

Council Community Investment Funding

**Mornington Peninsula Shire
Grant Program Guidelines**

Theme 2

A robust, innovative and diverse economy

All the following Theme 2 Grants open 13 July 2022

Business Development Grants

- close 12 September 2022

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Creative Economy Grants

- close 12 September 2022

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(Arts and Culture)

Significant Events Grants

- close 12 September 2022

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Community Events Grants

- remain open until funds expended

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Theme 2 - Grant Program Guidelines

1. Introduction

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

Each financial year the Council promotes community 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 and Community Vision.

These guidelines assist those wishing to submit a grant application for a project that will contribute to Theme 2.

Theme 2: A robust, innovative and diverse economy

The Council and community are seeking a community with abundant and varied education and local employment opportunities. We are open to new ideas and work with our partners to grow a strong, diverse and future-focused economy., which includes

- 1.1 A community that has access to world class local learning opportunities through all stages of life.
- 1.2 A strong food economy, promoting growth to enhance community access
- 1.3 A thriving entrepreneurial economy, with a vibrant tourism sector, that provides accessible employment to our diverse community
- 1.4 A diverse economy, with green and renewable opportunities, encouraging entrepreneurship, investment and innovation.

2. Overview of eligibility for Theme 2 Grants

- 2.1 Grant Programs are opened in July of each financial year to eligible organisations and / or individuals
- 2.2 Eligible organisations include, Incorporated Associations, Not For Profits (NFP), Registered Charities, commercial businesses, Sole Traders and individuals (for this purpose may be an artist or producer) where specified. There may be required eligibility criteria for a grant program so ensure you refer to the specific grant eligibility.
- 2.3 Organisations are limited to one grant within a financial year, if successful in the application process. Decisions are based on merit. Flexi Grants are an exception enabling an organisation 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 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 per 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, projects / events that have already been started or have been completed will not be eligible.

3. Ineligible for Theme 2 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:
 - 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

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.

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4. Budget

- Budget income and expenditure must be GST exclusive.
- The budget must account for all income and expenses for the development and implementation of the project. The budget should also include the organisation' 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 approximate hours each volunteer will contribute at \$46.87 per hour (2022).
- 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 the Council 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 or program that depends on a grant until your application has been successful and a Funding Agreement signed. Grant funding will not be made retrospectively.

6. Assessment process

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

Landowner permission and permits email requests to:

property@mornpen.vic.gov.au

Public Art Form: [Public Art – Mornington Peninsula Shire \(mornpen.vic.gov.au\)](http://mornpen.vic.gov.au)

Community Capital: [Our Project – Proposal Form \(openforms.com\)](http://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 requested amount.

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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 and 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

Business Development Grant Program

1. Purpose of the Business Development Grant Program

To enable business growth and improvements

2. Eligibility for a Business Development Grant

Refer eligibility and ineligible on pages 2 and 3 of these guidelines. Only businesses with the equivalent of 5 full time staff or less are eligible to apply (sole traders can apply).

Purchases of equipment, including but not limited to, laptops, PCs, printers, personal devices, smart or mobile phones are ineligible for funding.

3. Funding available

Eligible applicants may seek up to \$5,000.

4. Desired Outcomes of Business Development Grant Program

- Small business capacity and growth

5. Assessment Criteria – Business Development Grant Program

Applications must align to the Council and Wellbeing Plan Theme 2 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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Business Development Grant Priorities	Criteria
1. E-commerce growth 2. Detailed Business Planning 3. Accessible business improvements for people with disabilities	1. Council and Wellbeing Plan Proposed project demonstrates alignment to the Council and Wellbeing Plan Theme 2.
	2. Business Development Grant Priorities Proposed project will contribute to one of the Business Development Grant Program priorities listed in this table in the left column.
	3. Business growth Proposed project demonstrates potential for growth of business through implementation / improvement of: <ul style="list-style-type: none"> a. E-commerce <ul style="list-style-type: none"> • For new or updated eCommerce platforms that contribute to business and customer growth b. Detail Business Planning <ul style="list-style-type: none"> • For a detailed 5 year business plan which provides direction on how to market and grow the business c. Accessible business improvements for people with disabilities <ul style="list-style-type: none"> • For improvements to a business premises or services which increases access for people with disabilities
	4. Feasibility of the project/program The project is able to be delivered. This includes permits, permissions or licenses.
	5. Capacity of Applicant The Applicant has demonstrated capacity, skills and experience to deliver the project.
	6. Budget Applicant budget for delivery of the project is realistic and shows volunteer in-kind contribution as well as co-contribution.

5.1 Goods or services procured from local suppliers will be viewed favourably

5.2 Quotes for work are required to be attached to applications

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Creative Economy Grant Program

1. Purpose of the Creative Economy Grant Program

To build creativity, cultural capacity and vitality in our communities

2. Eligibility Creative Economy Grant Program Funding

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

3. Funding available

Eligible applicants may seek up to \$10,000.

4. Desired Outcomes of the Creative Economy Grant Program

- A creative and connected community

5. Assessment Criteria – Creative Economy Grant Program

Applications must align to the Council and Wellbeing Plan Theme 2 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

Creative Economy Grant Priorities	Criteria
1. Arts and culture engagement programs 2. Indigenous Arts and cultural Practices 3. Public Art and exhibitions 4. Priorities identified in the Arts and Culture Plan Arts and Culture Plan 2024 - Arts and Culture on the Mornington Peninsula (mornpen.vic.gov.au) 5. Priorities identified in the Music Plan Music Plan 2025 - Arts and Culture on the	1.Council and Wellbeing Plan Proposed project demonstrates alignment to the Council and Wellbeing Plan Theme 2.
	2.Creative Economy Grant Priorities The proposed project will: <ul style="list-style-type: none"> • contribute to one or more Creative Economy Grant Program priorities listed in this table in the left column. and • achieve (if required) approval from the Mornington Peninsula Shire’s Public Art Assessment Panel
	3.Cultural creativity The degree to which the proposed project <ul style="list-style-type: none"> • Supports artists and organisations explore and create innovative new work • provides measurable economic benefit and the opportunity to showcase the region to a broader audience • increases a sense of identity, place and engagement across key diversity groups,

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Mornington Peninsula (mornpen.vic.gov.au)	<ul style="list-style-type: none"> Involves local businesses and contributes to local employment
	4. Feasibility of the project The project able to be delivered including approved permits, permissions or licenses.
	5. Capacity of Applicant The Applicant has demonstrated capacity, skills and experience to deliver the project.
	6. Budget Applicant budget for delivery of the project is realistic and shows volunteer in-kind contribution as well as co-contribution.

A completed **Public Art Proposal Form** must have been submitted to the public art Panel with your application for a grant.

See link: [Public Art - Mornington Peninsula Shire \(mornpen.vic.gov.au\)](http://mornpen.vic.gov.au)

Significant Events Grant Program

1. Purpose of the Significant Events Grant Program:

To support major economic, cultural and social impact through large scale events

2. Eligibility for Significant Events Grants

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

Previous applicants can apply but should show how they will become self-funded.

3. Funding available

Eligible applicants can seek up to \$25,000.

4. Desired Outcomes of the Significant Events Grant Program

- Mornington Peninsula has a reputation for liveability and a vibrant community culture

5. Assessment Criteria – Significant Events Grant Program

Applications must align to the Council and Wellbeing Plan Theme 2 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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Significant Events Priorities	Criteria
1. Large-scale festivals and events that attract significant off-peak visitation to the Mornington Peninsula. 2. Nationally recognised days/events 3. Priorities identified in the Arts and Culture Plan Arts and Culture Plan 2024 - Arts and Culture on the Mornington Peninsula (mornpen.vic.gov.au) 4. Priorities identified in the Music Plan Music Plan 2025 - Arts and Culture on the Mornington Peninsula (mornpen.vic.gov.au)	1.Council and Wellbeing Plan Proposed event demonstrates alignment to the Council and Wellbeing Plan Theme 2.
	2.Significant Events Grant Priorities Proposed event will contribute to one or more priorities listed in this table in the left column.
	3.Vibrant Community Culture The degree to which the proposed project/program: <ul style="list-style-type: none"> • Is innovative, accessible and inclusive and culturally aware • Provides measurable economic benefit and the opportunity to showcase the region to a broader audience • Will attract visitation to the Mornington Peninsula in off-peak times (outside of Summer, Easter periods) or, • acknowledges nationally recognised days / weeks
	4.Feasibility of the project/program The event is able to be delivered. This includes event permits, permissions or licenses and involves local businesses and contributes to local employment.
	5.Capacity of Applicant The Applicant has demonstrated event management / production capacity, skills and experience to deliver the event with the involvement of the business community
	6.Budget Applicant budget for delivery of the project/program is realistic and demonstrates a clear pathway to financial sustainability

- 5.1 Submission of an Event Opportunity Form (EOF) and other supporting documentation is required. [Planning an Event - Mornington Peninsula Shire \(mornpen.vic.gov.au\)](#)
- 5.2 Applications must support planned event activity that is open and advertised to the general public including, but not limited to, festivals, concerts, community and cultural gatherings. Events may be free to attend or ticketed.
- 5.3 The applicant must hold a minimum of \$20 million public liability insurance relevant to their event application.

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Community Events Grant Program

1. **Purpose of the Community Events Grant Program**
To enable community participation and celebrations
2. **Eligibility for Community Event Grant Program**
Refer eligibility and ineligible on pages 2 and 3 of these guidelines. Previous applicants can apply, initiatives demonstrating planning towards self-funding will be viewed favourably.
3. **Funding available**
Eligible applicants may seek up to \$10K
4. **Desired Outcomes of the Community Events Grant Program**
 - Mornington Peninsula has Vibrant inclusive community
5. **Assessment Criteria – Significant Events Grant Program**
Applications must align to the Council and Wellbeing Plan Theme 2 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.

Community Events Priorities	Criteria
1. Local events and festivals that create opportunities for community participation and cultural and social wellbeing Events that tell local stories and celebrate the diversity of the Mornington Peninsula's community 2. Priorities identified in the Arts and Culture Plan Arts and Culture Plan 2024 - Arts and Culture on the Mornington Peninsula (mornpen.vic.gov.au) 3. Priorities identified in the Music Plan Music Plan 2025 - Arts and Culture on the	1.Council and Wellbeing Plan Proposed event demonstrates alignment to the Council and Wellbeing Plan Theme 2.
	2.Community Events Grant Priorities Proposed event will contribute to one or more priorities listed in this table in the left column.
	3.Vibrant Community culture The degree to which the proposed project/program: <ul style="list-style-type: none"> • participation and celebration of the Mornington Peninsula's local communities • offer activities / programming that is innovative, accessible, inclusive and culturally aware • increases economic activity and local employment opportunities
	4.Feasibility of the project/program The event is able to be delivered. This includes event permits, permissions or licenses and involves local businesses and contributes to local employment
	5.Capacity of Applicant

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Mornington Peninsula (mornpen.vic.gov.au)	The Applicant has demonstrated event management / production capacity, skills and experience to deliver the event with the involvement of the business community
	6.Budget Applicant budget for delivery of the project/program is realistic.

- 5.1 Submission of an Event Opportunity Form (EOF) and other supporting documentation required. [Planning an Event - Mornington Peninsula Shire \(mornpen.vic.gov.au\)](http://mornpen.vic.gov.au)
- 5.2 Applications must support planned event activity that is open and advertised to the general public including, but not limited to, festivals, concerts, community and cultural gatherings. Events may be free to attend or ticketed.
- 5.3 The applicant must hold a minimum of \$20 million public liability insurance relevant to their event application.