

Council Community Investment Funding

Mornington Peninsula Shire Grant Program Guidelines

Theme 3

A flourishing healthy and connected community

All the following Theme 3 Grants open 13 July 2022

Placemaking Grants

- close 12 September 2022

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Community Support Grants

- close when funds expended

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Flexi Grants

- close when funds expended

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Youth Development Grants

- close when funds expended

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Theme 3 - 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 3: A flourishing, healthy and connected community.
The Council and community are committed to achieving an inclusive and creative community that values safety, physical and mental health and wellbeing.

A community with accessible services and transport to keep us connected.

- 3.1 A healthy and self-determined community where everyone feels valued, supported and safe.
- 3.2 A resilient and confident community where everyone connects and is supported.
- 3.3 A community in which people from all generations, backgrounds and abilities can access local services.
- 3.4 A community with vibrant arts, culture, sport and recreational opportunities that foster connections and participation across generations, backgrounds and abilities.
- 3.5 A community that is well connected through sustainable, accessible and integrated transport options.

2. Overview of eligibility for Theme 3 funding

- 2.1 Grant Programs are opened in July of each financial year to eligible organisations and/or individuals (Youth Development 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 individuals (Youth Development), 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 Youth Development Grants for young people aged between 10-25 are eligible to apply for one grant per financial year.

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- 2.5 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).
- 2.6 If an incorporated organisation is acting as an auspice organisation, it must only support two unincorporated organisations within a financial year.
- 2.7 The applicant or auspice organisation must not be in debt and must be compliant with all grants previously awarded by Council.
- 2.8 All projects, programs and activities must take place with the Mornington Peninsula Shire Local Government Area.
- 2.9 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.
- 2.10 Retrospective funding for activities, programs and projects that have already started or have been completed will not be eligible.

3. Ineligible for Theme 3 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 operating on a commercial 'for profit' basis
 - 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.

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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 implementation 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.

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, Public Arts where required.
An application will be assessed in consideration of permits, landowner permission, Public Art Proposal Form 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

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

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

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- 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

Placemaking Grant Program

1. Purpose of the Placemaking Grant Program

Enhance the social and built environments place-based contributing to making our townships vibrant.

2. Eligibility Placemaking Grant Program Funding

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

3. Funding available, eligible applicants may seek up to \$10,000.

4. Desired Outcomes of the Placemaking Grant Program

- Social inclusion and connections
- Accessible community Infrastructure

5. Assessment Criteria – Placemaking Grant Program

Applications must align to the Council and Wellbeing Plan Theme 3 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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Placemaking Grant Program Priorities	Criteria
<ol style="list-style-type: none"> 1) Creates opportunities for social inclusion and engagement contributing to active and healthy townships. 2) Provides opportunities for new activities and initiatives in public places. 3) Contributes to a vibrant community fostering social connections and participation. 4) Minor community capital projects that improve amenities/facilities and/or the natural environment. 	<ol style="list-style-type: none"> 1) Council and Wellbeing Plan Proposed project demonstrates alignment to the Council and Wellbeing Plan Theme 3.
	<ol style="list-style-type: none"> 2) Placemaking Grant Priorities Proposed project will contribute to one or more Placemaking Grant Program priorities listed in this table in the left column.
	<ol style="list-style-type: none"> 3) Community Partnerships Proposed project shows community engagement and collaboration with other community partners.
	<ol style="list-style-type: none"> 4) Feasibility of the project The project is feasible and able to be delivered. This includes permits, landowner permission, Community Capital Infrastructure Proposal Form and/or Public Art Proposal Form completed if required (refer 5.1 onwards below).
	<ol style="list-style-type: none"> 5) Capacity of Applicant The Applicant has demonstrated capacity, skills and experience including volunteers to deliver the project.
	<ol style="list-style-type: none"> 6) Budget Applicant budget for delivery of the project/program is realistic and shows volunteer in-kind contribution as well as co-contribution.

Landowner permission

If your project involves modifying Council land or facilities, please seek landowner permission by emailing property@mornpen.vic.gov.au

Community Capital Infrastructure Projects (Our Project)

If the project involves building, installing, or modifying Council land or facilities, please complete the Community Capital Proposal Form as permit approvals may be required.

See link: [Community Capital Infrastructure Projects \(Our Project\) - Mornington Peninsula Shire \(mornpen.vic.gov.au\)](https://www.mornpen.vic.gov.au/community-capital-infrastructure-projects-our-project)

A completed **Public Art Proposal Form** must be submitted with your application for a grant.

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

Community Support Grant Program

1. Purpose of the Community Support Grant Program

To support our community groups and organisations with delivery of the services/programs, activities and initiatives with the Shire.

2. Eligibility Community Support Grant Program Funding

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

3. Funding available

Eligible applicants may seek up to \$5,000 and request funding for a 1 or 2 year period. This program remains open for the financial year closing 15 June or when funds have been exhausted.

4. Desired Outcomes of the Community Support Grant Program

- Communities are inclusive and resilient

5. Assessment Criteria – Community Support Grant Program

Applications must align to the Council and Wellbeing Plan Theme 3 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 Support Grant Program Priorities	Criteria
<ol style="list-style-type: none"> Essential equipment to support delivery of programs/services. Strengthens the capacity of volunteering on the Mornington Peninsula. Contributes to the sustainability of community groups. Social connections that enhance community health and wellbeing. Programs, activities and initiatives with broad community benefit. 	1) Council and Wellbeing Plan Proposed project demonstrates alignment to the Council and Wellbeing Plan Theme 3.
	2) Community Support Grant Priorities Proposed project will contribute to one or more Community Support Grant Program priorities listed in this table in the left column.
	3) Community Partnerships Proposed project shows community engagement and collaboration with other community partners.
	4) Feasibility of the project The project is feasible and able to be delivered. This includes permits, landowner permission, Community Capital Infrastructure Proposal Form and/or Public Art Proposal Form completed if required (refer 5.1 onwards below).
	5) Capacity of Applicant The Applicant has demonstrated capacity, skills and experience including volunteers 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.

Flexi Grant Program

1. Purpose of the Flexi Grant Program

To provide a quick response to a community need and initiatives with the Shire.

2. Eligibility Flexi Grant Program Funding

Refer eligibility and ineligible on pages 2 and 3 of these guidelines. If you are applying for a defibrillator it needs to be publicly accessible and Registered with Ambulance Victoria.

3. Funding available

Eligible applicants may seek up to \$2,000. This program remains open for the financial year closing 15 June or when funds have been exhausted.

4. Desired Outcomes of the Flexi Grant Program

- Active community groups providing continuity of service and programs to local communities

5. Assessment Criteria – Flexi Grant Program

Applications must align to the Council and Wellbeing Plan Theme 3 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.

Flexi Grant Program Priorities	Criteria
<ol style="list-style-type: none"> 1. Essential equipment to support delivery of programs/services. 2. Safety and health equipment. 3. Strengthens the capacity of volunteering on the Mornington Peninsula. 4. Contributes to the sustainability of community groups. 5. Social connections and enhanced community health and wellbeing. 6. Programs, activities and initiatives with broad community benefit. 	1) Council and Wellbeing Plan Proposed project demonstrates alignment to the Council and Wellbeing Plan Theme 3.
	2) Flexi Grant Program Priorities Proposed project will contribute to one or more Flexi Grant Program priorities listed in this table in the left column.
	3) Community Partnerships Proposed project shows community engagement and collaboration with other community partners.
	4) Budget Applicant budget for delivery of the project is realistic and shows volunteer in-kind contribution as well as co-contribution.

Youth Development Grant Program

1. Purpose of the Youth Development Grant Program

To support the cultural development of young people.

2. Eligibility Youth Development Grant Program Funding

Specific eligibility for the Youth Development Grants is listed below;

- ✓ The applicant must be aged between 10-25 years and living within the Mornington Peninsula Shire Local Government Area.
- ✓ The applicant must provide evidence (e.g. Birth Certificate, Proof of Age Card, Learners Permit or Licence, Letter of support from school or support services, recent Utility Bill, Rates Notice, Lease Agreement).
- ✓ Presentation of relevant Health Care Card, Pensioner Concession Card or equivalent.
- ✓ Evidence of participation and evidence that the activity is being provided by a registered business, organisation, association or club e.g. A statement, letter or invoice from the provider outlining activity details, costs and payment arrangements.

3. Funding available

Eligible applicants may seek up to \$1,000.

This program remains open for the financial year closing 15 June or when funds have been exhausted.

4. Desired Outcomes of the Youth Development Program

- Resilient young people

5. Assessment Criteria – Youth Development Program

Applications align to Theme 3 of the Council and Wellbeing Plan and must 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.

Youth Development Grant Program Priorities	Criteria
1. Support for development of our young people that contributes to participation in music, sport and artistic endeavours.	1) Council and Wellbeing Plan Proposed project demonstrates alignment to the Council and Wellbeing Plan Theme 3.
2. Focus on young people experiencing financial hardship.	2) Youth Development Grant Priorities Proposed project will contribute to one or more Youth Development Program priorities listed in this table in the left column.
3. Enhancing young people's health and wellbeing.	3) Budget Expenditure is itemised and clear.