

SMALL GRANTS PROGRAM GUIDELINES



GLEN EIRA
CITY COUNCIL

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WHAT IS THE SMALL GRANTS PROGRAM?

Council's *Small Grants Program* provides not-for-profit community-based organisations and groups small grants of up to \$1,000 to carry out projects and activities that contribute to the liveability, accessibility, health and safety of Glen Eira.

This program provides an ongoing source of small grants that can respond quickly to the needs of groups, including urgent and unexpected events, matching funding from other sources and trying new ideas and activities.

The objectives of the program are to:

- > build capacity and establish good governance of local volunteer organisations;
- > support small programs, activities and events; and
- > deliver projects and events that support:
 - cultural celebrations;
 - sport and recreation;
 - social inclusion and community connectedness;
 - environmental sustainability;
 - volunteering;
 - neighbourhood projects;
 - health and wellbeing; and
 - diversity.

Strategic focus

Applications must demonstrate consistency with the themes in the Glen Eira 2040 Community Vision, Glen Eira Council Plan 2021–2025, Glen Eira Community Wellbeing Plan 2021–2025 and Our Climate Emergency Response Strategy 2021–2025 Dhumbali Wurrungi-Biik Parbin-ata and Council's priorities for the Community Grants Program.

Council Plans and Strategy themes

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

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 space.

Who can apply?

Small 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.

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.

NOTIFICATION

Applicants will be notified of the outcome of their grant application within six weeks of application

HOW DO I APPLY?

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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.
- > Activities and events held in a licensed gambling venue.
- > A project or activity that has received funding under another Glen Eira Community Grants Program stream in the same year.

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.

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.

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 *Small Grants Application Form*.

STEP 3: Start an application

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

General 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 minimum amount of funding for the *Small Grants Program* is \$100 and the maximum amount is \$1,000 per year. This can be made in one or more applications as long as the funding requested does not exceed \$1,000.
- > 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 provided retrospectively.
- > Applicants are responsible for costing their projects accurately. Council is not responsible for costs that have been underestimated.
- > Grants must be spent within six months of receipt of funding in accordance with the purpose specified in the application form and Council's conditions of funding.
- > 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.
- > 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'.

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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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*.

