Urgent Grant
2025-2026 Guidelines

Acknowledgement of Country

Frankston City Council acknowledges and pays respect to the Bunurong People, the Traditional Custodians of these lands and waters.

Introduction

The **Urgent Grant** provides one-off funding to assist not-for-profit community groups that address unforeseen or unexpected issues that may affect their ability to deliver community services, or emergencies that require timely support for the community beyond their usual operational needs.

Grants **up to $1,000*** are available.

* Under exceptional circumstances, consideration may be given to applications that require funding beyond the grant limit.

Key dates		Need assistance with your grant application?	
Opening date:	7 July 2025 with multiple rounds.	**Email:**	CommunityGrants@ frankston.vic.gov.au
Closing date:	When fully expended or until 6 June 2026.	**Phone:**	(03) 9784 1035
Funding Announcement:	Assessed and announced monthly.	**Website:**	www.frankston.vic.gov.au/ community-grants

Where to apply

Submit your application online through Frankston City Council SmartyGrants portal on **https://frankston.smartygrants.com.au** (you will need to create an account if you don't already have one).
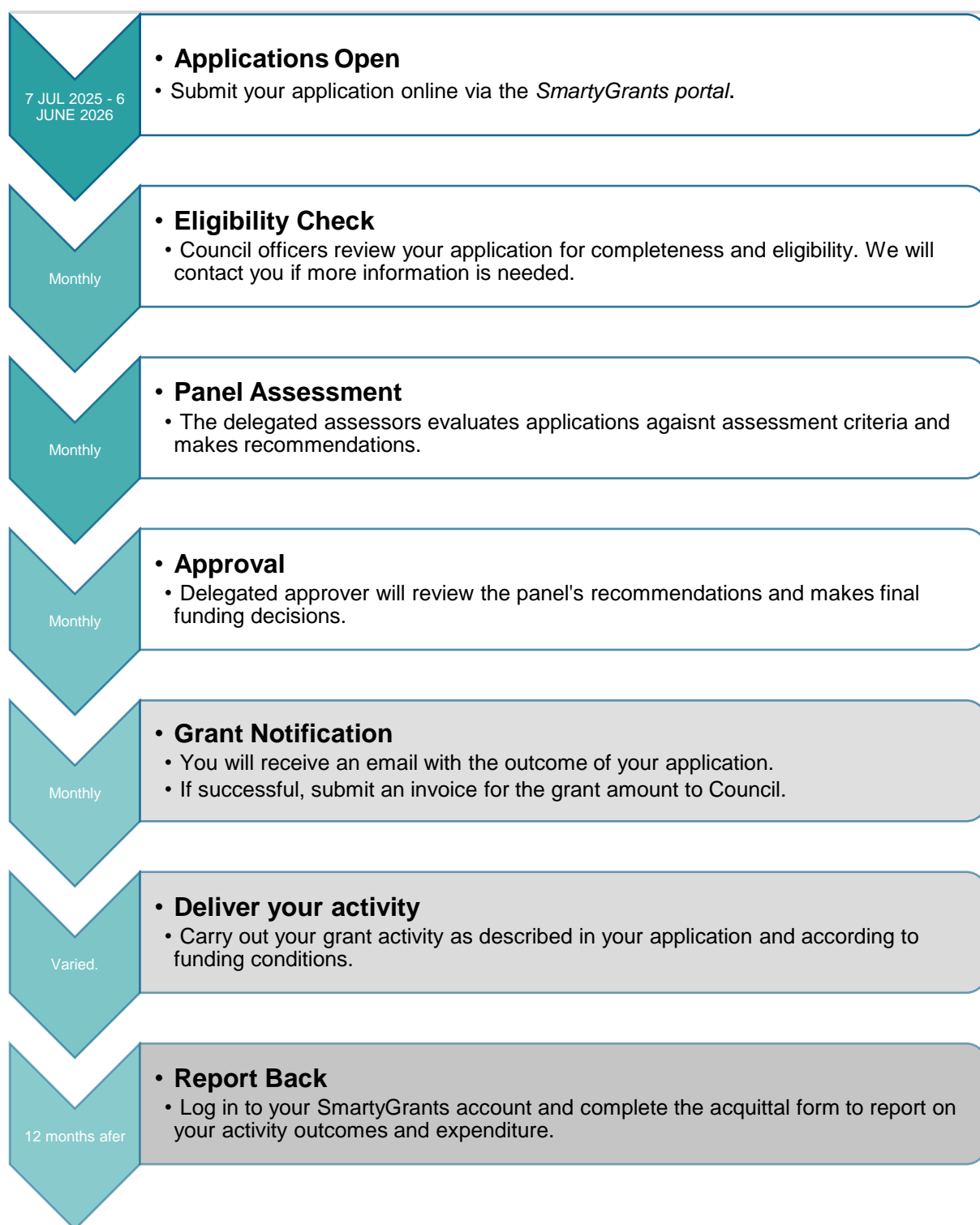
Need help in another language? Hearing or speech impaired?

Call 131 450 and state 'Frankston City Council as the organisation and quote our number 1300 322 322.

Visit: www.communications.gov.au/accesshub/nrs

Timeline

7 JUL 2025 - 6 JUNE 2026

- **Applications Open**
- Submit your application online via the *SmartyGrants portal*.

Monthly

- **Eligibility Check**
  - Council officers review your application for completeness and eligibility. We will contact you if more information is needed.

Monthly

- **Panel Assessment**
  - The delegated assessors evaluates applications agaisnt assessment criteria and makes recommendations.

Monthly

- **Approval**
  - Delegated approver will review the panel's recommendations and makes final funding decisions.

Monthly

- **Grant Notification**
  - You will receive an email with the outcome of your application.
  - If successful, submit an invoice for the grant amount to Council.

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- **Deliver your activity**
  - Carry out your grant activity as described in your application and according to funding conditions.

12 months afer

- **Report Back**
  - Log in to your SmartyGrants account and complete the acquittal form to report on your activity outcomes and expenditure.

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Key dates

Round	Opens	Closes	Applicant Notified By*
1	7 Jul 2025	6 Aug 2025	20 Aug 2025
2	7 Aug 2025	6 Sep 2025	22 Sep 2025
3	7 Sep 2025	6 Oct 2025	20 Oct 2025
4	7 Oct 2025	6 Nov 2025	20 Nov 2025
5	7 Nov 2025	6 Dec 2025	19 Dec 2025**
6	7 Dec 2025	6 Jan 2026	20 Jan 2026
7	7 Jan 2026	6 Feb 2026	20 Feb 2026
8	7 Feb 2026	6 Mar 2026	20 Mar 2026
9	7 Mar 2026	6 Apr 2026	20 Apr 2026
10	7 Apr 2026	6 May 2026	20 May 2026

- *Council has the right to change the dates above as needed.*
- *** Payments for round 5 will commence early 2026, after Council's end of year shutdown period.*

Funding Objectives

Provide support to organisations facing unforeseen or emergency situations beyond their usual operational needs.

Support continuation of essential community services by addressing urgent needs that impact service delivery.

Enable timely community-led responses to crises or local emergencies that affect vulnerable or disadvantaged residents.

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Eligibility Requirements

For an application to be eligible, the applicant must be:

- A **not-for-profit organisation**, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936), **and either:**
    - **Incorporated** under the *Associations Incorporation Act*; OR
    - **Enacted under legislative provisions for charitable purposes**; OR
    - **Supported (auspiced)** by another incorporated not-for-profit organisation that will assume legal and financial responsibility for the grant.
- **Be physically located** within Frankston City;
    - **OR if located outside** of Frankston City, the proposed activity must be serving a significant number (over 1000) of Frankston City residents.
- **Have complied with all terms and conditions** including the submission of satisfactory acquittal reports for all previous Council grants.

What can be funded

- **Emergency repairs or replacements** critical to service delivery (e.g. refrigeration breakdown, essential mobility aids).
- **Essential supplies and materials** for immediate relief that are distributed to the wider community to respond to unforeseen community crisis.
- **Temporary venue hire or relocation costs** due to sudden loss of access to usual premises (excluding long-term lease arrangements).
- **Transport or logistics costs** associated with urgent service delivery (e.g. fuel, short-term van hire to distribute emergency supplies).
- **Short-term staff or contractors** directly involved in urgent responses (e.g. interpreter – not ongoing staff or core operations).
- **Technology or equipment** urgently needed to deliver services (e.g. replacement of a broken laptop used for client coordination), capped at $2,000.
- **Community communication materials** for time-sensitive public health or crisis response (e.g. translated flyers, emergency signage).
- **Training sessions** for capacity building to address unforeseen challenges.

What can't be funded

Urgent Grants is not for:

- **Annual Community Grant recipient** in the same financial year (any exemptions in unique circumstances would require approval).
- **Individuals or for-profit organisations**, including commercial businesses, political parties, or their events.
- Activities that **involve proselytisation.**
- Activities **already funded by Council** in the same financial year.
- **Retrospective funding** activities already completed or items already purchased.
- **Prizes, awards, competitions or fundraising events.**
- Costs normally **covered by insurance.**
- **Activities that do not have a broader community involvement or benefit**, e.g. school project that only involves students and stays within school grounds.
- **Initiatives primarily funded by other levels of government,** such as school curriculum-based programs.
- **Council-managed activities or events.**
- **Core responsibilities of incorporated groups or lease/license holders,** including ongoing operational costs and capital works.
- **Council-related fees**, such as planning or building applications, health inspections, or similar charges.
- **Debt repayments or outstanding loans.**
- **Prohibited items,** including alcohol licenses, tobacco, fireworks, or gambling-related expenses.
- **Major capital works, building maintenance or capital improvements** including building projects, property purchases/leases, heating or cooling systems, shade sails and solar panels.
- Organisations with **active breaches** under Consumer Affairs Victoria (CAV), the Australian Charities and Not-for-profits Commission (ACNC), or Australian Securities and Investments Commission (ASIC).
- Activities that **contravene legislation, local laws, or the Frankston Planning Scheme.**
- Organisations currently engaged in a **Council procurement or tender process.**
- **Council staff, Councillors, or contractors.** Exceptions in unique circumstances require approval from the Director Communities and full disclosure of interest.

Assessment Criteria

Applications will be assessed based on the responses provided in relation to the proposed activity, as outlined below:

CRITERIA	Weighting
Urgent Response Justification ➢ Provides a clear and valid reason for the application to be funded urgently.	**35%**
Community Need and Benefit ➢ Effectively responds to demonstrated urgent local community need, backed by evidence where possible. ➢ Directly benefits Frankston City residents and is inclusive of the broader community or a clear vulnerable, marginalised or disadvantaged target group. ➢ Builds on, complements, or collaborates with existing services without duplication.	**35%**
Management and Budget ➢ Organisation has necessary capabilities, resources and recognised qualifications (where applicable) to successfully deliver the activity. ➢ The budget is realistic and shows good value for money. Expenditure within Frankston City is highly regarded. ➢ Risk management has been considered and appropriately addressed. Does not pose reputational risk to Council.	**30%**

Value-Add Priorities (Additional points)

Applications that meet the following criteria will be scored favourably:

- Applicants with **exceptional urgent need -** critical situation that requires immediate action to address unforeseen challenges or opportunities significantly impacting the community, particularly those that cannot wait for the next round of Annual Community Grants.
- Activities that demonstrate **direct and intentional support for residents who are vulnerable, marginalised, or disadvantaged.**

Essential Attachments

Either a **Certificate of Incorporation**

OR **Evidence of legislative provisions for charitable purposes.**

Public Liability Insurance (Current Certificate of Currency) – Insurance must cover all parts of the activity proposed.

Annual General Meeting Minutes or Annual Report (Most recent).

Annual Financial Statement (Most recent that includes Income/Expenditure, balance sheet and cash flow) - <u>Not</u> your bank statement.

Evidence of cost for essential equipment items (Quotations/screenshot).

If you are applying with an auspiced organisation, you must include a **letter of agreement** and required **documents from the auspice organisation.**

For newly established organisations, we may consider alternative evidence such as:
- *A copy of your group's rules, a current list of committee or board members and minutes from the most recent meeting (if applicable).*
- *A similar financial overview and proof of an active bank account (e.g. a bank statement or letter from the bank).*

In line with ACNC requirements, organisations registered as a Basic Religious Charity (BRC), alternative evidence can be provided such as:
- *ACNC – Annual Information Statement 2025*
- *An internally prepared Income and Expenditure Statement for the most recent financial year, signed by a senior officer bearer (e.g. Treasurer or Chair).*

Assessment Process

After you have submitted your grant application:

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.

Council reserves the right to:

- Decline any application that does not meet the eligibility criteria.
- Request further information in considering applications and decline any application that does not provide requested information by the requested due date.
- Consider information generally available about the applicant or information received by Council in connection with previous Grant Programs.

Support Available

Assistance with	Contact
General enquiries and advice regarding the Annual Community Grant.	Community Grants and Networks Team (03) 9784 1035 communitygrants@frankston.vic.gov.au
Technical issues with SmartyGrants website.	**SmartyGrants** (03) 9320 6888 service@smartygrants.com.au
Multilingual support In you need the assistance of an interpreter	Call 131 450 and state 'Frankston City Council as the organisation and quote our number 1300 322 322
Communication Access Support service for people with a hearing, speech or communication impairment and for text telephone or modem callers.	**National Relay Service** To find the NRS call option that best suits you visit: www.communications.gov.au/accesshub/nrs

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Conditions of Funding

- **Eligibility does not guarantee funding.** All funding decisions are made at the full discretion of Council and are final.
- **Funding is limited.** Community Grants funding is subject to the total amount allocated in Council's annual budget.
- **Competitive grant.** This is a competitive grants program with limited funding available. Submitting an application does not guarantee funding, or the full amount requested.
- **No ongoing commitment.** Funding received in any given year does not imply support in future years.
- **One application per financial year.** Applicants may submit only one application per financial year.
- **Merit-based assessment.** Each application will be assessed against the criteria outlined in these guidelines.
- **Council contribution is limited.** Council's contribution will be limited to the amount granted. Applicants are responsible for any additional costs.
- **Policy compliance required.** All applicants and recipients must comply with Council's Community Grants Policy.
- **Canvassing is prohibited.** Applicants must not attempt to influence decisions by contacting Councillors, Council staff, or assessment panel members.

Successful applicants (and their auspice organisations, if applicable) must:

- **Invoice Council by 30 June.** Submit an invoice by 30 June of the same financial year. Late invoices will not be paid.
- **Deliver the funded activity.** Undertake the activity to Council's reasonable satisfaction, within approved budget and timelines.
- **Use funds for approved purposes.** Grant funds must only be used for the approved activity unless written consent is obtained (see instructions below).

- **Notify Council of contact detail changes.** Inform Council of any changes to contact details or circumstances during the funding period.
- **Request approval for any significant and substantial changes** such as:
  - Changes to activity details.
  - Reallocation of funds to new, unrelated activities.
  - Request for deadline extensions (acquittal submission or activity completion).

To request changes (excluding funding amounts), request and submit a *Grant Variation Request* form through SmartyGrants. Do not proceed with revised activities until Council provides written approval.

- **Acknowledge Council's support.** Publicly recognise Council's support in promotional materials or events (announced at your event or AGM, newsletter, or other comms), using:
  - Council's approved logo (in line with branding guidelines).
  - The phrase: "*Supported by Frankston City Council's Community Grants Program".*
- **Support Council publicity efforts, as required.** Cooperate with Council's promotional activities, provide notice of events, and invite Council representatives where appropriate. Council reserves the right to publicise funded activities including organisation's name, activity description, funding outcome, and grant amount.
- **Maintain public liability insurance.** Insurance must be held for the duration of the funded activity.
- **Comply with Federal, State or local laws and regulations** while undertaking the funding activity.
- **Submit an acquittal report.** Complete an acquittal form via SmartyGrants within

12 months of grant notification or before applying for future grants (whichever is earlier).

- **Maintain financial records.** Retain receipts and invoices related to the grant. Council *may* request evidence of compliance at any time.
- **Return unspent funds.** Unspent or uncommitted funds totalling 5% or more of the grant (and at least $50) must be returned by the end of the financial year.
- **Meet Child Safety requirements.** Comply with all relevant child safety legislation which may include, but is not limited to:
  - o The Victorian Child Safe Standards (2022)
  - o The Child Wellbeing and Safety Act (2005).

  Council *may* request evidence of compliance. For more information, visit https://ccyp.vic.gov.au/child-safe-standards/ or email childsafe@frankston.vic.gov.au

Cancellation of Grant

- Council reserves the right to cancel and request payment of grant funds if:

  - o The application contains false or misleading information.
  - o The applicant withdraws from the activity.
  - o The applicant is not delivering the activity as proposed.
  - o The activity is cancelled.

Glossary

- **Activity** means the project, program, service, or event proposed in your grant application. It refers to what the grant funds will support and what your organisation will deliver.
- **Acquittal** means a report provided by the grant recipient demonstrating that the funds were used responsibly and in accordance with the conditions of the grant.
- **Grant Guidelines** means a document that outlines the eligibility criteria, application requirements, and processes for a specific grant program.
- **Auspice / Auspicing** means a formal arrangement where an incorporated, not-for-profit organisation manages a grant on behalf of an unincorporated group. The auspice organisation assumes legal and financial responsibility for the grant.
- **Council** refers to Frankston City Council.
- **Grant** means sum of money awarded to an organisations to deliver a specific activity, with the expectation that the funds will be used only for the agreed purpose.
- **Not-for-profit organisation** means an organisation that operates for a purpose other than making a profit for its members, owners, or shareholders. It must use any surplus to further its objectives and be classified as not-for-profit under the Income Tax Assessment Act 1936.
- **SmartyGrants** means an online grant management platform used by Council for the submission, tracking, and administration of grant applications.