



# Community Grants Guidelines

*Improving the quality of life for all people in Moreland*

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## Introduction

This Community Grants Program aims to work in partnership with community groups and individuals to create a sustainable, active, healthy, inclusive and empowered Moreland. The Program is based on Council's Community Grants Policy.

It is a competitive process and limited by the amount of funds available. Applicants are not guaranteed funding, nor the full amount requested. Projects funded previously cannot be guaranteed funding in future years. This needs to be considered when developing an application.

## Need help?

- **Test your idea:** Speak to one of our staff about your application. They can help to develop your ideas and provide guidance on Council's priorities. Contact: [grants@moreland.vic.gov.au](mailto:grants@moreland.vic.gov.au) / 9240 1111
- **Other languages:** We offer the application form and guidelines in other languages, as well as translation services. Contact: [grants@moreland.vic.gov.au](mailto:grants@moreland.vic.gov.au) / 9240 1111 to receive an application form in another language. Council also has an arrangement with the **Migrant Resource Centre** to provide additional support to groups that work with migrant and refugee groups. **Contact: XXXX** for more information.
- **Auspicing:** Council provides funding to select local organisations to help support unincorporated organisations applying to this program. **Click here** for a list of organisations that can support your community group.
- **FAQs:** **Click here** for responses to frequently asked questions and some help sheets on how to complete your application.
- **Information sessions and workshops:** We offer information sessions and grant-writing workshops. **Click here** for session dates and bookings.
- **Other formats:** We offer paper-based applications for those that need them. Contact [grants@moreland.vic.gov.au](mailto:grants@moreland.vic.gov.au) / 9240 1111 to request an application form.

## Principles of the Community Grants Program

- **Inclusion:** Providing opportunities for individuals and groups to meaningfully take part in community life.
- **Equity:** Consciously addressing the barriers faced by disadvantaged groups and individuals.
- **Impact:** Taking a purposeful and strategic approach to funding projects that deliver meaningful social impact.
- **Capacity building:** Supporting individuals and groups to develop practices, skills and resilience to shape their own futures.
- **Collaboration:** Encouraging networks and partnerships to deliver exceptional strategic outcomes together.
- **Transparency:** Delivering a funding program that is transparent and accountable in all processes and decisions.

## Community Grants Objectives

- **An environmentally proactive Moreland:** To strive for maximum protection of people, plants and animals through leading an urgent response to the climate emergency and a regeneration of our natural environment.
- **Moving and living safely in Moreland:** To contribute to the health, safety, and security of everyone living in our diverse community and to increase safe, accessible, physically active and enjoyable ways to get around Moreland, especially via walking, cycling and public transport.
- **A healthy and caring Moreland:** To support Moreland to become a more inclusive, connected, healthy and caring community through providing equitable access to community facilities and services and facilitating local partnerships and programs
- **Vibrant spaces and places in Moreland:** To create welcoming, unique spaces and places across Moreland that attract and connect everyone, improving access to community facilities and affordable housing and encouraging vibrant artistic, social and economic activity.
- **An empowered and collaborative Moreland:** To build community trust through encouraging participation, evidence-based decision making, stewardship of resources and being accessible and responsive.

## Funding Priorities

Applications that meet one or more of the Funding Priorities, will score higher in the assessment process:

- The project supports Council's priority communities, as outlined in Moreland Human Rights Policy including:
  - Aboriginal and Torres Strait Islander communities
  - Migrant and refugee communities
  - People with disability
  - Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and Asexual people (LGBTIQA+)
  - Women.
- The project is planned and delivered by community groups and organisations that work together.
- The project has clear benefits for people living in Moreland.

## Who can apply?

### Organisations

Organisations may receive funding for up to two grants per calendar year. Where two applications are made, each grant must have different stakeholders in the community that benefit from the grant and different community outcomes.

To be eligible, organisations must:

- Be a not-for-profit community group, organisation or club
- Be incorporated or auspiced by another incorporated organisation\*
- Have adequate public liability insurance
- Have acquitted previous Council grants and have no outstanding debts to Council
- Be able to supply financial statements and all requested supporting documentation
- Ensure the proposed activity is consistent with Local, State and Federal laws.

### Individuals

Individuals will only be funded for one grant per calendar year.

To be eligible, individuals must:

- Be a resident of Moreland
- Prove financial hardship (such as Health Care Card)

*\*More information on being incorporated or auspiced by another organisation is available online: [click here](#)*

## Grant Categories

Category	Maximum amount	Application dates	Summary
<a href="#">Membership Activity Grant</a>	\$2,000 each year for 3 years	1 Aug 2022 - 30 Sept 2022	To assist with ongoing costs for membership activities. Funding can cover costs of running member activities, such as transport, administration, insurance, events, catering or venue hire.
<a href="#">Community Participation Grant</a>	Up to \$3,000 for groups and organisations Up to \$500 for individuals	Applications accepted all year	To support initiatives that help residents participate in community life. Two types of grants are available under this category: <ul style="list-style-type: none"> <li>• Projects that encourage target populations to be healthier and participate in community life. (Up to \$3000)</li> <li>• Access to programs and activities for individuals where there is a financial hardship. (Up to \$500)</li> </ul>
<a href="#">Community Building Grant</a>	\$7,000	1 Aug 2022 – 30 Sept 2022	To support community projects that enhance the Moreland Community, strengthen connection and organisational capacity.
<a href="#">Organisational Establishment Grant</a>	\$10,000 each year for 3 years	1 Aug 2022 - 30 Sept 2022	To support newly established organisations (established less than 3 years ago) to grow and become independent.
<a href="#">Structural Improvement Grant</a>	\$40,000	1 Aug 2022 - 30 Sept 2022	To support improvements to facilities that will help local people participate more in community life.

## Membership Activity Grant

<b>About</b>	This funding aims to help with ongoing costs for community groups that meet regularly to support health and wellbeing of its members.
<b>Amount available</b>	<p>Up to \$2,000 each year for 3 years (max. \$6,000)</p> <p>Amounts groups can apply for each year:</p> <ul style="list-style-type: none"> <li>• \$1,000 for groups with up to 20 members (\$500 if receiving other Council support)</li> <li>• \$1,500 for groups with 21 to 60 members (\$1,000 if receiving other Council support)</li> <li>• \$2,000 for groups with over 60 members (\$1,500 if receiving other Council support).</li> </ul>
<b>Timing</b>	<p>Open for applications August – September 2022.</p> <p>Applicants will be notified of outcomes in December 2022.</p>
<b>Requirements</b>	<p>Community groups must:</p> <ul style="list-style-type: none"> <li>• meet regularly in Moreland</li> <li>• provide activities to members that support health and wellbeing, such as social or active programs</li> <li>• have more than 50% of its members living in Moreland</li> <li>• provide evidence of membership and that it meets in Moreland.</li> </ul>
<b>What funding can cover</b>	<p>Member activities, such as:</p> <ul style="list-style-type: none"> <li>• transport costs for attending an activity</li> <li>• administration</li> <li>• group activity insurance</li> <li>• advertising</li> <li>• events</li> <li>• catering</li> <li>• venue hire.</li> </ul>

# Community Participation Grant

<b>About</b>	<p>This funding aims to support initiatives that help residents participate in community life.</p> <p>Two types of grants are available under this category:</p> <ul style="list-style-type: none"> <li>• Funding for projects delivered by community groups</li> <li>• Funding for individuals.</li> </ul>	
<b>Timing</b>	<p>Open for applications all year.</p> <p>Applications must be submitted at least 4 weeks prior to the activity or event.</p> <p>Applicants will be notified of outcomes within two months of lodging the application.</p>	
<b>Amount available</b>	<b>Community groups</b>	<b>Individuals</b>
	Up to \$3,000	Up to \$500
<b>Requirements</b>	<p>Funding will be prioritised for activities which support for residents from at least one of these communities:</p> <ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander communities</li> <li>• Migrant and refugee communities</li> <li>• People with disability</li> <li>• Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and Asexual people (LGBTIQA+)</li> <li>• Women and girls.</li> <li>• Young People</li> </ul> <p>Individuals must be a resident of Moreland and show financial hardship (such as a health care card).</p> <p>Funding amounts: Up to \$250 for state, \$350 for national \$500 for international level activities</p>	
<b>What funding can cover</b>	<p>Activities or projects that support communities listed above to be healthier and participate in community life, including:</p> <ul style="list-style-type: none"> <li>• community events</li> <li>• leadership and development activities</li> <li>• sports programs</li> <li>• community projects</li> <li>• relevant equipment that has long term relevance to the organisation/community.</li> </ul>	<p>Access to programs and activities for individuals where there is a financial hardship, including up to \$500 in fees for:</p> <ul style="list-style-type: none"> <li>• competitive sporting events</li> <li>• art or cultural activities or events</li> <li>• sport and recreation club memberships</li> <li>• academic events.</li> </ul>

## Community Building Grant

<b>About</b>	<p>This funding supports community projects that enhance the Moreland Community, strengthen connection and organisational capacity.</p> <p>This could include such things as:</p> <ul style="list-style-type: none"> <li>• community events/festivals</li> <li>• community projects (e.g. sustainability, social inclusion, health promotion, participation etc)</li> <li>• training and capacity building.</li> </ul>
<b>Amount available</b>	<p>Up to \$7,000</p>
<b>Timing</b>	<p>Open for applications August – September 2022.</p> <p>Applicants will be notified of outcomes in December 2022.</p>
<b>Requirements</b>	<p>Preference will be given to projects that:</p> <ul style="list-style-type: none"> <li>• address <a href="#">Community Grants Objectives</a> and <a href="#">Funding Priorities</a></li> <li>• meet the needs of the community</li> <li>• show how organisations partner together</li> <li>• plan for long term sustainability.</li> </ul>
<b>What funding can cover</b>	<ul style="list-style-type: none"> <li>• Temporary staff costs to implement the project (e.g. project worker, instructor etc.)</li> <li>• Printing, advertising, translation, promotional activities</li> <li>• Equipment or community venue/meeting room hire (up to \$500)</li> <li>• Costs to encourage participation (e.g. Transport, disability support, interpreters)</li> <li>• Catering and refreshments (up to \$300)</li> <li>• Volunteer expenses</li> <li>• Small equipment that is useful long term to the community and is needed for the project and aligns with the Community Grants Objectives (Up to \$500)</li> <li>• Communications, media, advertising and marketing.</li> </ul>

## Organisational Establishment Grant

<b>About available</b>	This funding aims to support newly established organisations or groups over three years to grow and become independent.
<b>Amount</b>	\$10,000 every year for 3 years
<b>Timing</b>	Open for applications August – September 2022.  Applicants will be notified of outcomes in December 2022.
<b>Requirements</b>	Groups must be no more than three years old and must complete an acquittal every year to show how the organisation is operating.  Groups must carry out governance training and strategy development during the funding term.
<b>What funding can cover</b>	<ul style="list-style-type: none"><li>• Administration and running costs</li><li>• Small equipment that is of significant need to the organisation and supports the <a href="#">Community Grants Objectives</a></li><li>• Incorporation fees</li><li>• Insurance</li><li>• Governance training</li><li>• Strategy development</li><li>• Rent.</li></ul>

## Structural Improvement Grant

<b>About</b>	<p>This funding supports changes to community facilities or assets that will help community members participate more in community life.</p> <p>Two types of grants are available to this category with different requirements:</p> <ul style="list-style-type: none"> <li>• Small grants: Up to \$10,000</li> <li>• Large grants: Up to \$40,000.</li> </ul>	
<b>Amount available</b>	<b>Small Grants</b> Up to \$10,000	<b>Larger Grants</b> Up to \$40,000 (applicant must contribute 25% of project value)
<b>Timing</b>	<p>Open for applications August – September 2022.</p> <p>Applicants will be notified of outcomes in December 2022.</p> <p>Larger grants have a 2-part application process.</p> <ol style="list-style-type: none"> <li>1. Expression of interest (EOI): Open for applications August – September 2022.</li> <li>2. Applicants will be notified of outcomes in December 2022. If the EOI is successful, a full application will be required within 6-months and include all information such as plans, permits or site audits.</li> </ol>	
<b>Requirements</b>	<p>Preference will be given to projects that:</p> <ul style="list-style-type: none"> <li>• encourage greater participation in community life</li> <li>• address <a href="#">Community Grants Objectives</a> and <a href="#">Funding Priorities</a></li> <li>• meet the needs of the community</li> <li>• show how organisations partner together</li> <li>• plan for long term sustainability.</li> </ul> <p>Plans, permits or site audits may be required, depending on the project.</p> <p>Applicants are required to:</p> <ul style="list-style-type: none"> <li>• show how community groups collaborate to encourage greater use of the facilities by a range of community members</li> <li>• contribute at least 25% to the cost of the project</li> <li>• complete a two-part application process:           <ol style="list-style-type: none"> <li>1. Submit an EOI</li> <li>2. Applications that require an EOI will undergo a preliminary assessment process, including an interview and site visit where necessary, and be short-listed before further evaluation and final determination by Council on submitted Stage 2 proposals. If EOI is successful applicants will need to submit a full application form, including plans, permits or site audits, depending on the project.</li> </ol> </li> </ul> <p>Preference will be given to projects that:</p> <ul style="list-style-type: none"> <li>• address <a href="#">Community Grants Objectives</a> and <a href="#">Funding Priorities</a></li> <li>• meet the needs of the community</li> <li>• plan for long term sustainability.</li> </ul>	
<b>What funding can cover</b>	<ul style="list-style-type: none"> <li>• General facility improvements that encourage greater community access, equity and participation</li> <li>• Environmental initiatives</li> <li>• Multipurpose community facilities</li> <li>• Facility improvements to support people with disability accessing the venue.</li> </ul>	
<b>Projects that have been funded in the past</b>	<ul style="list-style-type: none"> <li>• Community gardens</li> <li>• Updates to sports surfaces</li> <li>• Unisex accessible change facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor shading</li> <li>• Multi-use meeting and training spaces</li> <li>• Environmental upgrades, such as LED lighting or water tanks.</li> <li>• Kitchen upgrades</li> </ul>

## Assessment criteria

% of score	Criteria	How we assess applications
40%	Supports Community Grants Objectives and Funding Priorities	<ul style="list-style-type: none"> <li>• How does the application meet one or more of the <a href="#">Community Grants Objectives</a>?</li> <li>• To what extent does the project address the <a href="#">Funding Priorities</a>?</li> </ul>
35%	Demonstrates community need	<ul style="list-style-type: none"> <li>• Why is the project needed?</li> <li>• How many local people will benefit from the project?</li> <li>• What benefits will the project have for the community?</li> <li>• Has the applicant asked local people or groups if this project is needed?</li> <li>• Is there anything else like this project in Moreland?</li> </ul>
25%	Has capacity to implement the project	<ul style="list-style-type: none"> <li>• Is the project well planned and achievable within the timeframes?</li> <li>• Does the organisation have the resources and experience to manage the program?</li> <li>• Does the budget reflect value for money?</li> <li>• Is there evidence of in-kind contribution?</li> </ul>

## What can't be funded?

Community Grants are not for:

- Applications that don't meet the requirements of the grant category
- State-wide activities that do not directly benefit the Moreland community
- Legal fees or debts
- Fundraising activities
- Permanent public art installations
- Activities that are part of an organisation's regular program or that duplicate an existing program (except for applications to the Membership Activity Grant)
- Items that are part of an organisation's core business or normal operating expenses e.g. salaries, insurances, utilities, rental of business premises (except for applications to the Organisational Establishment Grant)
- Projects that do not align with the [Community Grants Values](#) and [Community Grants Objectives](#)
- Projects that have already started or have been completed
- Projects that are the funding responsibility of other levels of government
- Privately-owned, for-profit businesses.

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## How to apply

Applicants may apply for funding for up to two grants, as long as there are different community outcomes and stakeholders benefiting from each grant.

1. Read these Community Grants Guidelines.
2. Check eligibility against the [Eligibility Criteria](#).
3. Discuss your application with [Council Staff](#), if relevant.
4. Provide written quotes for expenses over \$1,000.
5. Link with other groups and provide letters of support
6. View the application form online at <https://moreland.smartygrants.com.au>
7. Fill out the application form with all information requested
8. Provide all supporting documentation to attach electronically to your submission, including photographs, quotes, financial statements and insurance
9. Submit your application [online](#) by the closing date.

## Assessment process

- Council staff will check the eligibility of your application and contact you if more information is needed.
- Eligible applications will be assessed and scored against the [Assessment Criteria](#) by an Assessment Panel, consisting of multi-disciplinary Council staff and community representatives.
- Staff from across Council will be consulted where specialist advice is needed to help with assessment.
- Applications requiring an EOI for a [Structural Improvement Grant](#) will undergo a preliminary assessment process, including an interview and site visit where necessary, and be short-listed. Shortlisted applicants will then be asked to submit Part 2 of the application form, along with any additional supporting information, which will be further assessed by the Assessment Panel.

## Approval of Applications

- Recommendations made by the Assessment Panel are presented to Council for approval at a Council Meeting in December each year.
- Applications to the [Community Participation Grant](#) will be assessed by the Assessment Panel and approved by Council staff, in line with the level of authority as outlined in the Moreland Procurement Policy.
- All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process. Unsuccessful applicants can seek feedback from Council in relation to funding outcomes and assessment panel decisions.

## Successful Applicants

- After notification of successful funding, a Funding Agreement will be sent to you and must be signed and returned to Council.
- Payment can only be made once you return your Funding Agreement to accept the terms of the funding.
- Make sure you follow any special conditions outlined on your Funding Agreement or letter.
- Spend the money as outlined in your application.
- Tell Council in advance if your project is going to be different from your application in any way.
- Please acknowledge Council's support by using the Community Grants Logo.
- Take photos and relevant notes during your project.

- Keep receipts for all your spending.
- Evaluate and acquit the project: tell Council how the project went, the good and the bad.

## Reporting and acquitting

Grant recipients must complete a report (Acquittal) that shows how the grant money was used. It is also expected that you provide:

- copies of all receipts to show how the money was used
- copies of promotional material where Council's Community Grants Logo was used
- photos of the event, activity or project. Please provide before and after photos for [Structural Improvement Grants](#).

Project Outcome description specifically about what activities took place.

## Lobbying or canvassing

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

Council encourages all community groups and individuals to seek funding from a variety of sources. [Click here](#) to view some examples

## Find out more

Council staff can help you to develop ideas and align them with the requirements of the Community Grants Program. Feel free to get in touch to find out more.

Email: [grants@moreland.vic.gov.au](mailto:grants@moreland.vic.gov.au)

Phone: 9240 1111

website: [www.moreland.vic.gov.au](http://www.moreland.vic.gov.au)