

Community Investment Funding

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Application Process

AP1 – How do I submit an application?

Mornington Peninsula Shire Council uses the online grants management portal, SmartyGrants. You will need an email account to register and apply.

AP2 – What do I need to provide with my online application?

Please refer to Grants Guidelines for requirements on each Grant Program. Standard documents required may include, but are not limited to, Profit & Loss Statement, Balance Sheet, Financial statements, Certificate of Insurance (Public Liability), Child Safe Policy, Quotes relevant to application.

AP3 – Can I submit more than one Grant application?

Successful applicants may be funded for **one grant** application in a financial year.

For essential/unforeseen circumstances a Flexi Grant application may be sought for Defibrillators and/or essential equipment if they have had a successful grant in the same funding round. Refer Guidelines.

AP4 – How will my application be assessed?

Eligible applications are assessed by a Panel of Shire Officers relevant to the priorities of the Grant Program. Projects will be assessed against the specific criteria.

AP5 – When will I know the outcome of my application?

We aim to notify via a letter, which is emailed as soon as possible, of the final decision. Refer Grant Guidelines for detailed information on this process.

Please note: Local Area Community Capital Infrastructure Grants have a longer application, assessment and approval period. A project manager will be assigned. All Local Area Community Capital Infrastructure Grant applicants are required to complete the Community Capital Projects [Form](#) first.

Infrastructure projects require, landowner approval as well as scope of works (ie permits, lease/licencing agreements, contractor information etc) which is outlined in the form.

AP6 – Who can I speak to about my project ideas or to help me strengthen my application?

If you are unsure what Grant to apply for, please contact the Shire's Community Development Grants Officer at CommunityInvestFunding@mornpen.vic.gov.au.

If you do know which grant you are applying for, see Program Managers Contact Information online.

AP7 – How can I get help in writing my application or learning more about grant writing?

You can attend a Grants Information Session or Grant Writing Workshop held throughout the year around grant programs opening time (13 July annually) Check the Shire's website for dates and details.

Eligibility

EL1 – Is my organisation or group eligible to apply?

Applicants need to be an incorporated organisation, and/or a current registered Not-For-Profit, Charity, or Public Benevolent Institution (PBI).

If unincorporated – a community group can be auspiced by another organisation that is an incorporated organisation, and/or a current registered Not-For-Profit, Charity, or Public Benevolent Institution (PBI) for the proposed activity, program or project detailed in their application.

Applicants must be based on the Mornington Peninsula's Local Government Area and/or providing regular services, activities or programs on the MP municipality.

Applicants need to demonstrate a direct impact upon Mornington Peninsula communities and clearly show that they will provide community benefits for their project. Each Grant Program may have additional specific eligibility criteria that should be reviewed prior to applying eg applicants for Biolink Support Grants need to be for 2 hectares of land or greater

EL2 – Are Individuals and sole traders eligible for grants?

No. Individuals and sole traders are not eligible for grants.

EL3 – Can a sole trader be auspiced by an Incorporated Association?

No.

EL4 – Are private and for-profit companies eligible to apply for a grant?

No.

EL5 – What funding can Arts and Culture Incorporated Associations and NFP apply for?

Eligible organisations can apply for Community Events Grants and Placemaking Grants. Murals and Public Arts need to complete the Public Arts Form and go through the Public Arts Policy process.

EL6 – What can schools apply for?

A 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.

NOTE : Schools are not eligible for the natural and built environment projects on State Government land. Exceptions may be made for applications that can demonstrate significant community benefit and accessibility requiring a Partnership Agreement.

EL7 – Are there any exclusions or items that are not covered by the grant?

Refer to Grant guidelines under 'ineligible' , a number of items are listed that aren't eligible.

Organisations & Auspice

OA1 – What is an auspice organisation?

An auspice arrangement refers to the practice of an organisation that does not have incorporation status applying for funding under the name of an organisation that does.

Unincorporated organisations may apply if an auspice arrangement is agreed to with another organisation that is incorporated.

The auspice organisation is responsible for the financial conditions of the funding as well as the acquittal following completion of the project.

An Auspice Agreement is available on Council's website and the [Auspice Agreement Form](#) should be completed and submitted with the application in SmartyGrants.

An auspice organisation is limited to auspice a maximum of 2 unincorporated groups, some exceptions apply for Landcare Groups and Peak bodies.

OA2 – Do applicants need to have Public Liability Insurance?

It is the responsibility of the applicant to ensure that it has appropriate insurance to undertake the activities of the organisation. Applicants are advised to check with their insurance company to ensure they have adequate levels of cover.

Financial Requirements

FR1 – How can my organisation get an ABN?

An ABN is a unique number which identifies your organisation to the Australian Tax Office (ATO) and other government departments and agencies. You can apply for an ABN online via the ATO website.

If organisations don't have an ABN, they are required to submit a Statement by Supplier form with their application.

FR2 – How does GST affect my application?

The ATO considers grants income as taxable income. GST only applies to your grant if your organisation is registered for GST with the ATO. It is illegal to claim GST if you are not registered.

- **Applicants NOT registered for GST:** apply for the quoted amount, including GST
- **Applicants registered for GST:** should apply for the quoted amount, without GST (the GST component will be subsequently paid to the applicant)

FR3 – What should I include in the budget plan for my project?

Applications will ask for the **income** you require to deliver your project. This will also include the amount you are requesting for the grants. It does not refer to income generated from a proposed project, such as ticket sales or sale of publications.

All expenditure should be detailed in the budget in your application to clearly show how the grant funding is proposed to be spent. Funding cannot be used for any other purpose.

In the application you will also be asked for volunteer (in-kind) contribution. This is an estimate of time volunteers will spend delivering your project and is entered separately to your income/expenditure budget. See Budget example.

FR4 – What financials will I be asked for?

Council has a responsibility to ensure grant funding is distributed fairly, transparently and to organisations that are financially viable. To help do this, applicants may be required to provide:

- **Model rules / constitution** – to confirm alignment with program priorities
- **12-month financial statement** (P&L and Balance Sheet) – to demonstrate financial stability and solvency

- **Statement by a Supplier Form** (if no ABN) – to meet ATO requirements

These documents ensure compliance with the Community Investment Funding Policy (2025).

Post-Approval

PA1 – Are there any agreements to sign if my application is successful?

Successful applicants are required to sign a Funding Agreement prior to funds being released.

PA2 – How do I acquit (report) the grant at the end of the project?

An Acquittal Form will be sent to applicants via the SmartyGrants portal which is completed online via SmartyGrants.

The Acquittal must include project outcomes and account for expenditure against the grant funding awarded. (ie – your receipts must match what funding was approved for)

Applicants must advise the Grants Administration Officer if they have a change to the 'user' (contact person for application) so it can be updated in SmartyGrants.

PA3 – What happens if I do not acquit properly within the agreed timeframe?

Where adequate evidence is not provided at acquittal, Council may require all or part of the grant funding to be repaid.

PA4 – If successful is there any assistance available to help promote my project?

Talk to the relevant Program Manager for your project and/or the Community Development and Engagement Team.

Email: **communityinvestfunding@mornpen.vic.gov.au**.

Subject to availability, the Mayor and Councillors are available for launches, openings and key events.

Email: **councillor.support@mornpen.vic.gov.au for assistance.**

PA5 – How can I acknowledge funding?

Only use Shire Approved Logos: These will be sent to you as part of your funding agreement. Do not download from Google images as these may not be current.

Where to display the logo:

- **Digital channels** – Instagram, Facebook, LinkedIn etc
- **Printed materials** – display Shire logo in your leaflets, booklets, handouts, banners and/or signage
- **Speeches, launches, events** – Mayor and Councillors can attend, if available, and speak at your events/activities.