## Community Support Grant 2024/25

* indicates a required field

## Purpose

To support community groups and organisations to deliver key initiatives, programs and activities within the Shire.

## Important Information

Before completing this application, applicants are required to read the **Grant Program Guidelines**

**Funding**

- Funding is available for eligible organisations up to $5,000

**Closing Date**

- 4 June 2025 unless funds are exhausted earlier

**Eligibility**

- Applicants must be an organisation based in the Mornington Peninsula Shire's Local Government Area and deliver funded projects, programs and activities within the Shire
- For further information, please refer to Grant Program Guidelines under General Eligibility
- Fundraising events and public community events are ineligible for funding under this stream, refer funding for Community Events Grants Program
- Lifesaving and safety equipment is available for volunteer community groups/organisations, not for private clubs

**Cultural Protocols**

- For projects that include an Acknowledgement of Country or Welcome to Country, please refer to the Shire's guide for Cultural Protocols

## Prior Shire Funding

**Has the organisation previously received Shire funding? ***
○ Yes
○ No
○ Unsure
i.e. grant, sponsorship, subsidy

Applicants must have acquitted and/or have an approved acquittal extension to ensure compliance with all funding previously awarded.

**Has the Acquittal report for previous funding been submitted?** *
○ Yes
○ No
○ Acquittal report has not reached the due date
○ Unsure
If you are unsure, please contact the Grants team

You have indicated prior grant funding has not been acquitted.

Please refer to the Grant Program Guidelines eligibility.

Please do not proceed with this application until you have acquitted previous funding.

If you are unsure, please email the Grants team

## Details of Applicant

* indicates a required field

**Organisation Name** *
Organisation Name

Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO

**Organisation Primary Address** *
Address

Address Line 1, Suburb/Town, and Postcode are required.

**Applicant Primary Website**

Must be a URL.

## Contact Details

**Contact Person for Grant** *
First Name                Last Name

This is the primary contact for correspondence

**Position in Organisation** *

i.e President, treasurer, committee member

**Contact Phone Number** *

Must be an Australian phone number.

**Contact Email Address** *

Must be an email address.
All emailed correspondence will be sent to this address

## Applicant - Required Information

**What is the legal status of your organisation?** *

○ Incorporated Associations - incorporated under State/Territory legislation (commonly have 'Association', 'Incorporated' or 'Inc' in their legal name)
○ Not for-profit proprietary companies or public companies, incorporated under the Corporations Act 2001
○ Organisations established through a specific piece of Commonwealth or State/Territory legislation (for example, many public benevolent institutions and churches)
○ Unincorporated organisation (requires Auspice)
○ State Government Entity
○ Public Benevolent Fund
○ School or kindergarten
○ Commercial (for profit) business
○ Registered Sole Trader

**Applicant ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register | |
| --- | --- |
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main business location | |

Must be an ABN.

**Applicant Organisation Primary Bank Account** *
Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

## Uploads

**Upload - Statement by a Supplier Form (if you do not have an ABN)**
Attach a file:

**Upload - 12 month financial statement or P&L and Balance Sheet** *
Attach a file:

**Upload - Insurance Certificate of Currency** *
Attach a file:

Applicants without an ABN must submit a [Statement by a Supplier](#) form

**If applicable, 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.**

**If there is no formal Child Safety Policy there must be an outline of how it is intended to comply with the Child Safety and Working with Children legislation.**

**Upload - Child Safety Policy/Plan**
Attach a file:

Unincorporated organisations must have an [Auspice Agreement](#) with an incorporated Mornington Peninsula community group/organisation.

**Do you require an Auspice Agreement for this application?** *
○ Yes    ○ No

## Auspice Organisation

* indicates a required field

Funding is paid directly to the Auspice organisation, who are responsible for the following obligations:

- Receipt, bank, and administer all monies related to the grant
- Monitor the project and ensure timely completion
- Complete the financial acquittal and ensure funding is acquitted on time
- Ensure that the group has public liability insurance where appropriate.

**Auspice Organisation** *
Organisation Name

**Auspice Organisation Street Address** *

Address

Address Line 1, Suburb/Town, and Postcode are required.

**Auspice Organisation Email** *

Must be an email address.

**Auspice Organisation ABN** *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register | |
| --- | --- |
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main business location | |

Must be an ABN.

**Auspice Organisation Bank Account** *

Account Name

BSB Number          Account Number

Must be a valid Australian bank account format.
If sucessful, this is where funds will be deposited.

**Upload - Signed Auspice Agreement** *

Attach a file:

Auspice Agreement available on Shire website

## Your Project

* indicates a required field

**Project Title** *

Must be no more than 12 words.
Please provide a succinct title for your project.

**Brief Project Description** *

Word count:
Must be no more than 150 words.
Describe "what you are going to do?"

**Where will the project take place?** *

Street address and/or venue name

## Assessment Criteria

The following criteria will be assessed on a scale of 1-5:

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

Applicants project must meet a minimum score of 55%


## 1) CRITERION: Community Support Grant Priorities

**Council and Wellbeing Plan Theme 3: A flourishing, healthy and connected community**

**How does the application achieve or or more of the Community Support Grant Priorities?** *
☐   Lifesaving and safety equipment
☐   Strengthens the capacity of volunteering on the Mornington Peninsula through training and/or learning new skills
☐   Initiatives that contribute to the sustainability of community groups
☐   Increases social inclusion and connections as well as community cohesion
☐   Programs, activities and initiatives with broad community benefit
☐   Supports environmental priorities
☐   Seed funding for new projects
Refer to Single Use Plastics Guidelines

**How will your project support the priorities above?** *

Word count:
Must be no more than 50 words.
Write short a short description how the project will support the priorities.

## 2) CRITERION: Community Partnerships

If you organisation supports other groups list a few, if not write no.

**Does your community group/organisation support a number of partnerships within the community? ***

Word count:
Must be no more than 10 words.

**Does your project/activity involve partnering with other community groups? If so, who are your partners? If not just write no. ***

Word count:
Must be no more than 50 words.

**Upload - evidence of engagement/partnership**
Attach a file:

i.e. support letter, correspondence with partner organisation

**Who will benefit from this project? ***
○ Individual or unidentified level of access
○ Limited to exclusive group membership
○ Broad community access within limited geographic area
○ Broad community access throughout Mornington Peninsula Shire

## 3) CRITERION: Feasibility of the Project

**Will the project be carried out on public or private land/facility? ***
☐ Public land - community use
☐ Public land - limited community access
☐ Privately owned land
☐ Publicly used private land
☐ Unsure

**Have you obtained land owner permission? ***
○ Yes
○ No
○ Pending
○ Not Applicable
i.e Parks Victoria, VicRoads, State Government etc. Preliminary approval is required as a minimum for this application. If successful, funding will not be provided until evidence of full approval is granted.
For Shire owned community facilities, please email the Property department for landowner permission

## 4) CRITERION: Capacity of the Applicant

**What experience does your organisation have to deliver the project? ***

Word count:
Must be no more than 50 words.

**Who will deliver the project? ***
☐ Staff  ☐ Contractors  ☐ Volunteers

**Have you discussed your project with a Shire Officer? If so, who? ***

If you haven't just write no

# 5) CRITERION: Budget

* indicates a required field

## Budget - Project Income (Co-contribution)

Please show all sources of cash income **(excluding this grant)** in the table below that contributes to the project.  Include the name of other funding sources that you have applied for, whether it has been confirmed or not.

- **Do not** include the amount sought from the Shire  (see separate question below)
- **Do not** add in-kind volunteer hours here (see separate table below).
- **Do not** use commas or $ signs in figures.  You may add additional rows if needed.

| Co-contribution Source | Co-contribution Amount $ | Co-Contribution Status |
|---|---|---|
|  | $ |  |
|  | $ |  |
|  | $ |  |

## Budget - Project Expenditure

Please describe the main items of expenditure for the project so that it is clearly understood what the income will be used for.

- Nominate a funding source for each item.
- Refer to the grant guidelines to see what is ineligible to be funded.
- **Do not** add in-kind volunteer hours here (see separate table below).
- **Do not** use commas or $ signs in figures. You may add additional rows if needed.

| Expenditure Items Description | Expenditure Amount | Expenditure funding source |
|---|---|---|
|  | $ |  |

| | $ | |
|---|---|---|
| | $ | |

## Total Project Income

**Grant funding request** *
$

Must be a dollar amount.
Maximum is $5,000

**Co-contribution**
$

This number/amount is
calculated.

**Total Income Amount**
$

This number/amount is
calculated.
This figure is the total of
grant funding request and co-
contribution.

## Total Project Expenditure & Quotes

**Total Expenditure Amount**
$

This number/amount is calculated.

**Please attach quotes for expenditure items to be funded by the grant (must be to the value of the funding request)**
Attach a file:

Online pricing is acceptable

## Volunteer (in-kind) Contribution

Volunteer hours are calculated at $46.92 per hour per volunteer.

**Number of Volunteers**

Must be a number.

**Estimate hours per volunteer**

Must be a number.

**Total volunteer hours**

This number/amount is
calculated.

**Total in-kind volunteer contribution**
$

This number/amount is
calculated.

# Outcomes and Metrics

## Outcomes

Please tell us about the outcomes you expect to result from your project.   Generally,
outcomes can be framed as an increase or decrease in one or more of the options we have
listed below:

| **Select Outcome - Please Select Browse, then select Community Cohesion and finally select Increased Community Participation.** | **How does your Project link to our outcomes?** |
|---|---|
| No more than 1 choice may be selected. | Please explain how your project will help increase community participation in groups and volunteering. |
| | |
| | |
| | |

## Our metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is anticipated to happen and/or has occurred at the end of your project.  An 'Activity Metric' tells us how much of something you're doing or producing.  See below some metrics you may use for your project.

| Metric - Please select Browse, then Select Increased Community Participation and then Choose which Metric best suits your project. | Total | Progress | Collection method |
|---|---|---|---|
| Please select Browse, Increased Community Participation and then select which Metric best suits your project. No more than 1 choice may be selected. | What is your estimated total for your project? Must be a number. | Where are you at currently? Must be a number. | How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/estimation, government or public dataset (e.g. Census), other datasets. |
| | | | |
| | | | |
| | | | |

## Declaration and Acceptance

* indicates a required field

**I declare that the information and attachments in this application are, to the best of my knowledge, accurate and complete. ***
○   I agree and declare the above to be true and correct

**If this application is successful, I/we (our organisation) agree to sign a Mornington Peninsula Shire Funding Agreement prior to funds being released. ***
○   Yes

**I approve for Shire Officers to talk to other funding bodies / organisations for the purposes of seeking funding to support the activity. ***
○   Yes                                         ○   No

**If this application is successful, is the organisation willing to feature in Council's promotion of our Grant Program? ***
○   Yes                                         ○   No

## Local Government Reporting

A list of grants made by Council in the previous 12 months, including the names of applicants who, or bodies which, have received a grant and the amount of each grant will be published on Council's website and in Council's Annual Report.

## Privacy

The collection and handling of personal information is conducted in accordance with The Shire's Privacy Policy which is displayed on Council's website and available at Council's customer service centres. Please refer to the Privacy Policy for further information about your rights and Council's obligations.

https://www.mornpen.vic.gov.au/System-pages/Privacy-Statement