Community Grants Program

Guidelines In-kind Grant (facilities and community transport)

2024-2025

These guidelines refer only to the In-kind Grant category. Guidelines for other Quick Response, Partnership and Community Capacity Building grants are available on the Council's website stonnington.vic.gov.au/Community/Grants/Community-Grants

Introduction

The City of Stonnington's Annual Community Grants Program supports eligible community groups and not-for-profit organisations delivering Stonnington-based programs that;

improve community health, wellbeing, and safety;

- enhance social connections;
- promote accessibility and inclusiveness;
- advance social cohesion and reconciliation; and
- actively promote environmental sustainability.

These projects must meet the objectives and priorities in the Council Plan and key Council strategies.

Program Objectives

The objectives of the Community Grants Program are to;

- foster community participation, build social connections, and reduce isolation;
- respond to local issues and priority areas of need within the community;
- provide accessible and inclusive opportunities for communities who are considered vulnerable or under-represented;
- build the capacity of local groups and organisations to develop, implement and sustain positive impacts in their community; and
- encourage sustainability and strong governance in the delivery of services and programs.

Principles and Funding Priorities

The Community Grants Program is underpinned by the following principles, which inform our priorities for funding.

- **Access and equity** – We will support programs and organisations that address social inequity, promote social inclusion, embrace diversity, and establish environments that support all people regardless of age, ability, culture, or identity.

- **Social and economic participation** – We will support programs and organisations which support the local community and economy, encourage community involvement, facilitate volunteerism, and empower the community.

- **Positive working relationships** – We will support programs and organisations which operate with transparency, link with Council priorities, and maintain relationships based on mutual trust and respect.

- **Flexibility and responsiveness** – We will support programs which recognise and can adapt to changing needs and circumstance.

- **Sustained benefit** – We will support programs with approaches that can remain financially viable and achieve sustained participation and positive impact into the future.

- **Environmental sustainability** – We will support activities with low to zero environmental impacts and promote environmentally sustainable practices, including plastic waste avoidance and reduction.

In addition, Council may determine specific priorities for a funding year in response to an identified community need or strategic issue. Any specific priorities will be announced by Council as part of releasing the Community Grants Program.

Key dates

Grant Writing Workshop

- Date & time: 5th March – 12:00 – 2:30pm

- Location: Zoom

- Please register for this event HERE.

In person <u>drop-in</u> information session

- Date & time: 7th March – 11:00 am – 2:00 pm

- No registration is necessary for the drop-in session. Sessions will be held every hour, starting at 11 am, 12 pm and 1 pm.

- Location: Malvern Town Hall, Banquet Hall – 1251 High Street, Malvern 3144

Online Information session

- Date & time: 18th March – 12:00 – 1:00 pm

- Location: Zoom

- Please register for this event HERE.

Should you require any assistance with registration or have any inquiries regarding the grant writing workshop or information sessions, please do not hesitate Nat Bachiega on nbachieg@stonnington.vic.gov.au or 0438 790 116.

Applications open	Monday 11 March 2024
Applications close	Monday 15 April 2024 **No late applications will be considered and the system will automatically close at 11.59pm.** Applications submitted via SmartyGrants will be acknowledged via a confirmation email.
Applicants notified	Late July 2024

Grant Categories

The Community Grants Program has four grants categories, as outlined in the following table. Applicants are limited to receiving funding for two grants per year across any grant categories, except in cases where they serve as an auspice. In such cases, there is no limit to the number of applications they can support.

Quick Response Grants are part of the Community Grants program. While Council will fund a maximum of two applications per organisation per year under the Community Grants program; applicants should note that only one application per financial year can be funded under Quick Response Grants (ie. Applicants who receive two grants in the annual grant program will not be funded under Quick Response as they will already have received their two grant maximum).

For more information on each grant stream please visit Council's website: www.stonnington.vic.gov.au/Community/Grants/Community-Grants

Grant Name	Cash Amount	Summary	Frequency
Community Capacity Building Grant	$15,000	The Community Capacity Building Grant is Council's is provided to organisations to deliver programs, projects and activities	Annual

		that benefit Stonnington residents.	
In-Kind (facilities or bus hire) Grant.		The In-Kind Grant provides opportunities for organisations to use Council owned facilities or community transport. Organisations seeking to utilise this grant in addition to another Council grant may make a combined application.	Annual
Quick Response Grant. This grant utilises unused funds from the Community Capacity Building Grant stream.	Up to $1,000	The Quick Response Grant is available to provide eligible organisations with limited capacity to self-fund and support the delivery of activities or events in response to unforeseen issues or unexpected opportunities that benefit the Stonnington community.	Annual Opens after recipients are announced for the Community Capacity Building Grant.
Partnership Grant.	Up to $50,000	Partnership Grants provide funding on a triennial (3 years) basis to support the planning and delivery of community based services, programs, and activities.	Every 3 years. Opens in 2024.

In-kind Grant Features

Organisations seeking in-kind facilities or bus hire in addition to cash grants for a single project/program can make a combined application through the Community Capacity Building Grant stream.

In addition to a bus, the venues offered under this grant stream include:

- Grattan Gardens Community Centre
- Chris Gahan Centre
- Phoenix Park Community Centre
- Prahran RSL
- Prahran Square
- Orrong Romanis Recreation Centre
- Prahran Aquatic Centre
- Harold Holt Memorial Swim Centre
- Malvern Library Meeting Room
- Malvern Community Arts Centre
- Malvern Town Hall
- Stonnington Sports Centre

Eligibility

Community groups and organisations seeking in-kind facilities or bus hire must:

- have an Australian Business Number (ABN) or an eligible Auspice Organisation with an ABN and written consent;
- be not-for-profit and incorporated under the Associations Incorporation Act or enacted under legislative provisions for charitable purposes; or

- be supported by an Incorporated Association that is deemed to be a not-for-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the Income Tax Assessment Act 1936);

- be a small charitable organisation, volunteer-led community group, school, kindergarten, sporting club, local interest group or community service provider located within or servicing the City of Stonnington;

- have at least 30% members who are residents of Stonnington with a minimum of 10 resident members (for membership-based groups);

- comply with Child Safety Standards and attach a Child Safe Policy to the grant application if the organisation provides services and facilities for children (anyone under 18 years old). Information on the Victorian Child Safe Standards can be found online at ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/;

- have current Public Liability insurance of no less than $20,000,000; and

- have acquitted any previous Council grants and have no outstanding debts to Council.

Use of Council facilities and/or bus must be for activities or programs which:

- aim to raise funding addressing issues of concern to the community;

- celebrate achievements, milestones, or culture of a group;

- consist of learning or accessing information;

- bring health and mental wellbeing to participants; and

- are offered at a low cost or free of charge.

In-kind facilities and/or community transport will not be considered for:

- commercial or profit-making organisations;

- activities charging *higher than nominal* fees for attendance or participation; except for fundraising events;

- activities funded under an existing service agreement with the Council or offered by organisations using Council-owned venues through an occupancy or licence agreement;

- political, religious, or spiritual organisations where the key focus of the program is to promote their beliefs (this does not include community celebrations of cultural festivals).

General Terms and Conditions

In addition to meeting eligibility criteria and program category conditions, all organisations accessing in-kind venue hire must strictly adhere to hire conditions, available on Council's website stonnington.vic.gov.au/Community/Venue-hire/Conditions-of-use-Community-facilities or provided to you at the time of booking.

How to Apply

Facility or bus use depends on availability. To discuss availability for the dates you wish to book and eligibility, contact the following Council staff.

Barry Hills, Community Transport Leader	Community Transport (bus hire)	8290 3349
Grattan Gardens Community Centre Chris Gahan Centre	Sergio Deodato, Team Leader Facilities Based Programs	8290 1460
Phoenix Park Community Centre Prahran RSL	Venues Booking Team	8290 1213

Orrong Romanis Recreation Centre		
Malvern Community Arts Centre		
Malvern Town Hall		
Prahran Aquatic Centre	Timothy Cooper, Duty Supervisor	8290 1678
Harold Holt Memorial Swim Centre		
Malvern Library Meeting Room	Margaret Kantaras, Administration Officer	8290 8002
Prahran Square	Cameron Duff, Prahran Square Activation Officer	8290 1080
Stonnington Sports Centre	Shane Palmer, Senior Team Leader Stadiums	8290 8030

Applicants must discuss their proposed application with Council and confirm venue availability before submission.

Once your eligibility for this program is determined, and booking has been made, applications must be completed online via the SmartyGrants [application portal](#).

Do not leave submitting your application until the last minute. System errors or delays may occur at times of heavy use with others submitting applications, resulting in your inability to lodge your application before the deadline.

Assessment

After the application period has closed and applications have been submitted through the SmartyGrants online application portal:

- You will receive an email confirming receipt of your application.
- Your application will be assessed against the eligibility and assessment criteria by a panel of assessors. Except for taxation eligibility, Council retains discretion to waive or amend assessment and/or eligibility criteria.
- Applicants that do not meet taxation eligibility will be withdrawn from the assessment process.
- Funding recommendations will be submitted for a decision by Council. All funding decisions made by Council are final. There is no appeal or review process.
- All applicants will receive a notification via email and in writing with the result of their application and provided with an opportunity for feedback.

Assessment Criteria

Eligible applications will be assessed on the extent to which the proposed project meets the following criteria.

Criteria	Weighting
1. STRATEGIC ALIGNMENT Is the project, and its intended outcomes, clear and easy to understand? Will the project achieve one or more of the objectives of the Community Grants Program? Are there strong links with priorities in the Council Plan or other key Council strategies?	30%
2. COMMUNITY BENEFIT Does the project address an issue or need within the community?	25%

Is it clear how the project will be successful in addressing this need? Is the project inclusive and open to all community members either generally or within a defined target group?	
3. COMMUNITY ENGAGEMENT Does the project have capacity to stimulate and sustain community participation? Is there community support for the project? Does the project engage mostly residents (compared to non-residents)? Does the project engage and/or collaborate with other groups or organisations targeting similar issues and groups?	20%
4. PROJECT MANAGEMENT Has the applicant demonstrated their capacity to manage the project successfully? Does the project plan and budget accurately reflect the scope of the application?	25%

Essential Attachments

When submitting your application, you must also attach the following documents:

- Certificate of Incorporation or evidence of legislative provisions for charitable purposes.
- Current Certificate of Currency – Public Liability Insurance.
- Minutes from your organisation's last Annual General Meeting
- Current annual Report or financial statement.
- Auspice applicants must attach a letter of approval from the auspice organisation.
- Evidence of a booking confirmation
- Permit or licence if selling or consuming liquor
- Current group membership list, including names and postcodes.

Tips for writing a successful application:

- Consider the objectives and underlying principles of the Community Grants Program (listed on Page 3) when writing your application.
- Use evidence to help explain the need for your project and what it will achieve. For example, research findings, data, or statistics; media articles; project evaluations, etc. A greater level of evidence will be expected of applications seeking significant funding amounts.
- Review and clearly address each of the assessment criteria in your application.
- A succinct and clear application is often more effective than a long, overly detailed application, which can make the key information difficult to identify.
- Make sure you attach all the "Essential attachments" above.
- Attend an information session (refer to 'Key Dates' above)
- Speak with a Council officer if you require further assistance (refer 'Where to get help' below).

Please note:

- Applicants should be aware the level of assistance available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full requested amount.

- Information on community grants program will be shared broadly through Council officers and networks to encourage broad participation and uptake. This is not to be considered a direct approach and all applicants will be treated on the merit of their application.