

Community Grants Program

Annual Community Grants Guidelines FY 2022-23



opportunity » growth » lifestyle

One-off funding to provide assistance to not-for-profit community groups for support or relief in response to local community needs.

This funding is for a broad range of items

- To meet the needs of the organisation (e.g. minor equipment, rent, utility bills, training, materials etc.); and/or
- To enable the organisation to respond to the needs of the Frankston community (i.e. supply of food, mental health support, health and well-being initiatives, equipment and community connectedness)

Applicants will need to demonstrate why the funds are needed and how they will address a community need.

Funding

Up to \$7,500

TIMEFRAMES

- Applications Open: August 1 2022
- Applications Close: August 29 2022
- Applications notified: Late October 2022

Eligibility

Community groups and organisations seeking to apply for funds must be:

- Not-for-profit
- A community group or organisation
- Either be:
 - Incorporated under the Associations Incorporation Reform Act 2012 or commenced the process of incorporation (evidence will be required)
 - Endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30.15 of the Income Tax Assessment 1997
 - Auspiced (sponsored or supported) by another incorporated or DGR covered Item 1 organisation that will accept legal and financial responsibility for the project or activity (evidence will be required)
- Located within the geographical boundaries of Frankston City or if located outside of Frankston City, servicing a significant number (over 1000) of Frankston City residents.

Funding will not be considered for organisations, projects or programs that:

- Do not meet the above stated eligibility criteria;
- Do not support diversity, tolerance and inclusivity within the community;
- Support programs that create or may present hazards to the community;

- Support programs that do not reflect widely held community standards;
- Contravene State and Commonwealth legislation, Local Laws or Frankston Planning Scheme;
- Are commercial and/or profit making organisation, political party or hosting a political event;
- Are currently involved in a tendering or procurement process with the Council;
- Involve activities or programs that are the responsibility of another level of government (such as education, health); or are the responsibility of a group under their incorporation or lease/license agreement (including recurrent expenses and capital works)
- Are seeking retrospective funding for activities, programs and projects that have already started or have been completed
- Requesting funding that would otherwise be covered by insurance
- Are requesting funding for capital works and capital expenses including vehicles, air conditioning units and machinery
- Are in financial debt with Council or have not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous years community grants);
- Are Staff, Councillor or contractor to Frankston City Council (any exemptions in unique circumstances would require approval from the Director Communities, and necessitate all Disclosure of Interest requirements are met).
- Receiving other Council funding for the activity
- Are unable to provide required documents as per the application guidelines

Assessment Process

Eligible grant applications will be assessed in accordance with the criteria and weighting as outlined in each Council grant's application guidelines and assessed by the responsible person(s) outlined in the Community Grants Policy. Community Grants Panel provide recommendations to Council. Council has final approval of applications.

Required attachments

- 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 or Annual Report
- Current financial statement (Income/Expenditure, balance sheet and cash flow)
- Auspice applicants must attach a letter of approval and the listed documents above from the auspice organisation
- Copies of quotations/screenshot for minor equipment (up to \$2,000)

Child Safety

Everyone in the community has a responsibility in ensuring the health, safety and wellbeing of children.

- All grant recipients must, at minimum, commit to proactively keeping children safe and reporting any concerns of child safety.
- Grant recipients are required to comply with all relevant child safety legislation which may include, but is not limited to, [The Victorian Child Safe Standards](#) (2022) and [The Child Wellbeing and Safety Act](#) (2005). Council *may* request evidence of compliance.

Assessment Criteria

Applications will be assessed based on the responses to questions in the criteria below:

Criteria	Weighting
Program Overview a) Clearly describe the objectives, aims and expected outcomes of the organisation and its proposed activity/project/support	10%
Community Benefit a) Activity/Project/Event directly benefits Frankston City Residents b) Demonstrate significant contribution to the economic, social and/or environmental outcomes of Frankston Community c) Provide evidence of local community need or issue (statistics, data and consultations conducted with the local community) the activity/project/support will be addressing	30%
Project Management a) Demonstrate ability to manage the program/project /event successfully b) Clearly outline activity/project/event expenses and income c) Consider risk management including the impact of COVID-19 on delivery of the project	30%
Participation and Engagement a) Outline strategies to ensure your activity is inclusive and accessible d) Outline community engagement and evaluation processes you will/have establish to improve the delivery of the activity – including how you will measure outcomes from participants	20%
Longevity and Capacity Building a) Demonstrate how the organisation plans to fund the activity beyond the funding period (outside of Council's Community Grants Program)	10%

Important but not essential criterion is as follows:

Activities that directly support vulnerable, marginalised, and/or disadvantaged residents	Value add
Applicants who have not been funded through the Annual Grants Program for two consecutive years immediately prior to the current application	Value add
Proposed activity/project/event cannot be funded by any other funding source (State, Federal or other)	Value add

NOTE: Canvassing or lobbying of councillors, employees of Frankston City Council or assessment panel members in relation to any grant, subsidy and sponsorship applications is prohibited.

Support Available

Contact	Assistance with	Contact
Community Grants and Network Officer	General enquiries and advice regarding Community Grants Program	(03) 9784 1035 communitygrants@frankston.vic.gov.au
Coordinator Child Safety	Information regarding Council's approach to child safety	childsafes@frankston.vic.gov.au
SmartyGrants Support Team	Technical issues with SmartyGrants website	(03) 9320 6888 service@smartygrants.com.au