Community Service Partnership Grants Guidelines
Funding Period July 2025 - June 2028

Acknowledgement of Country

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

Introduction

The Community Service Partnership Grant offer triennial funding for selected not-for-profit community organisations that provide unique, specialised, continuous and significant service to the community where their activities align with Council priorities and meet community needs.

Grants are open to selected community organisations
- Neighbourhood Houses or Community Centres ($52,397 each)
- Specialist Community Services (Up to $50,000)
- Senior Groups ($1,062 each)

Funding Objectives

Frankston City Council aims to deliver an inclusive and accessible programs or services to build resilience and community strength in the community through the grants program.

Council supports community organisations that offer services or programs that contribute to one or more key priorities and objectives of <u>Council's Health and Wellbeing Plan</u>

| 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 | Building safe communities |

Eligibility Criteria
For an application to be eligible, the applicant must be:
- A **not-for-profit** community group or organisation
- Either:
    - **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** 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.

What can be funded
Core operating expenses of the organisations that are essential to implementing and running the service, program or project including

- Utilities
- Materials
- Administration
- Transportation
- Event cost

- Minor Equipment and maintenance
- Staff salaries
- Other expenses directly related to the approved activity

What can't be funded (exclusions)
Community Service Partnership Grants are not for:
- Individuals, commercial and/or profit making organisation, a political party or hosting a political event;
- Programs, projects or events already funded by Council;
- Funding that would otherwise by covered by insurance;
- Retrospective funding for activities already been completed or purchased;
- Activities that are owned or managed by Council;
- Activities that are funding responsibilities 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
Unique and Significant Service Activity offers a unique, specialised, continuous and significant contribution aligned with Council priorities as outlined in the Health and Wellbeing Plan	30%
Community Impact Demonstrates direct and high benefit to Frankston City residents, especially to disadvantaged or vulnerable community members. Utilises data and statistics to substantiate impact.	20%
Addressed Community Need Clearly specifies and aligns with community needs outlined in Frankston City Council's Health and Wellbeing Plan. Emphasis on inclusivity and contributions to community resilience, education and engagement.	20%
Access and Inclusion Ability to demonstrate the activities are maximally accessible to community members, with an emphasis on social, economic, environmental, and physical inclusivity.	15%
Financial Viability Ability to demonstrate financial viability and emphasise Council's role in addressing funding gaps not covered by funding sources.	15%

Application and Assessment Process

Stage 1: Expression of Interest (EOI)
⮞ *(Senior groups and neighbourhood / community centres automatically move to stage 2 and are not required to submit a stage 1 EOI)*

This underlined initial stage allows you to present your proposed activity without the need for a full plan. Here's what you need to know:

Submission Deadline	27 September 2024 (Extended from 13 September 2024)
Where to apply	To apply, visit Frankston City Council's SmartyGrants website through the private link below: https://frankston.smartygrants.com.au/CSP25-28 If you are new to SmartyGrants website, you will need to create account first.
What to include	**Organisation Details:** Name, address, contact information and a brief description **Activity Brief** • Activity overview and alignment with Council priorities • Estimated beneficiaries and unique community impact • Funding amount sought • Demonstration of access and inclusion • Brief overview of fund utilisation and funding need
Assessment Process	Council Officers will review submissions for eligibility, including an Australian Charities and Not-for-Profit Commission (ACNC) search. Recommended Stage 1 applications will be considered by Councillors at a Council Meeting.
Shortlist Announcement	Successful Stage 1 applicants will then be invited to apply for Stage 2 early 2025. Unsuccessful stage 1 applicants will be notified.

Stage 2 Application – Full activity plan and supporting documentation

This stage allows you to provide details about your activity and supporting documentation. Here's what you need to know:

Submission Deadline	February 28, 2025
Where to submit	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 www.frankston.smartygrants.com.au/applicant 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. Senior Groups and Neighbourhood Houses / Community Centres To submit your form, visit Council's SmartyGrants website through the *private link* below: https://frankston.smartygrants.com.au/CSP25-28 If you are new to SmartyGrants website, you will need to create account first.
What to include	**Detailed Activity Plan:** Objectives, deliverables, timeline, and budget. **Supporting Documentation** • Certificate of Incorporation or evidence of charitable provisions • Current Public Liability Insurance • Minutes from your organisation's last AGM or Annual Report • Most recent annual financial statement (Income/Expenditure, balance sheet and cash flow)
Assessment Process	Council officers will review all information and supporting documentation for eligibility including an Australian Charities and Not-for-Profit Commission (ACNC) search. Success at this stage is contingent upon the satisfactory submission of all required documentation and details. A funding agreement will be developed using the information provided.

Funding Announcement	Successful Stage 2 applicants will then receive an official letter of approval and accompanying funding agreement (to be signed by both parties) by mid year.

Conditions

- **Grant Allocations:** All grant allocations are subject to Council approval.
- **Allowed Uses:** Grant funds can be used to support operational needs directly related to the approved activity.
- **Reporting requirements:** Recipients of this grant must report the following annually via SmartyGrants by 31 August of each financial year to receive funding for Year 2 and 3 -
    - Acknowledgement of Frankston City Council on public promotion
    - Key milestones and deliverables
    - Funding is spent on agreed purpose
    - Required documents including:
        - Current Public Liability Insurance
        - Minutes from your organisation's last AGM or Annual Report
        - Most recent annual financial statement (income/expenditure, balance sheet and cash flow)
- **Funding Agreement:** All successful grant applicants are required to sign and abide by the Community Service Partnership Grant funding agreement.
    - Funding Agreements and the level of reporting requirements will be commensurate with the level of funding received Community Service Partnership Grants are subject to a funding review including CPI in accordance with Council's annual budget planning process.
- **Tenancy Agreements:** Where organisations are tenants of Council, delivery of the grant funding agreement will form part of tenancy obligations.
- **Neighbourhood Houses and Community Centres**: Must comply with license agreement and must be open for at least as many hours as they receive DHHS coordination funding.
- **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.

Support Available

Assistance with	Contact
General enquiries and advice regarding this 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 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 option that best suits you visit: www.communications.gov.au/accesshub/nrs Most NRS call options are available 24 hours, 7 days a week.
Child Safety Information regarding Council's approach to child safety	**Coordinator Child Safety** childsafe@frankston.vic.gov.au