

Mornington Peninsula Shire

Single-Use Plastics Grant Guidelines



Single-Use Plastics Grant Guidelines

The Mornington Peninsula Shire (the Shire) is committed to investing funds into the community for activities and programs that align with Council's Vision; *'to value, protect and improve the unique characteristics and way of life on our peninsula'* as outlined in the [Council Plan](#).

The following guiding principles underpin best practice in funding and are applied through all aspects of the Shire's [Community Funding Investment Policy](#) and its implementation.

- **Fairness & Equity:** Our community investment is delivered in ways that aim at increasing equity, promoting inclusiveness and establishing environments that are supportive of our diverse community.
- **Maximum Impact:** Processes are in place to ensure that community investment funding delivers value for money.
- **Collaboration & Partnership:** Dialogue between Council and community plays a key role in achieving optimal outcomes.
- **Sound Administration:** Ensuring the delivery of an efficient and effective community investment.

The Shire has committed to phasing out single-use plastics and reducing the impacts of litter on our bays, foreshore, parks, and reserves. This grant program, with a value of up to \$50,000, will support community groups to deliver projects or activities that deliver objectives from the Single-use Plastic Policy, and drive community action to phase out problematic plastics. Community organisations/groups are encouraged to apply for funding between \$1000 and \$5000 to support their project.

General Eligibility

All applications must meet the general eligibility criteria listed below, in addition to the program specific eligibility criteria.

- 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 relevant to the project;
- The organisation/applicant must not be in debt to the Council and must have acquitted or is compliant with all grants previously awarded by Council;
- Projects must align with one or more of Council's strategic themes of: Our Place; Our Connectivity; Our Prosperity and Our Wellbeing;
- Landowner permission has been granted (if applicable);

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Specific Eligibility

- Community groups, non-for-profit organisations, charities, social enterprises or schools, where the program or activity is located in public spaces or premises.
- One application per community group, non-for profit organisation, charities, social enterprise or school will be accepted.
- Projects and activities that directly eliminates problematic single-use plastics, including purchase of reusable items and behaviour change programs.

Ineligible for Funding

- Organisations not located within the Local Government area of the Mornington Peninsula Shire;
- Hosting activities, programs and projects outside of Mornington Peninsula Shire;
- Projects/events currently supported by another Mornington Peninsula Shire funding source/grant per financial year;
- Administration or operational costs including (but not limited to) staff wages, utilities, rates/rent/room hire, insurance, personal expenses, travel expenses;
- Sporting trips, civic or political events, conferences, seminars, forums or similar;
- Activities or programs that are the responsibility of another level of government (such as education, health); or are the responsibility of a group under their incorporation or lease/license agreement;
- Organisations that are politically based or those who operate principally as a lobby/advocacy group;
- Applicants in receipt of gaming machine revenue;
- Requests for contributions toward major capital work projects or capital expenses;
- Requests to fund purchases that would otherwise be covered by insurance;
- Gifts, prizes, appeals, donations, campaigns and general fundraising.
- Seeking retrospective funding for activities, programs and projects that have already started or have been completed;
- Activities of programs that is located within a business or for-profit organisation
- Individual applicants
- Late applications will not be accepted
- Application Process

All Grant Program information, including open and close dates is available at <https://www.mornpen.vic.gov.au/grants>. Applicants can register at <https://morpen.smartygrants.com.au> prior to a grant round opening.

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All applications must be submitted via Smartygrants, the Shire's online grant management portal. Application forms will become available at 9.00am on the opening day of the round.

Applicants must complete all required questions and upload additional documentation that is requested in the form. You can save and close at any time and return to complete the form throughout the application period. Applications must be submitted by the closing date/time as late applications will not be considered. Applicants will receive an automatic email notification for receipt of their submission.

Budget

- Budget must be GST exclusive.
- The budget must account for all expenses and income and should also include the organisations financial co-contribution, additional grants or sponsorships.
- Budget income refers to all resources that will be directed towards the development, implementation and/or evaluation of proposed projects. It does not refer to income generated from a proposed project, such as ticket or publication sales.
- Volunteer hours are calculated at \$25 per hour and to be entered separately to project income.

Help with your application

Information sessions: Applicants are encouraged to attend an information session before submitting an application. These sessions will provide detailed information and advice, including the online application process. They are also an opportunity to discuss your application with Shire officers. Check available dates and times at <https://www.mornpen.vic.gov.au/grants>.

Community Grants Officer: If you do not have access to a computer, are unable to complete an application online or are having difficulty submitting your application via SmartyGrants, please contact the Community Grants Officer on ph: 5950 1425 or community.grants@mornpen.vic.gov.au for assistance.

General Assessment Criteria

- Project, service or programs that fulfil the objective(s) within the Single-use Plastic Policy;
- Projects/programs and activities that will work to phase out at least one of the following single-use plastic items within their community group or organisation: plastic bags; straws; cutlery; crockery; drinkware; stirrers; takeaway containers; individual condiments; balloons; glitter; bottled water containers; polystyrene, coffee cups, merchandise, cling wrap and individually wrapped items.

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- Projects or activities with a Single-use Plastic Implementation Plan
- Projects/programs and activities that educate and drive community action and have a measurable impact on reducing problematic plastics.
- Project/programs that identify with the relevant strategic plan/s in other areas as nominated on Page 1.
- Proposal to share the results of the activities back to Council and the community through reports, community newsletter article(s), social media post or other relevant methods.

Assessment Process

- An eligibility check is conducted following submission of the application and progressed to an Assessment Panel/Council after the closing date;
- Applicants may be requested to provide additional supporting information to assist with the assessment of their application;
- Applications are assessed against the selection criteria before being submitted for endorsement by the nominated Decision Making Authority;
- The level of assistance available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full requested amount;
- Applicants may be offered partial funding to run a reduced or modified project. This decision is carefully considered with the view of maintaining the integrity of the proposal;
- All applicants will be notified via email within 2 days of the decision-making authorities resolution.

Funding timeline

Activity	Date
Advertisement period	April/May 2021
Round release	May 2021
Decision making	June 2021
Funding agreement and payment	June 2021
Reporting and acquittal	June 2022

Post Grant Report (Acquittals)

- All projects must be completed within 12 months of receipt of funding;
- A report and photographs (with consent from individuals in pictures) is required as evidence of the execution of the project, expenditure and outcomes;
- The report must include project outcomes, variations, learnings and final budget;
- Applicants will be notified via email when the acquittal form is available via SmartyGrants;
- Applicants will receive a reminder email prior to the acquittal due date.

Variation to Funded Projects

- Projects unable to be delivered within the 12-month timeframe must contact the Community Grants Officer. All requests must be in writing to community.grants@mornpen.vic.gov.au;
- If a project is to be discontinued or the grant funds no longer required, the funds must be repaid to the Shire.