



SMALL GRANTS PROGRAM GUIDELINES 2022

COMMUNITY
GRANTS



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. [Learn more about the Small Grants objectives and funding details](#) [hyperlink] 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. [View our strategic documents and council plans](#). Remember that your application needs to align with Council's plans
4. [Learn the steps involved in applying for a grant](#) and understand all the 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 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 11- 13)
9. Speak to a member of our Community Grants team prior to submitting an application.
10. Submit your application on Smarty Grants: <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, application cut off is end of April, July and October to be assessed in following month.
Grants Close	Once total funding has been allocated
Assessment of Applications	March, June, September and December 2022
Applicants Notified	April, July, October 2022 and January 2023

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 stream
- Equipment Purchase stream

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 high needs;
- Enhance local network development and partnerships;
- Provide capacity building opportunities including skills development and learning.

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

1.1.2. Funding details

Allocation	Funds available: <ul style="list-style-type: none">• <i>Community Strengthening stream: Funding up to \$3,000</i>• <i>Equipment Purchase stream: Funding of up to \$1500 for a 50% contribution towards the total cost of the equipment</i> Allocations are for one financial year and are not recurrent The total notional allocation is \$50,000 per annum Not-for-profit groups and organisations may only receive one Small Grant per financial year
Timing	Open all year. Assessments conducted 4 times a year in March, June, September and December 2022. Applications to be received the month before assessment date to be considered for funding.
Funding announcements	Applicants will receive a letter notifying them of the outcome of their application within 3 weeks of the Assessment Panel. 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. An environment festival that involves Manningham residents and offers volunteering and leadership opportunities.
2. Establishment of a program that promotes and encourages children, parents, grandparents and carers in walking to keep fit and encourage community interaction.
3. Purchase of safety equipment to assist an environmental group when planting along roadsides and open spaces.
4. 'Seeding' of a new idea with potential for strong community benefit.
5. Enhancement of 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:

- Be located or deliver activities within the City of Manningham
- Provide an Incorporation Number
- Provide an ABN or completed Statement by Supplier form
- Must maintain Public Liability Insurance cover (minimum \$20 million) or be auspiced by an organisation with this level of cover.
- Provide a financial statement as per the requirements of operating an Incorporated Association, Charity or Public Company Limited by Guarantee
- 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 written quotes for all expenditure items over \$1000 that are essential for the delivery of the activity
- Comply with / operate within COVIDSafe Plan requirements
- Apply before the closing date.

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.

Council's Community Grant Program also offers grants in the following categories: Community Development, Arts and Festival & Events. Applications will open in February 2022.

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.

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?

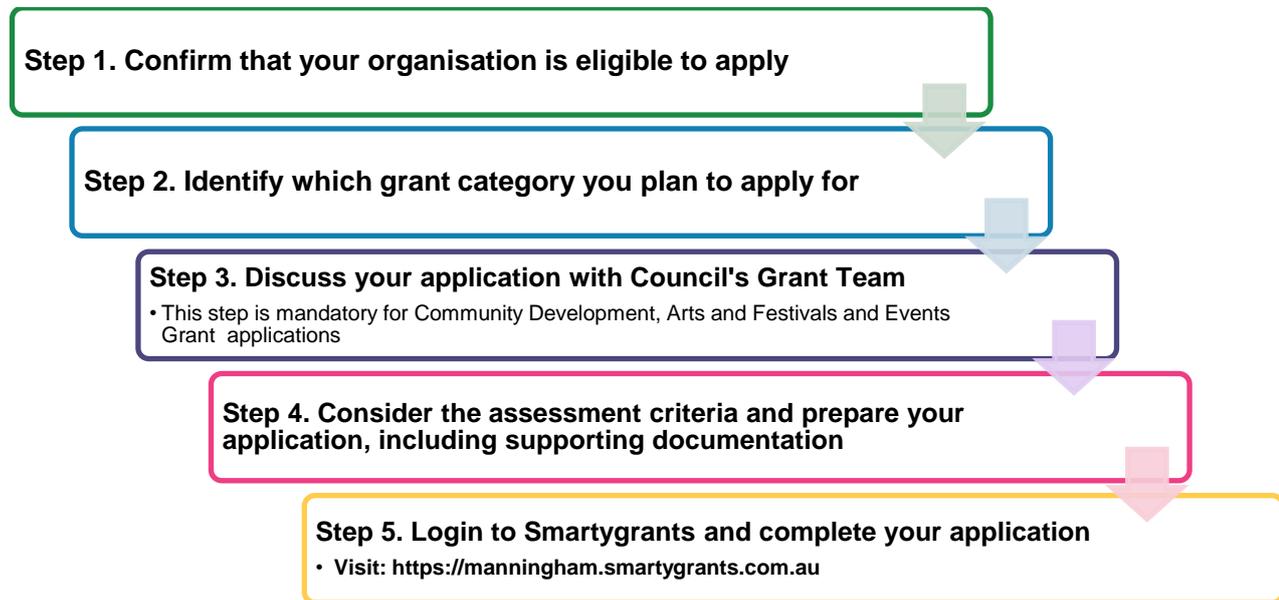
Applications will not receive funding if sought for equipment or activities that:

- Are inconsistent with Council priorities or Community Grant Program aims
- Are the responsibility of other tiers of government (e.g. State, Federal)
- Have already commenced or where the organisation has committed expenditure prior to the grant notification date (activities will not be funded retrospectively)
- 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
- Items which would normally be part of a reasonable operating budget for the organisation, i.e. staff salaries or administration
- Are funded through other Council programs or activities, including grants and sponsorship programs
- Are Council owned and run
- Provide catering, unless it can be demonstrated that it is part of the core delivery of the activity
- Offer social outings and gatherings, unless it can be demonstrated it is a core part of the activity delivery
- 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 building amenity improvements
- Are listed as a sports club responsibility as set out in Council’s Outdoor Sports Infrastructure Guidelines www.manningham.vic.gov.au/find-a-sporting-venue

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



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.

Applicants applying for the Community Development, Arts or Festival and Events grants are required to discuss their proposal with Council's Grants Team before submitting an 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 www.manningham.vic.gov.au/community-training-program.

4. Assessment Criteria for Small Grants

4.1.1. 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.

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 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 of how the activity aligns with one (1) of the grant category objectives (see page 3). 	25 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. 	15 per cent
	<ul style="list-style-type: none"> 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?	<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, LGBTQI, indigenous). 	20 per cent
	<ul style="list-style-type: none"> 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?	<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. 	15 per cent
	<ul style="list-style-type: none"> Provide information on the groups and/or organisations you will partner with for the delivery of the activity and their role/s. Letters of support are encouraged. 	10 per cent Total 25 per cent
Project Plan	<ul style="list-style-type: none"> A detailed Project Plan is required. The Plan should list the key tasks, person/s responsible and timeframes to complete the activity. 	Required
Budget	<ul style="list-style-type: none"> 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 \$1000. Applications that include formal estimates/quotations for specific goods or services that are below \$1,000 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all proposed expenditure. 	Required

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.

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?	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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?	<ul style="list-style-type: none"> Please explain why the equipment is needed. 	15 per cent
	<ul style="list-style-type: none"> 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?	<ul style="list-style-type: none"> 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, LGBTQI, indigenous). 	20 per cent
	<ul style="list-style-type: none"> 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 utilised and who will be responsible for its implementation?	<ul style="list-style-type: none"> Provide a description of how the equipment/asset will be utilised and who will be responsible for its implementation. 	25 per cent
	<ul style="list-style-type: none"> Please advise where will the equipment be stored. 	Total 25 per cent
Budget	<ul style="list-style-type: none"> 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 \$1000. Applications that include formal estimates/quotations for specific goods or services that are below \$1,000 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 11.

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

Please indicate whether funding is confirmed funding or unconfirmed funding.

4.3.2. Expenditure and quotes

Quotes are mandatory for all expenditure items over \$1000 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 12 – 13.

Applications that include formal estimates/quotations for specific goods or services that are below \$1,000 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.

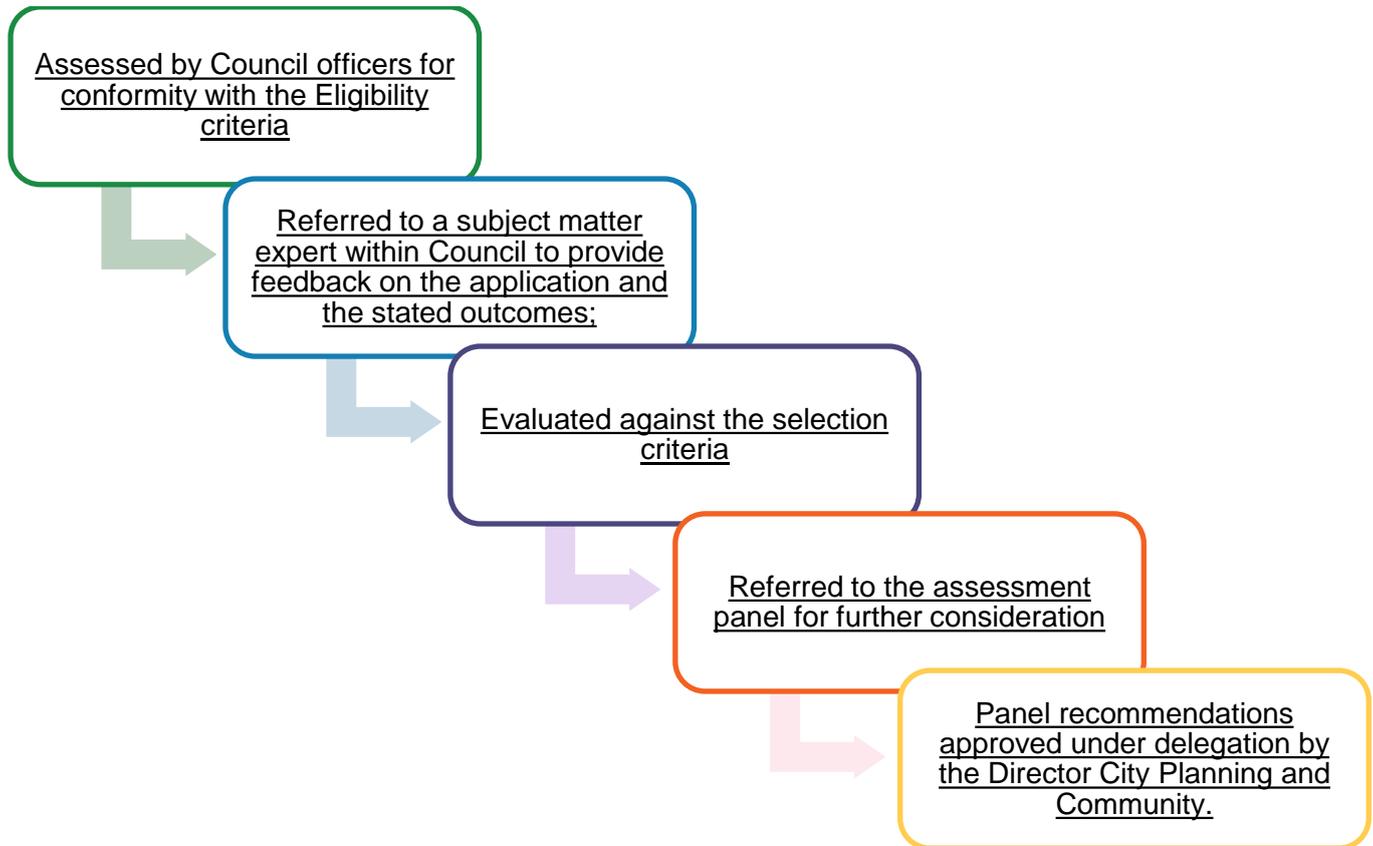
What is "in-kind" contribution?

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 \$41 per hour.

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

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 formal funding agreement (FASA).

Funding is provided for the term specified in the Funding and Service Agreement. 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

Appendix A – Project Plan Examples

Project Plan example - Activity

Anticipated Project Start Date: August 2022

Anticipated Project End Date: April 2023

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.	Prepare activity content and finalise project plan	Funded organisation program manager	Activity purpose reviewed and project plan finalised	September 2022
2.	Book venues and facilitators	Funded organisation program manager Project partners	Venues and facilitators confirmed	October 2022
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 2022
4.	Finalise resources and host community launch event	Funded organisation program manager	Resources printed and distributed to relevant stakeholders Launch event held	February 2023
5.	Submit grant funding Activity Completion Report and acquit the grant	Funded organisation program manager	Activity Completion Report submitted via SmartyGrants	April 2023

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?	\$ 2,750 (CF)
Total Income (A)	\$ 11,250

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 @ \$41 for 55 hours; office overhead expenses	\$ 2,750
Total Expenditure (B)	\$ 11,250

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 25 x @ \$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 you must be one of the following:		
• Not- for- Profit (NFP) or Incorporated Association	<input type="checkbox"/>	Please note that individuals and commercial organisations are not eligible to apply.
• Public Company Limited by Guarantee	<input type="checkbox"/>	
• Auspiced by a NFP	<input type="checkbox"/>	
• School	<input type="checkbox"/>	
You must include with your application:		
• Incorporation Number	<input type="checkbox"/>	If your organisation does not have an ABN, you must complete a Statement by Supplier Form. Visit: www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/
• GST Status	<input type="checkbox"/>	
• ABN or completed 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"/>	
Your activity must be:		
• Be located or delivered within the City of Manningham	<input type="checkbox"/>	page 5
Prior to commencing your application:		
• Contact Council's Grants Team to discuss your application	<input type="checkbox"/>	Call 9840 9305 or 9840 9377
• Determine which Grant Category you would like to apply in: <ol style="list-style-type: none"> 1. Community Development (\$3,001-\$20,000) 2. Arts (\$3,001-\$20,000) 3. Festivals and Events (\$3,001-\$20,000) 4. Small Grants: <ul style="list-style-type: none"> - Community Strengthening Category (up to \$3,000) - Equipment Purchase Category (50% co-contribution of the total cost of the equipment up to \$1,500) 	<input type="checkbox"/>	https://www.manningham.vic.gov.au/community-development-grants https://www.manningham.vic.gov.au/arts-and-culture-grants https://www.manningham.vic.gov.au/festival-and-events-grants https://www.manningham.vic.gov.au/small-grants
• Attend an Information Session or Grant Writing Workshop (optional)	<input type="checkbox"/>	Book: www.manningham.vic.gov.au/community-training-program
• Obtain a Working with Children Check if your activity involves interaction with children	<input type="checkbox"/>	Visit www.workingwithchildren.vic.gov.au
• Register with Council's Events Team if you are planning an event	<input type="checkbox"/>	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, Child Safe Standards, Accounting & Auditing, EEO, Human Rights etc.	<input type="checkbox"/>	https://providers.dhhs.vic.gov.au/compliance-child-safe-standards
• Acquit all previous grants	<input type="checkbox"/>	No funding will be paid until all outstanding grants have been acquitted.
• 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"/>	https://www.manningham.vic.gov.au/community-grants-program-terms-conditions-and-glossary
• Log in/ Register with SmartyGrants to complete your application	<input type="checkbox"/>	Visit https://manningham.smartygrants.com.au
• Review and respond to the Assessment Criteria	<input type="checkbox"/>	
• Complete the Project Plan, Evaluation Framework and Budget	<input type="checkbox"/>	
What you must include in your application:		
• Quotes for expenditure items over \$1000	<input type="checkbox"/>	This can include a catalogue item or quote from a provider. Quotes for items over \$1000 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 9305 or 9840 9377 or visit <https://www.manningham.vic.gov.au/community-grant-program>



Interpreter service **9840 9355**

普通话

廣東話

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فارسی

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