

The COVID Response Grants Program allows non-profit community organisations that provide an essential community service for people in crisis to apply for small grants to assist them respond specifically to COVID-19.

Applications to the COVID Response Grants Program will be open to 31 December 2021. Successful applicants will be notified of the outcome of their application within 4 weeks upon submission.

Organisations are only eligible for one COVID Response Grant Application per financial year.

COVID Response Grants

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:

- Support key organisation running costs
- Increase or adapt service delivery to meet community demand.

To be eligible to apply:

- Be a not-for-profit incorporated association or similar incorporated legal entity
- Must provide an essential community service for people in crisis, such as:
 - Material aid or emergency relief
 - Casework support, financial counselling or housing support services.
- Have a demonstrated history of providing service primarily to City of Greater Dandenong residents.
- Have a demonstrated history of continuing to provide service during the COVID-19 pandemic.
- The activity must benefit residents of Greater Dandenong.
- The organisation must be a legal entity (e.g. an incorporated association, a co-operative, company limited by guarantee or trust).
- The organisation must have complied with the conditions of any previous grants from Council.
- The organisation must have a level of public liability insurance appropriate to cover the activity.
- Ensure activities are delivered in accordance with current COVID-19 requirements.

Organisations must submit with their application their:

- Financial Statement.
- Evidence of Public Liability Insurance.

Amounts available:

- Up to \$3,000 to 31 December 2021 in response to Covid-19.

Grant funds may be used for emergency relief and/or material aid costs, transport and logistics, venue hire/rent, 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 COVID 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 COVID Response Grants Program grants process:

Stage	Details	Timeframe
Eligibility and Assessment of application	Once the application is submitted officers will conduct an eligibility check. Eligible applications will be assessed with funding recommendations made against grant criteria Successful applications will be notified at this point for those that clearly meet the eligibility criteria for the program and category.	2-4 Weeks
Where an application has not provided sufficient information for a decision to be made, is deemed to not fit within the purpose or aims of the COVID Response Grants Program, or present a potential risk to Council, officers may:		
Reopen application	Reopen the application on SmartyGrants for a period of two weeks for applicants to provide required documentation or missing information to complete an assessment. 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. These applications will then be reassessed for eligibility and funding against the grant criteria.	2 Weeks
Formal review	Refer application to Coordinator Community Partnerships and Volunteers 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.

COVID Response Grants Program Specifications

Not eligible

- Government agencies and schools.
- Profit-making enterprises.
- Community groups including social support clubs, sport and recreation organisations.
- 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 applicant.
- 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.
- Equipment purchase that does not directly support the funded activity.
- 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 COVID Response Grants Program or wish to discuss your application with a Council Officer please contact the Community Funding Development Officer on 8571 1432 or email commgrants@cgd.vic.gov.au.

Condition of Grants







Grants provided through the COVID 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.

 Phone 8571 1000		TTY: 133 677	Find us online 
 Fax 8571 5196		Speak and listen: 1300 555 727	
 council@cgd.vic.gov.au		Online: relayservice.gov.au	
		TIS: 13 14 50	