

# Community Grants Program Guidelines 2024-2025



**Maroondah City Council  
welcomes you to the  
2024/2025 Community  
Grants Program Guidelines.**

*Front cover image: Croydon Community Meals Program  
– Winter Shelter.*

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## Acknowledgement of Country

We, in the spirit of Reconciliation, acknowledge the Wurundjeri People of the Kulin Nation as traditional custodians of the land now known as the City of Maroondah, where Indigenous Australians have performed age-old ceremonies. We acknowledge and respect their unique ability to care for Country and their deep spiritual connection to it. We pay our respects to their Elders, past, present and emerging.

# Introduction

## Overview

Maroondah City Council supports projects that enhance community wellbeing and make Maroondah a healthier, supportive, resilient and more inclusive community.

The Grants Program offers three annual grants schemes:

- Community Development Grants
- Emergency Relief Grants
- Small Equipment Grants

Each year, organisations may apply for one grant scheme only and submit one application only.

We welcome representation from a wide range of groups, including but not limited to, First Peoples, LGBTIQ+ communities, organisations representing or supporting people with a disability and those representing or supporting diverse cultural and linguistic communities.

We encourage partnerships between organisations. You can discuss potential partnership opportunities with a relevant Council officer, listed on page 10.

## Apply online

The Community Grants Program is accessed through the SmartyGrants online platform where you can preview the application form and attach supporting documents. You can also save and return to your application as often as you like before you submit your final application.

To make the online submission process as easy as possible, the following resources are available:

- Help Guide for Applicants and Applicant FAQs at [applicanthehelp.smartygrants.com.au](http://applicanthehelp.smartygrants.com.au)
- SmartyGrants Helpline: 9320 6888



**Applications open at 9am  
on Monday 4 March 2024.**

# Community Grants Program 2024/25 timeline

## Dates to remember

<b>9am Monday 4 March 2024</b>	Community Grants Program opens online.
<b>Tuesday 5 March 2024</b>	Online information session, 12noon to 1pm.
<b>Wednesday 6 March 2024</b>	Online information session, 7pm to 8pm.
<b>Sunday 14 April 2024</b>	Closing date for all applications. No late applications or supporting information will be accepted after this date.
<b>April – May 2024</b>	Assessment process.
<b>Late June 2024</b>	Notification of outcomes.
<b>Wednesday 24 July 2024</b>	Grants Recognition Event at Karralyka, Ringwood East.
<b>Sunday 13 April 2025</b>	Final day for submission of 2024 Grant Acquittal/Evaluation report.

Please note that, except for the closing date for all applications, timelines may be amended due to unforeseen circumstances.

Visit [www.maroondah.vic.gov.au/Community-Grants-Program](http://www.maroondah.vic.gov.au/Community-Grants-Program) for further information and booking details for the Grant Writing Workshop and Information Sessions.

# Community Development Grants Scheme

This scheme offers up to \$5,000 for eligible groups to develop and deliver programs, projects and events in partnership with others that enhance community wellbeing and contribute towards a healthier, supportive, resilient and more inclusive community.

## Objectives

- To support community partnerships that facilitate the effective use of community resources and encourage the sustainability of services and programs.
- To encourage increased participation in a wide range of activities and services within the municipality aimed at enhancing community inclusion and wellbeing.
- To build and strengthen local networks within the Maroondah community.

## Eligibility

### What/who we can fund

- The applicant must be an incorporated not-for-profit community organisation or be auspiced by an eligible incorporated not-for-profit community organisation. For further details, see "What type of not-for profit organisation are you?" on page 9.
- Applicants must contact a Council Officer, listed on page 10, to discuss their project idea before applying.
- The funded project, program, initiative or activity must take place within Maroondah, and directly benefit the Maroondah community.
- The applicant must maintain Public Liability Insurance Cover (\$20 million minimum) or be auspiced by an eligible organisation with this level of public liability insurance cover.

### What/who we cannot fund

- Organisations that have a multi-year service or operational agreement with Council.
- New building projects, capital works requests or facility maintenance projects.
- Funding to individuals.
- Projects that do not demonstrate wider community benefit, enhance community wellbeing or increase access and inclusion.
- Entities that are managed or operated by the Victorian or Federal Government.
- Multiple applications from the same applicant.

Applications from organisations with an outstanding grant acquittal with any of the following grant schemes:

- Community Development Grants
- Small Equipment Grants
- Emergency Relief Grants

## Assessment criteria

Council reviews all grant applications based on the assessment criteria below.

**Applicants applying for funding between \$3,500 and \$5,000 must address all three of the assessment criteria.**

**Applicants applying for funding under \$3,500 must address a minimum of one of the assessment criteria.**

### 1. Community building

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

### 2. Community benefit

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

### 3. Community support

Funding required to provide help, advice or support to a specific population group who share a common experience.

Priority will be given to applications that will assist people who have not previously been beneficiaries of this scheme.

# Emergency Relief Grants Scheme

This scheme offers up to \$7,000 for eligible groups to develop and deliver emergency relief programs and services to assist people experiencing financial distress, hardship or other forms of adversity.

Emergency relief can be provided in the form of food, clothing, vouchers, medicine and other essential services as well as through community meals.

## Objectives

- To assist people in an immediate crisis situation or with other essential needs.
- To promote community wellbeing and social inclusion.
- To offer further support through referral to other services.

## Eligibility criteria

### What/who we can fund

- The applicant must be an incorporated not-for-profit community organisation or be auspiced by an eligible incorporated not-for-profit community organisation. For further details, see "What type of not-for profit organisation are you?" on page 9.
- Applicants must contact a Council Officer, listed on page 10, to discuss their project idea before applying.
- The service must take place within Maroondah, or directly benefit the Maroondah community.
- The applicant must maintain Public Liability Insurance Cover (\$20 million minimum) or be auspiced by an eligible organisation with this level of public liability insurance cover.

### What/who we cannot fund

- Organisations that have a multi-year service or operational agreement with Council.
- New building projects, capital works requests or facility maintenance projects.
- Funding to individuals.
- Projects that do not demonstrate wider community wellbeing or increase access and inclusion.
- Entities that are managed or operated by the Victorian or Federal Government.
- Multiple applications from the same applicant.

Applications from organisations with an outstanding grant acquittal with one of the following grant schemes:

- Community Development Grants
- Small Equipment Grants
- Emergency Relief Grants

## Assessment criteria

Council reviews all grant applications based on the assessment criteria below.

**Applicants applying for funding between \$3,500 and \$7,000 must address all three of the assessment criteria.**

**Applicants applying for funding under \$3,500 must address a minimum of one of the assessment criteria.**

### 1. Community building

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

### 2. Community benefit

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

### 3. Community support

Funding required to provide help, advice or support to a specific population group who share a common experience.

# Small Equipment Grants Scheme

This scheme is for requests up to \$750 for eligible groups to cover small equipment purchases, printing costs or other administration expenses.

## Objectives

To support community groups and organisations to purchase minor equipment or other items that assist in the day-to-day operation of their group, will assist volunteers, or are essential to delivering programs and services to the community.

## Eligibility criteria

### What/who we can fund

- The applicant must be an incorporated not-for-profit community organisation or be auspiced by an eligible incorporated not-for-profit community organisation. For further details, see "What type of not-for profit organisation are you?" on page 9.

- The funded item/s must be used within, or directly benefit, the Maroondah community.
- The applicant must maintain Public Liability Insurance Cover (\$20 million minimum) or be auspiced by an eligible organisation with this level of public liability insurance cover.

### What/who we cannot fund

- New building projects, capital works requests or facility maintenance projects.
- Funding to individuals.
- Projects that do not demonstrate wider community benefit or increase access and inclusion.

- Entities that are managed or operated by the Victorian or Federal Government.
- Multiple applications from the same applicant.

Applications from organisations with an outstanding grant acquittal with one of the following grant schemes:

- Small Equipment Grants
- Emergency Relief Grants
- Community Development Grant

## Assessment criteria

Council reviews Small Equipment grant applications based on the following information.

### What we look for:

- Why is the equipment needed?
- How will the equipment assist you to deliver programs and services?
- Who will the equipment benefit?





## Align with Maroondah's priorities

Council has identified key priorities outlined in the *Maroondah Liveability Wellbeing and Resilience Strategy 2021-2031* which describe how Council and partners will work towards achieving enhanced community wellbeing, liveability and resilience.

**Please ensure your proposed project/program aligns with one or more of the following priorities:**

- **Healthy Lifestyles**, including physical activity, mental health, healthy eating, connection to nature, cultural participation.
- **Liveable Neighbourhoods**, including social/affordable housing, learning/employment pathways, walkability, climate change, accessing open spaces.
- **Safe Communities**, including gender equality, violence prevention, preventing elder abuse, online safety, promoting community safety, emergency management.
- **Social Inclusion**, including promoting access, equity, community connection, supporting vulnerable communities, homelessness, encouraging volunteering.
- **Social harms**, by preventing harm from alcohol, gambling, tobacco, vaping, illicit drugs and excessive screen use.
- **Embracing Diversity**, by celebrating our differences including First Peoples, intersectionality, cultural diversity, gender identity, disability, all ages.

## What type of not-for-profit organisation are you?

When completing your application, it is important to nominate the correct type of not-for-profit category that applies to your organisation. Incorporated not-for-profit community organisations may include but are not limited to:

- Charities registered with the Australian Charities and Not-for-profits Commission (ACNC)
- Organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution (PBI) status
- Cooperatives
- Companies limited by guarantee and/or limited by shares (non-distribution of profits or dividends)
- Trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC)
- Associations (registered under the *Associations Incorporation Act 2012*)
- Local Aboriginal Land Councils
- Organisations established under an Act of Parliament.

## Role of an auspice organisation

An auspice arrangement is when a larger organisation assists a smaller organisation to fund a grant activity or event. The larger organisation is known as the auspice organisation. The role of an auspice organisation is to receive, manage and acquit the grant funding on behalf of another not-for-profit organisation or group that applies for a grant but is not a legal entity.

If you have an auspice arrangement, you will need to provide evidence that an auspice organisation has agreed to undertake these tasks for you.

This evidence is usually in the form of a letter, attached and uploaded on the SmartyGrants platform along with your grant application.

An auspice organisation must be an incorporated not-for-profit community organisation.

## Call us to get started

This year, organisations applying for **Community Development** or **Emergency Relief** grants are required to discuss their proposed application with a Council officer. Council officers can provide insight, tips and suggestions on your proposed project and, where relevant, suggest other community groups you may wish to partner with.

Please call 9298 4598 and ask for the relevant Council officer below. If you are unsure who to speak to, please ask for Robyn Williams or Chris Riseley in the Community Development team or email [grants@maroondah.vic.gov.au](mailto:grants@maroondah.vic.gov.au)

- Aged and Disability – Abi Abarajitha, Richard Joseph
- Children and Youth – Natalie Godley
- Community Partnerships – Robyn Williams, Chris Riseley
- Culturally and Linguistically Diverse (CALD), recent migrants and refugees – Rose Ensor
- Emergency Relief – Chris Riseley
- First Peoples – Chris Riseley
- Gender Equity – Annette Degenhardt
- LGBTIQ+ – Rachelle Jones
- Sport and Recreation – Josh Burt



## Tips for completing your budget

Please provide a comprehensive budget including the anticipated grant amount appearing as 'income'.

- Include evidence of any price quotes if applicable.
- If your organisation is registered for GST, please do not add GST to any amounts in your budget. (If successful, we will add GST to your grant amount.)
- If your organisation is not registered for GST, please include all GST on expenditure items.
- In all applications, make sure you declare all sources of income relating to the project, including other grants, donations and in-kind contributions such as volunteer hours, use of facilities, etc. It is suggested that in-kind hours be calculated at \$30 per hour.
- Please reflect donations and any in-kind assistance on both sides of your budget (see art space rental example below).
- Total Income (including anticipated grant amount) should equal Total Expenditure.

### Example budget

#### Income

List all sources and amounts of income directly related to the proposed project/program, for example:

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

#### Expenditure

List all costs directly related to the proposed project/program, for example:

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

# Step-by-step application guide

- Check that your organisation is eligible to apply.
- Check that the timing of the funding program is relevant to your proposed project/program and that you align to the assessment criteria and Council priorities in the *Maroondah Liveability Wellbeing and Resilience Strategy 2021-2031*.
- Secure community partners if it would enhance your project/program.
- Talk to the relevant Council officer to discuss your proposal before starting your application. Please see page 10 for contact details. If you are not sure who to contact, please call the Community Development team on 1300 88 22 33 or 9294 4598 or email [grants@maroondah.vic.gov.au](mailto:grants@maroondah.vic.gov.au)
- Visit SmartyGrants at <https://maroondah.smartygrants.com.au> to start your online application. You will need to create a new account or log in if you have an existing account.
- Supply quotes or attachments to support your application – see below for more information.
- Be realistic – only ask for what you need.
- Make alternative plans in case the application is only part-funded or not funded at all.
- Give yourself ample time to complete the application.
- Remember to save your application in SmartyGrants as you go.
- Submit your application by 14 April 2024.
- On receipt of your application, an acknowledgement email and application number will be sent to you.

## Remember to attach these documents

- Your current Public Liability Insurance Certificate of Currency, or that of your auspice organisation (if applicable).
- If using an auspice organisation, please attach a document of commitment/letter from the auspice organisation.
- If the Victorian Child Safe Standards apply to your organisation's project, please complete the Statutory Declaration provided and, if successful, upload a copy of your Child Safe Policy.
- If possible, attach quotes to support the proposed budget.

### Need further help?

Visit the SmartyGrants help page <https://applicanthelp.smartygrants.com.au> where you will see the Help Guide for Applicants and FAQs. These documents will walk you through the process of applying.

For technical difficulties call the SmartyGrants Help Line on 9320 6888, 9am to 5pm, Monday to Friday.

**All applications close at midnight  
on Sunday 14 April 2024.**

# Conditions of funding

- Programs will not be funded retrospectively (that is, they cannot have already occurred).
  - The Community Grants Program has one annual funding round. Eligible organisations may select one grant scheme and only one application may be submitted.
  - On receipt of an invoice and Grant Agreement, funds will be distributed after 1 July 2024 and must be expended or assigned to an item of expenditure by 13 April 2025 in accordance with the funding agreement.
  - All sections of the application must be fully completed and include all requested attachments.
  - Successful organisations/groups will be sent a notification via SmartyGrants. An electronic Grant Funding Agreement will be attached. This agreement outlines the grant terms and conditions and needs to be completed and submitted online.
  - Unsuccessful applicants will also be notified via SmartyGrants.
  - Successful applicants will be required to complete an evaluation/grant acquittal by 13 April 2025. This must be submitted to Council via the SmartyGrants system. An expenditure statement of the grant monies, receipts related to grant expenditure and copies of public acknowledgement of the grant must be attached to the acquittal/evaluation report.
- Please note:**
- 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.
  - Council reserves the right to refuse funding.
  - There is an expectation that representatives from successful organisations will attend the grant recognition evening on Wednesday 24 July 2024.

## Financial Terms of Funding

- The project budget must detail all expenditure and income items.
- All grants will be subject to the Goods and Services Tax (GST).
- **Organisations with an Australian Business Number (ABN)** must submit an invoice to receive payment. An invoice template will be provided to successful applicants.
- **Organisations without an Australian Business Number (ABN)** must submit an invoice for the grant amount, and a completed 'Statement by Supplier' form available on the ATO website.

**Please note** that if your application is auspiced by another organisation, funds will be paid to the auspice organisation.

## 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 \$20 million.

A copy of the certificate of currency covering the 2024/25 funding period must be included with the application.

**If successful, the applicant should, wherever possible, ensure that Council is named as an interested party on the public liability policy.**

## Acknowledgement of Council

It is a condition of funding that Maroondah City Council is acknowledged for the grant received.

Please refer to the Acknowledgment and Publicity Guidelines sent to each successful applicant.

## Child Safe Standards

Maroondah City Council is committed to being a child-safe organisation where all children and young people are valued and protected from harm and abuse. We have zero tolerance for child abuse. As part of our commitment to the Victorian Child Safe Standards, Council has child safety requirements in place to help ensure the safety of children and young people under 18 years of age when providing grant funding to other organisations, groups or individuals. Council will request information and evidence in support of these requirements at the grant application and/or funding agreement stage.

## Applying a Gender Lens

Maroondah City Council is committed to working towards a community where everyone is safe, valued and enjoys equity of opportunity and outcomes. Our commitment to gender equality is embedded in our Council Plan, *Maroondah 2040 – Our future together, Maroondah Liveability Wellbeing and Resilience Strategy 2021-2031* and our *Gender Equality Action Plan 2021-2025* available on Council's website.

Gender equality is an important determinant for health and wellbeing. Women, men and gender diverse people face different experiences based on social conditioning and subtle biases. Designing or delivering a project by treating all people as the same may not necessarily result in equal outcomes.

When preparing your application, we encourage you to think about removing barriers and encouraging inclusion. Research tells us that to prevent violence against women action must be taken to address gender inequality. Doing so will mean your work is fairer, because everyone is included.

Further information on applying a 'gender lens' to your project visit <https://explore.fundingcentre.com.au/help-sheets/gender-lens>

You might also like to talk to Council's Free From Violence (Gender Equity) Officer for support in applying a gender lens. For contact details, see page 10.



## Need further assistance?

For more information or assistance relating to the Community Grants Funding Program, please contact:

Community Grants Team  
Maroondah City Council  
T: 1300 88 22 33 or 9298 4598  
E: [grants@maroondah.vic.gov.au](mailto:grants@maroondah.vic.gov.au)

## Privacy Statement

Maroondah City Council is committed to the privacy principles as prescribed by the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. Your information is required to ensure that your application can be assessed, and a determination made on it. Personal and identifying information will not be disclosed except as required by law.



### Contact us

1300 88 22 33 or 03 9298 4598

SMS: 0480 020 200

TIS: 131 450 (Translating and Interpreting Service)

NRS: 133 677 (National Relay Service)

maroondah@maroondah.vic.gov.au

**www.maroondah.vic.gov.au**

 maroondahcitycouncil

 maroondahcitycouncil

 CityofMaroondah

 Maroondah City Council

PO Box 156, Ringwood 3134

### Visit us

#### Croydon

Croydon Library, Civic Square, Croydon

#### Realm

179 Maroondah Highway, Ringwood

