

Community Grants Program

Urgent Grant Guidelines FY 2022 - 2023



opportunity » growth » lifestyle

One-off funding to provide assistance to not-for-profit community groups with limited capacity to self-fund and support the delivery of activities or events in response to unforeseen issues or unexpected opportunities that will benefit the Frankston community.

Types of activities we may fund:

- Unforeseen or urgent needs of the organisation (e.g. equipment, rent, utility bills, training etc)
- Unexpected initiatives that needs Council's support and to respond to the immediate needs of the Frankston community (i.e. supply of food, mental health support, health and well-being initiatives, equipment and community connectedness)
- Groups requiring small assistance to get a new project running or host a small community activity
- Groups that have missed out on the Annual Community Grants due to circumstances beyond their control

TIMEFRAMES

- Applications Open: 1 August 2022
- Applications Close: Once funds are exhausted or by May 30 2023 (whichever is sooner)
- Applications notified: Usually within 2 weeks after the end of the month the was application submitted (e.g. September applications will be notified mid-November)

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.
- Priority will be given to applicants who have not already received an Annual Community Grant

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 organisations, 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 activities, programs and projects that have already started or have been completed;
- Are requesting funding that would otherwise be covered by insurance;
- Are requesting funding for capital works and/or capital expenses, including vehicles, air conditioning units and machinery;
- Are unable to provide required documents as per the application guidelines;
- 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);
- 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

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

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 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

Criteria	Weighting
Urgent response justification Clearly provide a clear and valid reason for the application to be funded urgently	30%
Program Overview Clearly describe the objectives, aims and expected outcomes of the organisation and its proposed activity/project/support	10%
Community Benefit <ul style="list-style-type: none"> a) Activity/Project/Event directly benefits Frankston City Residents b) Demonstrate 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 	40%
Project/Program/Event Management <ul style="list-style-type: none"> 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 	20%

Important but not essential criterion is as follows:

Activities that directly support vulnerable, marginalised, and/or disadvantaged residents	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	childsafe@frankston.vic.gov.au
SmartyGrants Support Team	Technical issues with SmartyGrants website	(03) 9320 6888 service@smartygrants.com.au