



Quick Response Grant Program Guidelines

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Acknowledgment of Country

Wominjeka. Council respectfully acknowledges the Traditional Owners and Custodians of the Kulin Nation. We acknowledge their legacy and spiritual connection to the land and waterways across the City of Port Phillip and pay our heartfelt respect to their Elders, past, present, and emerging.

Introduction to Program

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

Council Strategic Directions

The objectives stated for the QRGP have been developed in alignment with the Strategic Directions outlined in the Plan for Port Phillip 2025-35, they include:

A Healthy and Connected Community

An Environmentally Sustainable and Resilient City

A Safe and Liveable City

A Vibrant and Thriving Community

For more detail, refer to the [Council Plan and Budget - City of Port Phillip](#)

Quick Response Grant Program 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, state, national and international 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, state, national, and international events or 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 projects and activities that support Council priorities but cannot be supported through other Council grants

Objectives:

- Champion and embrace diversity.
- Foster collaboration and mutual support within the community
- Improves the health and wellbeing of residents.
- Provide fair and equitable access to services.
- Prepare and build resilience to the impacts of climate change.
- Engages the community in enhancing environmental outcomes.
- Build community leadership and capacity to respond and recover from emergencies.
- Supports arts, culture, sport, and recreation.
- Celebrates diversity and multiculturalism.

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

Category 3: Support for Unincorporated Community Groups

Maximum amount of funding per application: \$750

Purpose: To support the development of unincorporated community groups and their delivery of activities that align with Council Priorities.

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 the commencement of the planned activity.

Activity	Scheduled Date
Applications close	1 st Monday of each month
Application 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).
- Can provide evidence of invitation to participate in the event.
- 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, social enterprise, or apply through an auspice arrangement.
- Provide an ABN or an Auspice Organisation ABN.
- Have Public Liability Insurance or an Auspice Organisation Public Liability Insurance with a minimum of \$20 Million.
- Be located within the City of Port Phillip municipality.

- 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.

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.

Category 3: Unincorporated Community Groups

Unincorporated community groups must meet the following eligibility criteria:

- Be unincorporated.
- Have their activities within the City of Port Phillip.
- 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.

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 (e.g uniforms, equipment, transport costs, and accommodation).

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.

Category 3: Support for Unincorporated Community Groups

Unincorporated Community Groups may apply for funding to support.

- Public Liability Insurance
- Incorporation fees
- Minor operational costs directly related to delivering an activity (for example, printing, promotion, or consumables)
- Minor equipment or materials required to deliver group activities (for example, sports equipment, art supplies, basic event materials)
- Costs associated with encouraging participation and inclusion (for example, interpreters)
- Fees for temporary training costs or sessional program staff employed to implement the activity.
- Costs incurred in hiring a venue (excluding costs associated with the rental of business premises)
- Costs associated with the setup of organisations

What can't be funded (exclusions)?

Category 1: Support for Individuals

Individuals cannot apply for funding towards:

- Participation in political activities.
- Part of an enrolled university course structure or event or activity in which the individual is paid to participate.
- Activities that have already taken place.

- Activities in breach of Council policy or illegal activities.

Category 2: Support for Community Organisations and Social Enterprises and Category 3: Unincorporated Community Groups

Not-for-profit organisations, community groups, education providers, and social enterprises cannot apply for funding for:

- Political events or activities.
- Building works, capital works and building maintenance.
- Activities that have received funding or subsidy from another CoPP funding program.
- Activities that have already started or have been completed.
- Activities that do not have a direct benefit to the Port Phillip Community.
- Activities that do not align with Council's community vision and strategic directions as identified in the [Plan for Port Phillip 2025-35](#)
- Activities that duplicate other local service responses unless need, coordination and cooperation is evident.
- Activities in breach of Council policy or illegal activities.
- Staff salaries or administration costs not specific to the project
- Prizes, awards, or fundraising events
- State-wide projects
- Projects that are the funding responsibility of other levels of government
- Projects that could be funded from other City of Port Phillip grant programs
- Individuals and private profit making organisations
- School curriculum-based activities

Category 2 Support for Community Organisations and Social Enterprises only

- 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.

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 the Grants and Funding Team. Applicants that do not meet eligibility criteria will not continue for further assessment and applicants notified by email.
- An assessment panel consisting of Council Officers will review each application against the assessment criteria and make recommendations to the General Manager Community Wellbeing 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	
Criteria	Weighting
Justification and evidence • 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	45%
Community benefit • How will participation in the activity benefit the development of either the individual or the local community or both?	45%
In-kind Contribution • Is there evidence of in-kind contribution? • Have other funding sources been considered?	10%

Category 2: Support for Organisations and Social Enterprises	
Criteria	Weighting
Council Priorities Program Objectives • To what degree does the program, project or event address Council priorities? • Does the grant application meet the objectives of the program?	30%
Community need • 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?	40%
Capacity to deliver • Does the organisation have the necessary resources and experience to successfully manage the program, project or event?	20%
Budget • Does the budget reflect value for money? • Is there evidence of in-kind contribution?	10%

Category 3: Support for Unincorporated Community Groups	
Criteria	Weighting
Council Priorities To what degree do the activities address Council priorities?	20%
Community need - Has a need for the activities been clearly demonstrated? - What benefits will the activities deliver to the community?	40%
Capacity to deliver Does the organisation have the skills, knowledge and experience to successfully manage the activities?	25%
Budget Does the budget reflect value for money?	15%

Support Documentation Required

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

Public and Products Liability Insurance (Category 2 only)

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 of invitation from Hosting Organisation (Category 1 only)

If you are applying for Category 1 – Support for Individuals, you are required to provide a letter or invitation from the hosting organisation as evidence of the request to participate in the event or activity.

Evidence of City of Port Phillip Residency (Category 1 only)

If you are applying for Category 1 – Support for Individuals, you are required to provide evidence that you are and have been a resident of the City of Port Phillip for a minimum of six months. Two documents with proof of address are required. Examples include Driver's License, bank statements, utility bills, or rental receipts, one from the past month and one from at least 6 months prior to applying.

Auspice organisation (Category 2 only if applicable)

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.

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: Grants and Funding Officer on 03 9209 6777 or email grants@portphillip.vic.gov.au

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 9209 6777 or email: grants@portphillip.vic.gov.au

Ensuring a child safe City of Port Phillip

The City of Port Phillip has zero tolerance for child abuse. We are a committed [Child Safe organisation](#), ensuring that a culture of child safety is embedded into our practices and processes. Every child accessing Council services has the right to feel and be safe. This City embraces diversity and inclusion. Children of all age, gender, race, religion, disability, sexual orientation, family background, and social background have equal rights to protection from abuse. All City of Port Phillip Councillors, employees, volunteers, contractors, and community representatives must understand and act to prevent, detect, respond to, and report any suspicions of child abuse, and maintain a child safe culture.

Grant projects and activities 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.

Working with First Peoples

The traditional boundaries that make up the City of Port Phillip belong to the [Bunurong People](#), [Boon Wurrung People](#) and the [Wurundjeri Woi Wurrung People](#) of the wider Kulin Nation; with Bunurong People and Wurundjeri Woi Wurrung People being formally recognised as Registered Aboriginal Parties.

Please follow appropriate cultural protocols when engaging with Traditional Owner Groups, this is particularly important for projects and activities that include Indigenous elements, First Peoples participation or initiatives that require engaging with Traditional Owners through a consultation process.

LGBTQIA+

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 (LGBTQIA+). 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 LGBTQIA+ community.

Victorian Government Values Statement

Funded organisations are required to uphold the Victorian Government values and the Commitment to Social Cohesion, when delivering their funded projects.

Further information can be found online: [Victorian Government Values Statement | vic.gov.au](https://www.vic.gov.au/victorian-government-values-statement)

Sustainability

The City of Port Phillip has committed to improving sustainability and reducing waste through its strategies, [Act and Adapt – Sustainable Environment Strategy 2018-28](#)

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

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 the Quick Response Grants Program Guidelines (this document)	
Check your eligibility as stated in the Guidelines	Eligibility
Familiarise yourself with the Plan for Port Phillip 2025-2035	For details about the Council Plan see: Plan for Port Phillip 2025-35
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	For details about auspicings arrangements see: https://www.nfplaw.org.au/auspicing
Successfully acquit all previous grants from City of Port Phillip to ensure that you have no outstanding debts.	Acquittal reports are submitted through SmartyGrants
Select the appropriate category for your application.	There are three categories for the Quick Response Grants Program: 1. Support for Individuals 2. Support for Organisations and Social Enterprises 3. Support for Unincorporated Community Organisations

Log in in or register with SmartyGrants to create your application	To login to the City of Port Phillip SmartyGrants page: SmartyGrants Registration
Consider accessibility and sustainability	Access and Inclusion Sustainability
Review the Assessment Criteria	Assessment Criteria
Complete budget and include any in-kind contributions.	Remember budget income must equal expenditure.
Obtain all mandatory supporting evidence and submit with your application:	Current Public Liability Insurance Certificate for \$20 million (for organisations and social enterprises) Recent annual report or annual statement/ financial statement submitted to Consumer Affairs (for organisations and social enterprises) Letter or invitation from hosting organisation as evidence of the request to participate in the event or activity. (Support for Individuals categories only) 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.

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.

Approval: The General Manager Community Wellbeing has delegated authority to approve recommendations under the Quick Response Grant Program. Decisions made by the General Manager Community Wellbeing are final.

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 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.

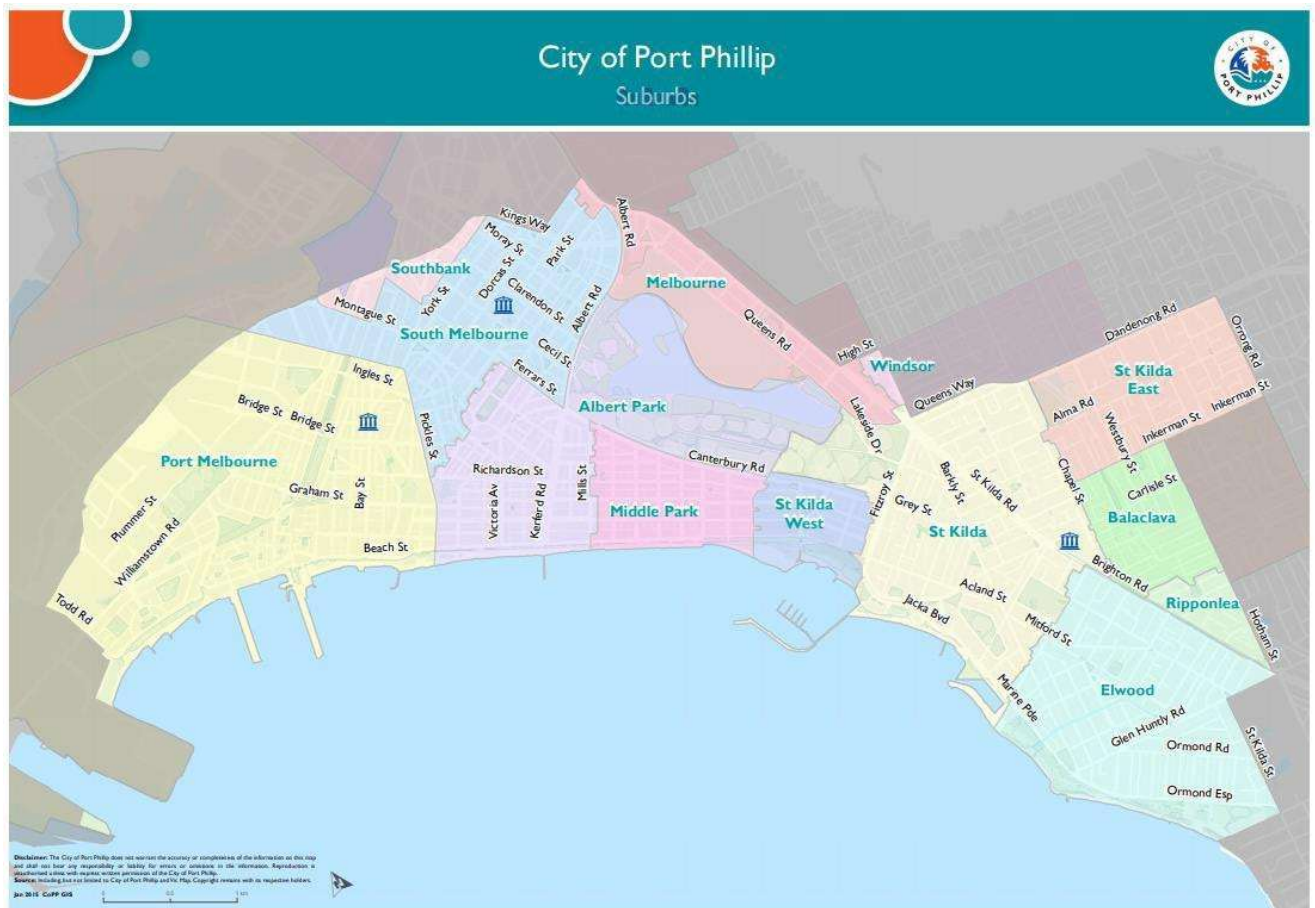
Outcomes: Outcomes describe the specific results of the project.

Project Variation Report: A Project Variation Report is to be submitted if there is to be a 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

Quick Response Grants Assessment Panel: City of Port Phillip has an Assessment Panel responsible for assessing Quick Response Grant Applications. The panel consists of four 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
- Disability Discrimination Act 1992
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009
- Occupational Health and Safety Act 2004 (Vic)
- Privacy and Data Protection Act 2014
- Racial and Religious Tolerance Act 2001
- Victorian Child Safe Standards
- Victorian Disability Act 2006