

Community Grants Program Guidelines

Mornington Peninsula Shire Council is committed to working in partnership with other stakeholders to nurture and develop the cultural vitality of communities through its support for innovative programs and projects with community outcomes.

Grants are available under the following funding streams:

Community Placemaking Grants (up to \$5,000)

Community Placemaking projects aim to strengthen townships across the Mornington Peninsula Shire by enhancing both our social and built environments at the local level. Placemaking engages the local community to be proactive in identifying positive ways to implement projects that contribute to improving the health and wellbeing of the community.

Community Support Grants (up to \$5,000)

Financial assistance is provided to not for profit community based and managed groups and organisations for the development of diverse and effective programs, projects and activities which assist in promoting the health and wellbeing of people on the Mornington Peninsula.

Creative Community Grants (up to \$5,000)

Provides an opportunity for groups to express themselves in diverse and unique ways, while connecting with others. The Mornington Peninsula Shire recognises that investment in its creative community contributes to building stronger and more vibrant places and spaces to work, live, and visit through increasing participation and access to creative endeavour.

Flexi Grants (up to \$1,000)

Provides the opportunity for community groups who may need a small helping hand to get new projects off the ground, purchase small equipment items, train volunteers or host a small community activity.

This document is to be read in conjunction with the Grants Overview and Specific Criteria advice provided at <https://www.mornpen.vic.gov.au/Community-Services/Grants-Awards/Community-Grant-Program>.

General Eligibility Criteria

Minimum eligibility requirements to be considered for funding under the Mornington Peninsula Grants Policy:

- It is the Shire's intention to ensure funds are available to assist as many eligible groups as possible therefore only one application per organisation can be accepted to a maximum of 2 streams. The same project cannot receive funding in different streams. Exemptions are for auspice organisations applying for multiple organisations and cluster management organisations for different sites;
- All projects, programs and activities nominated in the application must take place within the Mornington Peninsula Shire Local Government area;
- The organisation/applicant must have an adequate level of public liability insurance (event & festival applications only);
- The organisation/applicant must have acquitted or is compliant with all grants previously awarded by Council;
- Eligible organisations must be an incorporated association (registered by Consumer Affairs Victoria), cooperative community group and be a not-for-profit organisation (registered with the Australian Charities and Not-for-Profit Commission) based in the Mornington Peninsula Shire's Local Government area. Smaller community groups without incorporation status are able to be auspiced by an eligible organisation. An auspice form must be completed with the application. 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;
- Council does not fund individual applicants unless otherwise stated in the specific criteria. If eligible, the applicant must be a resident of the Mornington Peninsula Shire Local Government area;
- The organisation/applicant must not be in debt to the Council, have any outstanding commitments with the Shire and be able to provide an ABN, GST and not-for-profit status; and
- Priority is given to projects and organisations that focus on strengthening local involvement in planning, management and provision of services, programs and projects that align with 'Our Peninsula 2021 Council Plan 2017-2021 strategic themes of: Our Place; Our Connectivity; Our Prosperity and Our Wellbeing and other related strategies.

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Ineligible for Funding

The following areas are considered not eligible for funding and will not be considered by the Assessment Panel:

- Projects and activities held outside of the Mornington Peninsula Shire Local Government area;
- Organisations not located within the Local Government area of the Mornington Peninsula Shire. An exception would be if an organisation is assessed as delivering significant services that directly benefit the community, or they are auspiced by an incorporated organisation located within the Shire's Local Government area;
- Applications for core business activities for which an organisation is already funded by Government;
- Projects/events already funded by another Mornington Peninsula Shire grant stream and/or sponsorship program;
- Ongoing, repeat activities in the same place;
- Costs such as utilities (electricity, gas and water), staff wages, rent/room hire, travel or private expenses or insurance;
- Politically based organisations or those who operate principally as a lobby/pressure group;
- Organisations that operate on a commercial and/or 'for profit' basis or are unable to provide satisfactory evidence of their not-for-profit status;
- Festivals – a separate scheme exists for festivals through the Shire's Community Events Grants. Projects may still be considered under the Community Grants Program if the public outcome is part of an event, launch or placemaking;
- Groups previously funded who have failed to comply with the financial (acquittal) and project evaluation;
- Requests for contributions toward major capital work projects should be referred to the Shire's Capital Works program;
- Requests for funding that would otherwise be covered by insurance;
- Appeals, donations, campaigns and generals fundraising;
- Applicants in receipt of gaming machine revenue;
- Projects which have occurred prior to a funding decision; and
- Proposals from current Mornington Peninsula Shire Councillors, employees and contractors.

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Application Process

Applications must be submitted online via the 'Apply Now' button on the relevant grant stream web page at <https://www.mornpen.vic.gov.au/Community-Services/Grants-Awards>. If there are compelling reasons where this process cannot be used, please contact the Community Development Officer – Grants on ph: 5950 1425.

- Register at <https://morpen.smartygrants.com.au> to prepare an application online;
- Specific criteria to be addressed will be on the application form;
- Complete and submit the application and any additional documentation as necessary; and
- Applications received after the closing date will not be eligible for consideration and there will be no appeal process for late applications.

Do not start a project that depends on a grant until all relevant parties have agreed and accepted the grant conditions and the Mornington Peninsula Shire has evidence of such acceptance on file. Grant funding will not be made retrospectively.

Assessment Process

- An eligibility check is conducted following submission of the application and progressed to the Assessment Panel after the closing date;
- Applicants may be requested to provide additional supporting information to assist with the assessment of their application;
- An Assessment Panel will evaluate and score applications for compliance with the General and Specific criteria of the funding round;
- Applications will be assessed on the merit of the project/program/activity proposed and the ability of the organisation and/or the auspice organisation (if applicable) to achieve the stated objective/s;
- Grant applications will be ranked in order of their ability to meet the General and Specific criteria of the funding round;
- Where an amount requested is more than the funding pool allocation, Shire officers may be required to reduce the funding amount requested to meet the broader community's needs;
- A report will be tabled at a Council Meeting with officer recommendations for consideration and Council determination; and
- All applicants will be notified in writing of Council's decision.

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General Assessment Criteria

- Projects/programs that display an innovative approach to meeting needs and are targeted towards an identified area of need, with significant community benefit;
- Applications that provide co-contribution both in-kind and financial are viewed favourably;
- Projects/programs which address one or more of the Shire's Council Plan 2017-2021 Strategic Themes objectives (available at <http://www.mornpen.vic.gov.au/About-Us/Publications-Plans-Policies/CouncilPlan>);
- Project/programs that identify with the Shire's strategic plans in other areas i.e. Health and Wellbeing Plan, Disability Inclusion Plan;
- Groups and organisations that are self-help in nature that are responding to a specific community need;
- Projects that are targeted towards an identified area of need and with clear community benefit;
- Groups and organisations that strengthen and link coordination in planning, management and provision of services rather than duplicating services;
- New projects or extensions of a newly developed project, service or programs;
- Projects not solely applying for equipment; and
- Projects that have a clear evaluation process, aims and objectives.

Post Grant Report (Aquittals)

A report and photographs, with consent from individuals in pictures, is required within 8 weeks of the completion of the project. Failure to do so will result in ineligibility for future grant applications.

Projects unable to be delivered within the 12-month timeframe must seek an extension from the Community Development Officer – Grants. All requests must be in writing.

Applicants will receive a reminder email prior to the acquittal due date.

For further information, please contact the Community Development Officer – Grants on ph. 5950 1425 or email community.grants@mornpen.vic.gov.au

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