

Submission of applications

Applications open on Thursday 7 May.
Applicants will be advised on the progress of their applications within 14 days of submission.

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

- 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 email 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 submitted to the Director Community Wellbeing for approval, with reporting provided to Council.

Assessment criteria

All applications will be assessed based on alignment with these *Guidelines*, community benefit and stated outcomes in the application.

Assessment criteria includes:

- Demonstrated commitment to our community and the residents you serve.
- The number of Glen Eira residents that will benefit.
- Evidence of the impact of COVID-19 and how your organisation is experiencing hardship.

- Evidence of and commitment to a need for the project/activity.
- The capacity of the organisation to undertake the project.

Implementation readiness

These grants are intended to respond quickly to the needs of community groups and organisations during the COVID-19 pandemic. Therefore, planned initiatives must be:

- ready for immediate implementation; and
- consistent with current pandemic restrictions and safety advice from the Victorian Department of Health and Human Services.

Submitted applications may be put on hold if a sudden change in this advice would delay implementation or where the intent of the project is inconsistent with current advice or restrictions.

Priority areas for funding

The grants process is a competitive one. Not all applications will be funded. Some applications may receive partial funding rather than the full amount requested.

The highest priority will be given to community-based organisations that are reaching out to the most vulnerable members of the Glen Eira community for food and material aid; or experiencing significant financial impacts from the Covid-19 pandemic that compromise their ability to deliver essential services.