

Is my organisation or group eligible to apply?

Applications can be received from not-for-profit community organisations and groups which are based and/or provide services or activities in the Mornington Peninsula Shire.

Organisations 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 criteria; these should also be considered when assessing if your organisation is eligible.

Can my organisation submit more than one application per funding stream?

As there are three grant streams open at once, Placemaking, Community Support and Creative Communities, a maximum of one application per grant stream is permitted, per organisation.

Exceptions are a cluster manager eg: two different Kindergarten groups or organisations that are assisting other groups as an auspice organisation, are able to apply in their own right as well.

Are individuals eligible to apply?

Only not-for-profit organisations and groups that meet the eligibility criteria can apply for Flexi Grants, Community Support, Placemaking and Creative Community Grants.

Youth Encouragement Awards are available for individual young people competing nationally or internationally.

I am a business or sole trader that provides services to not for profit organisations, can I apply?

No. Only not-for-profit organisations can apply.

They may wish to secure goods or services as part of the project and if so, should factor these costs into the budget of the project and application.

How much can we apply for?

Each year Council receives significantly more eligible submissions for funding than the amount that is available. The average grant provided is usually about \$2,500 but can be as low as \$500.

Applications can however be received for up to \$5,000. It is expected that the demand for the larger grants will be high and therefore applicants are strongly encouraged to consider application for grants of smaller amounts where this will adequately meet the project needs.

**Note Council does not fund retrospectively.

Projects need to have a start date and finish within 12 months of funding approval.

How do I submit an application?

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

<https://www.smartygrants.com.au/>

What is an auspice organisation?

Unincorporated organisations may only apply if an auspice arrangement is agreed to with another organisation that has incorporation or other not for profit status. 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. 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 form 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 application?

In addition to their completed application, all organisations applying for funding must provide:

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

Additional information can be uploaded to the online application form.

Does my organisation or group need to have an ABN (Australian Business Number)?

Yes.

Applications can only be considered for payment of a grant if ABN details (or that of the auspice organisation) are provided.

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 lose 48% of the grants which we have to submit to the ATO (withholding tax).

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, own contributions and any other form of income such as fees or charges. Expenditure should be quite detailed in the budget to clearly show how the grant is proposed to be spent. Funding cannot be used for any other purpose without prior consultation and agreement by Council.

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

Wages, purchases of items for personal use, room hire/rent for ongoing activities etc are not eligible.

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 round 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 Information Session or Grant Writing Workshop. Check the Shire website for details.

Do we 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 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.

Projects will be ranked in order of score with a cut-off point in respect of the amount of the grant allocation of the funding stream. A report will then be prepared for Council's consideration and determination.

Who makes the decision?

Council is provided with the evaluation data and make a determination at a formal Council Meeting.

When will I know the outcome of my application?

Applicants are notified via email within 2 days of Council's decision.

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

Applicant organisations are required to agree to the Terms and Conditions of the grant at the time of making the online application. There are no further documents to sign.

When will the funds be dispersed to my organisation?

Payment should be made within 30 days of receiving notification the application was successful.

What timeframe is there for undertaking our project?

This may depend on the complexity of the project but generally projects should aim to be completed within 12 months. If organisations experience delays or are wishing to undertake a longer time frame, it is best to speak to the Community Development Officer – Grants for advice and approval of an extension to your project.

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

Yes, the Shire's Media and Communications unit can assist with promotion of the project through a number of social mediums.

The Mayor and Councillors are available for photo opportunities, launches, openings and key events subject to their

availability. Contact councillor.support@mornpen.vic.gov.au for assistance.

How do I acquit the grant at the end of the project?

Once the project is completed, an acquittal is required to be submitted. This process is done online through the Smartygrants system where an acquittal form will be available for your application. Details of financial spending and the outcome of the project should be recorded on the form and submitted to Council as soon as the project is completed or within 12 months of receiving approval for the project, whichever comes first.

Organisations should advise if they have a change to their 'user' name on the Smartygrants system.