

Manningham Community Partnership Grant Program

Application Checklist

Eligibility requirements	
To apply your organisation must be one of the following:	
• Not-for-Profit (NFP) or Incorporated Association	<input type="checkbox"/>
• Company Limited by Guarantee	<input type="checkbox"/>
• Auspice by a Not-for-Profit	<input type="checkbox"/>
Please note that individuals and commercial organisations are not eligible to apply.	
You must include with your application:	
• Incorporation Number	<input type="checkbox"/>
• GST Status	<input type="checkbox"/>
• ABN or complete a Statement by Supplier form	<input type="checkbox"/>
• Current Financial Statement	<input type="checkbox"/>
• Current Public Liability Insurance	<input type="checkbox"/>
• If you are being auspiced by a NFP, your organisation will need to provide written advice from the organisation that has agreed to manage the grant and / or the funding	<input type="checkbox"/>
• Be located or delivered within the City of Manningham	<input type="checkbox"/>
Prior to commencing your application:	
• Read the Community Partnership Grant Guidelines 2026 -2030	
• Contact Council's Grants Team on 9840 9333 to discuss your application (not required for Small Grants)	<input type="checkbox"/>
Determine which Grant Stream you would like to apply for: <ul style="list-style-type: none"> • Community Development - \$20,001 to \$50,000 per year up to a maximum of \$200,000. • Minor Community Events - \$10,001 to \$30,000 per year up to maximum of \$120,000. • Major Community Events - \$30,001 to \$60,000 per year up to a maximum of \$240,000. 	<input type="checkbox"/>
• Attend an Information Session or Grant Writing Workshop (optional)	<input type="checkbox"/>
• Obtain a Working with Children Check if your activity involves interaction with children	<input type="checkbox"/>
• Register with Council's Events Team if you are planning an event Phone: 9840 9333. Email: events@manningham.vic.gov.au	<input type="checkbox"/>
• Adhere to all Federal and State legislative requirements for your proposed activity i.e. Health and Safety, Child Safe Standards , Accounting & Auditing, EEO etc	<input type="checkbox"/>
• Acquit all previous grants - funding will not be paid until all outstanding grants have been acquitted.	<input type="checkbox"/>
• Have no outstanding debts to Council	<input type="checkbox"/>
How to complete your application:	
• Agree to the Terms and Conditions of the Grants Program	<input type="checkbox"/>
• Log in/ Register with SmartyGrants to complete your application	<input type="checkbox"/>
• Review and respond to the Assessment Criteria	<input type="checkbox"/>
• Complete the Project Plan, Evaluation Framework and Budget	<input type="checkbox"/>
What you must provide with your application:	
• 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.	<input type="checkbox"/>
• Copy of your organisation's Public Liability Insurance	<input type="checkbox"/>
• Copy of your organisation's latest financial statement	<input type="checkbox"/>
• Include any letters of support (optional)	<input type="checkbox"/>