

Council Community Investment Funding

**Mornington Peninsula Shire
Grant Program Guidelines**

Theme 1

A healthy, natural environment and well-planned townships

All the following Theme 1 Grants open 13 July 2022

Climate Action Grants - close 12 September 2022 page 6-8

Bio-links Grants - close 12 September 2022 page 8-9

Heritage Grants - close 5 March 2023 page 9-11

Theme
One



Theme 1 - Grant Program Guidelines

1. Introduction:

Mornington Peninsula Shire Council (the Council) has adopted a Community Investment Funding Policy guiding the funding of grants and subsidies to support and strengthen our communities as well as enhance health and wellbeing.

Each financial year Council promotes grants and subsidies to incorporated, Not-For-Profit organisations, businesses or in some circumstances individuals as referred to in eligibility criteria guidelines, to contribute to the Council and Wellbeing Plan Themes as well as our Community's Vision. These Community Grant Program Guidelines assist organisations seeking to submit a grant application that will contribute to:

Theme 1: Healthy, natural environment and well-planned townships.

The Council and community are seeking vibrant and unique townships balanced with a natural environment that is protected now and into the future, accelerating climate action and celebrating cultural heritage, which includes

- 1.1 An accessible and unique natural environment that helps our community to be healthy and well
- 1.2 A healthy ecosystem, in which our coastline, bushland, wildlife and green wedge is resilient to the climate emergency and development.
- 1.3 A sustainable built environment that respects the natural environment and protects the community from the impacts of the climate emergency.
- 1.4 An accessible built environment that supports diverse, current and future community needs.

2. Overview of eligibility for Theme 1 funding

- 2.1 Grant Programs are opened in July of each financial year to eligible organisations and/or individuals (Heritage Grants).
- 2.2 Eligible organisations include, Incorporated Associations, Not-for-Profit (NFP), Registered Charities and community groups. Unincorporated community groups require an auspice organisation. For Commercial Businesses, Sole Traders and individuals, please refer to specific grant funding stream for eligibility.
- 2.3 Organisations are limited to one grant within a financial year, if successful in the application process. Panel decisions are based on merit. Flexi Grants are an exception enabling organisations to apply for an additional grant to meet a community need. Flexi Grants will remain open all year, closing mid-June and/or until funds have been expended. Refer Flexi Grants in Theme 3 Grant Program Guidelines.
- 2.4 Applicant organisations must be registered, solvent and have adequate level of public liability insurance relevant to the activity. (Note: unincorporated community groups must use an auspice organisation to apply).

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- 2.5 If an incorporated organisation is acting as an auspice organisation, it must only support two unincorporated organisations within a financial year.
- 2.6 The applicant or auspice organisation must not be in debt and must be compliant with all grants previously awarded by Council.
- 2.7 All projects, programs and activities must take place with the Mornington Peninsula Shire Local Government Area.
- 2.8 An applicant school or learning institution may apply only where the project is not curriculum based, or where the activity or benefit is not confined to the learning institution but is for the primary benefit of the wider community.
- 2.9 Retrospective funding for activities, programs and projects that have already started or have been completed will not be eligible.

3. Ineligible for Theme 1 Grants

- 3.1 Activities that do not directly benefit the Mornington Peninsula communities.
- 3.2 Where funding is considered part of the applicant's core business. Including but not limited to administration or operational costs, staff wages, utilities, regular rates/rent/ room hire, insurance, personal expenses, travel expenses, alcoholic beverages, gifts, prizes, appeals and making cash donations to other organisations.
- 3.3 Ineligible Applicant Organisations include:
 - Sole traders or operate on a commercial 'for profit' basis, unless included in specific grant eligibility.
 - Political parties registered with the Australian Electoral Commission or lobby / pressure groups
 - Applicants in receipt of gaming machine revenue
 - Franchisees, subsidiaries of larger companies and Government Departments
 - Branches of foreign companies not registered as an Australian company
 - Individuals or organisations providing trade facilitation services under the export entry category
 - Councillors and Shire staff
- 3.4 Grant funding is not permitted to be used for:
 - Other projects/programs funded by Mornington Peninsula Shire within a financial year.
 - Activities or programs that are the responsibility of another level of government (such as education or health) or are the responsibility of a group under their incorporation or lease/license agreement
 - Installation of solar panels on Shire tenanted buildings that are connected to mains electricity.

General information relating to all Theme 1 grant programs:

Please ensure you have thoroughly read the requirements of the specific Grant Program Guidelines in which you are interested. The information outlined immediately below is an overview of the application process.

Council has a responsibility to ensure ethical governance, probity, meritorious selection and accountability of grants administration. This is demonstrated throughout the process of assessing and awarding grants.

4. Budget

- Budget income and expenditure must be GST exclusive.
- The budget must account for all income and expenses for the development and implement of the project. The budget should also include the organisation's financial co-contribution (if any), additional grants (even if not confirmed), as well as in-kind volunteer support and/or sponsorships.
- Volunteer hours (if applicable) are to be entered separately to project income as in-kind support, calculated on the estimated hours each volunteer will contribute at \$46.87 per hour (2022). Please estimate this approximately only.
- Co-contributions are viewed favourably in assessment of applications but not mandatory.

5. Application Process

- All grant applications must be submitted through SmartyGrants the online system accessed through Council's website www.mornpen.vic.gov.au/grants
- Eligible applicants must address the assessment criteria.
- Applications after the closing date will not be accepted and there will be no appeal process for late applications.
- Do not start on a project/program that depends on a community grant until your application has been successful and a funding agreement signed. Grant funding will not be made retrospectively.

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6. Assessment process

- After the closing date of grants, an eligibility check is conducted for each application and progressed to a Grants Assessment Panel if deemed eligible.
- Applications must align with the priorities of the grant and assessment criteria.
- Assessment panels will reflect stakeholders input across Council eg; representatives of Town Planning or Community Capital Infrastructure where required
- An application will be assessed in consideration of permits, landowner permission and/or Community Capital Infrastructure Proposal Form completion if required. Refer links to below:

Landowner permission and permits email requests to:

property@mornpen.vic.gov.au

Community Capital : [Our Project - Proposal Form \(openforms.com\)](#)

- Applicants may be requested to provide additional supporting information to assist with the assessment of the application.
- The level of assistance is limited by Council's budget allocation and its priorities. No applicant can be guaranteed of funding, nor can any applicant be guaranteed to receive the full amount requested.

7. Post grant reporting: Acquittal

- Successfully funded projects/programs will receive a Funding Agreement. Major Funding Agreements must be signed by all parties. All projects/programs, unless specifically funded for multiple years, must be completed by the end of the financial year in which they received the funding or in accordance with their Funding Agreement. Extension for project delays need to be approved by the Program Manager for the Grant Program.
- The Funding Agreement will reference an Acquittal, which must be completed in full by the due date.

8. How to apply

- All applications must be submitted via SmartyGrants, the Shire's online grant management portal.
The link can be accessed via: www.mornpen.vic.gov.au/grants

Climate Action Grant Program

1. Purpose of the Climate Action Grant Program

Deliver carbon emissions reduction partnerships to achieve the Climate Emergency Plan's goal of net zero emissions by 2040.

2. Eligibility Climate Action Grant Program Funding

Refer eligibility and ineligible on pages 2 and 3 of these guidelines.

Climate Action Grant Program is also open to businesses with a requirement they need to have up to 20 full time staff or less, full time equivalent (FTE) to be eligible.

Please note Major Grants will support more ambitious projects that achieve one or more of the following:

- Partnership development
- Long term impact
- Engagement of a diverse range of the community
- Innovative solutions

3. Funding

Eligible applicants may seek up to:

- Minor Grant: Up to \$ 5,000
- Major Grant: \$5000 up to \$10,000

4. Desired Outcome of the Climate Action Grant Program

The desired outcome: Net zero emissions

5. Assessment Criteria – Climate Action Grant Program

Applications must align to the Council and Wellbeing Plan Theme 1 and achieve one or more of the priorities below. The following criteria will be assessed on a scale of 1-5 with:

5 = meeting each criterion at a high level and 1 = not meeting the criterion

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Climate Action Grant Priorities	Criteria
<p>1. Leadership</p> <ul style="list-style-type: none"> Mobilise the community to take climate action, including advocacy Education programs that promote behaviour change <p>2.Zero Carbon Energy</p> <ul style="list-style-type: none"> Reduce Mornington Peninsula’s carbon emissions through increased carbon storage, increased renewable energy and/or energy efficiency Trial innovative technology that reduces carbon emissions, especially those that support local industries and businesses. Education programs that promote behaviour change <p>3. Community adaptation and resilience</p> <ul style="list-style-type: none"> Actions towards forming a community energy initiative Develop cultural awareness and connection to land and waters, Indigenous culture and practices e.g. protection of cultural sites Training for community leaders to equip them with the resources to effectively respond to the mental and/or physical impacts of climate change on people and the environment Support the most vulnerable in our community to cope with climate impacts Education programs that promote behaviour change Support community groups to initiate or participate in citizen science programs Initiatives that improve the resilience of our urban areas to climate change <p>4.Sustainable travel & transport</p> <ul style="list-style-type: none"> Foster sustainable transport behaviour in the community Education programs that promote behaviour change Support the transition to and use of zero emission vehicles Enable the use of EVs by installing an EV charger <p>5.Sustainable land use</p> <ul style="list-style-type: none"> Investment in regenerative farming practices Increase the resilience of natural systems to climate change Terrestrial, teal and blue carbon sequestration projects Develop cultural awareness and connection to land and waters, Indigenous culture and practices Education programs that promote behaviour change Programs that protect and enhance biodiversity values in marine, coastal and terrestrial environments 	<p>1. Council and Wellbeing Plan Proposed project demonstrates alignment to the Council and Wellbeing Plan Theme 1.</p> <p>2. Climate Action Grant Priorities Proposed project will contribute to one or more Climate Action Grant Program priorities listed in this table in the left column.</p> <p>3. Evidence of need Proposed project demonstrates community or environmental need.</p> <p>4. Feasibility of the project The project is able to be delivered. This includes permits, landowner permission and/or Community Capital Infrastructure Proposal Form completed if required. Our Project - Proposal Form (openforms.com)</p> <p>5. Capacity of Applicant The applicant has demonstrated capacity, skills and experience including volunteers to deliver the project. Additional consideration will be given to applicants that have a limited capacity to self-fund the activity and demonstrate a genuine need for financial support</p> <p>6. Budget Applicant’s budget for delivery of the project is realistic and shows volunteer in-kind contribution as well as co-contribution.</p>

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<p>6. Increased climate advocacy</p> <ul style="list-style-type: none"> • Mobilise the community to take climate action, including advocacy • Education programs on effective and relevant advocacy <p>7. Circular economy and zero waste</p> <ul style="list-style-type: none"> • Actively avoid and reduce waste, and promote reduced consumption, recycling, reuse and a circular economy • Education programs that promote behaviour change 	
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Bio-Links Grant Program

1. Purpose of the Bio-Links Grant Program

To enhance biodiversity conservation

2. Eligibility Bio-Links Grant Program Funding

Refer eligibility and ineligible on pages 2 and 3 of these guidelines. Applications will go through a two-step process 1) Initial Feasibility Assessment and 2) Detailed Assessment.

3. Funding available

Eligible applicants may seek up to \$10,000

4. Desired Outcomes of the Bio-links Grant Program

- Biodiversity conservation

5. Assessment Criteria – Bio-Links Grant Program

Applications must align to the Council and Wellbeing Plan Theme 1 and achieve one or more of the priorities below. The following criteria will be assessed on a scale of 1-5 with: 5 = meeting each criterion at a high level and 1 = not meeting the criterion.

Biolinks Grant Priorities	Criteria
1.Reduction of wildlife habitat fragmentation and provide connectivity for fauna movement.	<p>1.Council and Wellbeing Plan Proposed project demonstrates alignment to the Council and Wellbeing Plan Theme 1.</p>
	<p>2.Bio-links Grant Priorities Proposed project will contribute to one or more Biolinks Grant Program priorities listed in this table in the left column.</p>



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2. Reduced risk of local fauna and flora extinctions and buffer climate change effects	3. Biodiversity Conservation Partnerships Proposed project shows community engagement and collaboration with other community partners.
	4. Feasibility of the project The project is able to be delivered. This includes permits, landowner permission and/or Community Capital Infrastructure Proposal Form completed if required. Our Project - Proposal Form (openforms.com)
	5. Capacity of Applicant The Applicant's demonstrated capacity, skills and experience including volunteers to deliver the project.
	6. Budget Applicant's budget for delivery of the project is realistic and shows volunteer in-kind contribution as well as co-contribution.

Heritage Grant Program

- Purpose of the Heritage Grant Program**
 To preserve and restore places listed in the Heritage Overlay in the Mornington Peninsula Planning Scheme.
- Eligibility Heritage Grant Program Funding**
 Refer eligibility and ineligible on pages 2 and 3 of these guidelines.

 Eligible applications are open to owners of places listed in the Mornington Peninsula Planning Scheme Heritage Overlay.
- Funding available**
 Eligible applicants may seek up to up to:
 \$5,000 for a minor grant and
 more than \$5,000 for identified major works.
- Desired Outcome of the Heritage Grant Program**
 - Preserved and restored heritage in the Mornington Peninsula
- Assessment Criteria – Heritage Grant Program**
 Applications must align to the Council and Wellbeing Plan Theme 1 and achieve one or more of the priorities below. The following criteria will be assessed on a scale of 1-5 with:

5 = meeting each criterion at a high level and 1 = not meeting the criterion

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Heritage Grant Program Priorities	Criteria
<ol style="list-style-type: none"> 1. Preservation of heritage fabric to prevent deterioration 2. Restoration of heritage fabric to earlier or original condition 3. Best practice heritage standards 4. Recognition of community benefits of heritage protection by private owners 	<p>1. Council and Wellbeing Plan Proposed project demonstrates alignment to the Council and Wellbeing Plan Theme 1.</p>
	<p>2. Heritage Grant Priorities Proposed project will contribute to one or more Heritage Grant Program priorities listed in this table in the left column.</p>
	<p>3. Conditional requirements Proposed project / works must:</p> <ul style="list-style-type: none"> • be covered by an individual Heritage Overlay in the Mornington Peninsula Planning Scheme • and/or be a contributory place in a precinct in the Heritage Overlay • completed works are to be inspected by Shire Heritage Officer prior to grant payment
	<p>4. Feasibility of the project/program The application must be accompanied by:</p> <ul style="list-style-type: none"> • approved building and planning permits for the proposed works, if applicable • photos of heritage fabric to be restored
	<p>5. Capacity to deliver project The Applicant demonstrates capacity, skills and experience to deliver the project including, demonstration of Council's preference for preservation as opposed to replacement of the original building fabric</p>
	<p>6. Budget The quote / budget for delivery of the project is realistic.</p>

5.1 Heritage Grant Funding of works

5.2 The application must be accompanied by a quote with clearly itemised works on heritage elements of the building.

5.3 The applicant may request a grant amount of not more than 50% of the total cost of the works.

5.4 A condition of funding is that the proposed works must be completed and inspected prior to grant payment.

6. Post Heritage Grant Report (Acquittal)

6.1 All projects must be completed by 30 May of the year of the grant to allow for inspection of final works and payment by end of the financial year. Any necessary extensions of time must be approved by the Program Manager.

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6.2 The acquittal report requires the project results achieved, learnings, photographs (with the consent of individuals in pictures), project expenditure with all relevant receipts and links to any media reports as evidence of the execution of the project.

6.3 Large grant applications are required to submit milestone reporting within 6 months after funding.