



Community Grants Program

Emergency Relief Fund 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

Emergency Relief Fund offers a unique opportunity for emergency relief organisations to receive financial support to strengthen their governance frameworks, enhance their effectiveness and efficiency, and ensure they are better equipped to meet and respond to the needs of the community.

Funding Objectives & Priorities

Objectives

- Empower organisations by providing financial support to strengthen their frameworks.
- Invest in organisational improvements that will enable them to deliver more effective and efficient services.
- Ensure that organisations are better equipped to manage and respond to community needs.

Priorities

- Activities that build the capacity of the organisation outside of normal operational needs.
- Activities that involve collaboration with other organisations or stakeholders.

Funding Details

Funding Allocation	Up to \$20,000 This grant is a competitive process and limited to the amount of funds available. Applicants are not guaranteed funding, or guaranteed full funding.
Timing	Applications are open between 15 July 2024 and 2 August 2024.
Funding Announcement	Applicants will be notified by early September 2024.

Eligibility Criteria

For an application to be eligible, the applicant must be a:

- **Not-for-profit** community group or organisation
- Providing emergency relief services
- **Located** within the local Government area of Frankston City;
- 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).
- **Have complied with all terms and conditions** including the submission of satisfactory acquittal reports for all previous Council grants.

What can be funded

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

- Enhancing governance frameworks.
- Upgrading computer systems or software.
- Training or workshops to build volunteers' capacity.
- Other activities that contribute to the organisation's efficiency and effectiveness.

What can't be funded

Emergency Relief Fund is not for:

- Individuals, commercial or profit making organisations, political party or hosting a political party.
- Organisations who are applying for the Annual Community Grant 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).

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
<p>Organisational Capacity Building</p> <ul style="list-style-type: none"> Activity will improve the organisation's ability to manage and respond to local community needs. Activity will result in long-term benefits for the organisation. Activity will enhance the effectiveness and efficiency of the organisation's services. 	35%
<p>Community Need / Benefit</p> <ul style="list-style-type: none"> Organisations gives significant benefit back to the community specially those who are vulnerable, marginalised, and/or disadvantaged. Number of Frankston City Residents who directly benefit from the organisation's service or program Proposed activity cannot be funded by any other funding source (State, Federal or other). 	35%
<p>Management</p> <ul style="list-style-type: none"> Provides measurable outcomes that are specific, measurable and realistic. Budget is reasonable, provides value for money and justified in terms of expected outcomes. 	30%
<i>Important but not essential criterion is as follows</i>	
Activities that build the capacity of the organisation outside of normal operational needs.	Value add
Activities that involve collaboration with other organisations or stakeholders.	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 Frankston City Council SmartyGrants website on <https://frankston.smartygrants.com.au> and create an account if you don't already have one.

Support Available

Assistance with	Contact
General enquiries and advice regarding the Emergency Relief Fund	Community Grants & Networks (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.