



Community Grants Program

Annual Community Grants 2024-2025

Acknowledgement of Country

Frankston City Council acknowledges and pays respect to the Bunurong People, the Traditional Custodians of these lands and waters.

Introduction

Annual Community Grants is one-off funding to assist not-for-profit community organisations with services, programs or projects that meet existing and emerging local community needs.

Funding Objectives and Priorities

Objective

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



Priorities

The following will be viewed favourably:

- Activities that address **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 Community Grants** for two consecutive years immediately prior to the current application.

Funding Details

Funding Allocation	<p>Up to \$7,500*</p> <p>*Essential equipment is limited to \$2,000</p> <p>This grant is a competitive process and limited to the amount of funds available. Applicants are not guaranteed funding, or guaranteed full funding.</p>
Timing	Applications are open between 9am Monday 15 July 2024 and 9pm Friday 16 August 2024.
Funding Announcement	Applicants will be notified of the outcome of their application by late October 2024.

Eligibility Criteria

For an application to be eligible, the applicant must:

- Be a **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); or
 - **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
 - **Auspiced** (sponsored or supported) by another incorporated or DGR covered Item 1 organisation that will accept legal and financial responsibility for the activity (evidence will be required).
- **Located**
 - Within the local Government area 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 Council grants.
- **If a Sport and/or Recreation Club:** Read and understood the club's responsibilities for creating a gender inclusive environment as per the [Fair Access Principles](#).

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.

What can be funded

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

- **Core operating expenses** of the organisation that are essential to running the service, program or project (e.g. utilities, materials, administration or transportation);
- **Venue hire cost** to run the service or program (*excluding costs association with the rental of business premises or recurrent expenses under a lease agreement*);
- **Catering, language translations and promotional costs** essential to the provision of the activity; and
- **Essential equipment** (limited funding of up to \$2,000)

What can't be funded (exclusions)

Annual Community Grants are not for:

- Individuals, commercial or profit making organisations, political party or hosting a political party;
- Organisations who are eligible to apply for the Emergency Relief Funding in the 2024/25 financial year;
- Programs, projects or events already funded by Council;
- Prizes, awards or fundraising events;
- Funding that would otherwise be covered by insurance;
- Retrospective funding for activities already completed or purchased;
- Activities that are owned or managed by Council;
- Activities that are the funding responsibility of other levels of government such as school curriculum-based activities;
- Activities that are the responsibility of a group under their incorporation or lease/license agreement (including recurrent expenses, capital works);
- Funding for alcohol licenses, tobacco and gambling related activities;
- Building projects, capital works, large capital expenses and facility maintenance including purchase of lease of real estate or purchase of major equipment or vehicles;
- Activities that contravene State and Commonwealth legislation, Local Laws or Frankston Planning Scheme;
- Organisations currently involved in a tendering or procurement process with the Council;
- 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).

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 <u>Council Health and Wellbeing Plan 2021-2025</u> priorities. 	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%
<i>Important but not essential criterion is as follows</i>	
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

Assessment Process

After you have submitted your grant application:

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.

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

Essential Attachments

- **Either a:**
 - **Certificate of Incorporation, OR**
 - **Evidence of legislative provisions for charitable purposes (DGR endorsement)**
- Public Liability Insurance (Current Certificate of Currency)
- **Annual General Meeting Minutes or Annual Report** (Most recent)
- **Annual Financial Statement** (Most recent that includes Income/Expenditure, balance sheet and cash flow)
- Quotations/screenshot for essential equipment items
- Auspiced applicants must also attach a letter of agreement with their auspice organisation and the listed documents above from the auspice organisation

How to make application

To apply, visit Council's SmartyGrants website on <https://frankston.smartygrants.com.au> and create an account if you don't have one already.

Support Available

Assistance with	Contact
General enquiries and advice regarding the Annual Community Grant	Community Grants (03) 9784 1035 communitygrants@frankston.vic.gov.au
Technical issues with SmartyGrants website	SmartyGrants (03) 9320 6888 service@smartygrants.com.au
Multilingual support In you need the assistance of an interpreter	Call 131 450 and state 'Frankston City Council' as the organisation and quote our phone number 1300 322 322
Communication Access Support service for people with a hearing, speech or communication impairment and for text telephone or modem callers.	National Relay Service To find the NRS call the option that best suits you visit: www.communications.gov.au/accesshub/nrs Most NRS call the options are available 24 hours, 7 days a week.
Child Safety Information regarding Council's approach to child safety	Coordinator Child Safety 1300 322 322 childsaf@frankston.vic.gov.au