

The Community Response Grants Program allows individuals and non-profit community organisations to apply for small responsive grants to help them to achieve their goals and ambitions.

Applications to the Community Response Grants Program can be made at any time of the year and generally take up to four weeks to be finalised. Successful applicants will then need to allow Council an additional 2-4 weeks upon submission of agreement and correct invoice to make payment.

Individuals may only apply for Category 1. Community groups can only apply for either Category 2, 3 or 4.

Community Groups are eligible for one Community Response Grant Application per financial year.

Categories	Purpose
Category 1 – Individual Achievement Grants	<p>Individual Achievement Grants allow individuals who are residents of the City of Greater Dandenong to apply for small grants to support them to participate in elite opportunities to develop their talents and abilities to achieve their goals and ambitions.</p> <p>Individuals can submit applications at any time of year. Your application must be submitted to Council before the activity takes place, but no more than six months before the planned activity.</p>
Category 2 – Community Group Activity Grants	<p>This category is open to small non-profit community groups and organisations in the community including (but not limited to) groups that focus on social support, sports and recreation, the environment and arts, culture and heritage for members.</p>
Category 3 – Entry Level Grants	<p>Entry Level Grants offer opportunities for recently established, or those who have not accessed Council's grants program before, to apply for up to \$1,000 to support their organisation's development and the running of group activities.</p> <p>Groups seeking funding must have an organisation purpose that is consistent with supporting the wellbeing of the community.</p>
Category 4 – Responsive Project Grants	<p>Responsive Project Grants support not-for-profit groups to deliver small, responsive community led projects and initiatives open to the wider Greater Dandenong community.</p> <p>These grants can be used to respond to a significant unexpected event or issue within a short timeframe that benefits the wider Greater Dandenong community.</p>

Applications must clearly fit the purpose of the grant category and corresponding eligibility criteria.

Category 1 – Individual Achievement Grants

The Community Response Grants Program allows individuals to apply for small grants to help them to develop their talents and abilities and achieve their goals and ambitions.

You can submit applications at any time of year. Your application must be submitted to Council before the activity takes place, but no more than six months before the planned activity.

Individuals can apply for funding to:

- Compete in an elite sporting tournament (at national or international level competition) with a representative and competitive selection process.
- Participate in a national or international event, conference, performance or exhibition that further develops their skills and capacity to build an enduring career as an artist in any discipline.
- Present at a national or international community sector or civil society forum or be invited to take part in a scientific, technological, environmental or sustainability related forum, conference or competition.
- Attend an awards ceremony to receive a national or international individual award.

To be eligible to apply the individual must:

- Apply within six months before the activity takes place.
- Live within the City of Greater Dandenong at the time of application.
- Provide proof that they are a resident of the City of Greater Dandenong
 - Recent electricity, water or phone bills within the last 3 months or copy of a driver's license.
 - If the application is for a child under the age of 18, please use a parent or legal guardian's proof of residence.
- Provide a letter of confirmation of competitive selection or qualification in the event/activity by event organisers, governing body, club or coach/instructor.
- Have complied with the conditions of any previous grants from Council.

An application will be considered ineligible if:

- The individual is a staff member of the City of Greater Dandenong Council.
- The individual is paid to participate in, or can earn a profit from, the activity.
- The individual has received a Community Response Grant in the past 24 months.
- The individual applies more than six months before the planned activity.
- The individual is part of a local team or group of three or more people selected to compete in a national or international event (apply in category 2).
- The event has taken place prior to application.

Amounts available:

- Up to \$250 for participation in Victoria at a national or international level event.
- Up to \$350 for activities in other states of Australia for National level events.
- Up to \$500 for international representation through competitive selection or award.

Grants can be used to cover travel, accommodation, registration costs for activities and uniforms/costumes.

Category 2 – Community Group Activity Grants

This category is open to small non-profit community groups and organisations in our community including (but not limited to) groups that focus on social support, sports and recreation, the environment and arts, culture and heritage for members.

Community groups and clubs can apply for funding to:

- Run regular group activities, events, celebrations or programs that provide benefit to group members or support community linkages.
- Stage events or activities that raise funds for the group.
- Support local clubs and artistry groups across any discipline to send teams/groups competitively selected to participate in national and international events.
- Specialised equipment for sporting clubs and arts groups to help in the running of regular group activities.

To be eligible to apply the community group must:

- Apply for activities taking place in the specified financial year.
- Be a non-profit organisation run by volunteers.
- Hold regular activities within Greater Dandenong or a neighbouring municipality.
- Provide a membership list showing, or a Statutory Declaration stating, the number of members of the group in total and the number that live within the City of Greater Dandenong.
- Have a bank account in the group's name.
- Have complied with the conditions of any previous grants from Council.
- Be a legal entity (e.g. an incorporated association, a co-operative, company limited by guarantee or trust) to be eligible for amounts of \$500 and over.
- Unincorporated groups are eligible for up to \$500.
- Must have either:
 - At least 3 members for local teams, orchestra, troupes or artistry groups applying for competition selection.
 - At least 15 members living in Greater Dandenong for organisations applying for group support.

An application will be considered ineligible if the community group:

- Has an annual income of more than \$250,000.
- Has received a grant from the Community Response Grants Program in the current financial year.
- Has received a grant for specialised equipment or costumes in the last 3 years.

Groups must submit with their application their:

- Financial Statement for incorporated groups.
- Income and Expense Statement or Bank Statement for unincorporated groups.

- Membership list (Minimum requirement of surname, suburb and postcode) or Statutory Declaration.

Amounts available:

Competition selection:

- Up to \$1000 for clubs sending local teams, orchestra, troupes or artistry groups selected to participate at national or international events. Alternatively, this funding could also be used to support fundraising activities for these events.

Group Support:

- Up to \$500 for legal entities and unincorporated groups with 15 or more members living in Greater Dandenong.
- Up to \$1000 for legal entities with over 50 members living in Greater Dandenong.
- Up to \$1500 for legal entities with over 100 members living in Greater Dandenong.
- Up to \$2000 for legal entities with over 150 members living in Greater Dandenong.

Grants can be used to cover expenses associated with membership activities such as transport costs, refreshments, events, meeting room or venue hire fees and day to day expenses.

Grants may not be used to cover electronic office equipment, organisation salaries or payments to members of the group.

Category 3 – Entry Level Grants

Entry Level Grants offer opportunities for new non-profit community groups, clubs and/or associations who have recently established or have not accessed Council's grants program before and require financial support of up to \$1,000 for their development and the running of activities.

Groups seeking funding must have an organisation purpose that is consistent with supporting the wellbeing of the community. Groups receiving entry level grants are encouraged to engage with Council on a regular basis, including upon completion of the grant activity report.

Community groups can apply for funding to:

- Contribute towards establishment costs which could include public liability insurance, promotion and recruitment of new members, venue hire and operational items such as stationery and equipment.
- Run regular group activities or programs that provide benefit to members or support community linkages.
- Stage small events or activities that raise funds for the group.

To be eligible to apply:

- Apply for activities taking place in the specified financial year.
- Be a non-profit organisation run by volunteers.
- Hold regular activities within Greater Dandenong.
- Have a bank account in the group's name.
- The organisation purpose must be consistent with supporting the wellbeing of a community in Greater Dandenong.

An application will be considered ineligible if the community group:

- Has previously received a grant from the City of Greater Dandenong Grants Program.
- Has an annual income of more than \$10,000 for established groups older than a year.

Groups must submit with their application their:

- Financial Statement for incorporated groups.
- Income and Expense Statement, Bank Statement or Statutory Declaration about financial situation of the group for unincorporated groups.

Amounts available:

- Up to \$1,000 for eligible applicants.

Grant funds may be used for establishment costs which could include public liability insurance, promotion and recruitment of new members, venue hire and operational items such as stationery and equipment or project costs such as meeting or venue hire, refreshments, transport, materials, equipment or other relevant project costs.

Grants may not be used to cover electronic office equipment, organisation salaries or payments to members of the group.

Category 4 – Responsive Project Grants

Responsive Project Grants support not-for-profit groups, schools and emergency service volunteer groups to deliver small, responsive community led projects and initiatives open to the wider Greater Dandenong community.

These grants can be used to respond to a significant unexpected event or issue within a short timeframe that benefits the wider Greater Dandenong community.

Not-for-profit community groups can apply for funding to:

- Hold community forums, information sessions or training programs for the wider community.
- Run community events or celebrations focussed on wider community engagement and inclusion.
- Organise activities that increase participation in sport, the arts, environmental or civic activities.
- Purchase items of specialised equipment that is crucial to supporting the group to serve the wider community (excluding electronic office or audio-visual equipment).
- Stage events that raise funds for local organisations and programs or for international disaster relief (funds must be directed through a recognised relief agency).

To be eligible to apply:

- The activity must be open to and benefit residents of Greater Dandenong.
- The activity must be held in the City of Greater Dandenong.
- The organisation must be a legal entity (e.g. an incorporated association, a co-operative, company limited by guarantee or trust).
- Projects must be applied for within three months of the activity occurring.
- The community group must have complied with the conditions of any previous grants from Council.
- The community group must have a level of public liability insurance appropriate to cover the activity.
- Have a bank account in the group's name.

An application will be considered ineligible if the community group:

- Has received a grant from the Community Response Grants Program in the current financial year.

Groups must submit with their application their:

- Financial Statement.
- Evidence of Public Liability Insurance.

Amounts available:

- Up to \$2,000 up until 30 September 2020 in response to Covid-19
- Up to \$1,000 beyond 30 September 2020.

Grant funds may be used for project costs such as meeting or venue hire, refreshments, transport, materials, specialised equipment or other relevant project costs.

Grants may not be used to cover electronic office equipment, organisation salaries or payments to members of the group.

Assessment Process

The Community Response Grants Program assessment process generally takes up to four weeks for a decision on your application. Should additional information be required this time period may extend.

The following table outlines the stages and timeframes within the Community Response Grants Program grants process:

Stage	Details	Timeframe
Eligibility and Assessment of application	<p>Once the application is submitted officers will conduct an eligibility check.</p> <p>Eligible applications will be assessed with funding recommendations made against grant criteria</p> <p>Successful applications will be notified at this point for those that clearly meet the eligibility criteria for the program and category.</p>	2-4 Weeks
Where an application is deemed to not fit within the purpose or aims of the Response Grants Program, or present a potential risk to Council, officers may:		
Reopen application	<p>Reopen the application on SmartyGrants for a period of two weeks for applicants to provide required documentation or missing information to complete an assessment.</p> <p>Organisations will only have this one opportunity to update their application. An email will be sent out to these applicants with details of required information.</p> <p>These applications will then be reassessed for eligibility and funding against the grant criteria.</p>	2 Weeks
Formal review	Refer application to Team Leader of Community Funding for formal review - who may approve or decline the application, and where available refer applicant to an alternative suitable grant program	2 Weeks

Successful applications will be notified by email with further instructions for payment. Although Council endeavours to make payment as soon as possible, this can take up to 28 working days upon submission of a completed agreement and invoice.

Successful applicants will be expected to submit documentation within a month of approval or awarded money will be forfeited.

Unsuccessful applications will be notified with the reason for the decision.

Community Response Grants Program Specifications

Not eligible

- Government agencies (with the exception of schools and emergency service volunteer groups).
- Profit-making enterprises.
- Clubs who are directly funded by Electronic Gaming Machines located on their premises.
- Salaries, wages or any other payments made to staff and/or members of the group.
- Projects and activities funded through another City of Greater Dandenong Grant Program.
- Activities that have already taken place at the time the application is received by Council.
- Activities that promote specific political or religious views.
- Activities that are not supportive of Council's ethos or deemed to be malicious in nature.
- Capital works, renovations, fixtures and fittings.
- Celebrations for individuals.
- Ongoing operational costs including utilities (electricity, gas and water), staff wages and rent.
- Applicants with outstanding acquittals due to City of Greater Dandenong for past projects.
- Projects that do not clearly meet eligibility criteria and category purpose.

How to submit

Applications must be submitted online – the application form can be found on Council's website at www.greaterdandenong.com/grants.

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

Condition of Grants







Grants provided through the Community Response Grants Program are subject to conditions. 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 Activity Report after the activity has been completed.

Grant Activity Report

After the activity has been completed a Grant Activity Report must be submitted to Council. This should be submitted within six months of the grant being awarded.

The Grant Activity Report should include a description of the funded activity and outline how the grant was spent. Grant recipients are also encouraged to include photographs and related documents with their report.

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