

Community Grants Program

Annual Community Grants Guidelines FY 2023-24



opportunity » growth » lifestyle

One-off funding to assist not-for-profit community organisations with services, programs or projects that meets existing and emerging local community needs.

Frankston City Council (Council) aims to support eligible community groups and organisations that offer services or programs that contribute to one or more Council Health and Wellbeing key priorities and objectives:

- Build health and active communities
- Build a fair and inclusive community
- Increase mental wellbeing and resilience
- Strengthen climate action for community wellbeing
- Strengthen gender equality and respectful relationships
- Building safe communities

The following will be viewed favourably:

- Activities that addresses **emerging local needs within Frankston City**
- Activities that **directly support vulnerable, marginalised, and/or disadvantaged residents**
- Applicants who have **not been funded through the Annual Grants Program** for two consecutive years immediately prior to the current application

Funding

Up to \$7,500*

*Essential equipment is limited to \$2,000

The Annual Community Grants is a competitive process and limited to the amount of funds available. Applicants are not guaranteed funding, or guaranteed full funding.

Timeframes

- **Applications Open:** 9am Monday July 17 2023
- **Applications Close:** 5pm Thursday August 10 2023
- **Applications notified:** By late October 2023

Applying for the Annual Community 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:
 - a) **Incorporated** under the Associations Incorporation Reform Act 2012 or commenced the process of incorporation (evidence will be required), or
 - b) **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, or
 - c) **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
 - a) Within the geographical boundaries of **Frankston City**, or
 - b) 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

Examples of what can be funded – This is not an exhaustive list

- Items that meet the **core operating expenses** of the organisation that are essential to running the service, program or project (e.g. utilities, materials, administration or transportation)
- Costs incurred in **hiring a venue** to run the service or program (*excluding costs associated with the rental of business premises or recurrent expenses under a lease agreement*)
- **Translations and promotional costs**
- **Catering costs** essential to the provision of the activity
- **Essential equipment** (limited funding of up to \$2,000)

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

- Do not meet the above stated eligibility criteria;
- 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 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 of **Public Liability Insurance**
- **Minutes** from your organisation's last **Annual General Meeting** or **Annual Report**
- Current **financial statement** (Includes Income/Expenditure, balance sheet and cash flow)
- **Auspice applicants must attach a letter of approval** and the listed documents above from the auspice organisation
- Copies of quotations/screenshot for essential equipment items

Assessment Process

Eligible grant applications will be assessed 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

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

Criteria	Weighting
Council Priorities Alignment <ul style="list-style-type: none"> • Service or program that addresses and contributes to one or more of the following <u>Council Health and Wellbeing Plan 2021-2025</u> priorities <ul style="list-style-type: none"> ○ Build healthy and active communities ○ Build a fair and inclusive community ○ Increase mental wellbeing and resilience ○ Strengthen climate action for community wellbeing ○ Strengthen gender equality and respectful relationships ○ Change cultures and reduce harms from alcohol and other drugs and gambling to build a safe community 	35%
Community Need / Benefit <ul style="list-style-type: none"> • Demonstrates how the service or program addresses a current local community need (using evidence is highly desirable) • Organisation is able to effectively meet the 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%
Important but not essential criterion is as follows:	
Activities that addresses emerging local needs within Frankston City	Value Add
Activities that directly support vulnerable, marginalised, and/or disadvantaged residents	Value add
Applicants who have not been funded through the Annual Grants Program for two consecutive years immediately prior to the current application	Value add

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	childsafef@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