

## Introduction

The Community Support Grants Program offers community groups and organisations the opportunity to apply for one-off grants to support delivery of projects, programs and events that benefit the Greater Dandenong community.

The Community Support Grants Program enables Council to partner with communities to support initiatives that:

- Contribute to Council's vision and strategic priorities.
- Enhance community capacity in responding to local needs.
- Contribute to improvement of community safety, health and wellbeing.
- Encourage active participation in community life.
- Increase partnership and collaboration.
- Increase intercultural connections, promotes understanding and celebrates diversity.
- Promote access, inclusion of individuals or groups that may experience exclusion.
- Have the best sustainable outcomes for the local community.

The Community Support Grants Program is implemented through two funding streams:

Funding Streams	Purpose
<b>Community Development Grants</b>	Council is committed to support community groups and organisations to build community capacity, foster social inclusion, community harmony and participation.
<b>Arts, Festivals and Events Grants</b>	Council is committed to support arts, festivals and events that promote community connection, cross cultural exchange and appreciation of cultural diversity. Arts, festivals and events play an integral part in building and supporting broad community involvement and social cohesion. These programs contribute strongly to the life and vibrancy of the City of Greater Dandenong community

The Community Support Grants Program is open for applications twice a year. Opening and closing dates and key details will be widely promoted and available on Council's website.

A maximum of one application per organisation per round is accepted and a maximum of \$10,000 can be awarded per organisation per financial year. Late applications will not be considered.

Applications requesting over \$5,000 must demonstrate a dollar for dollar financial contribution (eg if an application requests \$7,000 the project must have matched financial contribution of a minimum of \$2,000). Matched funding encourages co-contribution for project sustainability and greater impact of Council investment in the community without impacting support for small community groups.

Council is committed to support community groups and organisations to build community capacity, foster social inclusion, community harmony and participation.

Projects under the Community Development Stream will achieve one or more of the following outcomes:

- Increase community education, upskilling and commitment to life-long learning.
- Support access and inclusion of individuals or groups at increased risk of experiencing exclusion.
- Contribute to improvement of community safety, health and wellbeing.
- Increase community collaboration and partnerships.
- Increase intercultural connections.

Applications under the Community Development Stream can be submitted for projects such as community events, capacity building activities or programs that achieve stated outcomes in these categories:

- Arts and Cultural Heritage.
- Lifelong learning (education & development).
- Sports and Recreation.
- Environmental Sustainability.

Projects will be looked upon favourably if they cater for one or more of the following populations who may be at increased risk of experiencing exclusion. These include but are not limited to:

- CALD communities.
- Refugees and Asylum Seekers.
- Children, Youth and Families.
- People experiencing homelessness.
- People with a disability.
- Aboriginal and Torres Strait Islanders.
- Seniors.
- People who identify as LGBTIQ.
- Women.

Applicants are strongly encouraged to contact the Council Community Funding team to determine eligibility within this funding stream.

Council is committed to support arts, festivals and events that promote community connection, cross cultural exchange and appreciation of cultural diversity. Arts, festivals and events play an integral part in building and supporting broad community involvement and social cohesion. These programs contribute strongly to the life and vibrancy of the City of Greater Dandenong community.

Projects in the Festivals and Events category will:

- Build community connection and cross-cultural exchange.
- Activate public space.
- Be open and accessible to the wider Greater Dandenong community.
- Increase collaboration and partnerships in delivering joint events.

Projects in the Arts category will:

- Have high artistic merit.
- Develop innovative and contemporary approaches to the production and presentation of the art form and the project.
- Attract new audiences and be accessible and inclusive.
- Activate public space.

Applicants to this funding stream are strongly encouraged to meet with the officers from Council's Festivals and Events or Arts and Cultural Development teams to discuss project proposals and relevant approval requirements before applying.

## **Who can apply?**

To be eligible to apply for the Community Support Grants Program, applications must meet the following criteria:

- Applicants must be a not-for-profit incorporated association or similar incorporated legal entity, or be auspiced by another not-for-profit incorporated organisation or similar legal entity.
- Applicants must be based within or provide services to the residents of the City of Greater Dandenong.
- Applicants must have complied with the conditions and reporting requirements of all previous grants and funding provided by the City of Greater Dandenong.
- Applicants must possess a current Public Liability Insurance of up to \$20 million or provide evidence of coverage of project activities under an alternative public liability insurance.
- Applicants must implement their proposal within the Community Support Grants Program project period.
- Individual artists can apply to lead community-based arts/cultural projects up to \$5000. Arts projects over \$5,000 must be auspiced and partnered with local organisations.
- Applications from schools will only be considered for activities that are outside of the school's core responsibilities and are open to and benefit the wider community (core responsibilities include curriculum activities, school concerts, camps, inter-school sports, and similar regular activities undertaken by schools).
- Government affiliated local volunteer groups providing a civic service (such as Country Fire Authority or Victorian State Emergency Services) are eligible for community engagement and awareness raising activities beyond the scope of the Statutory Authority's support.
- Projects that have demonstrated evidence of a high achievement of intended outcomes may be considered for repeat application beyond two consecutive years of funding.

## **Who cannot apply?**

- Individuals, unless for artist led projects under the Arts, Festivals and Events Stream.
- Government agencies (except for schools for projects outside their core curriculum and local volunteer groups such as Country Fire Authority or Victorian State Emergency for community development activities outside of their current scope of duty).
- Groups and organisations with outstanding acquittals.
- Political organisations.
- Applicants that own or operate Electronic Gaming Machines (EGMs).
- Private and profit-making enterprises.

## **General guide on what the funding can be used for**

- Fees for temporary staff to implement the project.
- Printing costs.
- Translations and interpreting.
- Equipment hire costs.
- Venue hire.
- Transport costs for project or activity participants.
- Volunteers out-of-pocket expenses.
- Advertising, publicity and promotional costs.
- Materials and other items essential to the project.
- Public liability insurance for the project.

## **What will not be funded?**

- Projects that are to occur primarily outside of the City's municipal boundaries, unless there is a clear demonstrated benefit to the Greater Dandenong community.
- Illegal or unsafe activity of any kind.
- Projects that promote specific political or religious beliefs.
- Core operational costs of running an organisation (including general administration costs, AGMs, insurance policies, members' newsletters, etc), hire of permanent office or program space and utilities (electricity, gas, water, telephone, internet, etc) or ongoing salaries and wages.
- Projects that do not align with Council's principles and values as identified in Council's plans and strategies.
- Recurrent rent of private or Council venues.
- Applications seeking funds on behalf of another organisation or for re-granting or distributing the funds to other organisations or individuals, or which intend to sub-contract the project to a third-party.
- Gift vouchers.
- Payment of outstanding loans or debts.
- Emergency relief or material aid intended for distribution to disadvantaged families and individuals (such as food items, shopping vouchers or furniture).
- Substantial payments for services to be made to members of the applying organisation.
- Equipment or uniforms to be given permanently to members or participants.
- Projects that contravene Council's Electronic Gaming Policy.
- Capital works projects or the purchase of land, buildings or vehicles.
- Projects and activities that have already received Council funding for the same or a similar activity.
- Repeat projects and activities that have received two years consecutive funding from any of Council's funding program unless the applicant has demonstrated evidence of a high achievement of intended outcomes from the previous grants awarded.
- Projects and activities that have commenced before the grant is approved (no retrospective costs).
- Commercial events.

## Grant Assessment Criteria

Applications will be assessed based on assessment criteria outlined below.

Community Development Stream /Festival and Events	
<b>Community Need</b> <ul style="list-style-type: none"> <li>Does the application demonstrate need or desire within the community for the project? <ul style="list-style-type: none"> <li>Has evidence of this need been provided?</li> </ul> </li> <li>Will the project contribute to the achievement of the Community Support Grants Program Goals?</li> <li>Is supporting this program a priority responsibility of local government?</li> </ul>	30%
<b>Community Benefit</b> <ul style="list-style-type: none"> <li>Will the proposed project address the identified community need?</li> <li>Does the project provide evidence of community collaboration and partnership?</li> <li>Does the project target groups who may be at increased risk of experiencing exclusion?</li> </ul> <b>For festivals and Events</b> <ul style="list-style-type: none"> <li>Does the project demonstrate accessibility for the broader community?</li> <li>Will the proposed project activate public space?</li> </ul>	30%
<b>Applicant Capacity</b> <ul style="list-style-type: none"> <li>Does the applicant have a demonstrated capacity to successfully implement the project?</li> <li>Does the applicant have demonstrated experience in supporting/contributing to Council initiatives?</li> </ul>	20%
<b>Budget</b> <ul style="list-style-type: none"> <li>Is the budget realistic and reflects the scope, scale and cost of the project?</li> <li>Does the organisation have a financial or in-kind contribution?</li> </ul>	20%

Arts Stream	
<b>Community Need</b> <ul style="list-style-type: none"> <li>Does the application demonstrate need or desire within the community for the project? o Has evidence of this need been provided?</li> <li>Will the project contribute to achievement of the Community Support Grants Program Goals?</li> <li>Is supporting this program a priority responsibility of local government?</li> </ul>	25%
<b>Community Benefit</b> <ul style="list-style-type: none"> <li>Does the project have high artistic merit?</li> <li>Will the proposed project attract new audiences and be accessible and inclusive?</li> <li>Will the proposed project develop innovative and contemporary approaches to the production and presentation of the art form and the project?</li> <li>Will the proposed project activate public space?</li> </ul>	25%
<b>Applicant capacity</b> <ul style="list-style-type: none"> <li>Has applicant provided evidence of previous experience delivering similar projects?</li> <li>Has the applicant demonstrated compliance for any required approvals for the project?</li> <li>Does the applicant have demonstrated experience in supporting/contributing to Council initiatives?</li> </ul>	30%
<b>Budget</b> <ul style="list-style-type: none"> <li>Is the budget realistic and reflects the scope, scale and cost of the project?</li> <li>Does the applicant have a financial or in-kind contribution?</li> </ul>	20%

## **Assessment process**

When Council receives the application the assessment process begins and will include:

- Council officers conduct eligibility check against eligibility criteria.
- Eligible applications will be assessed against assessment criteria by an Independent Assessment Panel.
- Assessment Panel will make joint funding recommendations.
- Funding recommendations will be submitted for endorsement by Council at an official Council meeting.
- Applicants will be notified of outcomes.

## **Essential Attachments for All Applications**

Applicants must provide the following documents:

- Financial Statement.
- A Certificate of Currency for Public Liability or other relevant insurance.

Recommended documents that support the application:

- Letters of recommendation.
- Quotes strengthening the project budget proposal:
- One quote for goods or services valued at \$500 and over.
- Two quotes for goods and services over \$1,000.

## **Essential Attachments for Individual Artist Applications**

Applicants must provide the following documents:

- Resume and/or short biography.
- Example of previous projects.
- A Certificate of Currency for Public Liability or other relevant insurance.

Recommended documents that support application:

- Letters of recommendation.
- Quotes strengthening the project budget proposal:
  - One quote for goods or services valued at \$500 and over.
  - Two quotes for goods and services over \$1,000.

## **How to submit**

Applications must be submitted online – the application form can be found on Council's website at [www.greaterdandenong.com/grants](http://www.greaterdandenong.com/grants).

If you have any questions about the Community Support Grants Program or wish to discuss your application with a Council Officer please contact the Community Funding Team on 8571 1432 or email [commgrants@cgd.vic.gov.au](mailto:commgrants@cgd.vic.gov.au).

## **Condition of Grants**

Grants provided through the Community Support Grants Program are subject to conditions. For applications that are successful through the decision-making process, these conditions will be set out in a Grant Agreement that must be accepted before the grant can be paid. Some of the major conditions are as follows (this is not a complete list of all conditions):

- The grant can only be used for the intended activity
- The grant must be claimed within the same financial year and within one month of being approved

- Any grant funds not spent on the activity should be returned to Council
- Council must be provided with a Grant Acquittal Report after the activity has been completed.











### Grant Acquittal Report

After the activity has been completed a Grant Acquittal Report must be submitted to Council. This should be submitted within one month of the project being completed.

The Grant Acquittal Report template will be provided through SmartyGrants. This includes a description of the funded activity and outlines how the grant was spent. Grant recipients are also encouraged to include photographs and related documents with their report.

### We are here to help

If require further support, please get in contact with our Community Funding Team on 8571 1432 or email [communitygrants@cgd.vic.gov.au](mailto:communitygrants@cgd.vic.gov.au). Further resources are located in the contact panel below.

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