



# Quick Response Grant Program Guidelines 2023-2024

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# Quick Response Grant Program Guidelines

## Acknowledgment of country

Council respectfully acknowledges the Traditional Owners of this land, the people of the Kulin Nations. We pay our respect to their Elders, past and present. We acknowledge and uphold their continuing relationship to this land.

## Introduction to program

The Quick Response Grant Program provide small grants to eligible individuals and organisations throughout the year. This is a competitive program that is limited by the amount of funds available. Applicants are not guaranteed funding, nor can applicants be guaranteed to be granted the total amount of funding they have requested.

The Quick Response Grant Program is based on [Council's Community Funding Policy](#).

## Council Objectives and Priorities

The objectives stated for the two categories have been developed in alignment with the Strategic Directions outline in the City of Port Phillip Council Plan 2021-31, they include:

### Inclusive Port Phillip

Strategic Objective:

- Port Phillip is a place for all members of our community, where people feel supported, and comfortable being themselves and expressing their identities.

### Liveable Port Phillip

Strategic Objective:

- Port Phillip is a great place to live, where our community has access to high quality public spaces, development and growth are well managed, and it is safer and easier to connect and travel within.

### Sustainable Port Phillip:

Strategic Objective:

- Port Phillip has a sustainable future, where our community benefits from living in a bayside city that is cleaner, greener, cooler and more beautiful. The importance of

action in this area is emphasised by Council declaring a Climate Emergency in 2019.

## Vibrant Port Phillip

### Strategic Objective

- Port Phillip has a flourishing economy, where our community and local social enterprise thrive, and we maintain and enhance our reputation as one of Melbourne's cultural and creative hubs. The importance of action is emphasised by Council declaring an Economic Emergency in 2020.

For more detail refer to the [City of Port Phillip Council Plan 2021-31](#)

## Quick Response Grant Categories

### Category 1: Support for Individuals

Maximum funding per application: \$500

**Purpose:** To fund individual residents experiencing barriers to participate in elite and competitive local events/activities.

#### Objective:

- Support for individual residents who are experiencing barriers to participation and have been selected and or invited to participate in an educational, sporting, cultural, recreational, or artistic pursuit through elite and competitive local events and activities.

Recipients are only entitled to one-off funding under the grant program per financial year.

### Category 2: Support for Community Organisations and Social Enterprises

Maximum funding per application: \$2,000

**Purpose:** To fund community organisations and social enterprises to deliver programs and projects that support Council to achieve its strategic directions, and do not align with the objectives and / or other timelines of other Council grant programs.

#### Objectives:

- Support for programs and projects that increase social connection and participation, particularly for marginalised, vulnerable, and disadvantaged cohorts.

- Support for programs and projects that enhance, beautify, and celebrate our local neighbourhoods.
- Support for sustainability initiatives that maximise reuse and recycling opportunities and supports the circular economy.
- Support for economic and creative initiatives that encourage access to employment and education.

Recipients are only entitled to one-off funding under the grant program per financial year.

## Program Timeframes

Applications are open during each financial year until funds are expended. Applications must be submitted at least eight weeks prior to commencement of the planned activity.

Activity	Scheduled Date
Applications close	1 <sup>st</sup> Monday of each month
Applications assessment period	1 - 3 Weeks (from closing date)
Applicants notified and funds issued to successful applicant	3 - 4 weeks (from closing date)
Acquittal completed	4 weeks from activity, project or event completion

## Eligibility

### Category 1: Support for Individuals

Individuals seeking to apply for a Quick Response Grant must meet the following eligibility criteria:

- Be a resident of the City of Port Phillip for a minimum 6 months (evidence required).
- Have complied with all terms and conditions including the submission of a satisfactory project status and acquittal report for any previous City of Port Phillip Grants.

## Category 2: Support for Community Organisations and Social Enterprises

Community organisations, not for profit organisations service providers, education providers and social enterprises seeking to apply for a Quick Response Grant must meet the following eligibility criteria:

- Be a 'Not-for-Profit' community group or organisation or education provider, or social enterprise.
- Be located within the City of Port Phillip municipality.
- Have Public Liability Insurance or an Auspice Organisation Public Liability Insurance with a minimum of \$20 Million.
- Have complied with all terms and conditions including the submission of a satisfactory project status and acquittal reports for any previous City of Port Phillip Grants.
- Provide an ABN or an Auspice Organisation ABN.

If applying as a social enterprise then you will be required to provide certification by [Social Traders](#) or evidence that includes:

- having a defined primary social, cultural or environmental purpose consistent with a public or community benefit, and
- deriving a substantial portion of their income from trade, and
- investing efforts and resources into their purpose such that public/community benefit outweighs private benefit.

## What can be funded?

The following will be considered for funding but is not an exhaustive list.

### Category 1: Support for Individuals

Individuals may apply for funding to support:

- Costs associated with attending local, state and national events in a voluntary capacity.

## Category 2: Support for Community Organisations and Social Enterprises

Community Groups, not for profit organisations, and social enterprises may apply for funding to support:

- Fees for temporary training costs or sessional program staff employed to implement the program / project or event.
- Costs incurred in hiring a venue (excluding costs associated with the rental of business premises).
- Administration costs related to the project.
- Costs associated with encouraging participation.
- Materials and other items essential to the program / project or event.
- Printing, advertising, translations and promotional costs.
- Transport costs.
- Research costs.
- Catering costs essential to the provision of the program / project or event.

## What can't be funded (exclusions)?

### Category 1: Support for Individuals

Individuals cannot apply for funding towards:

- Participation in political events.
- Part of an enrolled university course structure or event or activity in which the individual is paid to participate.
- Programs / projects or events that have already taken place.
- Programs / projects or events in breach of Council policy or illegal activities.

### Category 2: Support for Community Organisations and Social Enterprises

Not for Profit Organisations, community groups, education providers and social enterprises cannot apply for funding towards:

- Political events

- Events / programs / projects that have received funding or subsidy from another CoPP funding program
- Events / programs / projects that have already started or have been completed
- Events / programs / projects that do not have a direct benefit to the Port Phillip Community
- Events / programs / projects that do not align with Council's community vision and strategic directions as identified in the [City of Port Council Plan 2021-31](#).
- Events / programs / projects that duplicate other local service responses unless need, coordination and cooperation is evident
- Items that are part of an organisation's core business or normal operating expenses e.g. insurances (such as public liability), utilities, rental of business premises etc.
- Events / programs / projects in breach of Council policy or illegal activities.

## Assessment Process

After you have submitted your grant application:

- You will receive an email confirming receipt of your application and a PDF copy of your application for your records
- An eligibility and compliance check is conducted by Council officers. Applicants that do not meet eligibility criteria will not continue for further assessment and applicants notified by email
- An assessment panel consisting of the Mayor, a Councillor, two senior Council officers will review each application against the assessment criteria and make recommendations to the General Manager Community Wellbeing and Inclusion for approval
- Approved applicants are notified by email
- Recipients may be listed on the Council's website and may be published in Council's Annual Report

## Assessment Criteria

The Quick Response Grants Program Assessment Panel will assess all applications against the following criteria:

### Category 1: Support for Individuals

#### Justification and evidence (weighting 45 per cent)

- Does the applicant provide evidence of the request to participate in the event from the hosting organisation?



- Has a need for the support been clearly demonstrated?
- Is there evidence of participation barriers?

#### **Community benefit (weighting 45 per cent)**

- How will participation in the activity benefit the development of either the individual or the local community or both?

#### **In-kind Contribution (weighting 10 per cent)**

- Is there evidence of in-kind contribution?
- Have other funding sources been considered?

## **Category 2: Support for Organisations and Social Enterprises**

#### **Council Priorities Program Objectives (weighting 30 per cent)**

- To what degree does the program, project or event address Council priorities?
- Does the grant application meet the objectives of the program?

#### **Community need (weighting 40 per cent)**

- Has a need for the program, project or event been clearly demonstrated?
- How effectively will the program, project or event meet this need?
- What benefits will the program, project or event deliver to the community?
- Who are the participants?
- What benefits will the program, project or event deliver to the community?
- How many City of Port Phillip participants will benefit from the program, project or event?
- Why is the program, project or event required to be funded through the QRGP?

#### **Capacity to deliver (weighting 20 per cent)**

- Does the organisation have the necessary resources and experience to successfully manage the program, project or event?

#### **Budget (weighting 10 per cent)**

- Does the budget reflect value for money?
- Is there evidence of in-kind contribution?

## **Support Documentation Required**

Applicants are required to provide the required documentation with their application.

## Incorporation

Organisations applying must be incorporated or hold another legal entity status. Incorporation is the most common way to provide a community group status as a legal entity.

If you are not incorporated and would like to become incorporated, you may contact the Office of Consumer Affairs Victoria on 1300 558 181 or visit the [webpage](#) for more information.

If your group is not incorporated and does not wish or is unable to become incorporated, you may apply through an auspice organisation.

Evidence of incorporation is required.

## Auspice organisation

An auspice is any organisation that is incorporated, holds current public and products liability insurance and agrees to take responsibility for your grant. Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation or individual. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant.

A letter confirming the auspice arrangement must be attached to your funding application. Any auspice fees can be included in your grant budget. Examples of an auspice include:

- Local neighbourhood houses
- A community organisation you have worked or partnered with
- A peak body or governing association of your field
- Organisations with a similar mission and purpose

## Public and Products Liability Insurance

City of Port Phillip requires organisations and social enterprises to hold current Public and Products Liability Insurance to the value of \$20 million to protect themselves against legal liability for third party's injury, death and/or damage to property caused by an occurrence in connection with the applicant's activities. This is proven by providing a valid Certificate of Currency for Public Liability Insurance.

Applications may be submitted without current Public Liability Insurance on the condition that it is purchased, and a certificate of currency is provided once the grant is successful.

You may apply through an auspice organisation if your group does not wish to purchase insurance.

## Letter or Invitation from Hosting Organisation (Individuals only)

If you are applying for Category1 – Support for Individuals, you will also be required to provide a letter or invitation from the hosting organisation as evidence of the request to participate in the event or activity.

Applicants are strongly encouraged to contact Council when planning program, project or event.

## Support provided by Council

Council's Grants and Funding Team will be able to assist and advise you on any grant information and can refer you to relevant Council officers if required.

For Quick Response Grant Program enquiries please contact:

Melissa Findlay – Grants and Funding Officer

E: [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au) or T: 03 9209 6777

## Funding Principles

Funding Principles	Requirement
Child Safe Standards	Meet obligations in relation to keeping children and young people safe.
Inclusion and Accessibility	Be free from discrimination and enable equitable participation for all community members.
Equity	Address disadvantage and offer equal opportunity to all by recognising the individual needs of different community members.
Responsiveness	Consult with participants and service users to respond to community needs.
Efficiency and Effectiveness	Maximise use of community and council resources to achieve project goals.
Accountability	Maintain transparent governance and reporting processes.
Sustainability	Model environmental, social and economic sustainable practice.

## Access and Inclusion

Interpreters for Auslan and languages other than English are available upon request. If you have any access or support requirements to enable equitable participation in this program, please view the [Accessibility and Disability Inclusion Fact Sheet](#) on the Quick Response Grant Program webpage.

The City of Port Phillip is committed to providing equitable participation and engagement. If you have any accessibility or support requirements to complete your grant application, please contact the Grants and Funding Officer, phone: 03 8563 7400 or email: [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

## Ensuring a child safe City of Port Phillip

The City of Port Phillip has zero tolerance for child abuse, and we are a committed Child Safe organisation. Our commitment is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip.

All grant applications that work directly with children and young people are required to comply with legislation and regulations relating to child safety including, but not limited to, the *Working with Children Act 2005* and the *Working with Children Regulations 2016* and the Victorian Child Safe Standards (CSS)

## LGBTIQA+

Council prides itself on being welcoming and sensitive to the needs of people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer and asexual (LGBTIQA+).

Council works hard to ensure our community is inclusive and we are committed to promoting a fair, just and tolerant community.

Applicants are encouraged to consider how they can ensure events are safe, welcoming and inclusive of LBGTQIA+ community.

## Sustainability

The City of Port Phillip has committed to improving sustainability and reducing waste through its strategies, [Act and Adapt and Don't Waste It!](#) Applicants are advised to avoid the following:

- Balloons
- Single use plastic bags and straws
- Single use crockery and cutlery that cannot be recycled

Applicants are encouraged to consider how they can reduce their impact on the environment by implementing the following:

- Avoiding the use of disposable decorations
- Reducing power consumption
- Utilising e-ticketing
- Promoting public transport, walking and cycling
- Sharing resources with other organisations or project supporters
- Washing crockery and cutlery rather than using disposable items
- Encouraging reusable coffee cups
- Providing drinking water to reduce the use of plastic bottles
- Composting organic waste

For advice about making your event more sustainable, contact Sustainable Programs Team on phone 03 9209 6777 or email [enviro@portphillip.vic.gov.au](mailto:enviro@portphillip.vic.gov.au)

## Lobbying

Canvassing or lobbying of councillors, employees of the City of Port Phillip or assessment panel members in relation to any grant, subsidy and sponsorship applications is prohibited.

## Checklist: Preparing your grant application

Task	Notes
Thoroughly read this document the 2023/24 Quick Response Grants Program Guidelines	
Check your eligibility as stated in the Guidelines	
Familiarise yourself with the City of Port Phillip Council Plan 2021-2031	For details about the Council Plan see: <a href="https://www.portphillip.vic.gov.au/about-the-council/council-plan-and-budget">Council Plan 2021- 2031</a> <sup>1</sup>

<sup>1</sup> For full web link to Council Plan 2021-2031: <https://www.portphillip.vic.gov.au/about-the-council/council-plan-and-budget>

<p>If you are being auspiced, obtain from your auspice organisations the following:</p> <ul style="list-style-type: none"> <li>• Incorporation number</li> <li>• GST status</li> <li>• ABN</li> <li>• Financial statement</li> <li>• Current Public Liability Insurance</li> <li>• Letter of support</li> </ul>	<p>For details about auspicing arrangements see: <a href="https://www.nfplaw.org.au/auspicing&lt;sup&gt;2&lt;/sup&gt;">https://www.nfplaw.org.au/auspicing<sup>2</sup></a></p>
<p>Successfully acquit all previous grants from City of Port Phillip to ensure that you have no outstanding debts.</p>	<p>Acquittal reports are submitted through <a href="#">SmartyGrants</a></p>
<p>Select the appropriate category for your application.</p>	<p>There are two categories for the Quick Reponse Grants Program:</p> <ul style="list-style-type: none"> <li>• Support for Individuals</li> <li>• Support for Organisations and Social Enterprises</li> </ul>
<p>Login in or register with SmartyGrants to create your application</p>	<p>To login to the City of Port Phillip SmartyGrants page: <a href="#">SmartyGrants Registration<sup>3</sup></a></p>
<p>Consider accessibility and sustainability</p>	<p><a href="#">Access and Inclusion</a> <a href="#">Sustainability</a></p>
<p>Review the Assessment Criteria</p>	<p><a href="#">Assessment Criteria</a></p>
<p>Complete budget and include any in-kind contributions.</p>	<p>Remember budget income must equal expenditure.</p>
<p>Obtain all mandatory supporting evidence and submit with your application:</p>	<p>Current Public Liability Insurance Certificate for \$20 million (for organisations and social enterprises)</p> <p>Recent annual report or annual statement/ financial statement submitted to Consumer Affairs (for organisations and social enterprises)</p>

<sup>2</sup> For full web link to Justice Connect auspicing details: <https://www.nfplaw.org.au/auspicing>

<sup>3</sup> Full web link to Smarty Grants Registration: <https://portphillip.smartygrants.com.au/>

	<p>Letter or invitation from hosting organisation as evidence of the request to participate in the event or activity. (Support for Individuals categories only)</p> <p>If you are auspiced by an NFP, you also need to provide a support letter from the organisation that has agreed to manage your funds.</p>
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## Appendix A – Definitions

**ABN (Australian Business Number):** The Australian Business Number is a number used to identify a social enterprise or organisation for tax and Australian Government purposes. An ABN for the organisation or for the Auspice organisation must be provided in the grant application.

**Auspice:** Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation or individual. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant.

**Acquittal Report:** An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An acquittal report usually consists of a written report that summarises project outcomes in relation to project objectives. Grant recipients will be required to provide a testimonial or photo as supporting documentation along with their acquittal report. The acquittal report also includes a financial statement detailing how the funds were spent. The financial statement must include a detailed budget breakdown. Acquittal Reports are due 4 weeks after project completion. All acquittal reports are summarised and presented to Council one month after the due date. Organisations that do not submit their acquittal report will be listed and may not be eligible for further funding from the City of Port Phillip.

**Community:** For the purposes of the Community Grants, ‘community’ refers to people living, working, visiting and studying within the City of Port Phillip.

**Conflict of Interest:** A conflict of interest occurs if a member of the grant assessment panel has something to personally gain from the grant application. It also extends to providing family and close friends with preference.

**Council:** The City of Port Phillip is defined as a geographical area and also the entity which has the authority to make decisions on behalf of the City of Port Phillip.

**Grant:** A grant is a sum of money awarded to an organisation for a specified purpose.

**GST (Goods and Services Tax):** Organisations are strongly encouraged to establish their responsibilities in relation to their GST status and indicate on the application form what that status is. Successful organisations with an ABN and registered for GST will receive a Recipient Created Tax Invoice, for their grant, plus 10% GST. Successful organisations with an ABN and not registered for GST will not receive a Recipient Created Tax Invoice or 10% GST for their grant. These organisations will receive only their grant amount.

**In-kind Contributions:** An in-kind contribution is the 'noncash' contribution made by the applicant that can be allocated a financial value, i.e. volunteer services. Applications with in-kind contribution will be viewed favourably.

**Incorporated Organisation:** An organisation that is a legal entity and has a legal structure. The organisation must be registered with Consumer Affairs Victoria. For more information please contact Consumer Affairs Victoria or phone 1300 558 181

**Non-compliant:** An applicant (this includes organisation and/or individual) may be deemed non-compliant in the circumstances that the recipient:

- failed to meet terms and conditions of funding deed
- is insolvent
- is under legal investigation
- failed to lodge a satisfactory acquittal (a satisfactory acquittal demonstrates that the selection criteria of the program were met, and the financial expenditure of the project was spent appropriately and/or unspent funds returned to Council)
- did not complete the project and failed to lodge an acquittal
- completed the project and failed to lodge an acquittal

**Not for Profit (NFP) Organisation:** An NFP is an organisation that does not distribute any profit to an individual, its members and or shareholders. Any profit from the organisation will be directed back into the organisation and its activities.

**Objectives / Aims:** An objective/ aim states the overall goals of the project.

**Outcomes:** Outcomes describe the specific results of the project.

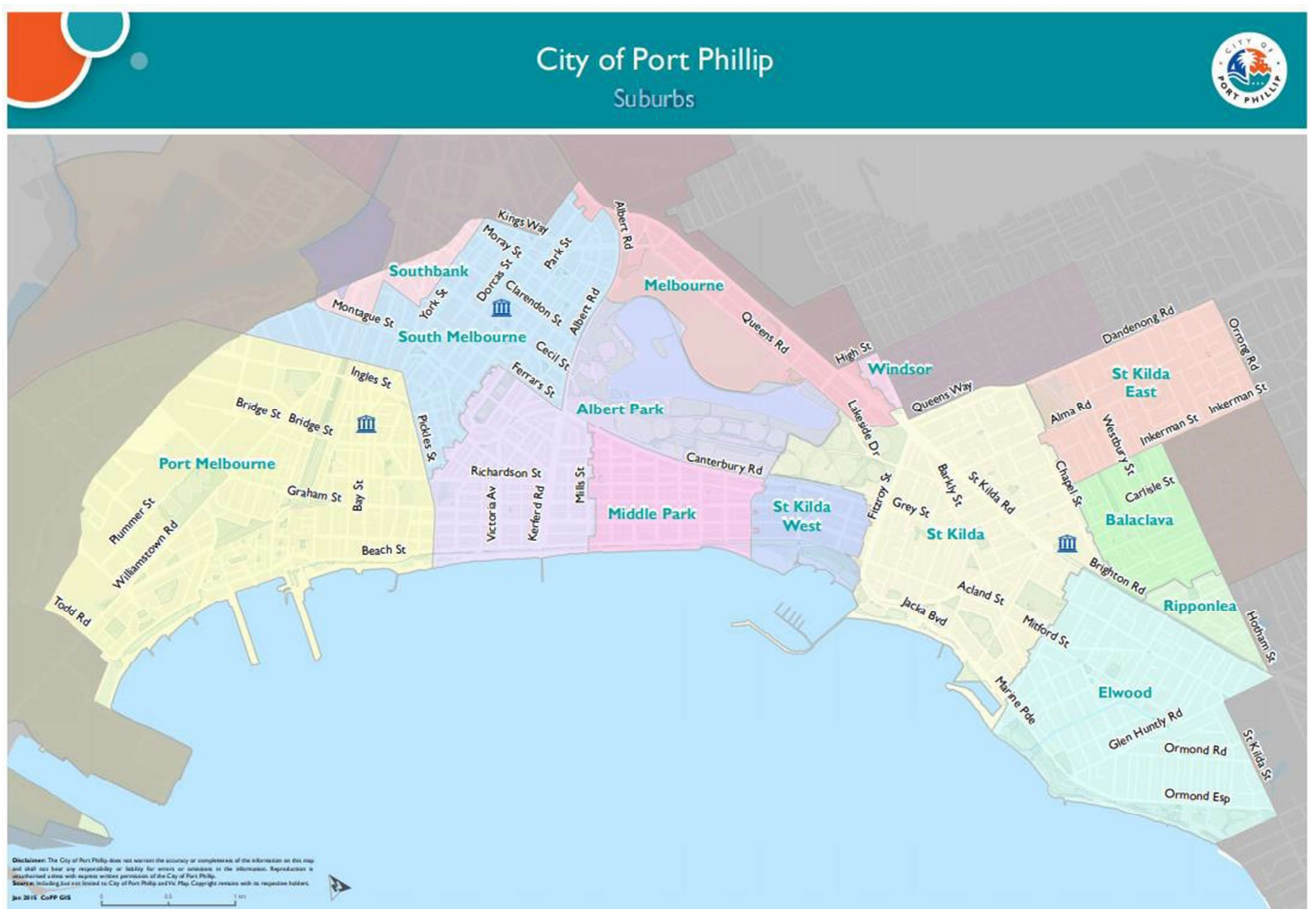
**Project Variation Report:** A Project Variation Report is to be submitted ONLY if there is to be a substantial variation or change to the project from the initial project application. Funded organisations wishing to submit a Project Variation Report must first contact the Grants and Funding Officer on 03 9209 6777 or [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)



**Quick Response Grants Assessment Panel:** City of Port Phillip has an Assessment Panel responsible for assessing Quick Response Grant Applications. The panel consists of the Mayor, a Councillor, and two Senior Council Officers. Care is taken to ensure that representatives do not have a conflict of interest in assessing and recommending Grants for funding.

## Appendix B – City of Port Phillip Map

If you would like to access a digital map of Port Phillip, please view [here](#)



## Appendix C – Grant Terms and Conditions

- Funded organisations must provide a Project Acquittal Report four weeks after completion of the project unless otherwise approved in writing by Council. Grant recipients will be required to provide a detailed budget breakdown and a testimonial or photo as supporting documentation along with their acquittal report. All reports are to be submitted online via <https://portphillip.smartygrants.com.au/>.

- Organisations holding a launch or event for the project for which they have been funded and who are planning to invite the Mayor/Councillors and/or Council Officers, are required to ensure their invitation is sent at least four weeks prior to the event. The relevant Council officer must be notified of this invitation.
- Funded organisations are required to acknowledge the City of Port Phillip in all promotional or publicity material for the funded project. The presentation of the logo should match the involvement and relative importance Council had in the program, project or event. A jpg and gif format logo along with City of Port Phillip's style guide will be provided with the notification letter to successful applicants.
- Funding from the Quick Response Grant Program requires compliance with specific conditions prior to payment and verification of ABN and GST status.
- The funded organisation must comply with all relevant laws and conditions. Significant State and Commonwealth legislation includes:
  - Carer Recognition Act 2012
  - Consumer Affairs Victoria
  - Charter of Human Rights and Responsibilities Act 2006
  - Child Safe Standards
  - Disability Discrimination Act 1992
  - Equal Opportunity Act 1995
  - Fair Work Act 2009
  - Privacy and Data Protection Act 2014
  - Public Liability Insurance
  - Racial and Religious Tolerance Act 2001
  - Child Safe Standards
  - Victorian Disability Act 2006
  - Volunteer Personal Accident Insurance
  - WorkSafe Victoria