in their chosen field.

For more information about these grant programs, contact Council's Customer Service Centre on 9524 3333 or visit www.gleneira.vic.gov.au