

SMALL GRANTS PROGRAM GUIDELINES 2025





Everything you need to know about applying for a Small Grant

The Community Grants Program provides a framework for Manningham Council to fund a range of activities. The aim of these activities is to achieve positive outcomes for the community and align with key Council plans and strategies.

These Guidelines describe how groups and organisations can access Small Grant funding from Council for activities that have a direct benefit to the people who live, work or recreate in Manningham.

To apply for a Small Grant, please follow these steps:

- 1. <u>Learn more about the Small Grants objectives and funding details</u> to make sure that your program is suitable for this grant
- 2. Check out the eligibility criteria to ensure that your organisation is able to apply
- 3. <u>View our strategic documents and council plans</u>. Remember that your application needs to align with Council's plans
- 4. <u>Learn the steps involved in applying for a grant</u> and understand all the information you will need to provide
- 5. Read the assessment criteria so you know what our Community Grants team is looking for in your application
- 6. <u>Complete the application checklist</u> to make sure you have all the information you need ready to fill out an application
- 7. View the Terms & Conditions and Glossary
- 8. View the same Project Plan and Budget templates (pages 12 -14)
- 9. Speak to a member of our Community Grants team prior to submitting an application.
- 10. Submit your application on SmartyGrants: https://manningham.smartygrants.com.au/

For assistance in completing a grant application, please contact the Grants Team on 9840 9333 or by email: grants@manningham.vic.gov.au

Small Grants – Key Dates		
Grants Open	Open all year, applications close on 31 January, 31 May and 31 September 2025 to be assessed in following month.	
Grants Close	Once total funding has been allocated	
Assessment of Applications	February, June and October 2025	
Applicants Notified	March, July and November 2025	
Information Sessions and Grant Writing Workshop (Free)		
Community Grant Information Session (in-person)		Tuesday 4 February 2025, 10.00am -11.00am
Grant Writing Workshop (in-person)		Wednesday 12 February 2025, 10.00am12.00pm
FAQ Session (online)		Wednesday 19 February 2025, 4.30pm -5.00pm

To book into any of the above sessions or to find out more visit our website.

1. Small Grants

The Small Grant category enables not-for-profit groups and organisations to deliver one-off, innovative activities and minor equipment purchases that support community strengthening initiatives and enhance the quality of life of Manningham residents.

There are two streams in the Small Grants category:

- Community Strengthening
- Equipment Purchase

1.1.1. Objectives

Small Grants aim to:

- Respond to a clearly identified community need;
- Facilitate community participation in a range of local activities and enhance access for individuals and groups that are identified as having diverse needs;
- Enhance local network development and partnerships;
- Provide capacity building opportunities including skills development and learning.

Small Grants applicants must demonstrate how the activity or equipment purchase will achieve <u>one</u> of the grant objectives above to be eligible for funding.

1.1.2. Funding details

Allocation	Funds available:
	 Community Strengthening stream: Funding up to \$3,000
	 Equipment Purchase stream: Funding of up to \$1500 for a 50% contribution towards the total cost of the equipment
	Allocations are for one financial year and are not recurrent
	The total notional allocation is \$90,000 per annum
	Not-for-profit groups and organisations may only receive one Small Grant per financial year.
Timing	Open all year. Applications to be received by 31 January, 31 May and 30 September to be considered for assessments in February, June and October 2025 respectively.
Funding announcements	Applicants will receive a letter notifying them of outcomes within 6 weeks from the closing date of applications.
	Applicants who are unsuccessful may request feedback from Council officers regarding why the applicant was not successful and how the application may be improved for the future.

1.1.3. What types of activities might be funded?

Examples of Small Grant activities could include:

- 1. A series of workshops for women from diverse cultural backgrounds to learn self defence.
- 2. A walking program that encourages children, parents, grandparents and carers to keep fit and stay connected.
- 3. Purchase of safety equipment to assist an environmental group to plant and work in open spaces.
- 4. A pilot project for a new idea with potential for strong community benefit.
- 5. Enhance community access to programs and information.
- 6. Equipment purchase such as sports equipment? (provided it can be demonstrated that the item is integral to the success of the activity).

2. Eligibility: Who can apply for a grant?

We check all grant applications against our eligibility criteria. At this stage of the assessment process, anyone who is not eligible will be removed from the process.

Grant applications must be from:

- A not-for-profit constituted body such as an Incorporated Association or a Company by Limited Guarantee, or
- A community group/organisation auspiced by an incorporated not-for-profit organisation that is able to accept legal and financial responsibility for the grant and activity, or
- A school. Schools are encouraged to partner with community groups in activities that benefit the wider community.

What does "Auspice 'mean?

If a not-for-profit organisation is not incorporated or has limited organisational capacity, another eligible organisation can auspice on their behalf. In this context, the auspice organisation would receive the grant funding and have responsibility for ensuring that the activity is completed on time. A letter from the auspicing organisation that confirms the arrangement must be submitted with the grant application form.

In addition to the above criteria, organisations must also:

- be located or deliver activities within Manningham
- determine and adhere to legislative requirements related to the funded activity. For example, if the funded activity involves contact with children, a Working with Children Check may be required
- have no outstanding debts to Council
- provide an Incorporation Number
- provide an ABN or completed Statement by Supplier form
- have a public liability insurance policy for a minimum of \$20 million or be auspiced by an organisation with this level of cover
- provide a financial statement as per the requirements of operating an Incorporated Association,
 Charity or Public Company Limited by Guarantee
- provide written quotes for all expenditure items over \$500 that are essential for the delivery of the activity. Goods and services to be provided by ABN registered suppliers.
- apply before the closing date.

Council's Community Grant Program also offers grants in the following categories: Community Development, Healthy Ageing, Arts, Festival & Events and Seniors Club Support.

Applicants may apply for a grant in more than one grant category each financial year however the application must be for a different activity. A separate application form for each grant category must be completed and submitted by the due date.

Late applications will not be accepted under any circumstances. For more information on application requirements please refer to the Checklist on page 15.

Funding in this grant category is for one-off projects and activities.

2.1. Who is not eligible to apply?

Applicants will not be eligible for funding if they are:

- an individual
- a community organisation that is unincorporated, unless they partner with a not-for-profit incorporated organisation ("auspice")
- a for profit organisation.

2.2. What will not be funded?

Applications will not receive funding if sought for equipment or activities that:

- are inconsistent with the current Council Plan and Health and Wellbeing Strategy priorities or Community Grant Program objectives
- are the responsibility of other tiers of government (e.g. State, Federal)
- spend grant funding prior to signing of funding and service agreement (retrospective funding)
- have a religious or political purpose which seeks to promote core beliefs
- involve gambling, tobacco, drugs and/or alcohol
- receive other funding, sponsorship or grants from funders whose primary focus is gambling, tobacco, drugs and/or alcohol
- offer social outings and gatherings, unless it can be demonstrated it is a core part of the project delivery
- provide catering, unless it can be demonstrated that catering is integral to the activity and not the sole purpose of the funding
- would normally be part of a reasonable operating budget for the organisation, i.e. staff salaries
 or administration. Please note: Project management and administration costs for the grantfunded program may be accepted up to a maximum value of 20% of the grant value
- are funded through other Council programs or activities, including grants and sponsorship programs
- are Council owned and run
- seek conference sponsorship or fundraising support e.g., financial or technical support
- seek debt payment support
- duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need
- are solely curriculum based (kindergarten, primary or secondary school). Only applications that demonstrate a broader community partnership approach will be considered
- are for fixed / permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar panels)
- are for the purchase of capital assets i.e., motor vehicles
- are listed as a sports club responsibility as set out in <u>Council's Outdoor Sports Infrastructure</u> <u>Guidelines</u>
- are contrary to <u>Council's Sponsorship Policy</u>

Please note: Council owned kindergartens / childcare centres / playgroups / toy libraries can apply to the Minor Capital Works Funding Program to request small refurbishments for building or playground works. For more information contact the Community Facilities Project Officer on 9840 9333.

What is an "Incorporated Association"?

Being incorporated refers to an organisation that has a legal identity of its own, recognised by State and Federal Government and is separate and distinct from the individuals who form the group. For more information visit www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations

3. How to apply

3.1. Application Process

Step 1. Confirm that your organisation is eligible to apply

Step 2. Determine the appropriate grant category for your application

Step 3. Discuss your application with Council's Grant Team (optional)

• This step is mandatory for Community Development, Healthy Ageing, Arts and Festivals and Events Grant applications

Step 4. Consider the assessment criteria and prepare your application, including supporting documentation

Step 5. Login to SmartyGrants and complete your application

· Visit: https://manningham.smartygrants.com.au

3.2. Help with your application

Before applying for a grant, we suggest that a project proposal be developed outlining a brief project description, the objectives of the project, timeline and budget to identify the appropriate category to submit your application.

Council's Grants Team is available to provide support to groups and organisation that require assistance with their grant application including advice on the proposal, how to apply online (SmartyGrants) or to request assistance with a translator/ interpreter is also available.

The application form in SmartyGrants can be provided in a Simplified Chinese version, on request.

Contact the Grant Team on 9840 9333 or by email: grants@manningham.vic.gov.au

We encourage applicants to submit their applications earlier than the closing date to avoid any technical difficulties or unexpected errors that may prevent the application to be submitted. Late applications will not be accepted.

Organisations are also encouraged to attend Grant Information sessions and training opportunities. For bookings, or to find out more about upcoming events, visit our website.

4. Assessment Criteria for Small Grants

4.1. Assessment Criteria for Small Grants

There are two types of assessment criteria for Small Grant categories based on the application type:

- a) Community Strengthening Activity
- b) Equipment Purchases

All applicants are required to provide clear evidence that the activity directly responds to a specific community need, interest or service gap. Please refer to the Assessment Criteria below for further details.

4.1.1. Small Grants Community Strengthening Category Assessment Criteria

Small Grant applications will be assessed against four criteria. The points below are provided to assist in guiding your responses. The assessment criteria scores applications to a maximum total of 100%.

Assessment Criteria	What you should include in your application	Criteria weighting
What is the activity you are	 Provide a clear description of the activity you are seeking funding for and its objectives. 	Required
applying for and what will it	 Include an explanation of how the activity aligns with one (1) of the grant category objectives (see page 3). 	25 per cent
achieve?		Total 25 per cent
Why is the activity needed?	 Provide a clear description of the community need, issue or opportunity that your activity is responding to. 	15 per cent
	 Include information that may support your application such as demographic data or letters of support. 	10 per cent Total 25 per cent
Who will benefit from the activity?	 Provide a description of the groups and/or individuals in the community that are being targeted and will participate in the activity (e.g. socially isolated, vulnerable, older residents, diverse, women, men, LGBTQIA+, First Nations peoples). 	20 per cent
	 Provide an estimated total number of activity participants and percentage of these that are Manningham residents. 	5 per cent
		Total 25 per cent
How will the funded activity be managed over the funding period?	 Provide an overview of your group/organisations capacity to deliver the activity. This must include information demonstrating past experience in effectively delivering and marketing similar initiatives and details of the project manager. 	15 per cent
periou :	 Provide information on the groups and/or organisations you will partner with for the delivery of the activity and their role/s. Letters of support are encouraged. 	10 per cent
		Total 25 per cent
Project Plan	 A detailed Project Plan is required. The Plan should list the key tasks, person/s responsible and timeframes to complete the activity. 	Required
Budget	 Ensure your budget reflects the activity scope and includes all expenditure and income contributions, including any financial and in-kind assistance from your group/organisation and activity partner/s. Written quotes must be provided for all expenditure items over \$500. Applications that include formal estimates/quotations for specific goods or services that are below \$500 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all proposed expenditure. 	Required

4.1.2. Small Grants Equipment Purchase Category

Community organisations that apply through the equipment purchase category must demonstrate that the item is integral to the success of the activity.

Equipment must remain the sole property of the funded community organisation/club.

Please contact the Grants Team if you require further clarification regarding eligibility of equipment purchases.

4.1.3. Equipment Purchase Category Assessment Criteria

Equipment Grant applications will be assessed against four criteria. The points below are provided to assist in guiding your responses.

The assessment criteria scores applications to a maximum total of 100%.

Assessment Criteria	What you should include in your application	Criteria weighting
What equipment are you applying for and what will it achieve?	 A clear description of the equipment you are seeking funding for and how the item/s are integral of the delivery of an activity. 	Required
	 An explanation as to how the equipment aligns with one of the category objectives (see page 3). 	25 per cent Total 25 per cent
Why is the	Please explain why the equipment is needed.	15 per cent
equipment needed?	 Include information that may support your application such as demographic data or letters of support 	10 per cent Total 25 per cent
Who will benefit from the equipment purchase?	 Include a description of the groups and/or individuals in the community that are being targeted and will participate in the activity (e.g. socially isolated, vulnerable, older residents, diverse, women, men, LGBTQIA+, First Nations peoples). 	20 per cent
	 Provide an estimated total number of participants and percentage of these that are Manningham residents. 	5 per cent Total 25 per cent
How will the equipment/asset be	 Provide a description of how the equipment/asset will be utilised and who will be responsible for its 	25 per cent
utilised and who will be responsible for its implementation?	implementation.Please advise where will the equipment be stored.	Total 25 per cent
Budget	 Ensure your budget reflects the scope of the costs of the equipment purchase and include all expenditure and income contributions, including any financial and in-kind assistance from your group/organisation and activity partner/s. Written quotes must be provided for all expenditure items over \$500. Applications that include formal estimates/quotations for specific goods or services that are below \$500 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all proposed expenditure 	Required

4.2. Project Plan (not required for Equipment Purchases)

A completed Project Plan guides the management and implementation of your activity and includes answers to questions such as:

- What key tasks must be completed to successfully deliver the activity?
- Who will be responsible for delivering the activity?
- When should the task be completed by?

Failure to provide a Project Plan may result in your application being deemed ineligible. If your application is successful, the plan will form part of your Funding and Service Agreement (FASA).

The Project Plan template is included in the SmartyGrants application form. A sample Project Plan is available in Appendix A – Project Plan Examples on pages 12.

4.3. Budget and quotes for budgeted expenses

Your budget should reflect the scope of your activity and include all income and expenditure that relates specifically to your proposed activity. Please also include any financial and in-kind assistance from your group/organisation and activity partner/s. When you have completed your budget, **the Total Income and Total Expenditure must be equal**.

4.3.1. Income

You must provide all income contributions, both financial and in-kind, related to your activity.

For example:

- your organisation's financial contribution
- your organisation's "in-kind" contribution
- the grant amount you are seeking from Manningham Council
- grants you are seeking from other funding bodies
- sponsorship, donations or other funding

Please indicate whether funding is confirmed funding or unconfirmed funding.

4.3.2. Expenditure and quotes

Quotes are mandatory for all expenditure items over \$500 that are essential to the delivery of the activity. Quotes may be submitted as a catalogue item (web or hard copy) or quotes from a provider. Failure to do so may result in your application being deemed ineligible or unsuccessful. A sample budget is available in Appendix B on pages 13 - 14.

Applications that include formal estimates/quotations for specific goods or services that are below \$500 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all proposed expenditure.

4.3.3. GST status

Organisations must indicate their GST status in their application. Successful organisations with an ABN that are not registered for GST, will receive their grant without GST.

Successful organisations with an ABN and registered for GST, will be required to complete an Agreement for Issuing Recipient Created Tax Invoices (RCTI). You will receive the grant amount plus 10% GST.

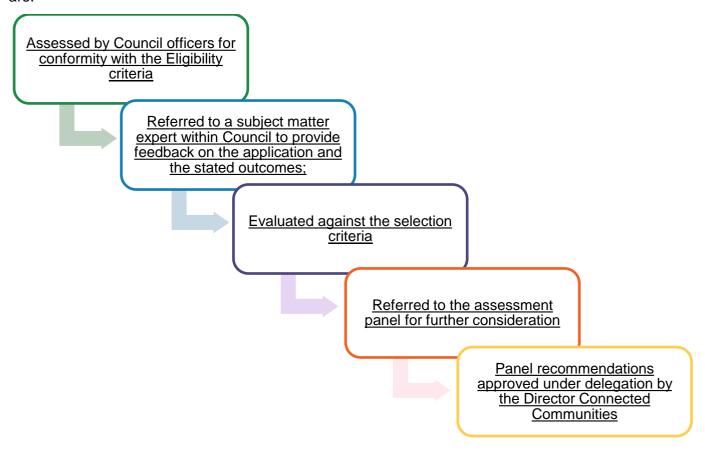
What is "in-kind" contribution?

An in-kind contribution is when an organisation contributes goods or services in-lieu of providing funds (cash). For example, volunteers hours, use of organisation equipment or facilities (i.e. photocopiers). In-kind contributions must have a dollar value, for example the estimated value of volunteer time is \$45 per hour.

Applicants who provide evidence of in-kind and / or financial contributions will be considered more favourably.

4.4. Assessment process

The process for assessing the Small Grants applications will, at a minimum, ensure that applications are:



To assist with decision making, the applicant may be asked to provide additional information during the assessment process.

4.4.1. Notification process

Applicants should receive notification of outcomes within three weeks of Council approval. Successful applicants will be required to enter into a formal funding agreement.

Funding is provided for the term specified in the Funding and Service Agreement (FASA), Applicants are to consider their ability to continue to fund the program or activity beyond the funding period in the program planning (for example, through sponsorships or other fundraising activities).

Unsuccessful applicants may request feedback from Council officers regarding the unsuccessful outcome and how the application may be improved for the future.

A list of successful applicants will be published on Council's website approximately one month after all applicants have been notified of the outcome of their application.

4.5. Conditions of Funding

Successful applicants will be required to read, accept and sign a Funding and Service Agreement, which outlines the terms of your grant and your responsibilities.

It is important you ensure you agree with the terms of your funding, including any special conditions before returning the signed agreement.

4.5.1. Grant Variations

At times things don't go to plan and changes to your activity may be required.

Any changes to the use of Council funding for the purposes other than outlined in the Funding and Service Agreement must be approved by Council in writing.

Organisations are required to contact Council's Grants Team to advise of any changes to the proposed activity and complete a Grant Variation Request. The request will be reviewed and approval will need to be provided prior to proceeding.

If the grant is not utilised for the stated purpose, the Grant Recipient will be required to repay the funds.

4.5.2. Recognition of Council Support & Promotional Material

For an event or project launch, organisations must invite a Council representative including the Mayor, Councillors and other Council staff.

All funded organisations of community grants are required to acknowledge Manningham's financial support in any promotion, publication, or advertising of the funded activities. All promotional material must be approved by Council's Grants Team.

4.5.3. Activity Completion Report

Grant recipients will be required to complete a Activity Completion Report within 2 months of the completion of their activity, event or program or within 12 months of receiving funds. Failure to complete the report may result in applicants being ineligible for future funding.

The report outlines:

- the achievements and challenges of your project
- learnings/highlights
- how the funding was spent
- receipts/evidence of expenditure
- photos and documentation of your project
- feedback about your experiences with the grant process

It is important to document the activity from commencement, including tracking process, taking photos, keeping receipts for all purchases/payments.

An Activity Completion Report will be linked to your application online at http://manningham.smartygrants.com.au, or contact the Community Grants Officer: grants@manningham.vic.gov.au.

Appendix A – Project Plan Examples

Project Plan example - Activity

Anticipated Project Start Date: August 2025 Anticipated Project End Date: April 2026

Key ta	ey tasks in order that they will be	Person responsible List who will be responsible for the completion of the task	What will show that you have completed the task? List the key outputs	Date to be completed by
1.	Prepare activity content and finalise project plan	Funded organisation program manager	Activity purpose reviewed and project plan finalised	September 2025
2.	Book venues and facilitators	Funded organisation program manager Project partners	Venues and facilitators confirmed	October 2025
3.	Create promotional material and distribute to partners and interested organisations	Funded organisation program manager	Promotional material drafted and submitted to Council for approval Promotional material distributed via networks	November 2025
4.	Finalise resources and host community launch event	Funded organisation program manager	Resources printed and distributed to relevant stakeholders Launch event held	February 2026
5.	Submit grant funding Activity Completion Report and acquit the grant	Funded organisation program manager	Activity Completion Report submitted via SmartyGrants	April 2026

Appendix B – Budget Examples

Budget example - Activity

Income	Amount
Your organisation's financial contribution What is your organisations budget for the activity?	\$ 3,500
Amount you are seeking from Manningham Council If registered for GST, don't add GST here, we will do so if you are successful.	\$ 3,000
Other funding Have you received other grants for the project? If so, please provide details. Bendigo Bank	\$ 1,500
Other (please detail) Please detail any other types of funding here. This could include a fundraising activity (e.g. chocolate drive), or contributions from a partnering organisation.	\$ 500
Your organisation's in-kind contribution What is your organisations in-kind contribution to the activity?	\$ 2,365
Total Income (A)	\$ 10,865

Expenditure	Amount
Facilitator / Guest Speakers	\$ 2,000
Project Coordination (please detail) Example: project manager@ \$30/hr x 5hrs per week x 20 weeks 100 hrs	\$ 3,000
Project Materials (please detail) Example: graphic design, promotion and marketing, printing of activity resources, general office expenses	\$ 2,400
Venue Hire Note: please provide a quote for date/s of venue hire. Bond amounts are not eligible for funding	\$ 800
Catering Example: for stakeholder consultations and activity launch	\$ 300
In-kind Example: two volunteers @ \$43 for 55 hours; office overhead expenses	\$ 2,365
Total Expenditure (B)	\$ 10,865

Note: Income (A) and Expenditure (B) must balance.

After completing the budget ask yourself: Does the total amount at (A) equal the total amount at (B)? Yes/No

Budget example – Equipment Purchase

Please identify income items with CF for confirmed funding and UF for unconfirmed funding.

Income	Amount
Your organisation's financial contribution What is your organisations budget for the project?	\$ 1,180
Amount you are seeking from Manningham Council If registered for GST, don't add GST here, we will do so if you are successful.	\$ 1,180
Other funding Have you received other grants for the project? If so, please provide details. Example: Sport and Recreation Victoria – Purchase of girls uniforms	\$ 1,000
Total Income (A)	\$ 3,360

Expenditure	Amount
Portable goals x 2 @ \$450.00 each	\$900
Cones x 25 pack @ \$25 each pack	\$ 625
Coaches board	\$ 165
Drink Bottles x 25 @ \$11.20 each	\$ 280
First Aid Kit	\$ 120
Sport Jumpers x 25 @ \$30.80 each	\$ 770
Sport Shorts x 25 @ \$20 each	\$ 500
Total Expenditure (B)	\$ 3,360

Note: Income (A) and Expenditure (B) must balance. After completing the budget ask yourself: Does the total amount at (A) equal the total amount at (B)? Yes/No

Checklist: Information you must provide

Eligibility requirements	
To apply your community organisation must be one of the following:	YES
Not- for- Profit (NFP) or Incorporated Association	
Company Limited by Guarantee	
Auspice by a Not-for-Profit organisation	
School	
Be located or activity delivered in Manningham refer page 4	
Please note that individuals and for profit commercial organisations are not eligible to	
apply.	
Prior to commencing your application:	
Develop a project proposal outlining a brief project description, the objectives of the project,	
timeline and budget to identify the appropriate category to submit your application.	
Determine which Grant Category you would like to apply in:	
Community Development Grants(\$3,001-\$20,000)	
• <u>Arts Grants</u> (\$3,001-\$20,000)	
Festival and Events Grants (\$3,001-\$20,000)	
• Healthy Ageing Grants (\$3,001-\$20,000)	
Seniors Club Support Grants (up to \$8000) Secolar Counts	
 Small Grants Community Strengthening Category (up to \$3,000) 	
• Equipment Purchase Category (50% co-contribution of the total cost of the equipment up to	
\$1,500)	
Contact Council's Grants Team on 9840 9333 to discuss your application (not required for	
Small Grants)	
Attend an Information Session or Grant Writing Workshop (optional). Visit our <u>website.</u>	
Register with Council's Events Team if you are planning an event	
Call 9840 9333 Email: events@manningham.vic.gov.au	
Adhere to all Federal and State legislative requirements for your proposed activity i.e. Health	
and Safety, Child Safe Standards, Accounting & Auditing, EEO, Human Rights etc. Obtain a	
Working with Children Check if your activity involves interaction with children	
Acquit all previous grants - funding will not be paid until all outstanding grants have been acquitted.	
Have no outstanding debts to Council	
Trave no odistanding debts to Council	
You must include with your application:	
Incorporation Number	
GST Status	
ABN or complete a <u>Statement by Supplier</u> form	
Current Financial Statement	
Current Public Liability Insurance with a minimum \$20 million coverage	
If you are being auspiced by a NFP, your organisation will need to provide written consent from the organisation that has agreed to manage the grant and / or the funding	
Provide quotes for expenditure items over \$500	
This can include a catalogue item or quote from a provider. Quotes for items over \$500 must be provided or the application may be deemed ineligible.	
Include any letters of support (optional)	
How to complete your application:	
Log in/ Register with <u>SmartyGrants</u> to complete your application	



Contact Details

For further information, please contact Council's Grant Team on 9840 9333 or visit https://www.manningham.vic.gov.au/community-grant-program



Interpreter service **9840 9355**

普通话

廣東話

Ελληνικά Italiano فارسى

