



Frankston  
Charitable Fund

Frankston Charitable Fund is a community fund account of  
Lord Mayor's Charitable Fund ABN 63 635 798 473

# Community Connection Grant 2025 Grant Guidelines



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## Community Connection Grant

### About the Frankston Charitable Fund

The Frankston Charitable Fund (Fund) was established as a sub-fund of the Lord Mayor's Charitable Foundation (LMCF) by Frankston City Council (Council) in November 2009.

The Fund aims to raise much-needed funds to assist charitable organisations that operate in the Frankston community by encouraging tax-deductible donations that build up the Fund corpus in perpetuity. Each year the Fund is allocated a grants budget which is then made available to eligible charities in the form of grants.

Governed by the Fund's Terms of Reference, the Fund's Committee of Management (Committee) comprised of:

- Council's Mayor (or delegate)
- One other Council Councillor
- Director of Communities (or delegate)
- Three community representatives
- Delegate from the Lord Mayor's Charitable Foundation

### Contact Us

We're here to assist you with your application. If you have any questions about this grant or need support, please contact the Committee:

**Email:** [FCF@frankston.vic.gov.au](mailto:FCF@frankston.vic.gov.au)

[www.frankston.vic.gov.au/FCF](http://www.frankston.vic.gov.au/FCF)



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## Community Connection Grant

**Community Connection Grants provides one-off funding of \$5,000 to \$10,000 to support charitable organisations in delivering programs and projects that meet local community needs, improve community connection and build community capacity.**

### Grant Categories

#### Access, Equity and Social Inclusion

- Initiatives that improve social inclusion, accessibility, and equitable opportunities for all community members.

#### Arts & Culture

- Activities that enhance local arts, cultural expression, and creative community initiatives.

#### Health and Wellbeing

- Activities that promote physical and/or mental health, social connections, and/or overall community wellbeing.

#### Sustainability

- Activities that encourage environmental sustainability, climate resilience, and/or sustainable community development.

### Funding Objectives

Funding decisions are guided by the following principles:

Community strengthening through collaboration and partnerships.

Innovative place-based solutions to local community needs.

Focus on prevention and sustainability.

Broad community impact and involvement.

## Timeline



## Eligibility Criteria

### Community group or organisations seeking funding must be:

- **Endorsed as a**
  - **Deductible Gift Recipient (DGR)** as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997; and
  - **Tax Concession Charity (TCC).**
- Providing the proposed activity **within the Frankston Local Government Area.**

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

- Seeking funding for administration or operating costs (e.g. utility costs) that is more than 25% of the total activity.
- Seeking funding for expenses or activities that are the responsibility of another of Government (Local, State or Federal).
- Seeking retrospective funding for projects that have already started or have been completed.
- Conferences, events or fundraising.
- Capital or endowment funds.
- Clinical or medical research.
- Auspicing – the organisation applying must be the organisation undertaking the activity.
- Have not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed acquittal form from previous years).

## Assessment Criteria

Applications will be assessed based on the responses to questions in the criteria below:

30%

### Fund Objectives

- Aligns with one or more of the grant categories and addressed the stated principles.
- Addresses a demonstrable community need.
- Enhance community participation, access to resources and/or community partnerships.
- Promotes the capacity of the local community to develop, implement and sustain solutions to issues.
- Places an emphasis on prevention and sustainability.

40%

### Outcomes

- Contributes to innovative place-based solutions to local community needs.
- Results in direct and lasting benefits to the wider community.
- Primarily benefits Frankston City residents.
- Demonstrate no anticipated risk of negative impact on the community.

30%

### Organisational Capacity and Management

- Demonstrates the relevant skills, qualifications and/or experience to successfully deliver the activity.
- Shows sustainability without the need for recurrent funding from the Fund.
- Provide clear and achievable measures of success.

## Value-Add Criteria

• Small to medium organisations (as classified by the ACNC).

• Based within Frankston Local Government Area.

• Applicants who have not been funded through the Fund for two consecutive years immediately prior to the current application.

# Application and Assessment Process

## Stage 1 – Activity Brief

<b>Submission Deadline</b>	<b>Open 24 February to 14 March 2025</b>
<b>Where to apply</b>	Submissions must be submitted via the SmartyGrants online portal <a href="https://frankston.smartygrants.com.au/FCF25">https://frankston.smartygrants.com.au/FCF25</a>  ① If you're new to SmartyGrants website, you will need to create a free account.
<b>What to include</b>	<ul style="list-style-type: none"><li>• <b>Eligibility Checklist</b></li><li>• <b>Organisation information</b><ul style="list-style-type: none"><li>- Name, address and contact details</li><li>- Description of the organisation including establishment date and geographical areas of services</li><li>- Australian Business Number</li><li>- Contact persons and their details</li></ul></li><li>• <b>Program / Project Brief</b><ul style="list-style-type: none"><li>- Project/Program title</li><li>- Estimate timeframe</li><li>- Grant amount sought</li><li>- Total budget amount</li><li>- Description of the project/program</li></ul></li></ul>
<b>Assessment Process</b>	Stage 1 Applications will be reviewed by the Committee.
<b>Shortlist Announcement</b>	Successful Stage 1 applicants will then be invited to apply for Stage 2 by 1 April 2025.  All applicants will be informed of the Committee's decision.

## Stage 2 Application – Full plan and supporting documentation

<b>Submission Deadline</b>	Stage 2 applications open <b>1 April to 27 April 2025</b> .
<b>Where to apply</b>	If successful in stage 1 application, the stage 2 form will be added to your original submission. You can access the form by logging in at <b><a href="http://www.frankston.smartygrants.com.au/applicant">www.frankston.smartygrants.com.au/applicant</a></b> and then clicking the 'My Submissions' link at the top of the page. There you will see your submission number and the stage form underneath waiting for you to complete.
<b>What to include</b>	<b>Detailed activity plan including:</b> <ul style="list-style-type: none"> <li>• Activity details</li> <li>• Outcomes</li> <li>• Organisational capacity and management</li> <li>• Budget and timeline</li> <li>• Supporting documentation including: <ul style="list-style-type: none"> <li>- A copy of the organisation's most recent Notice of Endorsement as a Deductible Gift Recipient as issued by the ATO.</li> <li>- A copy of the organisation's Notice of Endorsement for Charity Tax Concessions (as issued by the ATO on or after 1 July 2005).</li> </ul> </li> </ul>
<b>Assessment Process</b>	<p>The Stage 2 Applications will be assessed to ensure they meet grant eligibility and grant criteria. This will include an Australian Charities and Not-for-Profit Commission (ACNC) search being carried out. Applications that meet grant eligibility and grant criteria are then reviewed by the Committee.</p> <p>Recommended recipients are then reviewed by the Lord Mayor's Charitable Foundation board of directors for approval.</p>
<b>Funding Announcement</b>	<p>All Stage 2 applicants will be informed of the Committee's decision late-June 2025.</p> <p>Successful applicants will be invited to a celebration event.</p>

## Conditions

- Late applications will not be accepted.
- Only one application can be lodged per organisation per financial year.
- This grant is a competitive process and limited to the amounts of funds available. Applicants are not guaranteed funding, not guaranteed full funding.

The Committee of Management:

- May contact or visit organisations to discuss their application to gain a better appreciation of the proposal;
- Reserves the right to meet grant recipient for the purpose of assessing grant or as part of an ongoing visitation program; and
- May use information from the ACNC website as part of the assessment process

Successful applicants will be required to:

- Enter into a funding agreement and submit an acquittal form within 12 months of receiving the grant through the LMCF. The Fund is a separate legal entity to Council and therefore operates with their governance requirements.
- Acknowledge the support of the Fund in any promotional material associated with the activity funded. Information and stories on the benefit of the grant are requested and these may, with permission, form the basis of further marketing of the Fund.

## Support Available

Contact	Assistance with	Contact
Frankston City Council's Community Grants & Networks Unit	General enquiries and advice regarding Community Connection Grant.	(03) 9784 1035 during business hours <a href="mailto:FCF@frankston.vic.gov.au">FCF@frankston.vic.gov.au</a>
SmartyGrants Support Team	Technical issues with SmartyGrants website	(03) 9320 6888 <a href="mailto:service@smartygrants.com.au">service@smartygrants.com.au</a>