

# Manningham Community Grants Program

## Application Checklist

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