Community Investment Funding – FAQ's

How do I submit an application?

Mornington Peninsula Shire Council uses the online grants management portal, Smartygrants. You will need an email account to register and apply.

Is my organisation or group eligible to apply?

Depending on the funding program, applications can be received from not-for-profit community organisations and groups, commercial business and individuals which are based and/or provide services or activities in the Mornington Peninsula Shire.

Applicants need to demonstrate a direct impact upon Mornington Peninsula communities and clearly show that they will provide an effective service/program for the residents of the Shire.

Each grant stream will have specific eligibility criteria that should be considered prior to applying.

Are individuals eligible to apply?

Check the program guidelines for details.

Currently only Youth Encouragement Grants and Creative Community Grants allow individuals to apply.

Can I submit more than one application per funding stream?

A maximum of one application per applicant/organisation and project can be accepted to a maximum of 2 funding streams in a financial year.

Exceptions are auspice organisations applying for multiple groups and cluster management organisations applying for different sites, who are able to apply in their own right as well. An auspice organisation is limited to auspice a maximum of 2 unincorporated groups.

What is an auspice organisation?

An auspice arrangement refers to the practice of an organisation that does not have incorporation status applying for funding under the name of an organisation that does.

Unincorporated organisations may apply if an auspice arrangement is agreed to with another organisation that has incorporation. The organisation that agrees to auspice another group must be involved in the conduct and financial management of the project for which a grant is being sought.

An Auspice Agreement is available on Council's website and the form should be completed and submitted with the application via Smartygrants.

What do I need to provide with my online application?

Applicants applying for funding are required to provide the following information:

- A copy of the most recent Financial Statement and/or Annual Report
- A copy of the Certificate of Incorporation
- If applicable, any relevant plans, permits and/or landowner consent.

Community Investment Funding – FAQ's

How can my organisation get an ABN?

An ABN is a unique number which identifies your organisation to the Australian Tax Office (ATO) and other government departments and agencies. You can apply for an ABN online via the ATO website.

If organisations don't have an ABN, they are required to submit a [Statement by a Supplier form](#) with the application.

How does GST effect my application?

The ATO considers grants income as taxable income. GST only applies to your grant if your organisation is registered for GST with the ATO. In this case, Council will add 10% of the grant amount to the payment to remit to the ATO. It is illegal to claim GST if you are not registered. Organisations not registered for GST will receive the amount agreed (i.e. $1000 on application, $1000 paid).

What should I include in the budget plan for my project?

All sources of project income for all resources that will be directed towards the development and implementation of proposed projects. It does not refer to income generated from a proposed project, such as ticket sales or sale of publications. Expenditure should be detailed in the budget to clearly show how the grant is proposed to be spent. Funding cannot be used for any other purpose.

Volunteer (in-kind) Contribution

Some programs ask you to show volunteer (in-kind) contribution. This is entered separately to your income/expenditure and is calculated on the **estimated** number of volunteer hours to plan, design and deliver your project, multiplied by the nominated hourly rate per hour for each volunteer. See example on last page.

Are there any exclusions or items that are not covered by the grant?

Check each program guidelines for specifics.

Who can I speak to about my project ideas or to help me strengthen my application?

Shire officers are able to discuss your project idea and how it 'best fits' with the specific grant funding stream. Contact community.grants@mornpen.vic.gov.au for assistance.

How can I get help in writing my application or learning more about grant writing?

Prior to the grant round opening, you can attend a Community Grants Information Session or Grant Writing Workshop.

Check the Shire website for dates and details.

Community Investment Funding – FAQ's

Do applicants need to have Public Liability Insurance?

It is the responsibility of the organisation to ensure that it has appropriate insurance to undertake the activities of the organisation. Applicants are advised to check with their insurance company to ensure they have adequate levels of cover.

How will my application be assessed?

Applications are generally assessed by a Panel of Shire officers. Projects will be scored against the specific criteria that will assess both the merits of the project proposed and the ability of the organisation to achieve the stated objective.

Depending on who Council has delegated as the decision-making authority, the Panel may have the final decision or a report will be tabled for Council's consideration and determination.

When will I know the outcome of my application?

We aim to notify via email within 2 days of the final decision.

Are there any agreements to sign if my application is successful?

Successful applicants are required to agree/sign a Funding Agreement prior to funds being released.

What timeframe is there for undertaking a project?

This may depend on the complexity of the project but should be completed within 12 months of receiving funding.

How do I acquit (report) the grant at the end of the project?

Once the project is complete (or 12 months from funding), an acquittal report must be completed online through Smartygrants.

The report must include project outcomes, variations, learnings and final budget

Applicants must advise the Community Grants Officer if they have a change to the 'user' so it can be updated in SmartyGrants.

Is there any assistance available to help promote my project if successful?

Talk to Shire officers from the relevant department i.e. sport and recreation, community strengthening, arts and culture who may be able assist with promotion of the project through a number of social mediums.

Subject to their availability, the Mayor and Councillors are available for launches, openings and key events. Contact councillor.support@mornpen.vic.gov.au for assistance.

Budget Examples

Income and Expenditure for your project

Please itemise your budget for income and expenditure and both amounts should be equal.

Project Budget (example)			
Income	**Amount**	**Expenditure**	**Amount**
Mornington Peninsula Shire Grant	$5,000.00	Totem Poles	$3,000.00
Organisation / Community Group financial contribution	$1,500.00	Digger and concrete	$2,500.00
State Government Funding	$1,000.00	Arts and design materials	$2,000.00
Bendigo Bank grant	$1,000.00	Launch event	$1,000.00
Total income	**$8,500.00**	**Total Expenditure**	**$8,500.00**

Volunteer (in-kind) Contribution

If applicable to your project, volunteer contribution is entered separately to your income/expenditure and is calculated on the **estimated** number of volunteer hours to plan, design and deliver your project, multiplied by the prescribed hourly rate of $46.87 per hour for each volunteer.

No of volunteers	Estimate hours per volunteer	Total volunteer hours x hourly rate	Total in-kind applicant contribution
15	10	150 x $46.87	**$7,030.00**

If requested, attach quotes to your application for expenditure of items over the nominated amount in the application form.