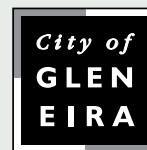


COMMUNITY GRANTS PROGRAM GUIDELINES 2019–2020



GLEN EIRA
CITY COUNCIL

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

APPLICATIONS OPEN WEDNESDAY 20 MARCH 2019

APPLICATIONS CLOSE 5PM, WEDNESDAY 1 MAY 2019



WHAT IS THE COMMUNITY GRANTS PROGRAM?

Council's *Community Grants Program* supports not-for-profit community-based organisations and groups to carry out projects and activities that contribute to the liveability, accessibility, health and safety of Glen Eira.

The *Program* 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, innovation and respond to community needs;
- > help strengthen community capacity to plan and implement services;
- > support celebration and participation in community life; and
- > fund projects that deliver meaningful social impact.

The *Program* is made up of two funding streams:

1. Community Strengthening Grants (up to \$3,000 per grant).
2. Partnerships and Events Grants (up to \$10,000 per grant).

STRATEGIC FOCUS

Applications must demonstrate consistency with the themes in the *Glen Eira Council and Community Plan 2017–2021*:

- > Liveable and well designed
- > Accessible and well connected
- > Safe, healthy and inclusive
- > Clean and sustainable
- > Informed and engaged

Council's priorities for the 2019/2020 *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. Events and activities that contribute to diverse, vibrant and prosperous public spaces.

Drop-in sessions

Drop-in sessions are offered to help groups understand funding priorities and application requirements.

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

Support for Carers Program. GriefLine received a grant of \$7,500 to provide free and confidential counselling services for carers.

ELIGIBILITY

Who can apply?

Community grants are open to community-based groups and organisations that service the Glen Eira community and are not-for-profit.

Applicants must also meet the following criteria:

- > Be incorporated.
- > Have an ABN.
- > Hold public liability insurance in a minimum sum of \$20 million.

You may also be auspiced by an organisation that meets these criteria.

KEY DATES

APPLICATIONS OPEN

Wednesday 20 March 2019

APPLICATIONS CLOSE

5pm on Wednesday 1 May 2019

APPLICATIONS ASSESSED

May/June 2019

GRANT RECOMMENDATIONS

Council will consider in July 2019

NOTIFICATION

Successful and unsuccessful applicants will be notified in July/August 2019

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.

*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 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.

Low priorities

- > Activities that duplicate existing programs.
- > Operational costs that should be covered by member fees.
- > Employment of temporary staff.
- > Purchasing of food and drinks unless they are integral to the delivery of a program or service.

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GRANT STREAMS

There are two funding streams for the *Program* in 2019–20.

Organisations may apply for more than one project across the two streams to the maximum amount of the stream. A separate application form must be submitted for each project.



Real Employment Success Pathways Program.
The Holland Foundation received a grant of \$3,300 to provide a retail/office administration training program for people who are unemployed, disadvantaged or newly arrived to Australia.

For more information about Council's other grants programs, visit www.gleneira.vic.gov.au

Community Strengthening Grants — up to \$3,000

These grants are suited to small local community groups run by volunteers to:

- > Build capacity of organisations.
- > Enhance current localised services.
- > Provide community-based projects.
- > Increase community participation in local activities.

A simple application and acquittal process makes these grants easy and quick to apply for.

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

These grants are suited to not-for-profit organisations who have a broad community focus to:

- > Support new and existing partnerships to deliver collaborative projects.
- > Support planning and delivery of festivals or events that are accessible to the broader Glen Eira community.
- > Support for services that benefit the Glen Eira community.

A focus of these grants will be the outcomes and benefits to the Glen Eira community.

HOW DO I APPLY?

Need some help?

Book an appointment with one of Council's community grants officers on 9524 3333.

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

Please make sure you read these *Guidelines* carefully before completing your application.

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 *Community Grants Application Form* 2019–20.

STEP 3: Preview the form (optional)

Choose 'Preview the form' to view the *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 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?

- > Details of your project.
- > Budget for your project.
- > Details of your organisation including incorporation number, GST status and ABN.
- > Bank account details.
- > A copy of your most recent annual financial report.
- > A copy of your Certificate of Currency for your public liability insurance.

If another organisation is auspicing your application you will also need a completed *Auspicings Agreement Form* available at www.gleneira.vic.gov.au/grants



ASSESSMENT PROCESS

Submission of applications

All applications must be submitted by 5pm on Wednesday 1 May 2019.

To successfully submit your grant application, you will need to:

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

Receipt of applications

All applicants will receive an acknowledgement shortly after an application is submitted. If you do not receive an acknowledgement, contact Council's community grants officers on 9524 3333.

Assessment of applications

All applications will be assessed by the Community Grants Advisory Committee which consists of Councillors that make recommendations to Council.

Assessment criteria include:

- > The extent to which the application reflects Council themes and priorities.
- > Evidence of need for the project.
- > Demonstrated commitment to accessibility and inclusiveness for people of all-abilities.
- > The number of Glen Eira residents that will benefit.
- > The capacity of the organisation to undertake the project.
- > The capacity of the organisation to fund the project themselves or raise funds from other sources.

ACCEPTANCE OF YOUR GRANT

If your application is successful, you will be required to sign a document accepting the grant and conditions of funding prior to the release of funds.

Conditions

- > Applicants must submit a completed application form and all documents requested in order for their application to be assessed.
- > Council may require you to validate any of the information provided in your application.
- > Grants will be awarded at the discretion of Council and applicants that meet grant criteria are not guaranteed funding.
- > Not all grants will be funded to the maximum amount and may only be part of the total amount requested.
- > The amount of any grant awarded is at the discretion of Council. This is a maximum of \$10,000 for a Partnerships and Events Grant and \$3,000 for a Community Strengthening Grant per successful applicant.
- > Funding for a specific project in any one year does not guarantee that the same project will receive funding in subsequent years.
- > Funding will not be given for projects started or completed before 30 June 2019.
- > Applicants are responsible for costing their projects accurately. Council is not responsible for costs that have been underestimated.
- > Grants must be spent by the end of the financial year in which they were awarded, in accordance with the purpose specified in the application form and Council's conditions of funding.

NOTIFICATION OF RESULTS

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- > A grant may only be used for the specific purpose awarded unless prior approval for a different purpose has been obtained from Council.
- > Equipment or other items purchased with a grant for use in a Council venue is and remains the property of Council and must be shared with other venue users.
- > The disposal of equipment or other items purchased with a grant must be agreed with Council.
- > Organisations that auspice other organisations may apply for funding for multiple projects.
- > Grant recipients must acknowledge Council in any relevant publications, promotional material, web pages or media releases by using the following statement: 'Proudly supported by Glen Eira City Council'.

Acquittal of grant funds

Following the conclusion of the funded project, a completed *Community Grant Acquittal Form* must be submitted to Council. You will be provided with further details at the appropriate time.

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.

The *Community Grants Program* is guided by a Community Grants Advisory Committee that ensures the program adheres to the Victorian Charter of Human Rights and Responsibilities.

All applicants will be advised of the decision regarding their application. Notification is sent to the contact person on the application form.



Bentleigh Community Festival. Bentleigh Traders Association received a grant of \$10,000 for the Bentleigh Community Festival held in November 2018.

CONTACT US

For further information, contact one of Council's community grants officers on 9524 3333 or visit Council's website at www.gleneira.vic.gov.au

Glen Eira City Council

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Roads, Caulfield
Mail address: PO Box 42
Caulfield South, 3162
Phone: 9524 3333
Fax: 9523 0339
communitygrants@gleneira.vic.gov.au
www.gleneira.vic.gov.au

National Relay Service

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.nrs.vic.gov.au>
Teletypewriter (TTY): 13 36 77
Speak and Listen: 1300 555 727

The *Community Grants Program* is guided by a Community Grants Advisory Committee that ensures the program adheres to the *Victorian Charter of Human Rights and Responsibilities*.

