



Quick Response Grant Program Guidelines 2024-2025

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 (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 Objectives and Priorities

The objectives stated for the QRGP have been developed in alignment with the Strategic Directions outlined 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

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.

Please note: Council elections are scheduled for October 2024, with Caretaker Period running from Tuesday 17 September to Saturday 26 October. During Caretaker Period, Council may not allocate grants or awards to individuals or organisations.

The Quick Response Grant Program will open on 1 July and close on 2 September 2024 (two rounds only). The program is scheduled to reopen in January 2025.

Activity	Scheduled Date
Applications close	1 st 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).
- 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.

- 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.
- Programs, projects or events that have received funding or subsidy from another CoPP funding program.
- Programs, projects or events that have already started or have been completed.
- Programs, projects or events that do not have a direct benefit to the Port Phillip Community.

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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> How will participation in the activity benefit the development of either the individual or the local community or both? 	45%
In-kind Contribution <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Has a need for the program, project or event been clearly demonstrated? How effectively will the program, project or event meet this need? 	40%

Letter of invitation from Hosting Organisation (individuals category 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 (individuals category 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

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

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 – 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.

<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> <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.

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

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](#)

