

# COMMUNITY GRANTS PROGRAM 2024–2025

## 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](http://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.

### 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 Monday 25 March 2024. Late applications will not be accepted.

### 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. Ensure that you have booked the facility and have an accurate cost to include in your application. The facility hire component of your grant must only be included in the facility hire details section of the budget. The total will be automatically added to the total of your budget table.

Council also offers a separate Facility Hire Grants Program.

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 Strengthening Officer on 9524 3333 or visit [www.gleneira.vic.gov.au](http://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 Strengthening 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?**

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

Your application must address at least one of these areas, or align with the following Council strategic documents:

- [Glen Eira 2040 Community Vision](#)
- [Glen Eira Council Plan 2021–2025](#)
- [Glen Eira Community Wellbeing Plan 2021–2025](#)
- [Our Climate Emergency Response Strategy 2021–2025 Dhumbali Wurrungi-Biik Parbin-Ata](#)

### **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 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-writer fees
- Prizes and awards
- Retrospective projects

### **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 2024. Council will only fund new projects and activities.

### **Can we include food in our grant application?**

Yes. Food and drink may be funded if demonstrated to be integral to the delivery of a project. For example, food/drink may be purchased to support people experiencing food insecurity.

### **Can we include information technology (IT) purchases in our grant application?**

Computers and smart personal devices, such as smartphones and Ipads, are eligible for funding, but we encourage you to demonstrate how the devices are integral to the project. Other types of IT equipment, like a digital television screen or electronic whiteboard, may be considered if the item/s is necessary to deliver a 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](http://gleneira.smartygrants.com.au). You will need access to a computer, the internet and an email address.

A new account set-up requires your organisation's email address as a username and a password. Once registered, you can '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, Council will be holding information sessions to support you to apply.

Visit [www.gleneira.vic.gov.au/grants](http://www.gleneira.vic.gov.au/grants) to learn when and where the sessions will be held.

You may also book an appointment with one of Council's Community Strengthening Officers by phoning 9524 3333.

## What happens once the application is received?

You will receive an acknowledgment email after receipt of your application. Council's Community Strengthening Officers may contact you by phone or email if we need more information.

## How do we know if our grant is approved?

Applications will be assessed by Council from April 2024. The applications are reviewed and assessed by officers and then by the Community Grants and Awards Advisory Committee before approval by Council. All applicants will receive a letter in August/September 2024.

## What happens after a grant is awarded?

Grant recipients must accept and sign the conditions of grants outlined in the annual 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 any relevant material, publications, web pages or media releases about the funded project by using the logo below. For further information, contact Council's Community Strengthening Officers by phoning 9524 3333.



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- 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. A list of facilities for hire is available at [www.gleneira.vic.gov.au/our-city/venues](http://www.gleneira.vic.gov.au/our-city/venues)

Senior Citizens Centres Allocation Grants — aim 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.

Small Grants — are available to respond quickly to the needs of groups, including urgent and unexpected events, matching funding from other sources and trying new ideas and activities.

Youth Excellence Awards — recognise young people who have achieved excellence in fields of creative and performing arts, education, leadership and sport.

For further information about these grant programs, contact one of Council's Community Strengthening Officers on 9524 3333 or visit [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)