



# Community Meals Subsidy Guidelines 2021 to 2022

Applications close 5 pm  
Friday 16 April 2021



City of Port Phillip ASSIST

📞 03 9209 6777 🌐 [portphillip.vic.gov.au/contact-us](https://portphillip.vic.gov.au/contact-us)



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# Community Meals Subsidy Guidelines

## 2021 to 2022

### Acknowledgment of country

Council respectfully acknowledges the Yaluk-ut Weelam Clan of the Boon Wurrung. We pay our respect to their Elders, both past, present and emerging. We acknowledge and uphold their continuing relationship to this land

### Introduction to program

The City of Port Phillip recognises that its Community Meals Subsidy Program provides a strategic opportunity to work in partnership with community groups and organisations to strengthen community capacity and to create and promote an engaged, healthy, resilient and vibrant City of Port Phillip.

The Community Meals Subsidy Program is based on Council's Community Funding Policy.

### Program Objectives

- The City of Port Phillip Community Meals Subsidy Program aims to:
- Improve the quality of life, health and well-being of older residents, residents from culturally and linguistically diverse backgrounds, LGBTQI groups, people with disabilities and people with complex needs in the Port Phillip community.
- Foster activities and engagement that increase participation levels and strengthen connections within the community
- Celebrate diversity, improve quality of life and preserve the cultural heritage of Port Phillip community groups by supporting the regular provision of healthy, affordable and culturally appropriate meals.
- Promote social inclusion by encouraging groups to welcome new members to reduce loneliness and vulnerability within the community
- Support groups to build capacity in order to become self-sustaining and self-sufficient.

## Program Timeframes

2021/2022 Applications Open	Tuesday 9 March 2021
Information Sessions Liardet Community Centre (Greek translator available)	23 March 2021, 10 am to 11 am
St Kilda Town Hall, Training Room (Russian translator available)	30 March 2021, 1 pm to 2 pm
St Kilda Town Hall, Training Room	30 March 2021, 2 pm to 3 pm
2021/2022 Applications Close at 5pm	Friday 16 April
Applications assessed	April to May 2021
Applicants notified of application outcome by email	July 2021
2020/21 Meals Subsidy Progress Report due	7 January 2022
2020/21 Meals Subsidy Acquittal Report due	7 July 2022
Funds available to successful 2020/21 applicants	August 2021 (reliant on recipient submitting Electronic Funding Transfer form and Funding Agreements where relevant).

Table 2: Community Meals Subsidy Timeline 2021

## Covid-19 Safe Community Meal Subsidy Information sessions

- **Stay home if you are feeling unwell.** Call your GP or the Coronavirus (COVID-19) hotline on 1800 675 398 for advice.  
Symptoms include; fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, loss of sense of smell, headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.
- Get tested if you have coronavirus (COVID-19) symptoms and go straight home and isolate while you wait for results.
- Carry a face mask with you when you leave home.

Wearing a face mask is strongly recommended indoors and outdoors when you can't keep 1.5 metres distance from other people.

## To be eligible for a Community Meals Subsidy funding applicant must:

- Be a 'Not for Profit' community group, organisation or club
- Be incorporated under the Associations Incorporation Act OR supported by an Incorporated Association that is deemed to be non-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the Income Tax Assessment Act 1936)
- Have their own Public Liability Insurance or written consent from an Auspice Organisation Public Liability Insurance
- Provide an ABN or an Auspice Organisation ABN with written consent.
- Organisations must be located within or offer projects within, the City of Port Phillip municipality at least 12 times per year.
- Have all previous project status reports and acquittals submitted by 7 July 2021
- Cater to consumers that are Commonwealth Home Support Program (CHSP) and or Home and Community Care (HACC) eligible
- Provide a COVIDSafe Plan

*\*Applications that do not meet the eligibility criteria will not continue for further assessment and will be notified by email.*

## What can be funded?

- Community Meals Subsidy funding is to provide healthy, nutritious meals and non-alcoholic refreshments
- Ensure a nutritionally well balanced, culturally appropriate and affordable meal is provided with food from the various food groups
- Items such as sandwiches, soups, rolls, focaccias, salads, pies, pastries, quiches, schnitzels, roast dinners, vegetables, fruits, egg and bacon or similar foods are acceptable

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

Community Meals Subsidy are not to be used for:

- Gambling
- Alcoholic beverages
- Junk food
- Activities where the key focus of the program is to promote spiritual, religious or political beliefs
- Purchasing majority of food or supplies outside of the City of Port Phillip.

- Items that are part of an organisation's core business or normal operating expenses e.g. public liability insurance, utilities, rental of business premises
- Projects that do not align with Council's principles and values as identified in the Council Plan 2017-2027.
- Private profit-making organisations.
- Individuals (unless auspice by an organisation)
- Food Vouchers.

## Assessment Process

After you have submitted your Community Meals Subsidy application:

- You will receive an automated email confirming receipt of your application.
- An eligibility check including initial assessment is conducted by Council Officers. Applicants that do not meet eligibility criteria will not continue for further assessment.
- 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.
- Applicants are notified of outcome by email July 2021.

## Assessment Criteria

Community Meals Subsidy Program Assessment Panel will assess all applications against the following assessment criteria.

Council Priorities / Community Need (weighting 20%)

- Aligns to Council priorities?
- Demonstrated need for program?
- How effectively will the program meet this need?

Benefit (weighting 20%)

- Community Benefit from the program?
- Who are the participants?
- How many City of Port Phillip participants will benefit from the program?

Planning & Management (weighting 20%)

- Resources and experience to successfully manage the program?
- Value for money?

- Evidence of in-kind contribution?

#### Sustainability (weighting 20%)

- What steps have you taken to make your project sustainable?
- Does the organisation have the necessary resources and experience to effectively and successfully deliver the program?

#### Community Reach (weighting 20%)

- Number of meals delivered
- Demonstrated connection to broader community networks.
- Initiatives to strengthen community reach.

### Support Documentation Required

- Financial statement
- Program Budget
- Current Public Liability Insurance
- COVIDSafe Plan

### Support Provided by Council

All applicants are strongly encouraged to attend an information session before applying.

Information sessions provide advice on interpreting the Guidelines and provide the opportunity to discuss your application with relevant staff at the City of Port Phillip. Information Sessions will be advertised on the City of Port Phillip website. Alternatively, you may direct your emails to Peter Hughesman [Peter.Hughesman@PortPhillip.vic.gov.au](mailto:Peter.Hughesman@PortPhillip.vic.gov.au)

### Submitting your Application

All applications must be submitted online before the advertised deadline.

The City of Port Phillip uses SmartyGrants, -an online grant application service

- [Smarty Grants Registration](https://portphillip.smartygrants.com.au/) (https://portphillip.smartygrants.com.au/)<sup>1</sup>
- [Help Guide for Applicants](https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/): https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/ <sup>2</sup>
- Applicant [Frequently Asked Questions](#):

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<sup>1</sup> Full web link to Smarty Grants Registration: <https://portphillip.smartygrants.com.au/>

<sup>2</sup> Full web link to Help Guide for Applicants: <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>

<https://applicanthehelp.smartygrants.com.au/applicant-faq's/><sup>3</sup>

If you require assistance to complete your online application, please Peter Hughesman  
[Peter.Hughesman@PortPhillip.vic.gov.au](mailto:Peter.Hughesman@PortPhillip.vic.gov.au)

## 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.

## 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 Council Diversity Officer on 03 9209 6694

Council has also provided an Accessibility and Disability Inclusion Fact Sheet to support applicants ensure that their projects are inclusive for all participants.

## 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

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<sup>3</sup> Full weblink to Applicant Frequently Asked Questions (FAQ's):  
<https://applicanthehelp.smartygrants.com.au/applicant-faq's/>

across our community to safeguard every child and young person accessing City of Port Phillip.<sup>4</sup>

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 \(CSS\)](#)

## 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 Lisa Paton, City of Port Phillip Sustainable Programs, on phone 03 8563 7734 or email [Lisa.Paton@portphillip.vic.gov.au](mailto:Lisa.Paton@portphillip.vic.gov.au)

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<sup>4</sup> Full web link to Council's Child Safe Standards: <http://www.portphillip.vic.gov.au/child-safe-standards.htm>

## 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.

## 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.

**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. It also provides a financial statement detailing how the funds were spent. 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.

**Community Grants 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.

**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.

**Funding Deed:** A Funding Deed 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 Deed will be issued to successful applicants for amounts over \$2000.

**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, 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:** A 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.

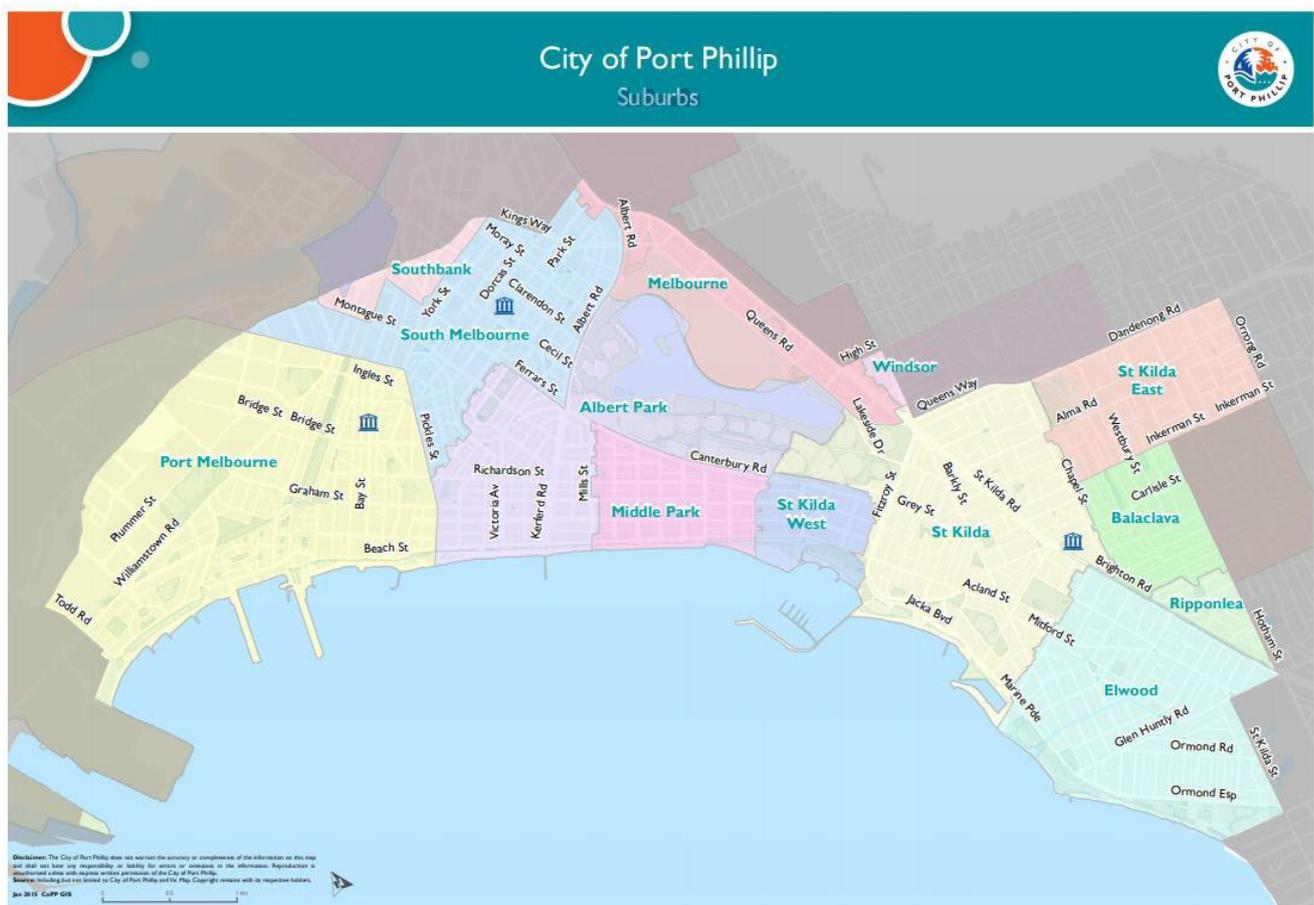
**Outcomes:** Outcomes describe the specific results of the project.

**Project Status Report:** An online Project Status Report must be submitted by 7 Jan 2022

**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 Community Grants and Funding Officer on 9209 6694 or [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

## 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

- If your application is successful you will be required to sign and return the Conditions of Funding Agreement.
- Funded organisations must provide a Project Acquittal Report 1 week after completion of the project or before 7 July 2022 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/>.

- Organisation's holding a launch or event for the project for which they have been funded and are planning to invite the Mayor/Councillors and/or Council Officers, are required to ensure their invitation is sent at least 4 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 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 Meals Subsidy 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