



Community Partnership Grant Guidelines 2026-30

COMMUNITY
GRANTS



Everything you need to know about applying for a Community Partnership Grant

The Community Grants Program provides a framework for Manningham Council to fund a range of activities through a variety of grant categories. These activities aim to create positive outcomes for the community and align with our key plans and strategies.

This guideline explains how not-for profit organisations can access Community Partnership Grant funding for activities that directly benefit the people who live, work, or recreate in Manningham.

To apply for a Community Partnership Grant, please follow these steps:

1. Learn more about the [Community Partnership Grant priority outcomes and funding details](#) to make sure that your program is suitable for this grant category (page 3-5).
2. [Check out the eligibility criteria](#) to ensure that your organisation is able to apply.
3. [View our Council Plan 2025-29](#), as your application needs to align with our priorities.
4. [Learn the steps involved in applying for a grant](#) and understand all the information you will need to provide in your application.
5. [Read the assessment criteria](#) so you know what we are looking for in your application.
6. Complete the application checklist to make sure you have all the information you need to support your submission.
7. View the [Terms & Conditions and Glossary](#).
8. [View the sample Project Plan, Evaluation Framework and Budget templates](#) (pages 14-17).
9. Speak to a member of our Community Grants team (details below) before submitting your application to make sure your program aligns with the grant category outcomes.
10. The Community Grants Team can be contacted on 9840 9333 or by email at grants@manningham.vic.gov.au
11. Complete and submit your application on SmartyGrants: <https://manningham.smartygrants.com.au/>

Key Dates

Grants open	Monday 27 October 2025 at 9:00am
Grants close	Wednesday 10 December 2025 at 5:00pm
Assessment of applications	December 2025 – March 2026
Council endorsement	June 2026
Applicants notified	July 2026

Information Sessions and Training

Information Session (in-person)	Tuesday 28 October 2025 from 10:00am – 11:00am Register here
Grant Writing Workshop (in person)	Monday 10 November 2025 from 9:00am – 12:00pm Register here
Questions and Answers Session (online)	Wednesday 12 November 2025 from 4:00pm – 5:00pm Register here

1. Community Partnership Grants

Not-for-profit and incorporated community organisations can apply for Community Partnership Grant funding for activities, programs and/or events that benefit the Manningham Community. Funding is available for 4 consecutive years.

The grant supports activities and programs that:

- help build stronger communities
- promote cultural development
- support health and wellbeing priorities in the **Council Plan 2025–29**

Applications are welcome from experienced organisations that:

- are well established
- can deliver services where there is a clear need in the community

There is one Community Partnership Grant funding round every 4 years. Applications open **Monday 27 October 2025 at 9:00am** and close on **Wednesday 10 December 2025 at 5:00pm**.

This round of funding covers program delivery from
1 July 2026 – 30 June 2030

1.1. Grant Objectives

Community Partnership Grants aim to:

- strengthen community connections and a sense of belonging through cultural and social inclusion
- enhance the health and wellbeing of the Manningham community
- provide affordable community programs by specialist groups or organisations in response to demonstrated community needs or service gaps
- support a safer and more resilient community
- encourage collaboration between Manningham Council, groups and organisations for the benefit of the community.

1.2. Grant stream requirements and available funding

Funding is available across 3 grant streams. The table below outlines the available funding for each grant stream.

Stream	Purpose	Funding Allocation
Community Development	Support the development of key community services, programs and other initiatives that respond to the needs of Manningham's diverse community.	\$20,001 to \$50,000 per year with a maximum of \$200,000 over 4 years.
Minor Community Events	Support the activation of key locations and attract people to Manningham.	\$10,001 to \$30,000 per year with a maximum of \$120,000 over 4 years.
Major Community Events	Support the activation of key locations to attract and engage a minimum of 8,000 people	\$30,001 up to \$60,000 per year with a maximum of \$240,000 over 4 years.

As this is a 4-year program, funding will be adjusted annually in line with the Consumer Price Index (CPI) to account for changes in the cost of living.

1.2.1. Community Development

- Events in this stream are permitted as part of a broader community development program
- Programs must be ongoing and delivered over 4 years.

1.2.2. Minor Community Events

- Maximum of one event per year. If your event runs over multiple days, it must be held in the same location across a maximum of 3 consecutive days
- Take place in indoor and/or outdoor settings across Manningham
- Must be primarily in-person and community focused
- Provided free or low cost to attend
- Must be delivered annually over 4 years, from 1 July 2026

1.2.3. Major Community Events

- Maximum of one event per year. If your event runs over multiple days, it must be held in the same location across a maximum of 3 consecutive days
- Must attract a minimum of 8,000 attendees. If your event runs over multiple days, there must be a minimum of 8,000 attendees per day
- Take place in indoor and/or outdoor settings across Manningham
- Must be primarily in-person and community focused
- Provided free or low cost to attend
- Must be delivered annually over 4 years, from 1 July 2026



1.3. Priority Outcomes

Applications are sought to support the delivery of major initiatives from the Council Plan 2025-29.

Applicants must demonstrate how the activity will achieve a minimum of one and a maximum of 3 priority outcomes for the stream in which they are applying.

Streams	Priority Outcomes
Community Development	<ul style="list-style-type: none">• support mental wellbeing• tackle climate change and its impacts on health• increase active living• reduce injury• prevent all forms of violence• reduce damage from harmful products• access to healthy food
Minor Community Events	<ul style="list-style-type: none">• foster Manningham as a Welcoming Community where everyone, including newly arrived communities, can belong and participate in social, cultural, economic and civic life• improve the mental health and wellbeing of our community in all life stages to connect and reduce loneliness• facilitate opportunities for the people of all life stages and abilities to participate in active living, recreation and sport• build a strong foundation for our arts, cultural activity, and local history to thrive
Major Community Events	<ul style="list-style-type: none">• foster Manningham as a Welcoming Community where everyone, including newly arrived communities, can belong and participate in social, cultural, economic and civic life• improve the mental health and wellbeing of our community in all life stages to connect and reduce loneliness• facilitate opportunities for the people of all life stages and abilities to participate in active living, recreation and sport• build a strong foundation for our arts, cultural activity, and local history to thrive• support economic growth in our activity centres and surrounds (parks, reserves, etc.)• support small business and community groups to thrive

2. Eligibility: Who can apply for this grant?

All applications will undergo a pre-eligibility assessment. Ineligible applications will not proceed to the full assessment stage.

To be eligible for funding, applications must be submitted by one of the following:

- a not-for-profit constituted body such as an Incorporated Association or a Company Limited by Guarantee, or
- an organisation or group that is auspiced by an incorporated not-for-profit organisation, which accepts legal and financial responsibility for the grant and funded activity. An Auspice Agreement (provided by Manningham Council) must be submitted as part of the application, or
- a school, (noting that schools are encouraged to partner with community groups), to deliver activities that benefit the broader community.

Additional Requirements

In addition to meeting the eligibility criteria, organisations must also:

- maintain a public liability insurance policy with a minimum coverage of \$20 million
- 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 for those conducting the activity
- have no outstanding debts to Manningham Council
- provide an Incorporation Number
- provide an ABN or a completed Statement by Supplier form
- submit written quotes for all expenditure items over \$500 that are essential for delivering the activity. Goods and services to be provided by ABN registered suppliers, refer to 3.6.3
- apply before the advertised closing date – late applications will not be accepted under any circumstances.

2.1. Who is not eligible to apply?

The following are not eligible for funding:

- individuals
- unincorporated organisations
- for-profit or commercial organisations.

In addition, funding cannot be provided for initiatives that:

- are delivered by organisations with outstanding debts to Manningham Council
- are not delivered within the Manningham municipality
- do not primarily benefit Manningham residents.

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. An *Auspice Agreement* (available from Manningham Council) must be submitted with the grant application form.

What is an "Incorporated Association"?

Being incorporated refers to an organisation that has a legal identity of its own, recognised by both 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

2.2. What will not be funded?

Activities that:

- are inconsistent with the current Council Plan priorities or Community Grant Program objectives
- are the responsibility of other tiers of government (e.g. state, federal)
- have a religious or political purpose which seeks to promote core beliefs
- spend grant funding prior to signing of the *Funding and Service Agreement* (retrospective funding)
- receive funding sponsorship or in-kind support from organisations whose primary purpose is to promote harmful behaviours such as gambling, tobacco, alcohol or illegal drug use.
- involve gambling, tobacco and/or drugs
- use grant funding for the purchase and service of alcohol (for more information refer point 2.2.1)
- are funded through other Manningham Council programs or activities, including grants and sponsorship programs
- duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need
- 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
- are part of the organisation's normal, everyday costs, like staff wages or office expenses. However, if the costs are specifically for running the funded project, you can include them in your budget. These costs must be no more than 20% of the total grant amount
- are solely curriculum based (kindergarten, primary or secondary school). Only applications that demonstrate a broader community partnership approach will be considered
- seek sponsorship or fundraising support
- are listed as a sports club responsibility as set out in our [Outdoor Sports Infrastructure Guidelines](#).
- use grants funding for fixed/permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar panels, etc.)
- use grant funding for the purchase of capital assets e.g. motor vehicles

2.2.1. Activities that involve alcohol

Manningham Council discourages behaviours that may cause harm or risk to individuals and communities. In line with this principle, grant funding cannot be used for the purchase or service of alcohol.

However, alcohol may be served at grant-funded activities and events only when food is also present or available. All service of alcohol must also comply with the requirements of the *Responsible Service of Alcohol* in Victoria.

Event organisers must ensure that alcohol is served responsibly at their events.

Partnerships with local businesses involved in the responsible sale of alcohol, such as wineries or breweries, may be supported where the partnership contributes to local economic development outcomes, does not promote excessive or underage consumption, and aligns with community values and responsible service practices. This partnership must be declared in your grant application under question 1 'Project Description'.

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 our Grant Team

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. Need help with your application?

Before you apply for a grant: We recommend you first write a short project plan. This should include:

- what your project is
- what you want to achieve
- when it will happen
- how much it will cost.

You **must** speak with our Community Grants Team before you apply.

Our team can help you with:

- using the online application form (SmartyGrants)
- getting help from a translator or interpreter.

A Chinese language application form is also available, on request.

Organisations are also encouraged to attend an Information Session and Grant Writing Workshop. For bookings and to find out more about upcoming grant support events, visit www.manningham.vic.gov.au/events.

How can you contact the Community Grants Team?
Call us on 9840 9333 or email us at grants@manningham.vic.gov.au

3.3. Assessment Criteria for Community Partnership Grants

Community Partnership Grant applications will be assessed against 4 criteria. The points below are provided to assist in guiding your responses. The assessment criteria scores applications to a maximum total of 100% per stream.

Assessment Criteria	What responses you should include in your application	Criteria weighting
What is the activity you are applying for and how will it achieve the priority outcome/s identified?	<ul style="list-style-type: none"> Provide a detailed description of the activity for which you are seeking funding. Describe how the activity will align with the identified Council Plan priority outcomes, to a maximum of 3, and the grant objectives. Include a description of how the activity is informed by best practice and/or incorporates innovative practices. 	Total 30% 10% 15% 5%
Why is the activity needed?	<ul style="list-style-type: none"> Provide a clear description of the community need, issue or opportunity to which your activity is responding. Include specific information that supports your application, such as demographic data, letters of support, feedback from a community consultation, previous evaluations community plans, reports or strategies. Include details about the proposed short or medium term impact of the program (the desired medium-term and end results). Measures should be reflected in the Evaluation Framework. 	Total 25% 10% 5% 10%
Who will benefit from the activity?	<ul style="list-style-type: none"> 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, disadvantaged, older residents, intergenerational, etc. Include the estimated number and percentage of Manningham participants in the program activities. Describe how you will attract the target group. Where appropriate, explain if the activity will attract a broader audience from outside the municipality. 	Total 15% 5% 10%
How will the funded activity be managed and delivered over the funding period?	<ul style="list-style-type: none"> Provide an overview of your group/organisations capacity to deliver the program and outline your organisations experience in effectively delivering and marketing similar initiatives, including details of the responsible project manager. Describe how your proposal provides value for money. Include in kind i.e. volunteer contributions, cash and other funding sources. Provide information about the groups and/or organisations you will partner or engage with for the delivery of the programs and their role/s. Could include specialised support, expert advice or delivery of components of the project. 	Total 30% 10% 10% 5%

Assessment Criteria	What responses you should include in your application	Criteria weighting
	<ul style="list-style-type: none"> Include details about how the program will be sustainable beyond the four year funding cycle. 	5%
Project Plan and Evaluation Framework	<ul style="list-style-type: none"> A detailed Project Plan is required. The Plan should list the key tasks, responsible person/s and timeframes to complete the project. Complete the Evaluation Framework listing the objectives, outcomes, timelines and measure of success. Include alignment to the Priority Outcome Measures you will use to show impact of the program or activity. 	Compulsory – No weighting
Budget	<ul style="list-style-type: none"> A budget should be prepared for the full funded period of the program or activity. Ensure your budget reflects the scope of the activity, must include all expenditure and income contributions include any financial and in-kind assistance from your group/organisation and activity partner/s. All expenditure items over \$500 will require a quote (refer to point 3.6). Subject to the nature of the application, we may require written estimates for all proposed expenditure or additional quotations for budget items. Applications that include formal estimates/quotations for specific goods or services that are below \$500 will be considered favourably. 	Compulsory – No weighting

3.4. Project Plan

You must complete a Project Plan.

The Project Plan helps you manage your activity and includes:

- what tasks need to be done
- who will do each task
- when each task will be finished

A Project Plan template is provided in the online Application Form in SmartyGrants. You will only be required to submit a Project Plan for the first year of your program in your application.

If your application is successful, your Project Plan will be included in your *Funding and Service Agreement* (FASA).

See a sample Project Plan for a first-year activity in **Appendix A** on pages 14-15.

3.5. Evaluation Framework

You must complete an Evaluation Framework.

Evaluation supports effective project planning, assesses the quality of delivery and demonstrates whether the intended outcomes were achieved.

An Evaluation Framework template is part of the online application form in SmartyGrants. You can also see a sample Evaluation Framework for a first-year project in **Appendix B** on pages 16-17.

3.6. Budget and quotes for budgeted expenses

3.6.1. Income and Expenditure

You must include a budget with your application.

Your budget should show all funds coming in (income) and going out (expenses) for the first year of your activity, including:

- any cash contributions or in-kind support from your organisation or project partners
- all expenditure items that are integral to the delivery of your activity.

Total income must equal your total expense

3.6.2. Quotes

Quotes are mandatory for all expenditure items over \$500 and the quote must include the supplier's name, suppliers contact details and ABN.

Quotes may be submitted as a catalogue item (web or hard copy) or written quotes from a provider.

Failure to do so may result in your application being deemed ineligible or unsuccessful. See Budget Examples in **Appendix C**, pages 18-19.

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, we may require written estimates for all proposed expenditure.

3.6.3. Goods and Services Tax (GST) Status

You must tell us if your organisation is registered for GST in your application.

If your organisation has an ABN but is not registered for GST, you will receive the grant amount without GST.

If your organisation has an ABN and is registered for GST, you will need to sign an Agreement for Issuing Recipient Created Tax Invoices. This will enable Manningham Council to raise a Tax Invoice on your behalf and pay 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 \$ 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.

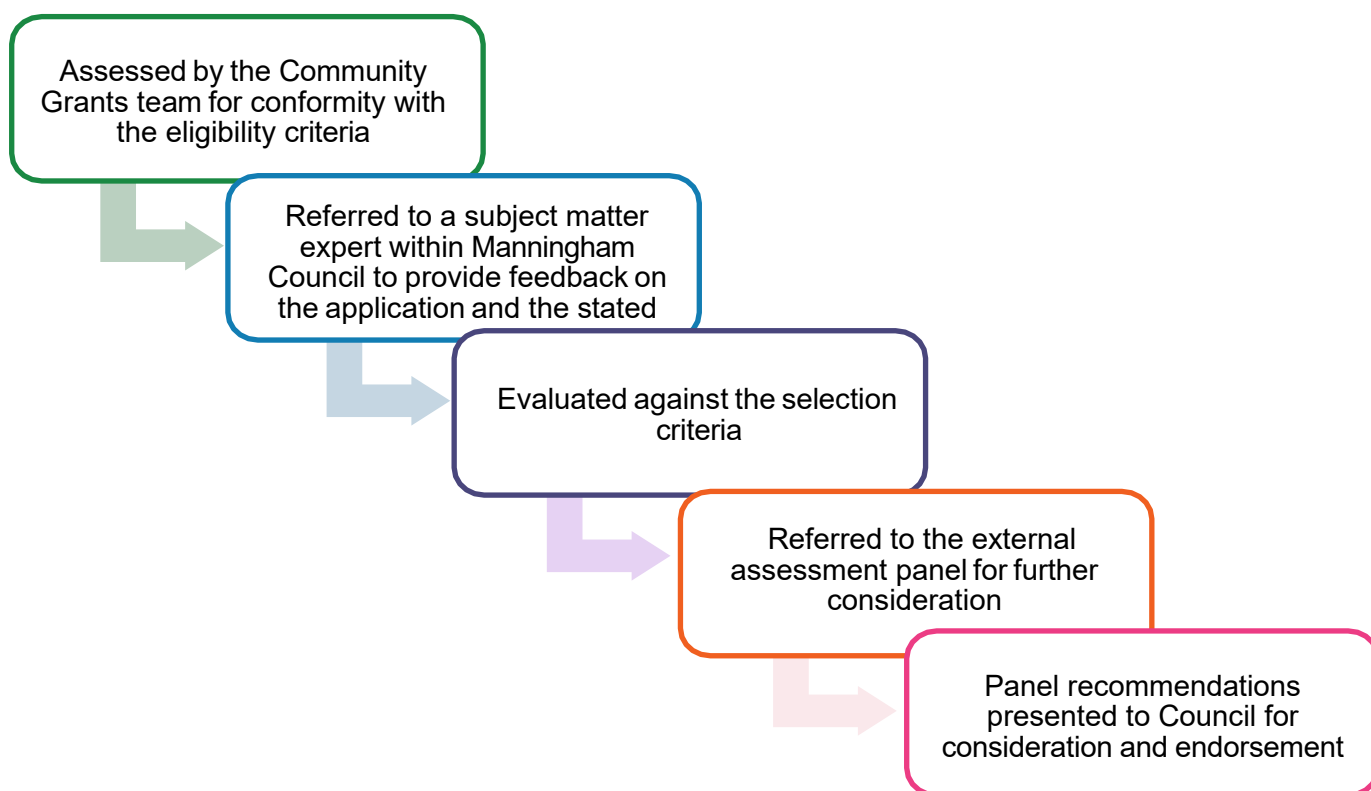
4. Assessment Process

Community Partnership Grant applications will be reviewed based on the program goals and criteria.

We will also consider:

- how well your project matches our Priority Outcomes
- the benefits your project will bring to the community
- your organisation's ability to deliver the project successfully over time.

All applications will go through these basic steps:



To help us make a decision, we may ask you to provide further information during the assessment period.

4.1. Notification process

All applicants will be notified in writing about the outcome of their application.

If your application is successful, you will need to sign a formal funding agreement, called a FASA.

If your application is not successful, you can ask our Community Grant Team for feedback to help improve your application for next time. Our team are here to support you.

While funding decisions are final, applicants are encouraged to apply again in future funding rounds.

A list of successful applicants will be shared on our website approximately one month after everyone has been notified. You can find this information at: www.manningham.vic.gov.au/community-grant-program

5. Reporting and financial acquittal requirements

All successful grant recipients must meet reporting requirements as part of their funding obligations to Manningham Council.

5.1. Reporting requirements

All grant recipients are required to report on the progress and completion of their funded activity. Reporting ensures public funds are used responsibly, supports transparency, and helps us understand the outcomes and benefits delivered to the community.

Manningham Council's standard *Funding and Service Agreement* (FASA) outlines the specific reporting requirements for each grant category and stream. Any additional conditions or deliverables for a particular funding agreement will be detailed in the FASA.

5.2. Activity Completion Report

Grant recipients must submit an *Activity Completion Report* annually, including financial acquittal, via our SmartyGrants portal. This report confirms that the funded activity was completed in accordance with the terms of the FASA.

5.3. Audit access

Manningham Council officers may request access to the applicant's records and accounts relevant to the grant activity for audit purposes. Failure to comply may result in ineligibility for future funding.

5.4. Support for reporting

If an applicant requires assistance with the reporting process, they are encouraged to contact the Community Grants Team before the report due date to ensure they receive the support they need.

5.5. Consequences of late or missing reports

If an applicant fails to submit the completed *Activity Completion Report* on time, they will not be eligible to apply for future funding until the current activity is finalised.

If an applicant fails to submit the completed *Activity Completion Report* for more than 2 grants, they will be ineligible for any future grants.

5.6. Performance and grant variations

Sometimes changes to the timing, budget, or scope of a project may be needed during the grant period. These changes must be managed through a formal grant variation process via SmartyGrants, with support from the Community Grants Team.

Once a Grant Variation Form is submitted, our officers will review the request and seek the necessary approvals. No changes can be confirmed until formal approval is given in writing from Manningham Council.

If a funded program cannot be delivered as outlined in the FASA, or if there are unspent funds at the end of the project, the remaining funds must be returned to Manningham Council within an agreed timeframe.

6. Appendices

6.1. Appendix A: Example - Project Plan

6.1.1. Project Plan Event – Year 1

Anticipated Project Start Date: July 2026

Anticipated Project End Date: June 2027

Key tasks <i>List key tasks in order that they will be completed</i>		Person responsible <i>List who will be responsible for the completion of the task</i>	What will show that you have completed the task? <i>List the key outputs</i>	Date to be completed by
1.	Establish project committee	Project Officer	Project committee established Terms of Reference adopted Meeting agenda and minutes prepared and documented	August 2026
2.	Finalise activity objectives, outcomes and evaluation measures	Committee Chair	Activity objectives and evaluation measures confirmed	September 2026
3.	Confirm activity milestones including performances	Project Officer	Activity milestone endorsed by Committee, noted in Minutes	October 2026
4.	Engage young people and mentors to participate in the activity	Project Officer and activity partners	Engagement of young people Production and performance roles assigned to participants Mentors paired with participants	October 2026
5.	Confirm venues for rehearsal and final performance	Project Officer	Location booked	October 2026
6.	Finalise and launch Marketing Plan	Project Officer and activity participants	Events and Marketing Plan developed and launched	February 2027
7.	Deliver event	Activity committee and participants	Festival delivered over long weekend	April 2027
8.	Evaluate activity	Project Officer	Event evaluated and findings presented to the Program Committee with recommendations	May 2027
9.	Submit Activity Completion Report	Project Officer	Annual Activity Completion Report submitted via SmartyGrants	July 2027

6.1.2. Example Project Plan – Community Development – Year 1

Anticipated Project Start Date: July 2026

Anticipated Project End Date: June 2027

Key tasks <i>List key tasks in order that they will be completed</i>		Person responsible <i>List who will be responsible for the completion of the task</i>	What will show that you have completed the task? <i>List the key outputs</i>	Date to be completed by
1.	Establish a project committee	Program Coordinator	Project committee established Terms of Reference adopted Meeting agenda and minutes prepared and documented	July 2026
2.	Develop a suite of activities to meet the needs of the community that are aligned to the following focus areas: <ul style="list-style-type: none"> Increased Active Living Support Wellbeing Climate Change and its impact on health 	Committee Chair	Activity objectives and evaluation measures confirmed Activity milestone endorsed by Committee, noted in Minutes	July 2026
3.	Develop a schedule of activities and develop a marketing plan	Project Officer	Schedule of activities developed Marketing Plan developed	July 2026
4.	Engage suitably qualified and experienced facilitators	Project Officer	Facilitators confirmed	July 2026
5.	Confirm activity milestones	Project Officer	Roles and responsibilities assigned	August 2026
6.	Confirm venues for delivery of activities	Project Officer	Location booked and requirements confirmed	August 2026
7.	Launch marketing plan	Project Officer and activity participants	Events and marketing plan finalised and launched	September 2026
8.	Engage participants to enrol in the activities	Project Officer and activity partners	Participants registered	November 2026
9.	Finalise resources and host community launch event	Program Officer	Resources printed and distributed to relevant stakeholders Launch event held	December 2026
10.	Deliver full program	Project Officer and facilitators	Programs delivered Participants completed an evaluation for each activity	February to June 2027
11.	Evaluate activity	Project Officer	Pilot activity evaluated and findings presented to the Program Committee with recommendations regarding next steps	June 2027
12.	Complete and submit Activity Completion Report	Project Co-ordinator	Annual Activity Completion Report submitted via SmartyGrants	August 2027

6.2. Appendix B - Examples Evaluation Framework

6.2.1. Evaluation Framework – Event – Year 1

Project / program objectives <i>List the objectives of the program below</i>	Proposed outcome(s) <i>List the key proposed outcome(s)</i>	Timeline <i>When will the outcome(s) be completed?</i>	Measure or Indicator <i>List how you will measure the outcome(s) of your program</i>	Evaluation Reporting <i>This column is to be populated once the activity has been completed and measures collected</i>
Enhance the health and wellbeing of the Manningham community	Increased active living	April 2027	Increase in adults, adolescents and children who participate in community life <ul style="list-style-type: none"> • Number of Committee and event volunteers • Number of performers and community stalls and activities • Attendees to the event/s 	
Strengthen community connections and a sense of belonging through cultural and social inclusion	Improved mental wellbeing	April 2027	Increase in the number of people who feel socially connected <ul style="list-style-type: none"> • Attendees engaged at workshops and activities • Number of attendees sign up to programs • Survey of impact on attendees 	

6.2.2. Evaluation Framework – Community Development - Year 1

Anticipated Project Start Date: July 2026

Anticipated Project End Date: June 2027

Project / program objectives <i>List the objectives of the program below</i>	Proposed outcome(s) <i>List the key proposed outcome(s)</i>	Timeline <i>When will the outcome(s) be completed?</i>	Measure or Indicator <i>List how you will measure the outcome(s) of your program</i>	Evaluation Reporting <i>This column is to be populated once the activity has been completed and measures collected</i>
Enhance the health and wellbeing of the Manningham community	Increase in physical activity for adults, adolescents and children	June 2027	<ul style="list-style-type: none"> • Number of programs and activities delivered • Number of attendees at each session • Survey of impact on attendees 	
Strengthen community connections and a sense of belonging through cultural and social inclusion	Improved wellbeing for older and socially isolated community members	June 2027	<ul style="list-style-type: none"> • Number of programs and activities delivered • Number of attendees at each session • Survey of impact on attendees 	
Enhance the health and wellbeing of the Manningham community of the Manningham community	Increase in healthy eating	June 2027	<ul style="list-style-type: none"> • Number of programs and activities delivered • Number of attendees at each session • Survey of impact on attendees 	

6.3. Appendix C: Budget example – Year 1

6.3.1. Budget example 1 – Community Development Activity

Income	Amount
Your organisation's financial contribution	\$ 3,700
What is your organisations budget for the activity?	
Amount you are seeking from Manningham Council	\$ 50,000
If registered for GST, don't add GST here, we will do so if you are successful.	
Other funding	\$ 1,500
Have you received other grants for the project? If so, please provide details.	
Bendigo Bank	
Other (please detail)	\$ 2,650
Please detail any other types of funding here. This could include a fundraising activity (e.g. chocolate drive), or contributions from a partnering organisation.	
Your organisation's in-kind contribution	\$ 4,950
What is your organisation's in-kind contribution to the activity?	
Total Income (A)	\$ 62,800

Expenditure	Amount
Facilitator / Guest Speakers	\$34,400
Project Coordination (please detail)	\$ 3,500
Example: facilitator for workshops @ \$50/hr x 70 hrs (includes consultations – 16 x 2 hrs, project launch and evaluation sessions)	
Project Materials (please detail)	\$ 13,500
Example: promotion and marketing, printing of activity resources, general office expenses	
Venue Hire	\$ 4,200
Note: please provide a quote for date/s of venue hire. Bond amounts are not eligible for funding	
Catering	\$ 2,250
Example: for stakeholder consultations and activity launch	
In-kind	\$ 4,950
Example: two volunteers @ \$45 for 55 hours; office overhead expenses	
Total Expenditure (B)	\$ 62,800

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

6.3.2. Budget example 2: Event

Income	Amount
Your organisation's financial contribution	\$10,000
What is your organisations budget for the activity?	
Amount you are seeking from Manningham Council	\$25,000
If registered for GST, don't add GST here, we will do so if you are successful.	
Stall holder site fees e.g. \$50 x 30 tickets	\$1,500
Other (please detail)	\$5,000
Please detail any other types of funding here. This could include a fundraising activity (example: chocolate drive), or contributions from a partnering organisation.	
Your organisation's in-kind contribution	\$4,500
What is your organisation's in-kind contribution to the activity?	
Total Income (A)	\$46,000

Expenditure	Amount
Project Facilitator / Manager	\$ 4,800
Example: theatre production manager @ \$40/hr x 120hrs (includes script writing, set design, casting, ticket sales, staff and venue liaison, etc.)	
Note: ongoing salaries are not eligible	
Project Workers (please detail)	\$ 4,200
Example: drama teacher for workshops @ \$35/hr x 120 hrs (includes drama workshops – 16 x 2 hrs, rehearsals and performance night support)	
Materials (please detail) Example: stage, lights and sound \$12,000	\$12,000
Insurance e.g. public liability	\$1,700
Equipment hire / purchase (please detail)	\$6,000
Example: marquees and road barriers	
Traffic Management / Security	\$5,000
Example: TMP creation and implementation	
Advertising and Promotion example: fliers and posters (all other will be free publicity)	\$2,500
Entertainment example: major act	\$ 5,000
Other (please detail) example: copyright for use of music	\$ 300
In-kind example three volunteers @ \$45 for 100 hours	\$4,500
Total Expenditure (B)	\$46,000

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

Contact Details

For further information, please contact our Community Grants Team on 9840 9333 or visit manningham.vic.gov.au/community-grant-program



Interpreter service **9840 9355**

普通话

廣東話

Ελληνικά

Italiano

فارسی

العربية