

SMALL GRANTS PROGRAM GUIDELINES 2024





Everything you need to know about applying for a Small Grant

The Community Grants Program provides a framework for Manningham Council to fund a range of activities. The aim of these activities is to achieve positive outcomes for the community and align with key Council plans and strategies.

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

To apply for a Small Grant, please follow these steps:

- 1. <u>Learn more about the Small Grants objectives and funding details</u> to make sure that your program is suitable for this grant
- 2. Check out the eligibility criteria to ensure that your organisation is able to apply
- 3. <u>View our strategic documents and council plans</u>. Remember that your application needs to align with Council's plans
- 4. <u>Learn the steps involved in applying for a grant</u> and understand all the information you will need to provide
- 5. <u>Read the assessment criteria</u> so you know what our Community Grants team is looking for in your application
- 6. <u>Complete the application checklist</u> to make sure you have all the information you need ready to fill out an application
- 7. View the Terms & Conditions and Glossary
- 8. View the same Project Plan and Budget templates (pages 12 -14)
- 9. Speak to a member of our Community Grants team prior to submitting an application.
- 10. Submit your application on Smartygrants: https://manningham.smartygrants.com.au/

For assistance in completing a grant application, please contact the Grants Team on 9840 9305 or 9840 9377 or by email: grants@manningham.vic.gov.au

Small Grants - Key Dates - Open All Year		
Grants Open	Open all year, applications close on 31 January, 30 April and 31 July, 31 October 2024 to be assessed in following month.	
Grants Close	Once total funding has been allocated	
Assessment of Applications	February, May and August and November 2024	
Applicants Notified	March, June, September, December 2024	

1. Small Grants

The Small Grant category enables not-for-profit groups and organisations to deliver one-off, innovative activities and minor equipment purchases that support community strengthening initiatives and enhance the quality of life of Manningham residents.

There are two streams in the Small Grants Category:

- Community Strengthening
- Equipment Purchase

1.1.1. Objectives

Small Grants aim to:

- Respond to a clearly identified community need;
- Facilitate community participation in a range of local activities and enhance access for individuals and groups that are identified as having diverse needs;
- Enhance local network development and partnerships;
- Provide capacity building opportunities including skills development and learning.

To be eligible for funding **Small Grants applicants** must demonstrate how the activity or equipment purchase will achieve **one** of the grant objectives above.

1.1.2. Funding details

Allocation	Funds available:
	Community Strengthening stream: Funding up to \$3,000
	 Equipment Purchase stream: Funding of up to \$1500 for a 50% contribution towards the total cost of the equipment
	Allocations are for one financial year and are not recurrent
	The total notional allocation is \$90,000 per annum
	Not-for-profit groups and organisations may only receive one Small Grant per financial year.
Timing	Open all year. Applications to be received by 31 January, 30 April, 31 July and 31 October to be considered for assessments in February, May, August and November 2024 respectively.
Funding announcements	Applicants will receive a letter notifying them of outcomes within 6 weeks from the closing date of applications.
	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.

1.1.3. What types of activities might be funded?

Examples of Small Grant activities could include:

- 1. A series of workshops for Muslim women to learn self defence.
- 2. A walking program that encourages children, parents, grandparents and carers to keep fit and stay connected.
- 3. Purchase of safety equipment to assist an environmental group to plant and work in open spaces.
- 4. A pilot project for a new idea with potential for strong community benefit.
- 5. Enhance community access to programs and information.
- 6. Equipment purchase such as office equipment (provided it can be demonstrated that the item is integral to the success of the activity).

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:

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.

- be located or deliver activities within the City of Manningham
- have a public liability insurance policy for a minimum of \$20 million or be auspiced by an organisation with this level of cover
- 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
- provide an Incorporation Number
- provide an ABN or completed Statement by Supplier form
- provide a financial statement as per the requirements of operating an Incorporated Association, Charity or Public Company Limited by Guarantee
- have no outstanding debts to Council
- 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.

Council's Community Grant Program also offers grants in the following categories: Community Development, Arts and Festival & Events. Applications will open in February 2024.

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 15.

Funding in the annual grant categories is for one-off projects and activities, however requests for funding for a second year of a project or activity may be accepted in the Small Grant 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.

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.

2.2. What will not be funded?

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

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 <u>www.consumer.vic.gov.au/clubsand-not-for-profits/incorporated-</u> associations

- are inconsistent with Council Plan priorities or Community Grant Program objectives
- are the responsibility of other tiers of government (e.g. State, Federal)
- that 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 ie: 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 i.e. motor vehicles
- are listed as a sports club responsibility as set out in <u>Council's Outdoor Sports Infrastructure</u> <u>Guidelines</u>.
- are consistent with Manningham's Sponsorship Policy 2020-2024.

Please note: Council owned kindergartens / child care 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

Step 1. Confirm that your organisation is eligible to apply

Step 2. Identify which grant category you plan to apply for

Step 3. Discuss your application with Council's Grant Team
This step is mandatory for Community Development, Arts and Festivals and Events Grant applications

Step 4. Consider the assessment criteria and prepare your application, including supporting documentation

Step 5. Login to Smartygrants and complete your application • Visit: https://manningham.smartygrants.com.au

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.

Council's 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 is also available.

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

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.

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

Organisations are also encouraged to attend Grant Information sessions and training opportunities. For bookings, or to find out more about upcoming events, visit our <u>grants information</u>.

4.1. Assessment Criteria for Small Grants

There are two types of assessment criteria for Small Grant categories based on the application type:

- a) Community Strengthening Activity
- b) Equipment Purchases

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.

4.1.1. Small Grants Community Strengthening Category Assessment Criteria

Small Grant applications will be assessed against four criteria. The points below are provided to assist in guiding your responses. The assessment criteria scores applications to a maximum total of 100%.

Assessment Criteria	What you should include in your application	Criteria weighting
What is the activity you are	 Provide a clear description of the activity you are seeking funding for and its objectives. 	Required
applying for and what will it	 Include an explanation of how the activity aligns with one (1) of the grant category objectives (see page 3). 	25 per cent
achieve?		Total 25 per cent
Why is the activity needed?	 Provide a clear description of the community need, issue or opportunity that your activity is responding to. 	15 per cent
	 Include information that may support your application such as demographic data or letters of support. 	10 per cent Total 25 per cent
Who will benefit from the activity?	• 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).	20 per cent
	 Provide an estimated total number of activity participants and percentage of these that are Manningham residents. 	5 per cent
		Total 25 per cent
How will the funded activity be managed over the funding period?	• 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.	15 per cent
	 Provide information on the groups and/or organisations you will partner with for the delivery of the activity and their role/s. 	10 per cent
	Letters of support are encouraged.	Total 25 per cent
Project Plan	 A detailed Project Plan is required. The Plan should list the key tasks, person/s responsible and timeframes to complete the activity. 	Required
Budget	 Ensure your budget reflects the activity scope and includes all expenditure and income contributions, including any financial and in-kind assistance from your group/organisation and activity partner/s. Written quotes must be provided for all expenditure items over \$500. 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. 	Required

4.1.2. Small Grants Equipment Purchase Category

Community organisations that apply through the equipment purchase category must demonstrate that the item is integral to the success of the activity.

Equipment must remain the sole property of the funded community organisation/club.

Please contact the Grants Team if you require further clarification regarding eligibility of equipment purchases.

4.1.3. Equipment Purchase Category Assessment Criteria

Equipment Grant applications will be assessed against four criteria. The points below are provided to assist in guiding your responses.

The assessment criteria scores applications to a maximum total of 100%.

Assessment Criteria	What you should include in your application	Criteria weighting
What equipment are you applying for and what will it achieve?	 A clear description of the equipment you are seeking funding for and how the item/s are integral of the delivery of an activity. 	Required
	 An explanation as to how the equipment aligns with one of the category objectives (see page 3). 	25 per cent Total 25 per cent
Why is the equipment needed?	• Please explain why the equipment is needed.	15 per cent
neeueu ?	 Include information that may support your application such as demographic data or letters of support 	10 per cent Total 25 per cent
Who will benefit from the equipment purchase?	 Include 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). 	20 per cent
	 Provide an estimated total number of participants and percentage of these that are Manningham residents. 	5 per cent Total 25 per cent
How will the equipment/asset be	 Provide a description of how the equipment/asset will be utilised and who will be responsible for its implementation. 	25 per cent
utilised and who will be responsible for its implementation?	Please advise where will the equipment be stored.	Total 25 per cent
Budget	 Ensure your budget reflects the scope of the costs of the equipment purchase and include all expenditure and income contributions, including any financial and in-kind assistance from your group/organisation and activity partner/s. Written quotes must be provided for all expenditure items over \$500. 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 	Required

4.2. Project Plan (not required for Equipment Purchases)

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 pages 12.

4.3. Budget and quotes for budgeted expenses

Your 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

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 \$ value, for example the estimated value of volunteer time is \$43 per hour.

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

Please indicate whether funding is confirmed funding or unconfirmed funding.

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 B on pages 13 – 14.

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.

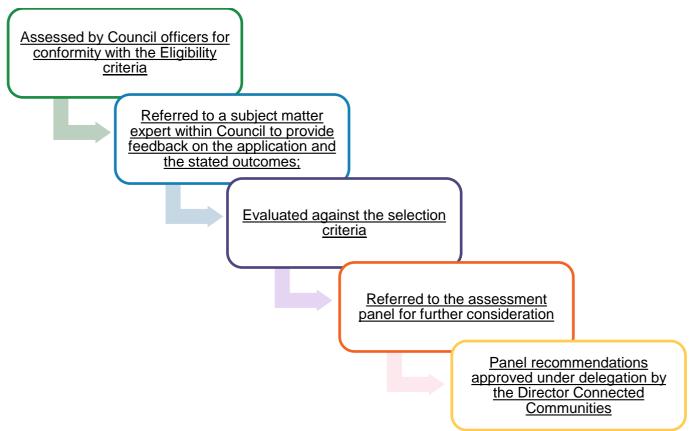
4.3.3. GST status

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 Small 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 should receive notification of outcomes within six weeks of close of applications. Successful applicants will be required to enter into a formal funding agreement.

Funding is provided for the term specified in the Funding and Service Agreement (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. This information can be found at www.manningham.vic.gov.au/community-grant-program

4.5. Conditions of Funding

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

It is important you ensure 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 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 Report 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 <u>http://manningham.smartygrants.com.au</u>, or contact the Community Grants Officer on grants@manningham.vic.gov.au.

Appendix A – Project Plan Examples

Project Plan example - Activity

Anticipated Project Start Date:

August 2024

Anticipated Project End Date: April 2025

Key tasks List key tasks in order that they will be completed		Person responsible List who will be responsible for the completion of the task	What will show that you have completed the task? List the key outputs	Date to be completed by
1.	Prepare activity content and finalise project plan	Funded organisation program manager	Activity purpose reviewed and project plan finalised	September 2024
2.	Book venues and facilitators	Funded organisation program manager Project partners	Venues and facilitators confirmed	October 2024
3.	Create promotional material and distribute to partners and interested organisations	Funded organisation program manager	Promotional material drafted and submitted to Council for approval Promotional material distributed via networks	November 2024
4.	Finalise resources and host community launch event	Funded organisation program manager	Resources printed and distributed to relevant stakeholders Launch event held	February 2025
5.	Submit grant funding Activity Completion Report and acquit the grant	Funded organisation program manager	Activity Completion Report submitted via SmartyGrants	April 2025

Appendix B – Budget Examples

Budget example – Activity

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

Income	Amount
Your organisation's financial contribution What is your organisations budget for the activity?	\$ 3,500 (CF)
Amount you are seeking from Manningham Council If registered for GST, don't add GST here, we will do so if you are successful.	\$ 3,000 (UF)
Other funding Have you received other grants for the project? If so, please provide details. Bendigo Bank	\$ 1,500 (CF)
Other (please detail) Please detail any other types of funding here. This could include a fundraising activity (e.g. chocolate drive), or contributions from a partnering organisation.	\$ 500 (CF)
Your organisation's in-kind contribution What is your organisations in-kind contribution to the activity?	\$ 2,365 (CF)
Total Income (A)	\$ 10,865

Expenditure	Amount
Facilitator / Guest Speakers	\$ 2,000
Project Coordination (please detail) Example: project manager@ \$30/hr x 5hrs per week x 20 weeks 100 hrs	\$ 3,000
Project Materials (please detail) Example: graphic design, promotion and marketing, printing of activity resources, general office expenses	\$ 2,400
Venue Hire Note: please provide a quote for date/s of venue hire. Bond amounts are not eligible for funding	\$ 800
Catering Example: for stakeholder consultations and activity launch	\$ 300
In-kind Example: two volunteers @ \$43 for 55 hours; office overhead expenses	\$ 2,365
Total Expenditure (B)	\$ 10,865

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

Budget example – Equipment Purchase

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

Income	Amount
Your organisation's financial contribution What is your organisations budget for the project?	\$ 1,180 (CF)
Amount you are seeking from Manningham Council If registered for GST, don't add GST here, we will do so if you are successful.	\$ 1,180 (UF)
Other funding Have you received other grants for the project? If so, please provide details. Example: Sport and Recreation Victoria – Purchase of girls uniforms	\$ 1,000 (CF)
Total Income (A)	\$ 3,360

Expenditure	Amount
Portable goals x 2 @ \$450.00 each	\$900
Cones x 25 pack @ \$25 each pack	\$ 625
Coaches board	\$ 165
Drink Bottles x 25 @ \$11.20 each	\$ 280
First Aid Kit	\$ 120
Sport Jumpers x 25 @ \$30.80 each	\$ 770
Sport Shorts x 25 @ \$20 each	\$ 500
Total Expenditure (B)	\$ 3,360

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	
Company Limited by Guarantee	
Auspiced by a Not-for-Profit	
School	
Please note that individuals and commercial organisations are not eligible to apply.	
You must include with your application:	
Incorporation Number	
GST Status	
ABN or complete a <u>Statement by Supplier</u> form	
Current Financial Statement	
Current Public Liability Insurance	
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	
Be located or delivered within the City of Manningham refer page 4	
Prior to commencing your application:	
Contact Council's Grants Team on 9840 9333 to discuss your application (not required for Small Grants)	
Determine which Grant Category you would like to apply in: <u>Community Development Grants</u> (\$3,001-\$20,000) <u>Arts Grants</u> (\$3,001-\$20,000) <u>Festival and Events Grants</u> (\$3,001-\$20,000) <u>Small Grants</u> - 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)	
 Obtain a <u>Working with Children Check</u> if your activity involves interaction with children Register with Council's Events Team if you are planning an event Call 9840 9333 Email: events@manningham.vic.gov.au 	
Adhere to all Federal and State legislative requirements for your proposed activity i.e. Health and Safety, <u>Child Safe</u> <u>Standards</u> , Accounting & Auditing, EEO, Human Rights etc.	
Acquit all previous grants - funding will not be paid until all outstanding grants have been acquitted.	
Have no outstanding debts to Council	
How to complete your application:	
Agree to the <u>Terms and Conditions</u> of the Grants Program	
Log in/ Register with <u>SmartyGrants</u> to complete your application	
Review and respond to the Assessment Criteria - refer page 7	
Complete the Project Plan, Evaluation Framework and Budget - Examples on pages 11 - 13	
What you must provide with your application:	
Quotes for expenditure items over \$500	
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	
Copy of your organisation's latest financial statement	
Include any letters of support (optional)	



Contact Details

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



Interpreter service 9840 9355

普通话

廣東話

Ελληνικά Italiano العربية فارسى

