

Mornington Peninsula Community Charitable Trust Guidelines

2025 - 2026



Mornington Peninsula Community Charitable Trust is a charitable fund
account of the Lord Mayor's Charitable Fund ABN 63 635 798 473



Acknowledgment of country

Mornington Peninsula Shire acknowledges the Bunurong people, who have been the custodians of this land for many thousands of years; and pays respect to their elders past and present. We acknowledge that the land on which we meet is the place of age-old ceremonies, celebrations, initiation and renewal; and that the Bunurong peoples' living culture continues to have a unique role in the life of this region.



**Mornington
Peninsula Shire**

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Introduction

Mornington Peninsula Shire Council (the Council) adopted the Community Investment Funding Policy and Framework 2025 (The CIF Policy) to guide the types of investment in our community which includes Grants, Subsidies, Sponsorships and the Trust.

In 2008, the Mornington Peninsula Community Charitable Trust (The Trust) was established as a sub-fund of the Lord Mayor's Charitable Fund (LMCF). The LMCF, established in 1923, supports innovative, long-term solutions to challenges facing the community.

Priorities of the Trust

Through the shared governance arrangements between the Trust Committee of Management and the LMCF Board the four priority areas:

- Homelessness and affordable housing

- Inclusive, sustainable economy and jobs

- Healthy and climate resilient

- Solution focussed to shared challenges through collective and structured giving

Applications sought can also be aligned to Mornington Peninsula Shire's Grant Priorities.

Trust Funding

The total funding for the Trust is approved annually by the LMCF Board. The Trust aligns with Council's Community Investment Funding Policy. Applications for Trust funding will be promoted on Council's website.

Successful Trust fund recipients may be funded once per annum by the Trust, however, under Council's Community Investment Funding Policy may also be eligible, for an additional successful grant application in the same financial year for a separate project. Successful grant applicants must apply the funds for lawful use as per the Trust's Funding Agreement.

Eligibility

Applicant organisations must satisfy all of the following criteria:

- ① Be based in the Mornington Peninsula Shire's Local Government Area and deliver services, programs and/or projects within the Shire aligned to one of the 4 priority areas of the Trust and/or MPShire grants priority areas.
- ② Hold an Australian Taxation Office endorsement of 'Deductible Gift Recipient' (DGR) status.
- ③ Be solvent and have an adequate level of public liability insurance relevant to the activity.
- ④ Be compliant with and have acquitted all funding previously awarded by the Trust or the Shire and/or have approval from the Trust Program Manager for an extension.



Ineligibility

Applicant organisations will be ineligible if any of following items apply to them:

- For profit organisations
- Organisations without Deductible Gift Recipient (DGR) status.
- Organisations not based on the Mornington Peninsula and activities not delivered in and/or do not directly benefit Mornington Peninsula Shire's communities.
- Applications not aligned to the priorities of the LMCF and/or Shire grant priorities.



Application Support

Application support is available from the Trust Program Manager to **clarify information** and advise the applicability of your proposed projects/program or activity.



communityinvestfunding@mornpen.vic.gov.au



Applications are submitted online in [SmartyGrants](#)

Should assistance be needed to **submit an application** online in the [SmartyGrants](#) system please contact the Grants Administration Officer.



community.grants@mornpen.vic.gov.au or



5950 1425

Assistance is available for applicants with **disabilities or who are culturally and linguistically diverse**.

Free **interpreting services** can be arranged for individuals with limited or no English language proficiency.



access@mornpen.vic.gov.au or



5950 1978

Trust Funding

Application Process

Applications for Trust Funding must be completed and submitted on-line and in accordance with timing and criteria of the Trust. Application forms are available through the [SmartyGrants](https://www.mornpen.vic.gov.au/grants) online system accessed via



www.mornpen.vic.gov.au/grants

- Applicants are responsible for the suitability of their program/project for an application to the Trust. An application must be eligible, address the assessment criteria and respond to any questions with attachments as required.
- Where an application involves working with children or young people, a copy of the organisation's child safety policy must be attached to the application.
- Applications after the closing date will not be accepted.
- Budget must be included in the Application.
- Budget income and expenditure must be GST exclusive.

Assessment of Application

- The Trust Assessment Panel comprises of a minimum of 3 members of the Trust's Committee of Management.
- Applications must align with the Trust's priorities, the relevant assessment criteria and be accompanied by proof of Deductible Gift Recipient status.
- Applications received will go through an eligibility assessment, a financial check and progress to the panel assessment who make a recommendation to the LMCF for funding. LMCF scheduled Board meetings will make a decision on recommended applications.
- Applicants may be requested to provide additional supporting information to assist with the assessment of the application. No applicant can be guaranteed of funding, nor can any applicant be guaranteed to receive the full amount requested.

Notification Process

- Applicants will be notified in writing the result of their application by the LMCF.
- Successfully funded projects/programs will receive a Trust Funding Agreement from the LMCF.
- Successful applicants must acknowledge both the LMCF and Council in all promotional, marketing, and public communication materials relating to the funded project, including the use of approved Shire logos where applicable.

Application Assessment Criteria

The following criteria will be assessed on a scale of **1 to 5 with:**

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

Proposed project demonstrates a strong alignment to one or more of the Trust Priorities and Mornington Peninsula Shire's grant priorities.

The proposed program or project incorporates collaboration (e.g., partnerships with community and other stakeholder services).

The proposed program or project is financially and logistically feasible and able to be delivered. (e.g., are there other regulatory consents or permissions required).

The Applicant organisation's demonstrated capacity, skills and experience (including volunteers' contribution to deliver the project) builds sustainability of the proposed program/project.

The applicant organisation's budget for delivery of the program/ project is realistic and shows volunteer in-kind contribution as well as co-contribution.



Service Centres

ROSEBUD

90 Besgrove Street, 3939


MORNINGTON

2 Queen Street, 3931

HASTINGS

21 Marine Parade, 3915

 Contact 1300 850 600 (24 hours) or 5950 1000

 Customerservice@mornpen.vic.gov.au
Private Bag 1000, Rosebud 3939 DX 30059

 facebook.com/mornpenshire

 @MornPenShire

 Website - mornpen.vic.gov.au



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