



FESTIVAL AND EVENTS GRANT PROGRAM GUIDELINES 2024

COMMUNITY
GRANTS



Everything you need to know about applying for a Festival and Events Grant

The Community Grants Program funds activities that achieve positive outcomes for the community. The Festival and Events Grant delivers outcomes that address important priority areas that Council has identified in our Council Plan 2021-2025 and Health and Wellbeing Strategy 2021-2025:

- youth mental health
- climate change adaptation
- reconciliation
- prevention of family violence
- legal services to support at-risk residents
- improved social and emotional wellbeing
- increased active living
- increased connection to and engagement in community life
- access to healthy eating
- reduced injury and harm.

These Guidelines describe how groups and organisations can apply for funding for activities that have a direct benefit to the people who live, work or recreate in Manningham.

To apply for a Festival and Events Grant, please follow these steps:

1. [Learn more about the Festival and Events Grants objectives and funding details](#) to make sure your program is suitable for this grant (page 3)
2. [Check out the eligibility criteria](#) to make sure your organisation is able to apply
3. [View our strategic documents and plans](#) to ensure that your application aligns with our plans
4. Understand [the steps involved in applying for a grant](#) and what information you will need to provide
5. [Read the assessment criteria](#) so you know what our Community Grants team is looking for in your application.
6. [Complete the application checklist](#) to make sure you have all the information ready when you apply
7. View the [Terms & Conditions and Glossary](#).
8. [View the sample Project Plan, Evaluation Framework and Budget templates](#) (pages 11 – 13).
9. Speak to a member of our Community Grants team before submitting an application. Call 9840 9333 or email grants@manningham.vic.gov.au
10. Submit your application on SmartyGrants: <https://manningham.smartygrants.com.au/>

Community Grants - Key Dates	
Grants Open	Monday 5 February 2024, 9.00am
Grants Close	12 March 2024, 5.00pm
Assessment of Applications	April to May 2024
Recommendations considered by Council	June 2024
Applicants Notified	July 2024
Information Sessions and Grant Writing Workshop (Free)	
Community Grant Information Session	Tuesday 6 February 2024, 10.00-11.00am or Monday 19 February 2024, 6.00-7.00pm
Grant Writing Workshop	Tuesday 13 February 2024, 6.00-7.30pm

To book into any of the above sessions or to find out more visit our [website](#).

1. Festival and Events Grant

The Festival and Events Grant enables not-for-profit groups and organisations to support community-led festivals and events that attract visitors to Manningham and activate key locations.

The Festival and Events Grant category will support:

- community-based festivals and events
- initiatives that attract visitors to Manningham.

1.1. Objectives

Festival and Events Grants aim to:

- enable the delivery of one-off community-led, festivals and events throughout Manningham
- contribute to the vibrancy and liveability of Manningham
- celebrate our cultural diversity through cross cultural engagement and participation
- encourage partnerships between groups, organisations and businesses for the delivery of improved outcomes
- foster community spirit and sense of belonging through events, activities and festivals
- encourage innovation and best practice.

Festival and Events Grant applicants must demonstrate how the activity will achieve **at least two** of the grant objectives above to be eligible for funding.

1.1.1. Funding details

Allocation	Funding between \$3,001 and \$20,000 is available. Allocations are for one financial year and are not recurrent. The total notional allocation is \$50,000 per annum.
Timing	Festival and Events Grant are offered in February each year. Applications are presented to Council for endorsement in June.
Funding announcements	Applicants will receive notification of outcomes within six weeks of closing date of applications. Successful applicants will be required to enter into a Funding and Services Agreement (FASA). Unsuccessful applicants may request feedback from us regarding the unsuccessful outcome and how the application may be improved for the future.

1.1.2. What types of activities might be funded?

Examples could include:

1. Festivals or events that showcase Manningham's cultural diversity.
2. Celebration of culturally significant dates in which the whole community can participate.
3. Emerging and new events or festivals that target local community engagement.
4. Festivals or events that support and/or celebrate local history.

Please note: Individual artists are not eligible to apply but can be auspiced by a not-for-profit organisation.

2. Eligibility: Who can apply for a grant?

We check all grant applications against our eligibility criteria. At this stage of the assessment process, anyone who is not eligible will be removed from the process.

Grant applications must be from:

- a not-for-profit constituted body such as an Incorporated Association or a Company by Limited Guarantee, or
- auspiced by an incorporated not-for-profit organisation that is able to accept legal and financial responsibility for the grant and activity, or
- a school – schools are encouraged to partner with community groups in activities that benefit the wider community.

In addition to the above criteria, organisations must also:

- be located or deliver activities within the City of Manningham
- have a public liability insurance policy for a minimum of \$20 million coverage
- determine legislative requirements related to the funded activity. For example, if the funded activity involves contact with children, a Working with Children Check may be required
- have no outstanding debts to Council
- provide an Incorporation Number
- provide an ABN or completed Statement by Supplier form
- complete a Project Plan (example page 11)
- complete an Evaluation Framework (example page 12)
- provide written quotes for all expenditure items over \$500 that are essential for the delivery of the activity. Goods and services to be provided by ABN registered suppliers.
- apply before the closing date.

Our Community Grant Program also offers grants in the following categories: Arts, Community Development, Community Partnership and Small Grants.

Applicants may apply for a grant in more than one grant category each financial year, However, the application must be for a different activity. A separate application form for each grant category must be completed and submitted by the due date.

Late applications will not be accepted under any circumstances. For more information on application requirements please refer to the Checklist on page 14.

Funding in the annual grant categories is for one-off projects and activities. Requests for funding for a second year of a project or activity may be accepted in the Festival and Events category. To meet the criteria for second-year funding, applicants will need to demonstrate how the second year expands on the initial project and to demonstrate the need for additional funding.

What does auspice mean?

If a not-for-profit organisation is not incorporated or has limited organisational capacity, another eligible organisation can auspice on their behalf. In this context, the auspice organisation would receive the grant funding and have responsibility for ensuring that the activity is completed on time. A letter from the auspicing organisation that confirms the arrangement must be submitted with the grant application form.

2.1. Who is not eligible to apply?

Applicants will not be eligible for funding if they are:

- an individual
- a community organisation that is not incorporated, unless they partner with a not-for-profit incorporated organisation ('auspice')
- a commercial organisation.

What is an "Incorporated Association"?

Being incorporated refers to an organisation that has a legal identity of its own, recognised by State and Federal Government and is separate and distinct from the individuals who form the group. For more information visit www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations

2.2. What will not be funded?

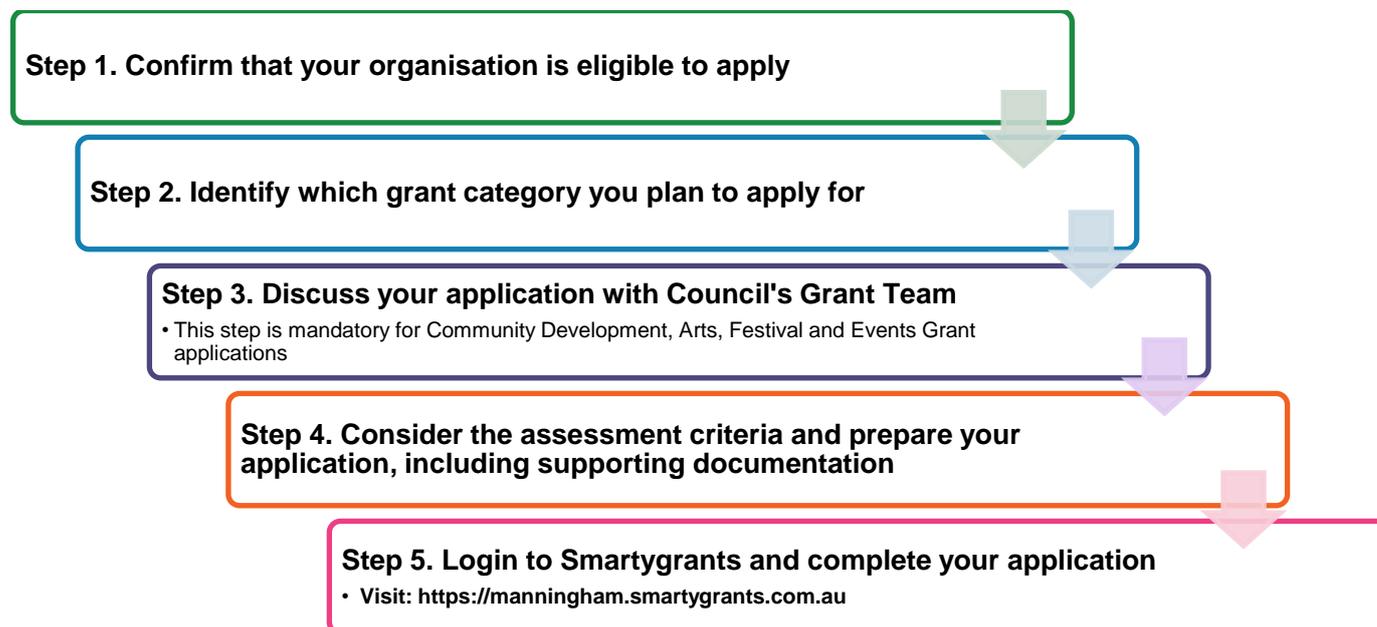
Applications will not receive funding if sought for equipment or activities that:

- are inconsistent with Council Plan priorities or Community Grant Program objectives
- are contrary to Council's [Sponsorship Policy 2020-2024](#)
- are the responsibility of other tiers of government (e.g. State, Federal)
- spend grant funding prior to signing of funding and service agreement (retrospective funding)
- have a religious or political purpose which seeks to promote core beliefs
- duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need
- would normally be part of a reasonable operating budget for the organisation, i.e. staff salaries or administration
- project management and administration costs for the grant-funded program may be accepted up to a maximum value of 20% of the grant value
- are funded through other Council programs or activities, including grants and sponsorship programs
- are Council owned and run
- offer social outings and gatherings, unless it can be demonstrated it is a core part of the activity delivery
- provide catering, unless it can be demonstrated that catering is integral to the activity and not the sole purpose of the funding
- seek conference sponsorship e.g. financial or technical support
- seek debt payment support
- support grant giving or fundraising programs
- are solely curriculum based (kindergarten, primary or secondary school). Only applications that demonstrate a broader community partnership approach will be considered
- are for fixed / permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar panels)
- are for the purchase of capital assets e.g. motor vehicles
- are listed as a sports club responsibility as set out in Council's [Outdoor Sports Infrastructure Guidelines](#).

Please note: Council owned kindergartens / childcare centres / playgroups / toy libraries can apply to the Minor Capital Works Funding Program to request small refurbishments for building or playground works. For more information contact the Community Facilities Project Officer on 9840 9333.

3. How to apply

3.1. Application Process



3.2. Help with your application

Before applying for a grant, we suggest that a project proposal be developed outlining a brief project description, the objectives of the project, timeline and budget to identify the appropriate category to submit your application.

Please note: If it is likely the event may affect local traffic or public transport services, a Traffic Management Plan (TMP) may be required. Traffic Management Plans must be prepared by an approved or ticketed Traffic Management Contractor.

Contact the Events team on 9840 9304 before applying for the grant to discuss your project idea and risk requirements prior to contacting other Council departments.

Applicants applying for the Festival and Events grants are required to discuss their proposal with Council's Grants Team prior to submitting an application.

Our Grants Team is available to provide support to groups and organisation that require assistance with their grant application including advice on the proposal, how to apply online (SmartyGrants) or to request assistance with a translator/ interpreter.

The application form in Smartygrants will also be available in Simplified Chinese.

Contact the Grants Team on 9840 9333 or by email: grants@manningham.vic.gov.au

We encourage applicants to submit their applications earlier than the closing date to avoid any technical difficulties or unexpected errors that may prevent the application to be submitted. Late applications will not be accepted.

Organisations are also encouraged to attend our free Grant Information Sessions and training opportunities. For bookings, or to find out more about upcoming events, visit [Upcoming training sessions](#).

4. Assessment Criteria for Festival and Events Grants

Festival and Events Grant applications will be assessed against four criteria. The points below are provided to assist in guiding your responses. The assessment criteria score application to total of 100%.

All applicants are required to provide clear evidence that the activity directly responds to a specific community need, interest or service gap. Please refer to the Assessment Criteria below for further details.

Assessment Criteria	What you should include in your application	Criteria weighting
What is the activity you are applying for and what will it achieve?	<ul style="list-style-type: none"> Provide a clear description of the activity you are seeking funding for and its objectives. 	Required
	<ul style="list-style-type: none"> Include an explanation as to how the activity aligns with two (2) or more of the grant category objectives (see page 3). 	15 per cent
	<ul style="list-style-type: none"> Include details about the proposed short or medium term impacts of the activity (the desired end result). Provide a description of how the activity incorporates innovative practices. 	10 per cent
		Total 25 per cent
Why is the activity needed?	<ul style="list-style-type: none"> Provide a clear description of the community need, issue or opportunity that your activity is responding to. 	10 per cent
	<ul style="list-style-type: none"> Include information that supports your application, such as demographic data, letters of support, feedback from consultation or community plans or strategies. 	5 per cent
	<ul style="list-style-type: none"> Provide evidence to demonstrate how the activity aligns with one or more of Council's key plans and strategies (see page 2 for more information). 	10 per cent
		Total 25 per cent
Who will benefit from the activity?	<ul style="list-style-type: none"> Provide a description of the groups and/or individuals in the community that are being targeted and will participate in the activity (e.g. socially isolated, vulnerable, older residents, diverse, women, men, LGBTQIA+, First Nations peoples). 	15 per cent
	<ul style="list-style-type: none"> Where appropriate, explain if the activity will attract a broader audience including residents from outside of the municipality. 	5 per cent
		Total 20 per cent
How will the funded activity be managed over the funding period?	<ul style="list-style-type: none"> Provide an overview of your group/organisations capacity to deliver the activity. This must include information demonstrating past experience in effectively delivering and marketing similar initiatives and details of the project manager. 	20 per cent
	<ul style="list-style-type: none"> Information on the groups and/or organisations you will partner with for the delivery of the activity and their role/s. Applicants must include supporting documentation that confirms any commitments made by nominated project partners. 	5 per cent
	<ul style="list-style-type: none"> Provide an outline of how the benefits of the activity will be sustained once funding has been expended 	5 per cent
		Total 30 per cent
Project Plan and Evaluation Framework	<ul style="list-style-type: none"> Complete the Project Plan listing the key tasks, person/s responsible and timeframes to complete the activity. Complete the Evaluation Framework listing the objectives, outcomes, timelines and measure of success. 	Required
Budget	<ul style="list-style-type: none"> Ensure your budget reflects the scope of the activity, must include all expenditure and income contributions. Please also include any financial and in-kind assistance from your group/organisation and activity partner/s. All expenditure items over \$500 will require a written quote. Applications that include formal estimates/quotations for specific goods or services that are below \$500 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all expenditure. 	Required

4.1. Project Plan

A completed Project Plan guides the management and implementation of your activity and includes answers to questions such as:

- What key tasks must be completed to successfully deliver the activity?
- Who will be responsible for delivering the activity?
- When should the task be completed by?

Failure to provide a Project Plan may result in your application being deemed ineligible. If your application is successful, the plan will form part of your Funding and Service Agreement (FASA).

The Project Plan template is included in the SmartyGrants application form. A sample Project Plan is available in [Appendix A](#) – Project Plan Examples on page 11.

4.2. Evaluation Framework

A completed Evaluation Framework is required for Events and Festival grants. Failure to provide an Evaluation Framework with your application may result in your application being deemed ineligible.

Evaluation is important because it enables organisations to plan for specific program and activity outcomes and to measure how well the activity was delivered and whether it achieved what it set out to do.

The Evaluation Framework template is available in the SmartyGrants application form. A sample Evaluation Framework is available in [Appendix B](#) – Evaluation Framework Examples on page 12.

4.3. Budget and quotes for budgeted expenses

The budget should reflect the scope of your activity and include all income and expenditure that relates specifically to your proposed activity. Please also include any financial and in-kind assistance from your group/organisation and activity partner/s. When you have completed your budget, **the Total Income and Total Expenditure must be equal.**

4.3.1. Income

You must provide all income contributions, both financial and in-kind, related to your activity.

For example:

- Your organisation's financial contribution
- Your organisation's "in-kind" contribution
- The grant amount you are seeking from Manningham Council
- Grants you are seeking from other funding bodies
- Sponsorship, donations or other funding

Please indicate whether funding is confirmed or unconfirmed.

What is "in-kind" contribution?

An in-kind contribution is when an organisation contributes goods or services in-lieu of providing funds (cash). For example, volunteers hours, use of organisation equipment or facilities (i.e. photocopiers). In-kind contributions must have a dollar value, for example the estimated value of volunteer time is \$45 per hour.

Applicants who provide evidence of in-kind and / or financial contributions will be considered more favourably.

4.3.2. Expenditure and quotes

Quotes are mandatory for all expenditure items over \$500 that are essential to the delivery of the activity. Quotes may be submitted as a catalogue item (web or hard copy) or quotes from a provider. Failure to do so may result in your application being deemed ineligible or unsuccessful. A sample budget is available in [Appendix C](#) on page 13.

Applications that include formal estimates/quotations for specific goods or services that are below \$500 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all proposed expenditure.

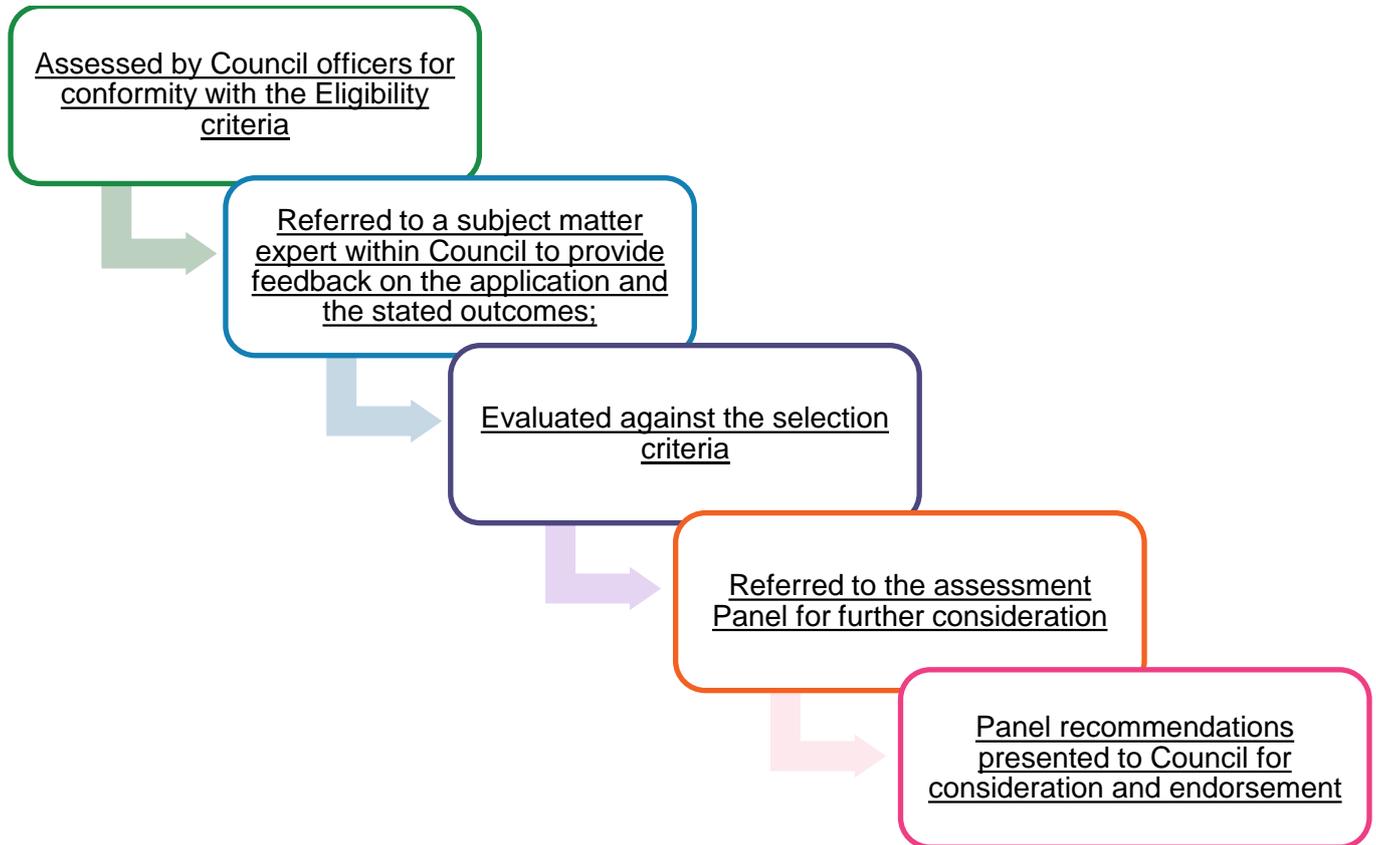
4.3.3. GST status

Organisations must indicate their GST status in their application. Successful organisations with an ABN that are not registered for GST, will receive their grant without GST.

Successful organisations with an ABN and registered for GST, will be required to complete an Agreement for Issuing Recipient Created Tax Invoices (RCTI). You will receive the grant amount plus 10% GST.

4.4. Assessment process

The process for assessing the annual grants applications will, at a minimum, ensure that applications are:



To assist with decision making, the applicant may be asked to provide additional information during the assessment process.

4.4.1. Notification process

Applicants will receive notification of the outcome of their application within three weeks of Council making a decision. Successful applicants will be required to enter into a Funding and Service Agreement (FASA).

Funding is provided for the term specified in the FASA. Applicants are to consider their ability to continue to fund the program or activity beyond the funding period in the program planning (for example, through sponsorships or other fundraising activities).

Applicants who are unsuccessful may request feedback from Council officers regarding why the applicant was not successful and how the application may be improved for the future.

A list of [successful applicants](#) will be published on Council's website approximately one month after all applicants have been notified of the outcome of their application.

4.5. Conditions of Funding

Successful applicants will be required to read, accept and sign a FASA, which outlines the terms of your grant and your responsibilities.

It is important to ensure that you agree with the terms of your funding, including any special conditions before returning the signed agreement.

4.5.1. Grant Variations

At times things don't go to plan and changes to your activity may be required.

Any changes to the use of Council funding for the purposes other than outlined in the Funding and Service Agreement must be approved by Council in writing.

Organisations are required to contact Council's Grants Team to advise of any changes to the proposed activity and complete a grant variation request. The request will be reviewed and approval will need to be provided prior to proceeding.

If the grant is not utilised for the stated purpose, the grant recipient will be required to repay the funds.

4.5.2. Recognition of Council Support & Promotional Material

For an event or project launch, organisations must invite a Council representative including the Mayor, Councillors and other Council staff.

All funded organisations of community grants are required to acknowledge Manningham's financial support in any promotion, publication, or advertising of the funded activities. All promotional material must be approved by Council's Grants Team.

4.5.3. Project Completion Report

Grant recipients will be required to complete a Project Completion Report within 2 months of the completion of their activity, event or program or within 12 months of receiving funds. Failure to complete the Report may result in applicants being ineligible for future funding.

The acquittal report outlines:

- the achievements and challenges of your project
- learnings/highlights
- how the funding was spent
- receipts/evidence of expenditure
- photos and documentation of your project
- feedback about your experiences with the grant process

It is important to document the activity from commencement, including tracking process, taking photos, keeping receipts for all purchases/payments.

An acquittal form will be linked to your application online at <http://manningham.smartygrants.com.au>, or contact the Community Grants Officer on grants@manningham.vic.gov.au.

Appendix A – Project Plan Examples

Project Plan example - Event

Anticipated Project Start Date: August 2024

Anticipated Project End Date: August 2025

Key tasks <i>List key tasks in order that they will be completed</i>		Person responsible <i>List who will be responsible for the completion of the task</i>	What will show that you have completed the task? <i>List the key outputs</i>	Date to be completed by
1.	Establish a project working committee	Project Officer	Committee established and meeting monthly to plan for the event. Project plan developed and reviewed at every meeting. Progress updates recorded in minutes. Organise insurance, marketing and logistics etc..	August 2024
2.	Meet with Council, community agencies, community organisations and other potential partners to consult and plan content of event.	Committee Chair	Complete and submit Event form including risk and traffic management plans to Council. Check that all compliance and health regulations are met be all relevant stall holders.	September 2024
3.	Book infrastructure including staging requirements, marquees, stall holders, performers and food vendors.	Project Officer	Event program is developed and finalised. Performers are confirmed. Stall holders and food vendors are booked	October 2024
4.	Develop marketing plan including social media, flyers, advertisements in local and ethnic newspapers, radio and real estate boards throughout the local area.	Project Officer and activity partners	Marketing plan developed. Promotional material designed, printed and distributed. Website and social media posts developed.	November 2024
5.	Develop logistic and event plan	Project Officer	Site plan completed	November 2024
6.	Finalise and launch Marketing Plan	Project Officer and activity participants (young people and mentors)	Events and Marketing Plan developed and launched	February 2025
7.	Present theatre production	Activity committee and participants	Theatre production presented over five nights	June 2025
8.	Evaluate activity and submit Activity Completion Report	Project Officer	Activity Completion Report submitted via SmartyGrants	August 2025

Appendix B - Evaluation Framework Example

Evaluation Framework example – Event

Project / program objectives <i>List the objectives of the activity below</i>	Proposed outcome(s) <i>List the key proposed outcome(s)</i>	Measure or Indicator <i>List how you will measure the outcome(s) of your activity</i>	Timeline <i>When will the outcome(s) to be delivered</i>	Evaluation Reporting <i>This column is to be populated once the activity has been completed and measures collected</i>
<p>To enhance the health and wellbeing of young people with a mental illness by supporting them to deliver a theatre production</p> <p>To develop the leadership capacity of young people with a mental illness through mentoring and leadership opportunities</p>	<p>Project committee established</p> <p>Objectives and evaluation measures finalised</p> <p>Young people and mentors are engaged in the project</p> <p>Events and Marketing Plan developed and launched</p> <p>Presentation of a theatre production over five nights in June 2025</p>	<p>Demonstrable improvements in the health and wellbeing of young people involved</p> <p>Improved participant leadership skills and competency</p> <p>Social networks established between participants and mentors</p> <p>Theatre audience knowledge and understanding of the issues associated with mental health and wellbeing enhanced, including those specific to young people</p>	<p>November 2024</p> <p>February 2025</p> <p>February 2025</p> <p>March 2025</p> <p>June 2025</p>	<p>15 young people participated in the production</p> <p>Participant survey indicates:</p> <ul style="list-style-type: none"> -improved sense of health and wellbeing -development of social networks -improved leadership skills and participant confidence <p>Survey findings attached</p> <p>25 percent of participants are committed to continuing in the theatre longer term</p> <p>150 people attended. Attendee reviews indicate:</p> <ul style="list-style-type: none"> positive feedback (100 percent) Increased knowledge and awareness of health and wellbeing issues (70 percent) <p>Refer to attached survey findings</p>

Appendix C – Budget Examples

Budget example – Event

Please identify income items with CF for confirmed funding and UF for unconfirmed funding.

Income	Amount
Your organisation's financial contribution	\$ 2,305 (CF)
What is your organisations budget for the activity?	
Amount you are seeking from Manningham Council	\$ 5,600 (UF)
If registered for GST, don't add GST here, we will do so if you are successful.	
Expected ticket sales e.g. \$5 x 120 tickets	\$ 600 (UF)
Other (please detail)	\$ 400 (CF)
Please detail any other types of funding here. This could include a fundraising activity (example: chocolate drive), or contributions from a partnering organisation.	
Your organisation's in-kind contribution	\$ 1,305 (CF)
What is your organisations in-kind contribution to the activity?	
Total Income (A)	\$ 10,210

Expenditure	Amount
Project Facilitator / Manager	\$ 2,400
Example: theatre production manager @ \$40/hr x 60hrs (includes script writing, set design, casting, ticket sales, staff and venue liaison, etc.)	
Note: ongoing salaries are not eligible	
Project Workers (please detail)	\$ 2,000
Example: drama teacher for workshops @ \$35/hr x 60 hrs (includes drama workshops – 16 x 2 hrs, rehearsals and performance night support)	
Materials (please detail) Example: costumes \$1,000, set construction \$1,000	\$ 2,000
Insurance e.g. public liability for workshops	\$ 285
Venue Hire e.g. theatre hire for rehearsals and performance	\$ 1,000
Note: please provide a quote for date/s of venue hire. Bond amounts are not eligible for funding	
Equipment hire / purchase (please detail)	\$ 400
Example: hire disco lighting for use during performance	
Transport / logistics	\$ 240
Example: community bus to and from rehearsals	
Advertising and Promotion example: fliers and posters (all other will be free publicity)	\$ 500
Other (please detail) example: copyright for use of music score	\$ 80
In-kind example three volunteers @ \$45 for 10 hours	\$ 1,305
Total Expenditure (B)	\$ 10,210

Note: Income (A) and Expenditure (B) must balance.

After completing the budget ask yourself: Does the total amount at (A) equal the total amount at (B)? Yes/No

Checklist: Information you must provide

Eligibility requirements	
To apply your organisation must be one of the following:	
• Not-for-Profit (NFP) or Incorporated Association	<input type="checkbox"/>
• Company Limited by Guarantee	<input type="checkbox"/>
• Auspice by a Not-for-Profit	<input type="checkbox"/>
• School	<input type="checkbox"/>
Please note that individuals and commercial organisations are not eligible to apply.	
You must include with your application:	
• Incorporation Number	<input type="checkbox"/>
• GST Status	<input type="checkbox"/>
• ABN or complete a Statement by Supplier form	<input type="checkbox"/>
• Current Financial Statement	<input type="checkbox"/>
• Current Public Liability Insurance	<input type="checkbox"/>
• If you are being auspiced by a NFP, your organisation will need to provide written advice from the organisation that has agreed to manage the grant and / or the funding	<input type="checkbox"/>
• Be located or delivered within the City of Manningham refer page 4	<input type="checkbox"/>
Prior to commencing your application:	
• Contact Council's Grants Team on 9840 9333 to discuss your application (not required for Small Grants)	<input type="checkbox"/>
Determine which Grant Category you would like to apply in:	<input type="checkbox"/>
• Community Development Grants (\$3,001-\$20,000)	
• Arts Grants (\$3,001-\$20,000)	
• Festival and Events Grants (\$3,001-\$20,000)	
• Small Grants	
- Community Strengthening Category (up to \$3,000)	
- Equipment Purchase Category (50% co-contribution of the total cost of the equipment up to \$1,500)	
• Attend an Information Session or Grant Writing Workshop (optional). Book here .	<input type="checkbox"/>
• Obtain a Working with Children Check if your activity involves interaction with children	<input type="checkbox"/>
• Register with Council's Events Team if you are planning an event Call 9840 9333 Email: events@manningham.vic.gov.au	<input type="checkbox"/>
• Adhere to all Federal and State legislative requirements for your proposed activity i.e. Health and Safety, Child Safe Standards , Accounting & Auditing, EEO, Human Rights etc.	<input type="checkbox"/>
• Acquit all previous grants - funding will not be paid until all outstanding grants have been acquitted.	<input type="checkbox"/>
• Have no outstanding debts to Council	<input type="checkbox"/>
How to complete your application:	
• Agree to the Terms and Conditions of the Grants Program	<input type="checkbox"/>
• Log in/ Register with SmartyGrants to complete your application	<input type="checkbox"/>
• Review and respond to the Assessment Criteria - refer page 7	<input type="checkbox"/>
• Complete the Project Plan, Evaluation Framework and Budget - Examples on pages 11 - 13	<input type="checkbox"/>
What you must provide with your application:	
• Quotes for expenditure items over \$500	<input type="checkbox"/>
This can include a catalogue item or quote from a provider. Quotes for items over \$500 must be provided or the application may be deemed ineligible.	
• Copy of your organisation's Public Liability Insurance	<input type="checkbox"/>
• Copy of your organisation's latest financial statement	<input type="checkbox"/>
• Include any letters of support (optional)	<input type="checkbox"/>

Contact Details

For further information, please contact Council's Grant Team on 9840 9333 or visit manningham.vic.gov.au/community-grant-program



Interpreter service **9840 9355**

普通话

廣東話

Ελληνικά

Italiano

فارسی

العربية