

City of Greater Dandenong

# Community Partnership Funding and Sponsorship Guidelines

March 2019

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## The New Model

Following the finalisation of consultations and analysis of data, the proposed model for the new Community Partnership Funding and Sponsorships program has been refined.

The program comprises five grant categories:

1. a) Building-Capacity Grants
- b) Volunteer Organisations Support Grant
2. Strategic Project Grants
3. Sponsorships
4. Collective Impact Grants
5. Discretionary Venue Hire Fund

## Funding Decisions

Recommendations for funding will be made by a multi-stakeholder Advisory Panel against set criteria. Recommendations and summary rationale for Building-Capacity Grants, Strategic Project Grants and Sponsorships will be presented to Council for decision.

To promote transparency the outcomes of funding decisions and key reporting data and content will be shared and available for the community to view.

## Multi-year grants

Payment instalments for multi-year funding will be made upon demonstration of progress towards achievement of funded outcomes in reporting.

## Reporting and Acquittal

Grant recipients will be required to complete detailed reports and acquittals as directed in funding agreements.

At its discretion, Council may request additional information and documentation from funded organisations.

## Overview of City of Greater Dandenong Grants Program

Type	Who	Notes	When
<b>Community Response Grants</b> (up to \$1,000)	<ul style="list-style-type: none"> <li>Individuals</li> <li>Social support groups</li> <li>Incorporated and unincorporated</li> <li>Schools</li> </ul>		Year round
<b>Community Support Grants</b> (up to \$20,000)	<ul style="list-style-type: none"> <li>Auspiced unincorporated groups</li> <li>Incorporated associations</li> <li>Schools</li> </ul>	<ul style="list-style-type: none"> <li>Under review</li> </ul>	Bi-annual
<b>1. A) Building-Capacity Grants</b> (Small – up to \$20,000p.a.) (Medium – up to \$50,000p.a.)	<ul style="list-style-type: none"> <li>Small non-profits/charities have annual revenue under \$250,000</li> <li>Medium non-profits/charities have annual revenue over \$250,000 but under \$1 million</li> </ul>	<ul style="list-style-type: none"> <li>Up to three year funding</li> <li>Regular monitoring and engagement</li> <li>KPIs in agreement based on application and advice from Council/Advisory Panel</li> <li>Strategically aligned organisations may be eligible for higher funding amounts</li> </ul>	Annual application round (Dates TBC)
<b>1. B) Volunteer Organisation Support Grants</b> (up to \$2,000)	<ul style="list-style-type: none"> <li>Small, mainly volunteer, non-profit organisations that have been approved or are currently receiving a Building Capacity Grant.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of 0.4EFT Staffing</li> <li>Strategically aligned organisations (identified in Council report) may be eligible for higher funding amounts</li> </ul>	Included in Building-Capacity application
<b>2. Strategic Project Grants</b> (Medium – \$10,000 - \$30,000 p.a.) (Large – up to \$80,000p.a.)	<ul style="list-style-type: none"> <li>Non-profit community organisations and charities</li> <li>Incorporated association or similar legally constituted organisation</li> <li>Be based within or provide services to residents of the City of Greater Dandenong</li> </ul>	<ul style="list-style-type: none"> <li>Up to two year funding</li> <li>Large project applicants expected to provide evidence of delivering similar sized activities/projects</li> <li>Must link with relevant Council plans, frameworks strategies and action plans</li> </ul>	Annual application round (Dates TBC)
<b>3. Sponsorships</b> (Medium – up to \$15,000p.a.) (Large – \$15,001 - \$40,000p.a.)	<ul style="list-style-type: none"> <li>Non-profit community organisations and charities</li> <li>Incorporated association or similar legally constituted organisation</li> </ul>	<ul style="list-style-type: none"> <li>Social/environmental benefit</li> <li>Image/economic benefit</li> </ul>	Annual application round (Dates TBC)
<b>Grant Programs (as directed by Council or Director Community Services)</b>			
<b>4. Collective Impact Grants Program</b> (as required within program)	<ul style="list-style-type: none"> <li>To address key priorities in a focused collaborative approach. Consortium supported via grants that create significant buy-in and reciprocal contributions of grant recipients</li> </ul>	<ul style="list-style-type: none"> <li>Collective impact grant programs governed by a fit-for-purpose and responsive structure</li> </ul>	As directed by Council (via Council Report)
<b>5. Discretionary Venue Hire</b>	<ul style="list-style-type: none"> <li>As per current guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Adhoc basis</li> </ul>	As directed by Director Community Services

# 1. Building-Capacity Grants

## A. Building-Capacity Grants

Council offers local, small to medium sized non-profit organisations the opportunity to apply for a one-off grant of up to three years funding to support them grow and/or become sustainable.

Funding can cover capacity building costs, consultants, restructure support, and one-off costs for sustainable transition/growth.

Funding aims to strengthen good governance, board representation and inclusion, organisation succession planning, financial management, funding diversification and sustainability, and supporting networking.

Funding agreements will be entered into with successful applicants. Deliverables will be based on the goals identified in the application and any additional targets set by the Advisory Panel. Agreements will include quarterly monitoring and support from Council officers.

For multi-year funding, organisations will be required to demonstrate suitable progress against milestones towards achieving outcomes for further payments to be processed.

Eligibility Size	Amount	Period
Small (annual revenue under \$250,000)	Up to \$20,000p.a.	1 – 3 years
Medium Organisation (\$250,000 - \$1million )	Up to \$50,000p.a.	1 – 3 years

## Eligibility and Quotes

Non-profit small – medium sized organisations that are based in the City of Greater Dandenong and have at least two years demonstrated service for the residents of the City.

Organisations may be approved one Building-Capacity Grant in both the Small and Medium categories in their lifetime\* (i.e. a small organisation funded for three years, may apply for future support in medium size grant category). Organisations size is assessed by past three years concurrent turnover (i.e. an organisation will be considered 'Large' and ineligible if it has had three consecutive years of over \$1million annual revenue).

Organisations size categories are based on definitions made by The Australian Charities and Non-Profits Commission. Council reserves the right to update this definition at its own discretion.

- Small non-profits/charities have annual revenue under \$250,000
- Medium non-profits/charities have annual revenue over \$250,000 but under \$1 million
- Large non-profits/charities have annual revenue of \$1 million or more.

\*Organisations identified by Council as providing an important and strategically aligned civic service for the whole community (via a Council report) may be eligible for ongoing Building Capacity Grants.

#### *Eligible:*

- Not-for-profit incorporated association or similar incorporated legal structure
- Organisations based within the City of Greater Dandenong
- If previously funded by the City of Greater Dandenong, must have complied with conditions of previous funding provided.

#### *Ineligible:*

- Government agencies
- Individuals
- Profit-making enterprises
- Organisations that promote specific political or religious beliefs
- Organisations that have previously received funding for the category they are applying for
- Organisations with over \$1million annual revenue for three consecutive years
- National or regional organisations with offices in City of Greater Dandenong.

#### *What will be funded*

- Training and professional development
- Consultant and organisational development services
- Staffing and administration support.

#### *What will not be funded*

- Funding for social support activities, group meetings, community meals or similar activities
- Retrospective activities and costs.

#### *Quotes*

Applicants must attach quotes from an Australian registered business for equipment, goods or services included in the project proposal.

- Items \$1,000 – \$2,999 – two quotes
- Items of \$3,000 or more – three quotes.

## B. Volunteer Organisation Support Grants

Council offers small, mainly volunteer organisations (maximum of 0.4 EFT staffing per week) that have been approved or are receiving a Building Capacity Grant the opportunity to apply for an additional base costs contribution.

Funding may contribute to core operating costs such as utilities. Funding will not contribute to staff costs\*.

Eligibility Size	Amount	Period
Small (annual revenue under \$250,000) with 0.4 EFT and receiving a Building Capacity Grant	Up to \$2,000	For length of Building-Capacity Grant
Organisations identified by Council as providing an important and strategically aligned civic service for the whole community (via a Council report).	*As set in Council report, including guidelines on eligible use of funding	

### Eligibility and costs

Small, mainly volunteer non-profit organisations applying for a Building-Capacity Grant may apply for additional support to offset utility and/or rental costs.

#### Eligible:

- Must be approved and receiving a Building Capacity Grant
- Small not-for-profit incorporated association or similar incorporated legal structure (have annual revenue under \$250,000)
- Maximum paid staff of 0.4EFT (2 days paid staff per week)
- Have provided examples of previous two years utility costs.

### Application Process

Applications made to the Building Capacity Grants and Volunteer Organisation Support Grants will undergo a fair and thorough assessment and approval process.

Step	Description
<b>1. Eligibility Check</b>	<ul style="list-style-type: none"><li>• Community Funding Team conduct eligibility check</li><li>• Ineligible organisations will be advised at time of funding outcome notification and provided feedback</li><li>• Relevant Council Business Units provide advice on applications for consideration by Advisory Panel.</li></ul>
<b>2. Assessment and recommendation</b>	<ul style="list-style-type: none"><li>• Advisory Panel reviews and scores applications against assessment criteria</li><li>• Advisory Panel convenes to discuss applications and make final recommendations.</li></ul>
<b>3. Approval</b>	<ul style="list-style-type: none"><li>• Advisory Panel recommendations and summary rationale presented to Council</li><li>• Council approve and endorse final grant allocations.</li></ul>
<b>4. Funding outcome notification</b>	<ul style="list-style-type: none"><li>• Successful applicants notified, creation of funding agreement and return of required payment documents</li><li>• Unsuccessful applicants notified and provided feedback.</li></ul>

## Assessment Criteria

Applications to the Building Capacity Grants and Volunteer Organisations Support Grants will be assessed against the following criteria.

Assessment Criteria		Weighting
<b>1. Demonstrated need for support</b>	<ul style="list-style-type: none"><li>• Application demonstrates organisation's history of serving or responds to current/emerging needs within the City of Greater Dandenong.</li></ul>	25%
<b>2. Demonstrates Growth and Sustainability</b>	<ul style="list-style-type: none"><li>• The application demonstrates need for growth and/or support to become sustainable.</li></ul>	25%
<b>3. Capacity to deliver</b>	<ul style="list-style-type: none"><li>• The organisation identifies Capacity Building goals and aims</li><li>• The funding is likely to build grow and/or strengthen organisation sustainability</li><li>• The budgeted activities and off-set costs are reasonable for proposed deliverables.</li></ul>	25%
<b>4. Commitment to supporting the values and initiatives of the City of Greater Dandenong</b>	<ul style="list-style-type: none"><li>• The applicant demonstrates participation and engagement with relevant agencies and networks in the City of Greater Dandenong</li><li>• The applicant demonstrates support for City of Greater Dandenong initiatives.</li></ul>	25%



## 2. Strategic Projects Grant

Council offers eligible non-profit organisations the opportunity to apply for up to two years of funding to support self-identified projects, initiatives and activities that contribute to achieving priorities and actions within the City of Greater Dandenong plans and strategies.

These grants acknowledge the range of activities that support community wellbeing and therefore are divided into four sub-categories:

- Community Service and Support
- Sports and Recreation
- Arts and Cultural Heritage
- Environment and Sustainability.

Applicants are required to directly reference relevant plans, frameworks, strategies and action plans. Applicants should engage with relevant Council business units when developing their projects and applications.

Council will enter into funding agreements with successful applicants. Agreements will include regular monitoring and reporting to Council detailing applicant progress.

For multi-year funding, organisations will be required to demonstrate suitable progress towards achieving desired outcomes for further payments to be processed.

Grant Size	Amount	Period
Medium Project	\$10,000 - \$30,000 (per annum)	Up to two years
Large Project	Up to \$80,000 (per annum)	Up to two years

### Eligibility and Quotes

Strategic project grants are available to a range of non-profit community organisations and clubs serving the City of Greater Dandenong community.

#### *Eligible:*

- Not-for-profit incorporated association or similar incorporated legal structure
- School-based Community Hubs
- Be based within or provide services to residents of the City of Greater Dandenong
- Large project applicants expected to provide evidence of delivering similar sized activities/projects
- Have complied with conditions of any previous funding provided by the City of Greater Dandenong.

#### *Ineligible:*

- Government agencies
- Individuals
- Profit-making enterprises.

### What will be funded

- Time-limited projects that align with actions in Council plans, frameworks, strategies and action plans
- Organisation administration and overhead costs can be included in project proposals
- Justified project goods and equipment costs may be included.

### What will not be funded

- Funding for social support activities, group meetings, community meals
- Activities or functions for specific community groups (not inclusive of or accessible for the broader City of Greater Dandenong community)
- Retrospective activities and costs
- Projects that promote specific religious or political beliefs
- Project proposals that do not demonstrate required approvals for successful delivery (e.g. planning and land use).
- Student welfare and curriculum based activities (School-based Community Hubs)

### Quotes

Applicants must attach quotes from an Australian registered business for equipment, goods or services included in the project proposal.

- Items \$1,000 – \$2,999 – two quotes
- Items of \$3,000 or more – three quotes.

## Application Process

Applications made to the Strategic Project Grants will undergo a fair and thorough assessment and approval process.

Step	Description
<b>1. Eligibility Check</b>	<ul style="list-style-type: none"><li>• Community Funding Team conduct eligibility check</li><li>• Relevant Council Business Units:<ul style="list-style-type: none"><li>○ Provide advice on application eligibility</li><li>○ If eligible, provide advice on project proposal for consideration by Advisory Panel</li></ul></li><li>• Ineligible organisations will be advised at the time of funding outcome notification and provided feedback.</li></ul>
<b>2. Assessment and recommendation</b>	<ul style="list-style-type: none"><li>• Advisory Panel reviews and scores applications against assessment criteria</li><li>• Advisory Panel convenes to discuss applications and make final recommendations.</li></ul>
<b>3. Approval</b>	<ul style="list-style-type: none"><li>• Advisory Panel recommendations and summary rationale presented to Council</li><li>• Council approve and endorse final grant allocations.</li></ul>
<b>4. Funding outcome notification</b>	<ul style="list-style-type: none"><li>• Successful applicants notified, creation of funding agreement and return required payment documents.</li><li>• Unsuccessful applicants notified and provided feedback.</li></ul>

## Assessment Criteria

Applications to the Strategic Project Grants will be assessed against the following criteria.

Assessment Criteria		Weighting
<b>1. Community Need and Strength</b>	<ul style="list-style-type: none"> <li>• Application responds to a current or emerging need within the community</li> <li>• Application builds on a strength within the community</li> <li>• Application includes research and analysis of community need.</li> </ul>	20%
<b>2. Strategic Alignment</b>	<ul style="list-style-type: none"> <li>• Application specifically aligns with one or more actions in relevant Council plans, frameworks and strategies</li> <li>• Application demonstrates consultation with relevant Council Business Units in development of proposal</li> <li>• Application demonstrates clear benefit or outcomes for the community.</li> </ul>	30%
<b>3. Capacity to deliver</b>	<ul style="list-style-type: none"> <li>• Applicant demonstrates organisational capacity and knowledge to deliver project</li> <li>• Application approach, project plan and support documents demonstrate planning capacity to deliver project</li> <li>• Application details linkage to relevant stakeholders, partners and networks.</li> </ul>	30%
<b>4. Project represents value for money to Council</b>	<ul style="list-style-type: none"> <li>• Project budget is clear, fit-for-purpose and well-costed</li> <li>• Budget includes required quotes</li> <li>• Organisation has identified dollar contributions for project.</li> </ul>	20%

### 3. Sponsorships

Eligible organisations may apply for up to two years funding to support activities or projects that create social and/or environmental benefit and raise the profile of, and/or, deliver clear economic benefit for the City of Greater Dandenong.

Grant Size	Amount	Period
Small Sponsorship	Up to \$15,000 (per annum)	Up to 2 years
Medium Project	\$15,001 to \$40,000 (per annum)	Up to 2 years

#### Eligibility and Quotes

Sponsorship grants are available to a range of non-profit community organisations and clubs serving the City of Greater Dandenong community.

##### *Eligible:*

- Non-profit community organisations and charities
- Incorporated association or similar legally constituted organisation
- Have complied with conditions of any previous funding provided by the City of Greater Dandenong
- Have effective governance and financial management systems including required Public Liability Insurance (\$20million or higher)
- Have provided evidence of experience or capacity in effectively running similar events or activities in the local area.

##### *Ineligible:*

- Government agencies
- Individuals
- Profit-making enterprises.

##### *What will be funded*

An event or activity is eligible to be funded if it meets the below criteria:

- Creates social and/or environmental benefit
- Raises the profile of, and/or, delivers clear economic benefit for the City of Greater Dandenong
- Takes place within the City of Greater Dandenong
- Is open to and accessible by the entire community.

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

- It presents an unreasonable hazard to public health and safety
- It maliciously excludes or offends part of the community
- It is open by invitation only
- Projects that promote a specific political or religious belief
- It will take place before the application has been fully assessed.

## Quotes

To ensure value for money, applicants must include quotes from an Australian registered business for any equipment, goods or services included in the project proposal.

- Items \$1,000 – \$2,999 – two quotes
- Items of \$3,000 or more – three quotes.

## Application Process

Applications made to the Sponsorship Grants will undergo a fair and thorough assessment and approval process.

Step	Description
<b>1. Eligibility Check</b>	<ul style="list-style-type: none"><li>• Community Funding Team conduct eligibility check</li><li>• Relevant Council Business Units:<ul style="list-style-type: none"><li>○ Provide advice on application eligibility</li><li>○ If eligible, provide advice on project proposal for consideration by Advisory Panel</li></ul></li><li>• Ineligible organisations will be advised at time of funding outcome notification and provided advice for future applications or alternative funding opportunities.</li></ul>
<b>2. Assessment and recommendation</b>	<ul style="list-style-type: none"><li>• Advisory Panel reviews and scores applications against assessment criteria</li><li>• Advisory Panel convenes to discuss applications and make final recommendations.</li></ul>
<b>3. Approval</b>	<ul style="list-style-type: none"><li>• Advisory Panel recommendations and summary rationale presented to Council</li><li>• Council approve and endorse final grant allocations.</li></ul>
<b>4. Funding outcome notification</b>	<ul style="list-style-type: none"><li>• Successful applicants notified, creation of funding agreement and return required payment documents</li><li>• Unsuccessful applicants notified provided advice for future applications or alternative funding opportunities.</li></ul>

## Assessment Criteria

Applications to the Sponsorship Grants will be assessed against the following criteria.

Assessment Criteria		Weighting
<b>1. Community Benefit</b>	<ul style="list-style-type: none"><li>• Creates social and/or environmental benefit</li><li>• Is open to and accessible by the entire community.</li></ul>	30%
<b>2. Raises profile of the City and/or delivers economic benefit</b>	<ul style="list-style-type: none"><li>• Raises the profile of the City of Greater Dandenong</li><li>• Delivers clear economic benefit for the City of Greater Dandenong.</li></ul>	30%
<b>3. Capacity to deliver</b>	<ul style="list-style-type: none"><li>• Applicant demonstrates organisational governance and the capacity and knowledge to deliver project</li><li>• Application approach, project plan and support documents demonstrate planning capacity to deliver project</li></ul>	25%

	<ul style="list-style-type: none"> <li>• Application details linkage to relevant stakeholders, partners and networks.</li> </ul>	
<b>4. Project represents value for money to Council</b>	<ul style="list-style-type: none"> <li>• Project budget is clear, fit-for-purpose and well-costed</li> <li>• Budget includes required quotes</li> <li>• Organisation has identified dollar contributions for project.</li> </ul>	15%

## **4. Collective Impact Grants Program**

Collective impact grant programs provides Council a mechanism to address key priorities (identified within a Council Report) in the community in a focused and collaborative approach. Consortiums of partner agencies will contribute to addressing complex emerging issues in the community.

The consortium will be supported via a responsive short-medium term grants (could be small/medium/large) that create significant buy-in and reciprocal contributions of grant recipients. Funding programs will be informed by and capitalise on the knowledge, skills and networks within Council.

Collective impact grant programs will be governed by a fit for purpose structure. To ensure grants respond to emerging needs and gaps, Steering Committees will be formed to make recommendations on grant funding.

## **5. Discretionary Venue Hire Fund**

Council executive management team may approve responsive requests to provide free/subsidised venue hire for one off projects. Repeat applications will not be considered for funding.

Discretionary Venue Hire Fund is intended to be used only for requests that are ineligible for, or outside the timelines of, regular grant programs.

The guidelines will be as current process.