

# Medium Grants Program Guidelines 2024-2027



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## Introduction

The Medium Grants Program offers not-for-profit community groups, organisations and individual artists the opportunity to apply for one-off grants to support delivery of projects, programs and events that benefit the Greater Dandenong community.

The objectives of the Greater Dandenong City Council Community Grants Program are to:

- Strengthen the Greater Dandenong community through supporting a diverse range of activities, services, and programs that are responsive to community needs.
- Promote the active participation of the local community in events, activities, services, and programs.
- Support the development of projects which are consistent with Council's community vision and strategic objectives as outlined in the Council Plan.
- Support the community to work in partnership with Council to reduce factors that lead to social disadvantage and inequality.
- Build the capacity of local organisations and strengthen partnerships within Greater Dandenong to support collaboration and sustainability in responding to local needs.
- Increase intercultural connections, promote understanding and celebrate diversity.
- Promote the access and inclusion of individuals or groups that may experience exclusion.

The Medium 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 (e.g. if an application requests \$7,000 then the project must have a matched financial contribution of a minimum of \$2,000). Matched funding encourages project sustainability and more impactful Council investment in the community without impacting support for small community groups.



## Who can apply?

To be eligible to apply for the Medium 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.
- Successful applicants must possess current Public Liability Insurance of a minimum of \$20 million or provide evidence of coverage of project activities under an alternative public liability insurance.
- Applicants must implement their proposal within the Medium Grants Program project period.
- Individual artists can apply to lead community-based arts/cultural projects up to \$5,000. Arts projects over \$5,000 must be led and developed by locally-based organisations in partnership with individual artist under Arts, Festivals and Events Stream 3.
- 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 applications beyond two consecutive years of funding.



## Who cannot apply?

- Individuals, unless for artist-led projects under the Arts, Festivals and Events Category.
- 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.

## 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.
- Projects from individuals who are employed by the City of Greater Dandenong Council.
- 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, Annual General Meetings (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.
- 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 in the same funding period.
- 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).
- Individuals or organisations with an outstanding debt or grant acquittal with the City of Greater Dandenong and its services.
- Commercial events.
- Purchase of fireworks, alcohol, tobacco or e-cigarettes.
- Projects or events held at venues where there are gaming machines, gambling and betting; unless there is no appropriate alternative venue, and the applicant has considered the potential impact to participants.
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Greater Dandenong.

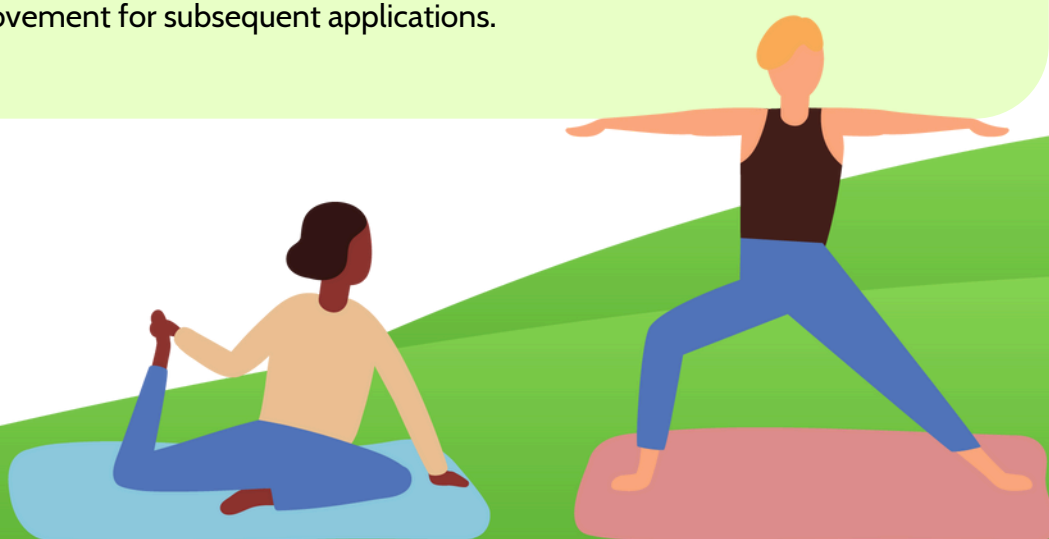
## What can the funding be used on?

- 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.

## Assessment Process

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

- Eligibility check against criteria conducted by council officers.
- Eligible applications will be assessed against the assessment criteria by an Independent Community Grant Assessment Panel.
- All members of the Community Grants Assessment Panels members will adhere to Council's Code of Conduct, Conflict of Interest Policy, and the Terms of Reference for the Community Grants Assessment Panel.
- Updates on applications will be communicated to applicants throughout all stages of the assessment process.
- Funding recommendations will be submitted for endorsement by Council at an official Council meeting.
- Funded projects will be reported to the public after each round on Council's grant website and in the Annual Report.
- Feedback will be provided to unsuccessful applicants to support learning and provide suggestions for improvement for subsequent applications.



## Medium Grants Program Streams

The Medium Grants Program is implemented through four grants categories:

Funding Streams	Purpose
1. Community Development Grants. Up to \$10,000	This category is open to not-for-profit community groups and organisations to build community capacity, foster social inclusion, create healthy partnerships [1] to promote community health and wellbeing, prevent family violence, advance gender equity, and build community harmony and participation.
2. Climate Change Action Grants. Up to \$5,000	This category is open to small not-for-profit community groups, organisations and schools in the community for projects that deliver climate-related or other positive environmental outcomes and assist Council in its commitment to tackling climate change.
3. Arts, Festivals and Events Grants. Up to \$10,000	This category is open to not-for-profit community groups and organisations to deliver arts, festivals and events that promote community connection, cross-cultural exchange, and appreciation of cultural diversity.
4. Individual Artist Grants. Up to \$5,000	This category is open to individuals to develop community-based arts/cultural projects, to develop relationships with community and create art that responds to community needs.

[1] City of Greater Dandenong is looking to guide community organisations and grant applicants towards creating healthier partnerships when engaging with the Community Grants Program. Healthier partnerships promote moving away from supporting harmful industries such as alcohol, tobacco and gaming. By doing this, Council can create an environment where community organisations and grant applicants seek healthier local options to support their community events and projects.



# Stream 1: Community Development

## Purpose

This funding stream is open to not-for-profit community groups and organisations to build community capacity, foster social inclusion, create healthy partnerships, prevention of family violence, advance gender equity, and promote community harmony and participation.

## Outcomes

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

- Community upskilling.
- Access and inclusion of individuals or groups at risk of experiencing exclusion.
- Community safety, health and wellbeing, gender equity and the prevention of family violence.
- Community collaboration and healthy partnerships.
- Intercultural connections.

Projects requiring the use of Council facilities, including the Drum Theatre, must ensure to have a cost estimate for that use and written evidence of the booking, pending a successful outcome. The project will need to demonstrate the ability to cover venue costs, which may include funding from other sources.

Applicants are strongly encouraged to contact the Community Development Funding Team on 8571 1432 or email [commgrants@cgd.vic.gov.au](mailto:commgrants@cgd.vic.gov.au) to determine eligibility within this funding stream.

**Grants of up to \$10,000 are available in this stream.**

## Project Areas

Projects that address one or more emerging community needs are highly encouraged, and these are:

- Family violence and gender equity.
- Women/girls' sport participation.
- Social support and connection for newly-arrived women.
- Promoting health and wellbeing of CALD women.
- Promoting healthy eating options to support the health and wellbeing of the community.

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.





# Stream 2: Climate Change Action

## Purpose

This funding stream is open to small not-for-profit community groups, organisations and schools in the community for projects that deliver climate-related or other positive environmental outcomes and assist Council in its commitment to tackling climate change.

## Outcomes

Projects under the Climate Change Action Category will achieve one or more of the following outcomes and will:

- Increase action on climate change.
- Increase preparedness for climate-related challenges.
- Reduce water consumption.
- Increase sustainable commuting.
- Reduce carbon footprint.
- Increase engagement on and awareness of climate change issues.
- Increase preparedness of people experiencing vulnerability.
- Increase resilience to future climate-related shocks and stresses.

## Grants of up to \$5,000 are available in this stream.

Applicants to this funding stream are strongly encouraged to contact the officers from Sustainability Planning on [sustainability@cgd.vic.gov.au](mailto:sustainability@cgd.vic.gov.au) or 8571 5333 to discuss project proposals and relevant approval requirements before applying.



# Stream 3: Arts, Festivals and Events

## Purpose

This funding stream is open to not-for-profit community groups and organisations to deliver 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 Greater Dandenong community.

Projects requiring the use of Council facilities, including the Drum Theatre, must ensure to have a cost estimate for that use and written evidence of the booking, pending a successful outcome. The project will need to demonstrate the ability to cover venue costs, which may include funding from other sources.

Applicants in this funding stream are strongly encouraged to contact the officers from Council's Festivals and Events Team on [events@cgd.vic.gov.au](mailto:events@cgd.vic.gov.au) or 8571 5090 or Arts and Cultural Development Team on [arts@cgd.vic.gov.au](mailto:arts@cgd.vic.gov.au) or 8571 5408 before applying to discuss project proposals and relevant approval requirements..

**Grants of up to \$10,000 are available in this stream.**

## Outcomes

Projects in the Festivals and Events category will increase:

- Community connection and cross-cultural exchange.
- Public space activation.
- Accessibility to the wider Greater Dandenong community.
- Collaboration and partnerships in delivering joint events.

Projects in the Arts category will increase:

- Projects with high artistic merit.
- Innovative and contemporary approaches to the development and presentation of the art form and the project.
- Awareness of emerging local issues.
- Community engagement, attract new audiences and be accessible and inclusive.
- Public space activation.



## Stream 4: Individual Artist

### Purpose

This funding stream is open to individuals to develop community-based arts/cultural projects, to develop relationships with the community and create art that responds to community needs.

### Outcomes

Projects in the Arts category will increase:

- Projects with high artistic merit.
- Innovative and contemporary approaches to the development or presentation of the art form and the project.
- Awareness of emerging local issues.
- Community engagement, attract new audiences and be accessible and inclusive.
- Public space activation.

The Individual Artist stream utilises the same assessment criteria as Stream 3: Arts, Festivals and Events.

**Grants of up to \$5,000 are available in this stream.**

Individual artists can apply to lead community-based arts/cultural projects of up to \$5,000.

Arts projects over \$5,000 must be led and developed by locally-based organisations in partnership with the individual artist, and applied for under Arts, Festivals and Events Stream 3.

Projects requiring the use of Council facilities, including the Drum Theatre, must have a cost estimate for that use and written evidence of the booking, pending a successful outcome. The project will need to demonstrate the ability to cover venue costs, which may include funding from other sources.

Applicants to this funding stream are strongly encouraged to contact the officers from Council's Arts and Cultural Development Teams on [arts@cgd.vic.gov.au](mailto:arts@cgd.vic.gov.au) or 8571 5408 to discuss project proposals and relevant approval requirements before applying.



# Application Attachments

## Attachments for All Applications

Applicants must provide the following **essential** documents:

- Financial Statement.
- For successful applications, a Certificate of Currency for Public Liability or other relevant insurance will be required.

**Optional** documents that support the application:

- Letters of recommendation or support from partner organisations, confirming their intention to work with you on this project.
- Letters of support from organisations consulted.
  - Quotes strengthening the project budget proposal:
  - One quote for goods or services (e.g. venue hire, facilitator's fees etc.) valued at \$500 and over.
- Two quotes for goods and services (e.g. venue hire, facilitator's fees etc.) over \$1,000.
- Evaluations or assessments of previous programs or projects.
- Links to short videos about your project and/or publicity received.

## Attachments for Individual Artist Applications

Applicants must provide the following **essential** documents:

- Resume and/or short biography.
- Example of previous projects.
- For successful applications, a Certificate of Currency for Public Liability or other relevant insurance will be required.

**Optional** documents that support the application:

- Letters of recommendation.
- Quotes strengthening the project budget proposal:
  - One quote for goods or services (e.g. venue hire, facilitator's fees etc.) valued at \$500 and over.
  - Two quotes for goods and services (e.g. venue hire, facilitator's fees etc.) over \$1,000.



# How to Apply

## How to Apply

Applications must be submitted via an online application form found on Council's website at [www.greaterdandenong.com/grants](http://www.greaterdandenong.com/grants). After submitting your application, you will receive an email acknowledging receipt of your application. This email will have a PDF copy of your application attached for your records. This will be sent to the email address you used to register. If you do not receive this email your application has not been submitted. Greater Dandenong Council staff cannot view applications that have not been submitted.

## Condition of Grants

Grants provided through the Medium 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 must be returned to Council.
- Council must be provided with a Grant Acquittal Report no later than one month 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.



# Additional Information

## Auspiced Applications

Auspicings help small or new organisations which are not incorporated or do not have an ABN to access grant funds. The auspice organisation accepts legal and financial responsibility for the grant if successful.

**An auspice organisation must be incorporated and have an ABN.**

Applications can be submitted directly by groups being auspicied. However, the funding agreement for successful grants will be made between the auspice organisation and Council, and grant money will be paid directly to the auspice organisation. You will need to provide information from the auspice organisation including: their contact details, ABN, and most recent financial report.

## Auspice for Individual Artist or Unincorporated Groups

For the purpose of the Medium Grants Program Individual Artist Stream, a number of agencies offer grant auspice services. For a list of agencies offering auspice service please contact Council's Arts and Cultural Development Team on [arts@cgd.vic.gov.au](mailto:arts@cgd.vic.gov.au) or 8571 5408.

## Child Safe Standards

All Victorian organisations that provide services or facilities to children are required by law to comply with the Child Safe Standards.

There are 11 Child Safe Standards. These Standards commenced on 1 July 2022 and replace the Child Safe Standards that were established in 2016. The Child Safe Standards aim to protect children and young people, by requiring organisations to put policies, procedures and processes in place to prevent and respond to abuse.

The Child Safe Standards help organisations to:

- Promote the safety of children.
- Prevent child abuse.
- Ensure effective processes are in place to respond to and report allegations of child abuse.
- Encourage children to 'have a say', especially on issues that are important to them or about decisions that affect their lives.

For further information on the Child Safe Standards see: <https://ccyp.vic.gov.au/child-safety/resources/>.



# Assistance

## Grant Information Sessions

Greater Dandenong Council holds information sessions for applicants seeking further information on this grant program and how to apply. Please let Council know if you require an interpreter for these sessions.

## Support with your application

The Community Development Funding Team are available to help all applicants with preparing their application. You can call the Community Development Funding Team on 8571 1432 to talk about your project and your application or email [commgrants@cgd.vic.gov.au](mailto:commgrants@cgd.vic.gov.au). The team can also help in person with completing your application form to submit it online. This needs to be by appointment (to make sure we are available). Interpreters can be booked if requested.

If you are having trouble accessing your SmartyGrants user account, please contact SmartyGrants directly via [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

If you have any questions about the Medium Grants Program or wish to discuss your application with a Council Officer please contact the Community Development Funding Officer on 8571 1432 or email [commgrants@cgd.vic.gov.au](mailto:commgrants@cgd.vic.gov.au). Further resources are identified in the contact panel below.



## APPENDIX 1 - Community Development Assessment Criteria

Applications will be assessed on the criteria outlined below:

Funding Streams		Weighting
<b>Community Need</b>		
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> <li>Is supporting this program a priority of the Council plan?</li> </ul>		10%
Will the project contribute to the achievement of the Medium Grants Program Outcomes?		10%
Is the project open to the wider Greater Dandenong community?		10%
<b>Community Benefit</b>		
Does the project provide evidence of community collaboration and partnership?		5%
Does the project target groups which may be at increased risk of experiencing exclusion?		10%
Does the project address one or more of the following emerging community needs: <ul style="list-style-type: none"> <li>Family violence and gender equity.</li> <li>Women's/girls sport participation.</li> <li>Social support and connection for newly arrived women.</li> <li>Health and wellbeing of CALD women.</li> <li>Community health and wellbeing</li> </ul>		15%
<b>Applicant Capacity</b>		
Does the applicant have a demonstrated capacity to successfully implement the project?		20%
<b>Budget</b>		
Is the budget realistic and does it reflect the scope, scale and cost of the project?		15%
Does the organisation have a financial or in-kind contribution?		5%

## APPENDIX 2 - Climate Change Action Assessment Criteria

Applications will be assessed on the criteria outlined below:

Funding Streams	Weighting
<b>Community Need</b>	
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> <li>Is supporting this program a priority of the Council plan?</li> </ul>	10%
Will the project contribute to the achievement of the Medium Grants Program Outcomes?	10%
Is the project open to the wider Greater Dandenong community?	10%
<b>Community Benefit</b>	
Does the project demonstrate accessibility for the broader community?	15%
Does the project further community-led climate and environmental action at a local level and deliver climate related outcomes?	15%
<b>Applicant Capacity</b>	
Does the applicant have a demonstrated capacity to successfully implement the project?	20%
<b>Budget</b>	
Is the budget realistic and does it reflect the scope, scale and cost of the project?	15%
Does the organisation have a financial or in-kind contribution?	5%

## APPENDIX 3 - Festivals and Events Assessment Criteria


Applications will be assessed on the criteria outlined below:

Funding Streams		Weighting
<b>Community Need</b>		
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> <li>Is supporting this program a priority of the Council plan?</li> </ul>		10%
Will the project contribute to the achievement of the Medium Grants Program Outcomes?		10%
Is the project open to the wider Greater Dandenong community?		10%
<b>Community Benefit</b>		
Does the project demonstrate accessibility for the broader community?		10%
Will the proposed project activate public space?		5%
Does the project provide evidence of community collaboration and partnership?		5%
Will the proposed project increase community connection and cross-cultural exchange.		10%
<b>Applicant Capacity</b>		
Does the applicant have a demonstrated capacity to successfully implement the project?		20%
<b>Budget</b>		
Is the budget realistic and does it reflect the scope, scale and cost of the project?		15%
Does the organisation have a financial or in-kind contribution?		5%

## APPENDIX 4 - Individual Artist Stream Assessment Criteria

Applications will be assessed on the criteria outlined below:

Funding Streams		Weighting
<b>Community Need</b>		
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>		15%
Will the project contribute to achievement of the Medium Grants Program Outcomes?		10%
<b>Community Benefit</b>		
Does the project have high artistic merit?		5%
Will the proposed project attract new audiences and be accessible and inclusive?		10%
Will the proposed project develop innovative and contemporary approaches to the production and presentation of the art form?		10%
Will the proposed project activate public space?		10%
<b>Applicant Capacity</b>		
Has applicant provided evidence of previous experience delivering similar projects? <ul style="list-style-type: none"> <li>If required, has the applicant demonstrated compliance for any required approvals for the project?</li> </ul>		20%
<b>Budget</b>		
Is the budget realistic and does it reflect the scope, scale and cost of the project?		15%
Does the applicant have a financial or in-kind contribution?		5%

 (03) 8571 1000

 council@cgd.vic.gov.au

 greaterdandenong.vic.gov.au



TTY: 133 677

Speak and listen: 1300 555 727

Online: [relayservice.gov.au](https://relayservice.gov.au)



TIS: 13 14 50



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