

**Maroondah City Council**

**COMMUNITY GRANTS  
FUNDING PROGRAM  
2012 / 2013**

Incorporating:

The Community Grants Scheme  
&  
Arts and Cultural Grants Scheme

# **Guidelines**



## TIMELINE

Monday 2 April 2012	Community Grants Scheme and Arts & Cultural Grants Schemes Open
Thursday 19 April 2012 - 1.30pm	Grants Writing Workshop, Maroondah Federation Estate
Friday 1 June 2012 – 4pm	Closing Date for Applications – Must be Lodged by 4pm
June / July 2012	Assessment Process & Council Endorsement
August 2012	Notification of Outcomes
September 2012	Funding Available
31 May 2013	Funding Expended & Evaluation Submitted

*Please note that, with exception of the closing date, timelines may be affected slightly due to unforeseen circumstances*

## STEP-BY-STEP GUIDE TO APPLYING FOR A COMMUNITY GRANT OR ARTS & CULTURAL GRANT

1. Read through the Guidelines.
2. Check that your organisation is eligible to apply and that your proposed program/project meets the funding criteria.
3. Council encourages all applicants to contact Council Officers to discuss your organisation's proposal prior to completing the application process.

**Community Grants Scheme** - Leisure Services Planning & Policy Officer 9294 5720.

**Arts and Cultural Grants Scheme** – Arts & Cultural Services Officer 9294 4553.

4. Complete the application form, ensuring that all requested information has been included.
5. Keep a copy of the completed application for your records.
6. Forward completed application and relevant documents, in one of 3 ways:

### **By Mail**

Community Grants Funding Program Administration  
Maroondah City Council  
PO Box 156  
Ringwood 3134

### **By Hand**

Deliver to any of Council's Customer Service Centres  
(City Offices, Braeside Ave - Ringwood, Eastland, Level two next to Centre Management or Civic Square -Croydon)  
Please ensure your application is date stamped.

### **By Email**

Attach your application form to an email addressed to [maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au) with Community Grants 2012/2013 in the subject heading.  
The required Public Liability Certificate of Currency can be either attached to an email or posted separately to the above address.

7. **Closing Date: Friday 1 June 2012 - 4pm**

## INTRODUCTION

Maroondah City Council is committed to working with community organisations to develop a wide range of quality recreation, social and cultural programs that meet the needs of the Maroondah community. The Community Grants Funding Program offers two annual grants schemes, The Community Grants Scheme and The Arts and Cultural Grants Scheme.

**The Community Grants Scheme** offers assistance to incorporated, not-for-profit community groups to develop programs, projects and events that enhance community wellbeing, increase participation in social and leisure activities and contribute toward meeting Council's long term vision. Funding is offered on an annual basis.

The following objectives underpin Council's Community Grants Scheme:

- To strengthen Maroondah's Community through supporting the development and promotion of a diverse range of quality services and leisure opportunities.
- To encourage increased participation in a wide range of quality activities and services within the municipality.
- To build and strengthen local networks within the Maroondah community and encourage partnerships with Council in order to facilitate the effective use of community resources and encourage sustainability of services and programs.

**The Arts and Cultural Grants Scheme** provides not-for-profit organisations within the City of Maroondah an opportunity to access support funding to assist in the implementation of community art projects, festivals and events, development of heritage practices, art exhibitions, literary, visual and performing arts.

The following objectives underpin The Arts and Cultural Grants Scheme:

- To generate community participation in arts and cultural activities.
- Work in conjunction with artists, arts and cultural facilities and the community to deliver diverse projects that enhance and celebrate local identity.
- To build and strengthen local networks within the Maroondah community and to encourage partnerships with Council.
- To assist community groups within Maroondah to implement community art projects, festivals and events, development of heritage practices, art exhibitions, the literary, visual and performing arts.

## MAROONDAH'S VISION

Maroondah will be a vibrant City. It will have an active community, a strong local economy and a diverse cultural life in a prosperous and sustainable environment.

## ELIGIBILITY

- Must be an incorporated community group with not-for-profit status or auspiced by an eligible organisation;
- Located within or service the Maroondah community;
- Maintain Public Liability Insurance Cover (\$10 million minimum cover).

***The following requests will not be considered eligible:***

- New building projects, capital works requests or facility maintenance projects
- Funding to individuals.

***The following requests will not be considered eligible for the Arts and Cultural Grants only***

- Special events that show or in the past have shown significant profit.
- Requests for venue hire only, however, venue hire as part of an overall project will be considered.
- Fundraising activities.
- Projects that are part of the organisations annual or regular program activities, eg end of year performance, annual production.

*All applicants please note:*

- *Recurrent requests for a specific project funded in the previous year will be considered, however, new initiatives will take priority.*
- *If applications have been submitted to the incorrect scheme, Council Officers will simply move it to the correct scheme and notify the applicant of the change.*

## COMPLETING YOUR APPLICATION FORM

You can fill in the application form one of two ways:

1. Complete a hard copy

Request an application form by mail by phoning 9294 5720 once the grants open on Monday 2 April 2012.

2. Fill in an application form electronically

Application forms and guidelines can be downloaded from our website [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au) once the grants open on Monday 2 April 2012.

### TIPS FOR COMPLETING GRANT APPLICATIONS

1. Check that your organisation and project/program are eligible;
2. Meet as a committee to plan and delegate tasks;
3. If possible secure community partners – partnerships between organisations are encouraged;
4. Be realistic - only ask for what you need;
5. Make plans in case the project is only part funded;
6. Check the timing of the funding program is relevant to your project/program;
7. Ensure that applications for Arts and Cultural Grants Scheme relate to a specific performance, project or program. Applications for equipment or costumes should be submitted under the Community Grants Scheme.

### BUDGET TIPS

It is important that you complete your budget carefully and comprehensively.

#### If your organisation IS registered for GST

DO NOT add GST to any amounts in your budget.

#### If your organisation IS NOT registered for GST

Include ALL GST on expenditure items.

In all applications, make sure you declare all sources of income relating to the project, including other grants.

Total Income (including anticipated Community / Arts & Cultural Grant amount) should equal Total Expenditure.

Please reflect donations and any in-kind assistance that relate to the proposed project (eg free use of room) in **both sides** of your budget (see art space rental example below).

#### Expenditure

*List all costs for the proposed project/program:*

Stationery, admin, promotional costs	\$ 300
Materials, plants, tiles, etc	\$ 320
Wheelchair assistance	\$ 400
Art space rental	<u>\$ 180</u>
<b>TOTAL EXPENDITURE</b>	<b>\$1200</b>

#### Income

*List all sources & amounts of income for the proposed project/program:*

Donations	\$ 140
Art space rental provided (in-kind)	\$ 180
Workshop entry fees	\$ 80
<b>Community Grant</b>	<u>\$ 800</u>
<b>TOTAL INCOME</b>	<b>\$1200</b>

## ASSESSMENT CRITERIA

The information provided within the assessment criteria is used by Council Officers to assess your application. Please be sure to fill in this section carefully and 'to the point'. Projects do not have to address all criteria. Please **only** address those criteria relevant to your project.

All applications will be assessed according to the following criteria:

### COMMUNITY BUILDING

Projects which increase participation, encourage volunteering, provide leadership opportunities and increase learning and skill development.

Will the project or activity help to build a stronger and better community in the City of Maroondah?

### COMMUNITY BENEFIT

New initiatives or the expansion of an existing service that will address a clearly identified community need and contribute to improved wellbeing.

### COMMUNITY SUPPORT

Funding for community groups that provide help, advice or support to a specific population group who share a common experience. The common experience could be anything from personally experiencing a similar issue or life situation (eg: addiction, depression, rare condition/syndrome, disability, relationship, loss/grief).

*Arts and Cultural Grant applicants only:*

### CLEARLY DEFINED ARTS & CULTURAL CONTENT

Projects that focus on community art projects, arts festivals and events, development of heritage practices, art exhibitions, the literary, visual and performing arts.

## CONDITIONS OF FUNDING

1. Programs will not be funded retrospectively (ie cannot have already occurred).
2. The Community Grants Funding Program has one annual funding round each year.
3. Organisations are only permitted to submit one application to either the Community Grants Scheme or Arts & Cultural Grants Scheme per funding round. It is the responsibility of the organisation to prioritise projects.
4. Requests for a specific project/program funded in the previous funding round may not receive funding and will be dependant on the number of, and sustainability of, new submissions. Recurrent funding will be considered only after new initiatives have been assessed.
5. Each year the funding period is from 1 July until 30 June the following year, however, all funds must be expended or assigned to a particular item of expenditure by 1 May in accordance with the funding agreement.
6. All sections of the application must be fully completed and include all requested attachments.
7. It is a condition of funding that applicants be incorporated under the Associations Incorporation Act or be auspiced by an incorporated not-for-profit organisation.
8. Organisations/groups applying for a grant must be able to demonstrate how their project will directly benefit residents of Maroondah. The project must have a clear Maroondah focus.
9. Council reserves the right to refuse funding.

10. If organisations/groups are successful in their Grant application a completed evaluation form must be submitted to Council by the date set out in the Funding Agreement. Expenditure statement of the grant monies, receipts related to grant expenditure and copies of all promotional material must be included in the evaluation report.
11. Successful applicants will be required to sign a Service Agreement with Maroondah City Council that outlines the terms and conditions of the Grant.

### **Insurances and Industry Obligations**

Applicants must demonstrate that all relevant insurances are in place and that Public Liability Insurance is held to a minimum cover of \$10 million. Failure to provide this information will result in the rejection of the application. A copy of the certificate of currency covering the 2012/13 funding period must be included as an attachment. If successful, the applicant should ensure that Council is named as an interested party on the public liability policy.

### **Financial Terms of Funding**

All grants will be paid following the signing and sealing of both copies of the Service Agreement.

The project budget must detail all expenditure and income items.

All Community Grants will be subject to the Goods & Services Tax (GST). All organisations must submit one of the following to receive payment:

- **Organisations with an Australian Business Number registered for GST**  
A tax invoice, inclusive of GST, stating the organisation's Australian Business Number (ABN).
- **Organisations with an Australian Business Number (ABN)**  
An invoice stating the organisation's Australian Business Number.
- **Organisations without an ABN**  
An invoice for the Grant amount and a completed Statement by Supplier form.

Please note that if your organisation is auspiced, funds will be paid to the auspicing organisation.

### **Acknowledgement of Council**

- Acknowledgment of Council funding must be given on all promotional material for the project.
- Copies of any examples must be included in the funding evaluation report.
- A copy of Council's corporate logo can be provided for promotional purposes. However, grant recipients wishing to use Council's logo must first discuss their requirements with Council's Leisure Services Planning and Policy Officer for Community Grants or Council's Arts & Cultural Services Officer for Arts and Cultural Grants. Use of Council's corporate logo will only be approved under these circumstances.

## **NEED FURTHER ASSISTANCE?**

If you require further information please contact:

Community Grants Scheme - Leisure Services Planning and Policy Officer 9294 5720.

Arts and Cultural Grants Scheme – Arts & Cultural Services Officer 9298 4553.

Join us for the Grants Writing Workshop – Thursday 19 April, 1.30pm – 3.00pm at Maroondah Federation Estate.  
Bookings required – 9294 5720