

# Manningham Community Grants Program

## Application Checklist

Eligibility requirements		
<b>To apply you must be one of the following:</b>		
• 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"/>	
<b>You must include with your application:</b>		
• Incorporation Number	<input type="checkbox"/>	If your organisation does not have an ABN, you must complete a Statement by Supplier Form. Visit: <a href="http://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-abn/">www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-abn/</a>
• 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"/>	
<b>Your activity must be:</b>		
• Be located or delivered within the City of Manningham	<input type="checkbox"/>	
<b>Prior to commencing your application:</b>		
• Determine which Grant Category you would like to apply in: ❖ Community Partnership Grant ❖ Community Development Grant ❖ Arts Grant ❖ Festival & Events Grant ❖ Small Grant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Visit: <a href="https://www.manningham.vic.gov.au/community-grant-program">https://www.manningham.vic.gov.au/community-grant-program</a>
• Contact Council's Grants Team to discuss your application	<input type="checkbox"/>	Not required for Small Grants and mandatory for all other grants categories
• Register with Council's Events Team, if you are planning an event on public land.	<input type="checkbox"/>	Visit: <a href="https://www.manningham.vic.gov.au/hold-an-event-on-council-land-webform">https://www.manningham.vic.gov.au/hold-an-event-on-council-land-webform</a> email: <a href="mailto:events@manningham.vic.gov.au">events@manningham.vic.gov.au</a> Phone 9840 9405
• Determine if you have any legislative requirements for your proposed activity i.e. health and safety or child safe standards, food safety	<input type="checkbox"/>	Visit: <a href="https://providers.dhhs.vic.gov.au/compliance-child-safe-standards">https://providers.dhhs.vic.gov.au/compliance-child-safe-standards</a>
• 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"/>	Not eligible for funding is there are outstanding debts
<b>How to complete your application:</b>		
• Log in/ Register with Smarty Grants to complete your application	<input type="checkbox"/>	Visit <a href="https://manningham.smartygrants.com.au">https://manningham.smartygrants.com.au</a>
• Agree to the Terms and Conditions of the Grants Program	<input type="checkbox"/>	Visit: <a href="https://www.manningham.vic.gov.au/community-grants-program-terms-and-conditions-and-glossary">https://www.manningham.vic.gov.au/community-grants-program-terms-and-conditions-and-glossary</a>
• Review and respond to the Assessment Criteria	<input type="checkbox"/>	Refer to Guidelines
• Complete the Budget itemising Income and Expenditure	<input type="checkbox"/>	Refer to Guidelines
<b>What you must include in your application:</b>		
• Quotes for expenditure items over \$1,000	<input type="checkbox"/>	This can include a catalogue item or quote from a provider. Quotes for items over \$1,000 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"/>	