

Community Grants Program

Urgent Grant Guidelines FY 2023 - 2024



opportunity » growth » lifestyle

One-off funding to provide assistance to not-for-profit community groups to support the delivery of activities in response to unforeseen issues or unexpected opportunities.

Types of activities we may fund:

- **Unexpected initiatives** that needs Council's support and to respond to the immediate needs of the Frankston community
- Groups requiring small assistance to get a **new program or project** running or host a small community activity
- **Unforeseen or urgent** needs of the organisation outside of normal operational needs

The following will be viewed favourably:

- Applicants with **exceptional urgent need** and have **not already received an Annual Community Grant**
- Activities that **directly support vulnerable, marginalised, and/or disadvantaged residents**

Funding

Up to \$1,000*

**Urgent Grant is a competitive process and limited to the amount of funds available. Applicants are not guaranteed funding, or guaranteed full funding. Under exceptional circumstances, consideration may be given to applications that require funding beyond the grant limit.*

Timeframes

This grant is open from 17 August 2023 and will have several rounds until funds are exhausted or by May 16 2024.

- Each round opens: 17th of each month
- **Each round closes:** 16th of the following month
- **Applications notified:** By the end of the month the round closes.

Please see last page for specific round dates.

Applying for Urgent Grants

Applications must be submitted via SmartyGrants, visit <http://frankston.smartygrants.com.au>

Eligibility

Community groups and organisations seeking to apply for funds must be:

- **Not-for-profit community group or organisation**
- Either be:
 - **Incorporated** under the Associations Incorporation Reform Act 2012 or commenced the process of incorporation (evidence will be required)
 - **Endorsed as a Deductible Gift Recipient (DGR)** as covered by Item 1 of the table in section 30.15 of the Income Tax Assessment 1997
 - **Auspiced** (sponsored or supported) by another incorporated or DGR covered Item 1 organisation that will accept legal and financial responsibility for the project or activity (evidence will be required)
- Located either
 - **Within** the geographical boundaries of **Frankston City**, or
 - If located outside of Frankston City, **servicing a significant number** (over 1000) of Frankston City residents
- Have **complied with all terms and conditions** including the submission of satisfactory acquittal reports for all previous Frankston City Council grants

Funding will not be considered for organisations, projects or programs that:

- Do not meet the above stated eligibility criteria;
- Was a recipient for the Annual Community Grants (any exemptions in unique circumstances would require approval from Director Communities);
- Receiving other Council funding for the activity
- Insurance, such as (but not limited to) public liability;
- Activities, projects, programs and events that are owned or managed by Council;
- Are requesting funding for capital works and large capital expenses including purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of major equipment or vehicles such as air conditioning units and machinery;
- Are requesting funding for alcohol licenses, tobacco and gambling related activities;
- Are requesting funding for general fundraising and fundraising events, competitions, trophies, prizes or awards;
- Requesting funding that would otherwise be covered by insurance
- Involve activities or programs that are the responsibility of another level of government (such as education and health); or are the responsibility of a group under their incorporation or lease/license agreement (including recurrent expenses, capital works)
- Are seeking retrospective funding for activities, programs and projects that have already started or have been completed
- Do not support diversity, tolerance and inclusivity within the community;
- Support programs that create or may present hazards to the community;
- Do not reflect widely held community standards;
- Are commercial and/or profit making organisation, political party or hosting a political event;
- Contravene State and Commonwealth legislation, Local Laws or Frankston Planning Scheme;
- Are currently involved in a tendering or procurement process with the Council;
- Are in financial debt with Council
- Are Staff, Councillor or contractor to Council (any exemptions in unique circumstances would require approval from the Director Communities, and necessitate all Disclosure of Interest requirements are met).
- Are unable to provide required documents or information as per the application guidelines

Required attachments

- **Certificate of Incorporation** or evidence of legislative provisions for charitable purposes
- Current Certificate of Currency – **Public Liability Insurance**
- **Minutes** from your organisation’s last **Annual General Meeting or Annual Report**
- Current **financial statement** (Income/Expenditure, balance sheet and cash flow)
- Auspice applicants must attach a letter of approval from the auspice organisation

Assessment Process

Eligible grant applications will be assessed on a monthly basis in accordance with the criteria and weighting as outlined in each Council grant’s application guidelines and assessed by the responsible person(s) outlined in the Community Grants Policy.

Recipients will be released in the minutes following the Council Meeting and on Council’s website and Transparency Hub.

NOTE: Canvassing or lobbying of Councillors, employees of Frankston City Council or assessment panel members in relation to any grant applications is prohibited

Child Safety

Everyone in the community has a responsibility in ensuring the health, safety and wellbeing of children.

- All grant recipients must, at minimum, commit to proactively keeping children safe and reporting any concerns of child safety.
- Grant recipients are required to comply with all relevant child safety legislation which may include, but is not limited to, The Victorian Child Safe Standards (2022) and The Child Wellbeing and Safety Act (2005). Council *may* request evidence of compliance.

Assessment Criteria

Criteria	Weighting
Urgent response justification <ul style="list-style-type: none"> • Provides a clear and valid reason for the application to be funded urgently 	35%
Community Benefit <ul style="list-style-type: none"> • Demonstrates how the service or program addresses an urgent local community need • Organisation is able to effectively meet urgent local community need • Gives significant benefit back to the community • Number of Frankston City Residents who directly benefit from the service or program • Proposed activity cannot be funded by any other funding source (State, Federal or other) 	35%
Management <ul style="list-style-type: none"> • Demonstrates that the organisation has necessary resources and experience to successfully manage the service or program • Budget provided reflects value for money. • Expenditure of items / services within Frankston City is highly regarded. • Considers risk management 	30%
<i>Important but not essential criterion is as follows:</i>	
Applicants with exceptional urgent need and have not already received an Annual Community Grant	Value Add
Activities that directly support vulnerable, marginalised, and/or disadvantaged residents	Value add

Timeline (Continued)

Note that this grant will close regardless of the dates outlined below, once funds are exhausted or by May 16 2023.

Round	Opens	Closes	Applicant Notified By*
1	17 August 2023	16 September 2023	30 September 2023
2	17 September 2023	16 October 2023	31 October 2023
3	17 October 2023	16 November 2023	30 November 2023
4	17 November 2023	16 December 2023	31 December 2023
5	17 December 2023	16 January 2024	31 January 2024
6	17 January 2024	16 February 2024	29 February 2024
7	17 February 2024	16 March 2024	31 March 2024
8	17 March 2024	16 April 2024	30 April 2024
9	17 April 2024	16 May 2024	31 May 2024

* Council has the right to change the *Applicant Notified By* dates as needed

Support Available

Contact	Assistance with	Contact
Community Grants and Network Officer	General enquiries and advice regarding Community Grants Program	(03) 9784 1035 communitygrants@frankston.vic.gov.au
Coordinator Child Safety	Information regarding Council's approach to child safety	childsafe@frankston.vic.gov.au
SmartyGrants Support Team	Technical issues with SmartyGrants website	(03) 9320 6888 service@smartygrants.com.au
Interpreter	Assistance from an interpreter	131 450
National Relay Service	If you are deaf, hard of hearing and/or have a speech impairment you can contact the Council using the National Relay Service (NRS)	https://www.frankston.vic.gov.au/Your-Council/Contact-Us/National-Relay-Service