



Community Grants Program

# Urgent Grant 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

The Urgent Grant provides one-off funding to provide assistance to not-for-profit community groups to support the delivery of activities in response to unforeseen issues or unexpected opportunities.

## Funding Objectives and Priorities

### Objectives

- Empower community groups by supporting unforeseen community initiatives that require immediate assistance from Council.
- Aid organisations in launching new programs, projects or small events that cannot wait until the next round of Annual Community Grants.
- Address urgent or unforeseen needs outside of regular operational requirements.

### Priorities

- Applicants with **exceptional urgent need**.
- Activities that **directly support vulnerable, marginalised, and/or disadvantaged residents**.

## Funding Allocation

### Up to \$1,000\*

\*Urgent Grant is a competitive process and limited to the amount of funds available. Applicants are not guaranteed funding, or guaranteed full funding.

*Under exceptional circumstances, consideration may be given to applications that require funding beyond the grant limit.*

## Timing

This grant opens July 15, 2024, with multiple rounds until funds are used up or until May 14, 2025 (whichever is sooner).

Round	Opens	Closes	Applicant Notified By*
1	15 Aug 2024	14 Sep 2024	30 Sep 2024
2	15 Sep 2024	14 Oct 2024	31 Oct 2024
3	15 Oct 2024	14 Nov 2024	30 Nov 2024
4	15 Nov 2024	14 Dec 2024	20 Dec 2024
5	15 Dec 2024	14 Jan 2025	31 Jan 2025
6	15 Jan 2025	14 Feb 2025	28 Feb 2025
7	15 Feb 2025	14 Mar 2025	31 Mar 2025
8	15 Mar 2025	14 Apr 2025	30 Apr 2025
9	15 Apr 2025	14 May 2025	31 May 2025

\*Council has the right to change the dates as needed

## Eligibility Criteria

For an application to be eligible, the applicant or proposal 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** (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.

## What can be funded

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

- Emergency supplies for disaster-affected residents
- Small-scale community events addressing urgent needs
- Equipment purchase for new programs (up to \$2,000)
- Transportation services for access to essential activities
- Training sessions for capacity building to address unforeseen challenges
- Communication materials for community engagement

## What can't be funded (exclusions)

Urgent Grants are not for:

- Individuals, commercial or profit making organisations, a political party or hosting a political party;
- 2024/2025 financial year recipient for the Annual Community Grants or Emergency Relief Funding (any exemptions in unique circumstances would require approval from Director Communities);
- Programs, projects or events already funded by Council;
- Prizes, awards or fundraising events;
- Funding that would otherwise be covered by insurance;
- 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 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; and, or
- 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
<b>Urgent response justification</b> <ul style="list-style-type: none"> <li>• Provides a clear and valid reason for the application to be funded urgently.</li> </ul>	35%
<b>Community Benefit</b> <ul style="list-style-type: none"> <li>• Demonstrates how the service or program addresses an urgent local community need</li> <li>• Organisation is able to effectively meet urgent local community need</li> <li>• Gives significant benefit back to the community</li> <li>• Number of Frankston City Residents who directly benefit from the service or program</li> <li>• Proposed activity cannot be funded by any other funding source (State, Federal or other)</li> </ul>	35%
<b>Management</b> <ul style="list-style-type: none"> <li>• Demonstrates that the organisation has necessary resources and experience to successfully manage the service or program</li> <li>• Budget provided reflects value for money.</li> <li>• Expenditure of items / services within Frankston City is highly regarded.</li> <li>• Considers risk management</li> </ul>	30%
<b>Important but not essential criterion is as follows</b>	
Applicants with <b>'exceptional urgent need'</b> – critical situation that requires immediate action to address unforeseen challenges or opportunities significantly impacting the community, particularly those that cannot wait for the next round of Annual Community Grants.	Value add
Activities that <b>directly support vulnerable, marginalised, and/or disadvantaged residents</b>	Value add

## 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.
- Auspice applicants must also attach a letter of agreement with their auspice organisation and the listed documents above from the auspice organisation.

## 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.

## 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 already have one.

## Support Available

Assistance with	Contact
<b>General enquiries or advice regarding Urgent Grants</b>	Community Grants Team (03) 9784 1035 <a href="mailto:communitygrants@frankston.vic.gov.au">communitygrants@frankston.vic.gov.au</a>
<b>Technical issues with SmartyGrants website</b>	<b>SmartyGrants</b> 03) 9320 6888 <a href="mailto:service@smartygrants.com.au">service@smartygrants.com.au</a>
<b>Multilingual support</b> 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
<b>Communication Access</b> Support service for people with a hearing, speech or communication impairment and for text telephone or modem callers.	<b>National Relay Service</b> To find the NRS call option that best suits you visit: <a href="http://www.communications.gov.au/accesshub/nrs">www.communications.gov.au/accesshub/nrs</a> Most NRS call options are available 24 hours, 7 days a week.