



# **Community Grants Program Guidelines**

## City of Port Phillip

99a Carlisle Street, St Kilda, VIC 3182

📞 ASSIST 03 9209 6777

🌐 [portphillip.vic.gov.au](http://portphillip.vic.gov.au)   

---

Receive the latest news from your City and Council

🌐 [portphillip.vic.gov.au/divercity](http://portphillip.vic.gov.au/divercity)

---

If you require a large print version  
please phone ASSIST 03 9209 6777

---

## Language assistance

廣東話	9679 9810	Ελληνικά	9679 9811	Polska	9679 9812
普通話	9679 9858	Русский	9679 9813	Other	9679 9814



If you are deaf or have a hearing or speech impairment, you can phone us through the National Relay Service (NRS):

- TTY users, dial **133677**, then ask for **03 9209 6777**
- Voice Relay users, phone **1300 555 727**, then ask for **03 9209 6777**

🌐 [www.relayservice.gov.au](http://www.relayservice.gov.au)

## Contents

Community Grants Program Guidelines .....	1
Acknowledgment of Country .....	5
Introduction to program .....	5
Program objectives .....	5
Council priorities .....	6
Program categories .....	6
Category 1: Program Support.....	7
Category 2: Diversity and Ageing Support.....	7
Category 3: Social Inclusion Partnerships .....	7
Category 4: Community Strengthening.....	7
Applying for a Community Grant .....	8
Eligibility.....	8
What can be funded?.....	8
What can't be funded (exclusions)?.....	9
Assessment process.....	9
Assessment criteria .....	10
Support documentation required .....	12
Annual report or financial statement .....	12
Public and products liability insurance .....	12
Other insurance .....	12
Auspice organisation .....	12
Submitting your application .....	13
Support provided by Council .....	13
Community Grants Information Sessions and Grant Writing Workshops.....	13
Funding principles .....	14
Access and inclusion.....	14
Ensuring a Child Safe City of Port Phillip .....	15
LGBTIQA+.....	15
Sustainability .....	15
Lobbying.....	16

More information ..... 16

Checklist: Preparing your grant application ..... 16

Appendix A – Definitions ..... 19

Appendix B – City of Port Phillip map..... 22

Appendix C – Grant terms and conditions..... 22

## 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 the land.

## Introduction to program

The City of Port Phillip ('Council') recognises that its Community Grants Program, Subsidy Schemes and Donations provide a strategic opportunity to work in partnership with community groups, organisations and individuals to strengthen community capacity and create and promote an inclusive, liveable, sustainable and vibrant City of Port Philip. The Community Grants Program is based on [Council's Community Funding Policy](#).

Applications are invited for projects, programs, and events that enhance diversity, enable community participation and decision making, and contribute to the building of healthy, strong and inclusive communities.

## Program objectives

The City of Port Phillip Community Grants Program aims to:

- strengthen and leverage the capacity of local community groups and networks
- enable access to inclusive and accessible events, programs and services particularly:
  - for older people, people who identify as LGBTIQ+, people with disability, people from multicultural backgrounds, First Peoples, people at risk of or experiencing homelessness, and persons experiencing social and economic disadvantage
- build social connections, value diversity and address health and wellbeing inequities in our communities
- promote volunteering whilst enhancing the provision of community services, programs and support
- foster sustainability initiatives that maximise reuse and recycling opportunities and supports the circular economy
- support programs and projects that are innovative and or address local emerging needs within our community.

## Council priorities

Applicants must demonstrate consistency with either of the following [Council Plan 2021-31](#) priorities:

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

**Sustainable Port Phillip** - 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.

## Program categories

Funding Category	Purpose	Maximum Amount
Program Support	Supports small groups to initiate and run their activities	Up to \$1,000
Diversity and Ageing Support	Support for culturally and linguistically diverse (CALD) seniors' groups to initiate and run activities	Up to \$1,000
Social Inclusion Partnerships	Supports projects and activities that involve two or more organisations working in partnership to increase social inclusion	Up to \$5,000
Community Strengthening	Supports projects and activities that strengthen community and organisational capacity	Up to \$10,000

Table 1: Community Grants Funding Categories

Organisations can apply for multiple projects under the Program Support, Social Inclusion Partnerships and Community Strengthening categories. A separate application form must be submitted for each project. A limit of one application per organisation per grant round applies to the Diversity and Ageing Support category.

The Community Grants Program is a competitive process and limited by the amount of funds available. Applicants are not guaranteed funding, nor can any applicant be guaranteed full funding. Successful projects funded previously cannot be guaranteed funding in future

years. These limitations require consideration when developing a project application. Detailed information on each grant category follows:

### **Category 1: Program Support**

Maximum funding per project: \$1,000

This category recognises that many small groups require financial support to initiate and run their activities. These activities are not necessarily project based but form an important part of people's lives and the wellbeing of the broader community. For example, social activities such as community choir, group outings or physical activities such as walking and fitness groups.

### **Category 2: Diversity and Ageing Support**

Maximum funding per project: \$1,000 (one application per organisation)

This category recognises that many culturally and linguistically diverse (CALD) seniors' groups require financial support to initiate and run their activities. These activities are not necessarily project based but form an important part of people's lives and the wellbeing of the broader community. Examples of activities that may fit into this category are events and social activities. For example, cultural celebrations, significant religious days, group excursions, or physical activities such as dance programs, walking groups.

### **Category 3: Social Inclusion Partnerships**

Maximum funding per project: \$5,000

The Social Inclusion Partnerships category provides funding to:

- community organisations and groups to partner to develop and deliver projects and activities that increase social inclusion in the community
- engage residents who, for various reasons, may not otherwise have the opportunity to participate in or contribute to broader community life.

### **Category 4: Community Strengthening**

Maximum funding per project: \$10,000

The Community Strengthening category funds projects that:

- strengthen and leverage the capacity of the local community and/or local community sector supporting their ongoing sustainability
- are designed to meet the existing and emerging needs of local residents and encourage participation, social connection and value diversity
- contribute to the health and wellbeing of the community and address health inequities

- support environmental sustainability and circular economy.

Projects that demonstrate plans for long term sustainability will be viewed favourably.

## Applying for a Community Grant

### Eligibility

To be eligible for Community Grants Program funding applicants must:

- be a not-for-profit organisation, a school, or an incorporated community group, or apply through an auspice arrangement
- provide an ABN or an auspice organisation ABN
- have Public Liability Insurance with a minimum of \$20 million 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 all previous City of Port Phillip Grants
- be located within, or offer projects within, the City of Port Phillip municipality
- Diversity and Ageing Support Grants applicants must represent older residents from a culturally and linguistically diverse background.

### What can be funded?

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

- fees for temporary training costs or sessional program staff employed to implement the project/activity
- costs incurred in hiring a venue (excluding costs associated with the rental of business premises)
- project administration costs
- costs associated with encouraging participation
- materials and other items essential to the project/activity
- printing, advertising, translations and promotional costs
- transport costs
- research costs
- limited catering costs essential to the provision of the project.



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

Community Grants are not for:

- costs that are part of an organisation's core business or normal operating expenses. For example, insurances (such as public liability), utilities, rental of business premises
- staff salaries or administration costs not specific to the project
- prizes, awards, or fundraising events
- state-wide projects
- projects that do not align with Council's principles and values as identified in the [Council Plan 2021-31](#).
- projects that are the funding responsibility of other levels of government
- projects that duplicate other local service responses unless need, coordination and cooperation is evident
- projects that could be funded from other sources, such as fees, sponsorships, or other City of Port Phillip grant programs
- projects that have already started or have been completed
- private profit making organisations
- individuals
- school curriculum-based activities
- building projects, capital works and facility maintenance

## 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.
- Council officers conduct an eligibility check, including initial assessment. Applicants that do not meet eligibility criteria will not continue for further assessment and applicants will be notified by email.
- An Assessment Panel consisting of Councillors, Council endorsed community members and senior Council officers will review each application against the assessment criteria and make recommendations to Council for endorsement.
- Recommendations are presented to Council and applicants are notified of the outcome by email.

- Recipients will be listed on the Council's website and may be published in Council's Annual Report.

## Assessment criteria

Community Grants Program Assessment Panel will assess all eligible applications against the following assessment criteria:

<b><u>Category 1 (Program Support) and Category 2 (Diversity and Ageing Support)</u></b>	
<b>Criteria</b>	<b>Weighting</b>
<b>Council priorities / Program objectives</b> <ul style="list-style-type: none"> <li>• To what degree does the project or program address Council priorities?</li> <li>• Does the grant application meet one or more of the program objectives?</li> </ul>	<b>35%</b>
<b>Community need / Target population</b> <ul style="list-style-type: none"> <li>• Has a need for the project or program been clearly demonstrated?</li> <li>• How effectively will the project or program meet this need?</li> <li>• What benefits will the project or program deliver to the community?</li> <li>• Who are the participants?</li> <li>• How many City of Port Phillip participants will benefit from the program?</li> </ul>	<b>30%</b>
<b>Planning and management</b> <ul style="list-style-type: none"> <li>• Does the organisation have the necessary resources and experience to successfully manage the project or program?</li> <li>• Does the budget reflect value for money?</li> <li>• Is there evidence of in-kind contribution?</li> </ul>	<b>25%</b>
<b>Sustainability</b> <ul style="list-style-type: none"> <li>• How have you considered environmental sustainability in the project or program design and implementation?</li> </ul>	<b>10%</b>

<b><u>Category 3 (Social Inclusion Partnerships) and Category 4 (Community Strengthening)</u></b>	
<b>Criteria</b>	<b>Weighting</b>
<b>Council priorities / Program objectives</b> <ul style="list-style-type: none"> <li>To what degree does the project or program address Council priorities?</li> <li>Does the grant application meet one or more of the program objectives?</li> </ul>	<b>35%</b>

<b>Community need / Target population</b> <ul style="list-style-type: none"> <li>Has a need for the project or program been clearly demonstrated?</li> <li>How effectively will the project or program meet this need?</li> <li>What benefits will the project or program deliver to the community?</li> <li>Who are the participants?</li> <li>How many City of Port Phillip participants will benefit from the project or program?</li> </ul>	<b>35%</b>
<b>Planning and management</b> <ul style="list-style-type: none"> <li>Does the organisation have the necessary resources and experience to successfully manage the project or program?</li> <li>Does the budget reflect value for money?</li> <li>Is there evidence of in-kind contribution?</li> <li>Genuine partnership is demonstrated in the Social Inclusion Category</li> <li>What steps have you taken to make your project or program financially sustainable?</li> </ul>	<b>25%</b>
<b>Sustainability</b> <ul style="list-style-type: none"> <li>How have you considered environmental sustainability in the project or program design and implementation?</li> </ul>	<b>5%</b>

## Support documentation required

Applicants must provide the required documentation with their application.

### Annual report or financial statement

New applicants must include a copy of their organisation or group's annual report or annual statement or financial statement submitted to Consumer Affairs Victoria.

### Public and products liability insurance

The City of Port Phillip requires applicants 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.

Applicants must demonstrate they hold the required insurance by submitting a valid Certificate of Currency for Public Liability Insurance with their application.

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

### Other insurance

Applicants must also include copies of any other relevant insurance, such as volunteer insurance or professional indemnity insurance, if applicable.

### 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.

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.

If you are being auspiced, obtain from your auspice organisations the following:

- Incorporation number
- GST status
- ABN

- Financial statement
- Current Public Liability Insurance
- Letter of support confirming the auspice arrangement.

Any auspice fees can be included in your grant budget.

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.

## Submitting your application

All applications are made online through City of Port Phillip's Smarty Grants.

[Smarty Grants registration](#)

[Help guide for applicants](#)

[Applicant frequently asked questions](#)

If you require assistance to complete your online application, please contact [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au) or call 03 9209 6777

## Support provided by Council

### Community Grants Information Sessions and Grant Writing Workshops

All applicants are strongly encouraged to attend a Community Grants Information Session and/or Grant Writing Workshop before applying for a Community Grant.

To attend a Community Grants Information session, visit [Information Session Registration](#)<sup>1</sup>

To attend a Grant Writing Workshop, visit [Grant Writing Workshops](#)<sup>2</sup>

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 these sessions, please contact the Grants and Funding Officer, on phone: 03 9209 6777 or email: [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

---

<sup>1</sup> Full weblink to information sessions <https://www.portphillip.vic.gov.au/people-and-community/funds-grants-and-subsidies/community-grants-program>

<sup>2</sup> Full weblink to grant writing workshops <https://www.portphillip.vic.gov.au/people-and-community/community-sector-resources>

## Funding principles

Funding Principles	Funding Principles Example
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.

Table 2: Funding principles

## 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 contact the Grants and Funding Officer on 03 9209 6777 or email [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

Council has also provided an [Accessibility and Disability Inclusion Fact Sheet<sup>3</sup>](#) to support applicants in ensuring that their projects are inclusive for all participants.

A printed version of these guidelines is available on request.

---

<sup>3</sup> Full web link to Accessibility and Disability Inclusion Fact Sheet available under Additional Resources: <https://www.portphillip.vic.gov.au/people-and-community/funds-grants-and-subsidies/community-grants-program/>

## 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](#)<sup>4</sup> 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 \(CSS\)](#).

Successful applicants may be required to provide evidence of complying with Victorian Child Safe Standards by completing a declaration and providing copies of Working With Children Checks.

## LGBTIQA+

Council prides itself on being welcoming and sensitive to the needs of people who identify as lesbian, gay, bisexual, trans, 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 – Sustainable Environment Strategy 2023-28](#)<sup>5</sup>

Applicants are advised to avoid:

- balloons
- single use plastic bags, straws, crockery and cutlery that cannot be recycled

Applicants are encouraged to consider reducing their impact on the environment by:

---

<sup>4</sup> Full web link to Council's Child Safe Standards: <https://www.portphillip.vic.gov.au/about-the-council/strategies-policies-and-plans/child-safe-standards>

- avoiding the use of disposable decorations
- reducing power consumption
- using 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 Council on 9209 6777 or [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.

## More information

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

<sup>5</sup> Full web link to Council's Act and Adapt Sustainable Environment Strategy:  
[https://www.portphillip.vic.gov.au/media/uytl3gwp/copp\\_act-and-adapt-strategy-2023-28\\_fa\\_online.pdf](https://www.portphillip.vic.gov.au/media/uytl3gwp/copp_act-and-adapt-strategy-2023-28_fa_online.pdf)



## Checklist: Preparing your grant application

Task	Useful information and references
Successfully acquit all previous grants from the City of Port Phillip.	<p>This includes either a Project Status Report or an Acquittal Report (if project is complete) for the previous year's Community Grants Program</p> <p>Council will consider an applicant's previous compliance with grant acquittal requirements when checking eligibility for and assessing new grant applications.</p>
Read the Community Grants Program Guidelines	(This document)
Check your organisation or group is an eligible applicant.	<p><a href="#">Eligibility</a></p> <p><a href="#">Appendix A – Definitions</a></p> <p><a href="#">Appendix B – City of Port Phillip Map</a></p> <p><a href="#">Appendix C – Grant terms and conditions</a></p>
Check your project or program is eligible for a Community Grant.	<p><a href="#">Community Grants funding categories</a></p> <p><a href="#">What can be funded?</a></p> <p><a href="#">What can't be funded (exclusions)?</a></p>
Review the list of previous Community Grant recipients to understand the types of projects and programs funded.	<a href="#">Previous Community Grant recipients</a> <sup>6</sup>
Check the Community Grants Program key dates and project delivery period align with your project or program timeframes.	<a href="#">Program key dates</a> <sup>7</sup>

<sup>6</sup> For full link to Previous Grant Recipients: [http://www.portphillip.vic.gov.au/community\\_grants.htm](http://www.portphillip.vic.gov.au/community_grants.htm)

<sup>7</sup> For full web link to the current year Grant Program Key Dates: <https://www.portphillip.vic.gov.au/people-and-community/funds-grants-and-subsidies/community-grants-program>

<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>Additional information about auspicings arrangements - <a href="#">Working with other organisations</a><sup>8</sup> by Justice Connect.</p>
<p>Familiarise yourself with the Council Plan.</p>	<p><a href="#">Council Plan 2021-31</a><sup>9</sup></p>
<p>Attend a grants information session or grant writing workshop (or both).</p>	<p><a href="#">Community Grants Information Session</a><sup>10</sup> <a href="#">Grant Writing Workshop</a><sup>11</sup></p>
<p>Start a new Community Grants application in SmartyGrants:</p> <ul style="list-style-type: none"> <li>• Visit the City of Port Phillip SmartyGrants website.</li> <li>• Select the Community Grants category to which you would like to apply.</li> <li>• You will then be asked to log into your existing SmartyGrants account or register as a new user.</li> </ul>	<p><a href="#">City of Port Phillip SmartyGrants website</a><sup>12</sup> <a href="#">City of Port Phillip SmartyGrants Login and Registration page</a><sup>13</sup></p>
<p>Review the Assessment Criteria in these Guidelines.</p>	<p><a href="#">Assessment Criteria</a></p>
<p>Fill in and complete your application form.</p>	<p><a href="#">City of Port Phillip SmartyGrants Login and Registration page</a></p>

<sup>8</sup> For full web link to Justice Connect auspicings details: <https://www.nfplaw.org.au/auspicings>

<sup>9</sup> For full web link to the Council Plan 2021-32: <https://www.portphillip.vic.gov.au/about-the-council/council-plan-and-budget>

<sup>10</sup> For full web link to Community Grants Information Session: <https://www.portphillip.vic.gov.au/people-and-community/funds-grants-and-subsidies/community-grants-program>

<sup>11</sup> For full web link to Grant Writing Workshops: <https://www.portphillip.vic.gov.au/people-and-community/community-sector-resources>

<sup>12</sup> For full web link to the City of Port Phillip's SmartyGrants website: <https://portphillip.smartygrants.com.au>

<sup>13</sup> For full web link to the City of Port Phillip's SmartyGrants Login and Registration: <https://portphillip.smartygrants.com.au/applicant/login>

Note: In the budget section, ensure the income equals expenditure.	<a href="#">Access and inclusion</a> <a href="#">LGBTIQA+</a> <a href="#">Sustainability</a>
Obtain and attach all mandatory supporting documentation to your application.  There are additional requirements for applicants who are being auspiced.	<a href="#">Support documentation required</a>
Review your application to ensure it is complete: <ul style="list-style-type: none"> <li>• All mandatory questions answered</li> <li>• The budget section balances – Total project income equals total project expenditure</li> <li>• All mandatory supporting documentation attached</li> </ul>	
Submit your application via SmartyGrants by the closing date.	Check the current program <a href="#">timeframes</a> on the website.  Late applications will not be accepted.

Table 3: Checklist - Preparing your application

## Appendix A – Definitions

**ABN (Australian Business Number):** The Australian Business Number is a number used to identify a business 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.

**Assessment Panel:** City of Port Phillip has two Community Grant Assessment Panels responsible for assessing Community Grant applications. Each Panel consists of two Community Representatives, a Councillor and a Council Officer. Care is taken to ensure that representatives do not have a conflict of interest in assessing and recommending Grants for funding.

**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. 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 will be due 4 weeks after project completion or at the end of the funding period. 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 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.

**Funding Agreement:** A Funding Agreement is a formal document stating the purpose of the funding, the financial amount, and the conditions attached to the grant. It also defines the rights and responsibilities of the grant recipient and Council. Once signed, recipients are under a legal obligation to comply with the stated terms and conditions. A Funding Agreement will be issued to successful applicants for amounts over \$2,000.

**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 'non cash' contribution made by the applicant that can be allocated a financial value, such as 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.

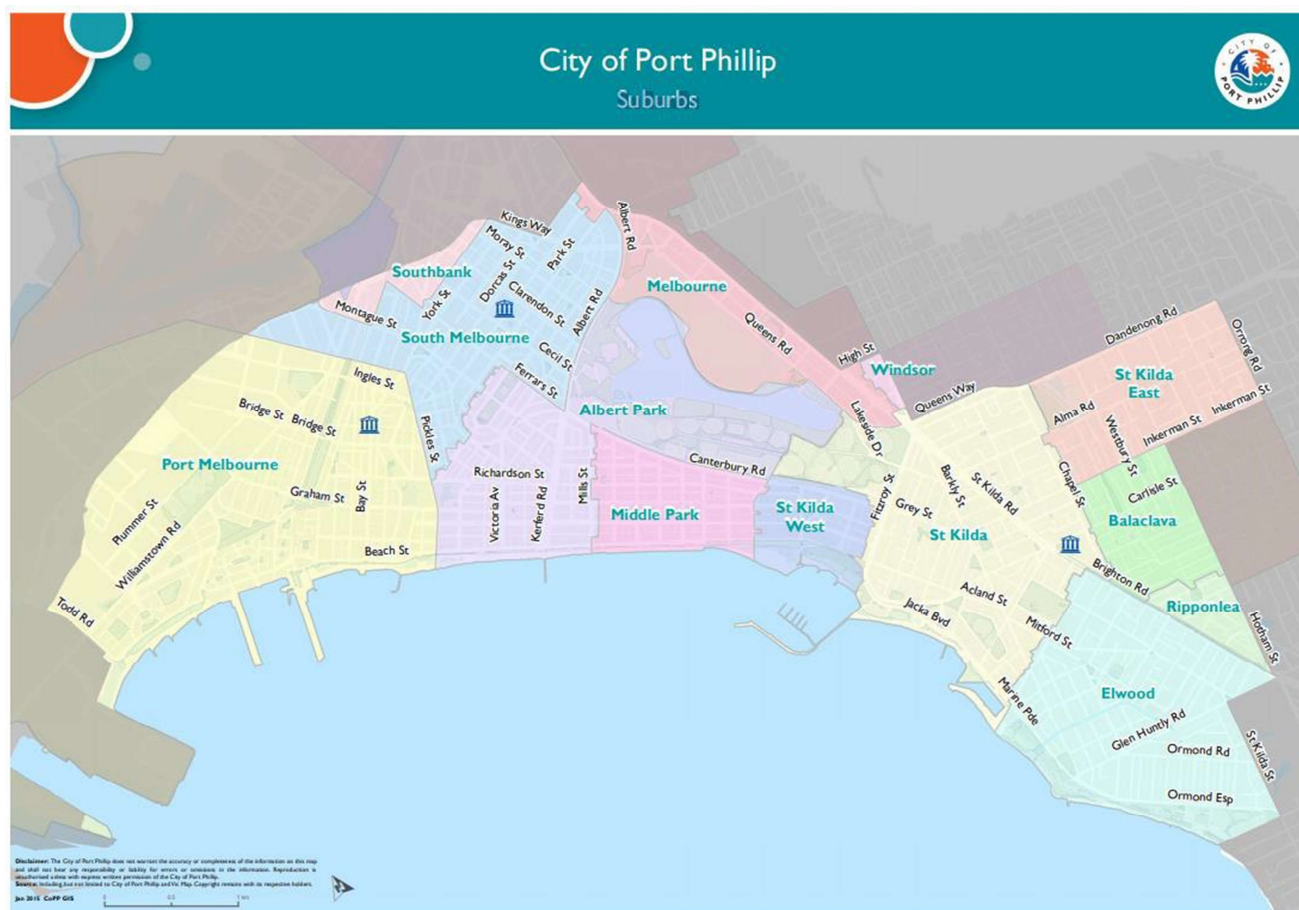
**Outcomes:** Outcomes describe the specific results of the project.

**Project Status Report:** An online Project Status Report must be submitted in SmartyGrants (if the Acquittal Report has not been submitted) by 1 June during the project delivery period.

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

## Appendix B – City of Port Phillip map

Digital maps<sup>14</sup> of Port Phillip are also available.



## Appendix C – Grant terms and conditions

- Successful organisations will be required to sign and return the Funding Agreement for grant amounts over \$2,000.
- Funded organisations must provide a Project Acquittal Report four weeks after completion of the project or end of the funding period by which time all projects should be completed unless otherwise approved in writing by Council. All reports are to be submitted online via <https://portphillip.smartygrants.com.au/>.
- Organisations holding a launch or event for the funded project, and are planning to invite the Mayor/Councillors and/or Council Officers, must send their invitation at least four weeks prior to the event. The relevant Council officer must be notified of this invitation.

<sup>14</sup> Full web link for Using Port Phillip maps: <https://www.portphillip.vic.gov.au/explore-the-city/travelling-around/using-port-phillip-maps>

- 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 City of Port Phillip logo should match the involvement and relative importance Council had in the project or activity. 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 Community Grants Program requires compliance with specific conditions prior to payment and verification of ABN, GST status, and banking details (if required).
- The funded organisation must comply with all relevant laws, regulations and conditions. Significant State and Commonwealth legislation, regulations and statutory authorities include:
  - Carer Recognition Act 2012
  - Consumer Affairs Victoria
  - Charter of Human Rights and Responsibilities Act 2006
  - 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
  - Victorian Child Safe Standards
  - Victorian Disability Act 2006
  - Volunteer Personal Accident Insurance
  - WorkSafe Victoria