

FAQs for Council Community Grant Applications

Explanatory Brochure

opportunity >> growth >> lifestyle

Writing a grant submission for a community group can be a daunting experience. Below is a compilation of Frequently Asked Questions to assist you in your application.

It's my first time using SmartyGrants, what do I need to do?

SmartyGrants has a very comprehensive guide on their website which takes you through the application process step-by-step. You can either download it as a PDF or work your way through it online. For more information go to:

<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

What does it mean to be incorporated?

An incorporated group is a not-for-profit community group or club that operates as a separate legal entity. As an incorporation, groups have the ability to enter into a number of legal agreements such as the purchase or lease of assets or property, opening bank accounts, applying for Public Liability Insurance, signing contracts and applying for grants.

As separate entities, incorporations are more likely to be recognised by funding bodies, government organisations and businesses and as such have a greater probability of entering into business agreements and contracts.



Frankston Food Swap

We are not incorporated. Can we still apply? (All about auspicing)

For individuals or community groups that are not incorporated, the only way to access funding to assist them in their activities, is to enter into an auspicing agreement with an incorporation. This is a legal contract where the auspicing body (the incorporation) takes on the legal and financial responsibilities of the individual or community

group (the applicant), without carrying out any of the duties of the project.

Through an auspicing agreement both parties agree to work together to meet the terms and conditions outlined by the grant provider. The auspicing body acts on the applicant's behalf to manage and disperse grant funds, sign agreements with grant providers and where possible provide insurance cover. The applicant is responsible for carrying out the activity for which funding is provided, and ensuring they work within the parameters of the funding agreement, however overall accountability falls to the auspicing body.



Langwarrin Men's Shed

Why do we need Public Liability Insurance?

Council wants to ensure that all projects are run safely and that community groups are protected from potential compensation claims if something goes wrong.

Your group has a legal responsibility to provide a safe environment for participants and the general public in any activity, event or service. Public Liability Insurance financially protects your group against claims of third party property damage or injury. Should your group be found negligent or responsible for damages claimed, you are obliged to cover any costs incurred and additional legal fees.

Without Public Liability Insurance, this can potentially reach hundreds of thousands of dollars. For this reason, Council will not release funds to any group that does not have Public Liability Insurance.

If your group is auspiced, make sure you are covered by your auspicing body's insurance policy.

Where can community groups get Public Liability Insurance?

Most insurance companies and brokers offer Public Liability Insurance. Details on where to find the best insurance coverage for your community group, are available online. Either visit individual insurance providers, or type 'Public Liability Insurance for Incorporations/Community Groups' in your search engine.

Why do we need to provide an Annual Report and Financial Report in my application and do I need to supply separate documents?

Council has a responsibility to ensure all funding is awarded to legitimate projects and community groups. Submitting an Annual Report and Financial Statement in your application validates the legal entity of the incorporated applicant or the applicant's auspicing body.

If the Financial Report is included in the Annual Report, the Annual Report can be attached twice in the application. If the Financial Report is a separate document, separate reports will need to be attached to the application.



Operation Larder Inc.

What's the difference between direct and indirect when it comes to indicating how Frankston residents will benefit from my project and why is it important?

As a funding provider, Council needs to ascertain what impact your project has within the community and how the community will benefit from it. Determining who benefits directly and indirectly is dependent on the nature of your project.

Direct numbers refer to those who will directly benefit from your project. They can be your Committee of Management; your volunteers; the participants you have designed your project for.

Indirect numbers refer to the people who will still benefit from your project but have no direct involvement in it. This group can include the participants as well as the wider community e.g. families of participants; other community groups; and, or local businesses. Indirect numbers are much harder to quantify.

Here's an example: The Community Strengthening sports club has five committee members, 10 volunteers, 30 members and six coaches. They have applied for a grant to buy a new computer to improve their administrative process as well as for marketing and communication.

The direct beneficiaries would be the five committee members since they would be directly using the computer. The indirect beneficiaries would be the volunteers, members, coaches and the wider community which could be approximately 200 plus Frankston residents as they would be also benefitting from the improved administrative service and communication from the club.

If you would like more examples on how this principle can be applied, please see the useful resources section on Page 5.

What is an 'in-kind contribution'?

An in-kind contribution is where a contribution is made to a project or activity without money being exchanged. This includes voluntary labour; donations of furniture or materials; and donations of services. As a general rule, in-kind contributions can be calculated by comparing the service or item donated, to the amount that would have been charged otherwise. Calculating the cost of volunteer labour is based on a nominated figure multiplied by the hours of labour per person.

Why do we need to supply details of income from other sources?

Applicants need to demonstrate that they are able to sustain their project beyond the funding awarded through the Council grants. While Council is able to contribute to local projects and community groups, it cannot fully support them financially. Supplying details of income from other sources shows Council there are other funds available to make the project sustainable and not solely reliant on Council funding.

Why do we need to monitor and evaluate our project?

Being aware of how funds are being spent and making sure the project is on course enables you to account for the funds Council has allocated and report back on the progress of your project or program. It also shows Council that the funds are being used for the purposes outlined in the application.



Hermitage Seaford



Overport Park Tennis Club

Why do we need to assess the risks involved in my project and provide options to reduce that risk?

Applicants need to demonstrate that any risks associated with the project/program have been identified; this provides Council with information relating to your project's strengths, weaknesses, opportunities and threats. By undertaking a risk assessment early in the project/program planning phase, you are ensuring its success. Listing steps on how you will handle potential risks provides funding bodies with the knowledge and comfort that identified problems can be effectively managed when and if they do arise.

Here's an example: The Community Strengthening sports club is hosting a social event for its members. Accidents/injury of participants is an identified potential risk. Ways to mitigate this risk include ensuring the club has appropriate and current Public Liability Insurance; ensuring the venue is accessible for all members; and it's a non-alcoholic event.

If my application is successful, can I apply for multiple grant categories in the same financial year?

Funding is allocated on the premise of one application, per organisation, per financial year. However, an organisation may be the successful recipient of a community grant and also be eligible to submit a separate application to the

Environmental Sustainability Grants Program for an environmental project for example. Guidelines and assessment criteria for each funding category must be adhered to.

If you are representing more than one group or project, SmartyGrants gives you the ability to submit numerous applications from the same login account.

If my application is declined, am I still able to submit another application in the same year?

Yes, there are two ways this is possible. If your original application is declined because you didn't meet the assessment criteria outlined in the funding guidelines, you may be advised to apply to a different grant category.

The other option is that you apply to the same funding category but for a different activity or project from your original application.

It is possible to apply again for the original project as a new application, during the next financial year; however, the project must align with criteria of the funding program.

Can I submit my application as a hard-copy or in person?

No. Council is committed to reducing its impact on the environment and is therefore discouraging the use of paper applications. If you need assistance with your online application, see below for further details.

How long will the assessment take for grants offered year round?

Assessment times vary depending on the grant category the application is for. Urgent Relief Grants can be processed in as little as two-four weeks, whereas Community Recovery Grants may take up to eight weeks to process.

Who do I contact if I'm having trouble with the online application?

Contact Council via email at:

CommunityGrants@frankston.vic.gov.au

alternatively phone Customer Service on 1300 322 322.

Useful Resources

For further information, see the following websites:

For Incorporations see Consumers Affairs Victoria <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/become-an-incorporated-association/what-is-an-incorporated-association>

and the Not-for-Profit Law @ Justice Connect website:

<https://www.nfplaw.org.au/incorporationdecision>
[https://www.nfplaw.org.au/sites/default/files/media/How to decide whether your group should incorporate Cth 0.pdf](https://www.nfplaw.org.au/sites/default/files/media/How%20to%20decide%20whether%20your%20group%20should%20incorporate%20Cth%200.pdf)

For auspicing see the Victorian Government website:

<https://www.vic.gov.au/multicultural-grants-auspice-arrangements#auspice-arrangements>

and the Not-for-Profit Law @ Justice Connect website:

<https://www.nfplaw.org.au/auspicing>
[https://www.nfplaw.org.au/sites/default/files/media/Auspicing Guide CTH.pdf](https://www.nfplaw.org.au/sites/default/files/media/Auspicing_Guide_CTH.pdf)

For In-kind support see the Victorian Government website:

<https://www.vic.gov.au/grants-understanding-kind-contributions>

For direct and indirect beneficiaries see the Proposals for NGOs website:

<https://proposalsforngos.com/project-beneficiaries/>

and The Funding Centre website:

<https://www.fundingcentre.com.au/answersbank>



Oliver's Hill