

# Large Grants Program Guidelines 2024-2027



# Introduction

The Large Grants Program offers eligible not-for-profit organisations the opportunity to apply for funding implemented through two grants categories.

The objectives of the City of Greater Dandenong Council Community Grants Program are to:

- Strengthen the Greater Dandenong community through supporting a diverse range of activities, services, and programs that are responsive to community needs.
- Promote the active participation of the local community in events, activities, services, and programs.
- Support the development of projects which are consistent with Council's community vision and strategic objectives as outlined in the Council Plan.
- Support the community to work in partnership with Council to reduce factors that lead to social disadvantage and inequality.
- Build the capacity of local organisations and strengthen partnerships within Greater Dandenong to support collaboration and sustainability in responding to local needs.
- Increase intercultural connections, promote understanding and celebrate diversity.
- Promote access, inclusion of individuals or groups that may experience exclusion.



# Large Grants Program Streams

The Large Grants Program is implemented through three grants categories:

Funding Streams	Purpose
1. Partnership Grants Up to \$50,000 per annum	Contribute to the operations of not-for-profit community organisations that provide continuous and significant service to the community and where their programs align with Council strategic objectives and builds community capacity, social inclusion, and healthy partnerships.
2. Strategic Project Grants Up to \$80,000 per annum	Not-for-profit organisations may apply for up to two years of funding to support self-identified projects, initiatives and activities that directly contribute outcomes towards the delivery of Councils strategic objectives and health and wellbeing priorities as outlined in the Council Plan.
3. Festivals and Events Sponsorship Grants Up to \$40,000 per annum	Not-for-profit organisations may apply for up to two years funding to support activities or projects that create social and/or environmental benefit, healthy partnerships and raise the profile of, and/or deliver clear economic benefit for the City of Greater Dandenong.

[1]Greater Dandenong City Council is looking to guide community organisations and grant applicants towards creating healthier partnerships when engaging with the Community Grants Program. Healthier partnerships promote moving away from supporting harmful industries such as alcohol, tobacco and gaming industries. By doing this, Council can create an environment where community organisations and grant applicants seek healthier local options to support their community events and projects.

# Stream 1: Partnerships

## Purpose

Contribute to the operations of not-for-profit community organisations that provide continuous and significant service to the community and where their programs align with Council strategic objectives and builds community capacity, social inclusion, and healthy partnerships.

Applicants must commit to efficiency and effectiveness measures to ensure the ongoing sustainability of the organisation and develop outcome focused key performance indicators and deliverables that are linked to the achievement of Council Plan Strategic Objectives.

Council will enter into two-year funding agreements with successful applicants, which will include regular monitoring and reporting to Council.

## Amount Available

The funding amount is not one size fits all and will be dependent on reach, outcomes, and efficiency and effectiveness measures.

Organisation Revenue	Funding Available
Small Organisations to \$250K	Up to \$20,000 or a maximum of 10% of the overall operational budget
Medium Size Organisations \$250k-\$1 million	Up to \$50,000 or a maximum of 10% of the overall operational budget

Applicants are encouraged to include 10% of their overall budget for evaluation.



## Eligible

To be eligible, each of the following criteria must be met:

- Not-for-profit incorporated association or similar incorporated legal structure, excluding sports, social and recreational groups.
- Organisations based within Greater Dandenong.
- Organisations that receive other source/s of funding.
- Have complied with conditions of any previous funding provided by the City of Greater Dandenong.
- Have effective governance and financial management systems including required Public Liability Insurance (\$20million or higher).
- Have at least five years demonstrated service for the residents of the City.
- Open to the wider community or provide services and programs for diverse and vulnerable communities [1].
- Support the provision of social inclusion, community development and local learning opportunities for people at all stages of life.

## Ineligible:

- Government agencies.
- Individuals.
- Profit-making enterprises.
- Organisations that promote specific political or religious beliefs.
- Organisations with over \$1 million of annual revenue,
- National or regional organisations with offices in Greater Dandenong.
- Applicants that own, operate or benefit from Electronic Gaming Machines (EGMs).

## What will be funded:

Operating costs associated with the maintenance and administration of an organisation on a day-to-day basis, such as:

- Rent/venue hire, except for venues owned by the applicant.
- Salaries/Wages.
- Overhead costs.
- Utility costs.
- General administration costs.

## What will not be funded:

- Funding for social support activities, group meetings, community meals or similar activities.
- Retrospective activities and costs.
- Material aid.
- Religious or political organisation's for core operating and administration costs.
- Operational funding for organisations where this is considered the core responsibility of State or Commonwealth Government or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government.
- Organisations that have received a grant for the same or similar activity from other Council funding.
- Hire of venues where there are gaming machine, gambling and betting and venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Greater Dandenong.

## Eligibility and Quotes

Partnership grants are available to a range of non-profit community organisations that provide continuous and significant service to the Greater Dandenong community.

[1] Please see [Council's Diversity, Access, and Equity Policy](#).

# Partnerships Criteria

Applications will be assessed on the criteria outlined below:

Funding Streams	Weighting
<b>Demonstrated need for support</b>	
<p>The application demonstrates an established history of serving or responding to current/emerging needs within the City of Greater Dandenong, including:</p> <ul style="list-style-type: none"> <li>• A minimum of five years of service.</li> <li>• Open to the wider community or provide services and programs for diverse and vulnerable communities</li> <li>• Support the provision of social inclusion, community development and local learning opportunities for people at all stages of life.</li> <li>• Number of hours open to the community.</li> </ul>	15%
<p>The application demonstrates that the service is essential to the health and wellbeing of the community and assists Council to fill a strategic gap.</p>	15%
<b>Operational Sustainability</b>	
<p>The application demonstrates a need for growth and/or support to become sustainable.</p> <ul style="list-style-type: none"> <li>• Require longer-term operation to maximise community and client engagement and/or.</li> <li>• May require a longer-term funding commitment to support the recruitment and/or retention of qualified personnel.</li> </ul>	15%
<p>The application demonstrates a commitment to increasing efficiency and effectiveness though the delivery of strategies to support the organisation's sustainability.</p>	10%
<b>Outcomes Focussed</b>	
<ul style="list-style-type: none"> <li>• The application outlines outcome-focused key performance indicators and deliverables that are linked to the achievement of Council Plan Strategic Objectives.</li> <li>• The application outlines how evaluation of the deliverables will be undertaken.</li> </ul>	15%
<p>The application demonstrates a commitment to working in partnership to support the values and initiatives of the City of Greater Dandenong.</p>	10%
<b>Project represents value for money to Council</b>	
<p>The application demonstrates that the operational budget is clear, fit-for-purpose and well-costed.</p>	20%

# Stream 2: Strategic Project Grants

## Purpose

Council offers eligible not-for-profit organisations the opportunity to apply for up to two years of funding to support self-identified projects, initiatives and activities that directly contribute towards the delivery of Council's strategic objectives and health and wellbeing priorities as outlined in the Council Plan.

These grants acknowledge the range of activities that support community wellbeing and therefore are divided into four sub-categories:

- Community Service and Support
- Sports and Recreation
- Arts and Cultural Heritage
- Health and Wellbeing

Applicants are required to directly reference relevant plans, frameworks, strategies and action plans. Applicants should consult with relevant Council business units when developing their projects and applications.

Council will enter into funding agreements with successful applicants. Agreements will include regular monitoring and reporting to Council detailing applicant progress.

For multi-year funding, organisations will be required to demonstrate suitable progress towards achieving desired outcomes for further payments to be processed.

Applicants are encouraged to include 10% of their overall budget for project evaluation.

## Eligibility and Quotes

Strategic project grants are available to a range of not-for-profit community organisations and clubs serving the Greater Dandenong community.

### Eligible:

- Not-for-profit incorporated association or similar incorporated legal structure.
- School-based Community Hubs.
- Be based within, or provide services to residents, of the City of Greater Dandenong.
- Large project applicants are expected to provide evidence of delivering similar sized activities/projects.
- Have complied with conditions of any previous funding provided by the City of Greater Dandenong.
- Have effective governance and financial management systems including required Public Liability Insurance (\$20million or higher).

### What will not be funded:

- Funding for social support activities, group meetings, community meals.
- Activities or functions for specific community groups (not inclusive of or accessible for the broader City of Greater Dandenong community).
- Retrospective activities and costs.
- Projects that promote specific religious or political beliefs.
- Project proposals that do not demonstrate required approvals for successful delivery (e.g., planning and land use).
- Student welfare and curriculum-based activities (School-based Community Hubs).
- Organisations that have received a grant for the same or similar activity from other Council funding.
- Hire of venues where there are gaming machine, gambling and betting and venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Greater Dandenong.

### Ineligible:

- Government agencies
- Individuals
- Profit-making enterprises
- Applicants that own or operate Electronic Gaming Machines (EGMs).

### What will be funded:

- Time-limited projects that align with actions in Council plans, frameworks, strategies and action plans.
- Organisation administration and overhead costs can be included in project proposals.
- Justified project goods and equipment costs may be included.

### Quotes

Applicants must attach quotes from an Australian registered business for equipment, goods or services included in the project proposal.

- Items \$1,000 – \$2,999 – one quote.
- Items of \$3,000 or more – two quotes.





# Strategic Project Grants Assessment Criteria

Applications will be assessed on the criteria outlined below:

Funding Streams	Weighting
<b>Community Need and Strength</b>	
<ul style="list-style-type: none"> <li>• Application responds to a current or emerging need within the community.</li> <li>• Application builds on a strength within the community.</li> <li>• Application includes research and analysis of community need.</li> </ul>	30%
<b>Strategic Alignment</b>	
<ul style="list-style-type: none"> <li>• Application specifically aligns with one or more actions in relevant Council plans, frameworks, and strategies.</li> <li>• Application demonstrates consultation with relevant Council Business Units in development of proposal.</li> <li>• Application demonstrates clear benefit or outcomes for the community.</li> </ul>	20%
<b>Capacity to deliver</b>	
<ul style="list-style-type: none"> <li>• Applicant demonstrates organisational capacity and knowledge to deliver project.</li> <li>• Application approach, project plan and support documents demonstrate planning capacity to deliver project.</li> <li>• Application details linkage to relevant stakeholders, partners and networks.</li> </ul>	30%
<b>Project represents value for money to Council</b>	
<ul style="list-style-type: none"> <li>• Project budget is clear, fit-for-purpose and well-costed.</li> <li>• Budget includes required quotes.</li> <li>• Organisation has identified dollar contributions for project.</li> </ul>	20%

# Stream 3: Festivals and Events Sponsorship Grants

## Purpose

Eligible organisations may apply for up to two years funding to support activities or projects that create social and/or environmental benefit, healthy partnerships and raise the profile of, and/or deliver clear economic benefit for the City of Greater Dandenong.

Applicants are encouraged to include 10% of their overall budget for project evaluation.

## Eligibility and Quotes

Festivals and Events Sponsorship grants are available to a range of not-for-profit community organisations and clubs serving the City of Greater Dandenong.

### Eligible:

- Not-for-profit community organisations and charities.
- Incorporated association or similar legally constituted organisations.
- Have complied with conditions of any previous funding provided by the City of Greater Dandenong.
- Have effective governance and financial management systems including required Public Liability Insurance (\$20million or higher).
- Have provided evidence of experience or capacity in effectively running similar events or activities in the local area.

### Ineligible:

- Government agencies.
- Individuals.
- Profit-making enterprises.
- Applicants that own or operate Electronic Gaming Machines (EGMs).

### What will be funded:

- Increase social and/or environmental benefit.
- Increase the profile of, and/or delivers clear economic benefit for the City of Greater Dandenong.
- Take place within the City of Greater Dandenong.
- Be open to, and accessible by the entire community.

### What will not be funded:

- Presents an unreasonable hazard to public health and safety.
- Maliciously excludes or offends part of the community.
- Is open by invitation only.
- It will promote a specific political or religious belief.
- It will take place before the application has been fully assessed.
- Organisations that have received a grant for the same or similar activity from other Council funding.
- Hire of venues where there are gaming machine, gambling and betting and venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Greater Dandenong.

### Quotes

To ensure value for money, applicants must include quotes from an Australian registered business for any equipment, goods or services included in the project proposal.

- Items \$1,000 – \$2,999 – one quote.
- Items of \$3,000 or more – two quotes.

# Festivals and Events Assessment Criteria

Applications will be assessed on the criteria outlined below:

Funding Streams	Weighting
<b>Community Benefit</b>	
<ul style="list-style-type: none"> <li>Creates social and/or environmental benefit.</li> <li>Is open to and accessible by the entire community.</li> </ul>	30%
<b>Raises profile of the City and/or delivers economic benefit</b>	
<ul style="list-style-type: none"> <li>Raises the profile of the City of Greater Dandenong</li> <li>Delivers clear economic benefit for the City of Greater Dandenong.</li> </ul>	30%
<b>Capacity to deliver</b>	
<ul style="list-style-type: none"> <li>Applicant demonstrates organisational governance and the capacity and knowledge to deliver project.</li> <li>Application approach, project plan and support documents demonstrate planning capacity to deliver project.</li> <li>Application details linkage to relevant stakeholders, partners and networks.</li> </ul>	25%
<b>Project represents value for money to Council</b>	
<ul style="list-style-type: none"> <li>Project budget is clear, fit-for-purpose and well-costed.</li> <li>Budget includes required quotes.</li> <li>Organisation has identified dollar contributions for project.</li> </ul>	15%



## Assessment Process

- Eligibility check against criteria conducted by council officers.
- Eligible applications will be assessed against assessment criteria by an Independent Community Grants Assessment Panel.
- Community Grants Assessment Panels will assess applications against assessment criteria and make recommendations for funding. All members of the Community Grants Assessment Panels will adhere to Council's Code of Conduct, Conflict of Interest Policy, and the Terms of Reference for the Panel.
- Updates on applications will be communicated to applicants throughout all stages of the assessment process.
- Funding recommendations will be submitted for endorsement by Council at an official Council meeting.
- Funded projects will be reported to the public after each round on Council's grant website and in Council's Annual Report.
- Feedback will be provided to unsuccessful applicants to support learning and provide suggestions for improvement for subsequent applications.

## How to apply

Applications must be submitted via an online application form found on Council's website at [www.greaterdandenong.com/grants](http://www.greaterdandenong.com/grants). After submitting your application, you will receive an email acknowledging receipt of your application. This email will have a PDF copy of your application attached for your records. This will be sent to the email address you used to register. If you do not receive this email, your application has not been submitted. Greater Dandenong Council staff cannot view applications that have not been submitted.

## Condition of Grants

Grants provided through the Large Grants Program are subject to conditions. For applications that are successful, these conditions will be set out in a Grant Agreement that must be accepted before the grant can be paid. Some of the major conditions are as follows (this is not a complete list of all conditions):

- The grant can only be used for the intended activity.
- The grant must be claimed within the same financial year and within one month of being approved.
- Any grant funds not spent on the activity must be returned to Council.
- Council must be provided with a Grant Acquittal Report no later than one month after the activity has been completed.



## Grants Acquittal Report

During and after the activity has been completed a report must be submitted to Council. A reporting template will be provided through SmartyGrants with reporting requirements outlined in the agreement.

## Addition Information

### Child Safe Standards

All Victorian organisations that provide services or facilities to children are required by law to comply with the Child Safe Standards.

There are 11 Child Safe Standards. These Standards commenced on 1 July 2022 and replace the Child Safe Standards that were established in 2016. The Child Safe Standards aim to protect children and young people, by requiring organisations to put policies, procedures and processes in place to prevent and respond to abuse.

The Child Safe Standards help organisations to:

- Promote the safety of children.
- Prevent child abuse.
- Ensure effective processes are in place to respond to and report allegations of child abuse.
- Encourage children to 'have a say', especially on issues that are important to them or about decisions that affect their lives.
- Information is available in multiple languages, please see the link.
- For further information on the Child Safe Standards see: <https://ccyp.vic.gov.au/resources/>.



## Assistance

### Grants Information Sessions

Council will hold information sessions for applicants seeking further information on this grant program and how to apply. Please let Council know if you require an interpreter for these sessions.

### Last year's grants







Applicants are encouraged to view last previous successful grants to see the range of projects funded and realistic grant allocation amounts. A list of successful grants is available at <https://www.greaterdandenong.vic.gov.au/grants>.

### Support with your application

The Community Development Funding Team are available to help all applicants with preparing their application. You can call the Team on 8571 1432 to talk about your project and your application or email [commgrants@cgd.vic.gov.au](mailto:commgrants@cgd.vic.gov.au). The Team can also help in person with completing your application form to submit it online. This needs to be by appointment (to make sure we are available). Interpreters can be booked if requested.

If you are having trouble accessing your SmartyGrants user account, please contact SmartyGrants directly via [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

If you have any questions about the Large Grants Program or wish to discuss your application with a Council Officer please contact the Community Development Funding Officer on 8571 1432 or email [commgrants@cgd.vic.gov.au](mailto:commgrants@cgd.vic.gov.au). Further resources are identified in the contact panel below.

 (03) 8571 1000	 TTY: 133 677 Speak and listen: 1300 555 727 Online: <a href="http://relayservice.gov.au">relayservice.gov.au</a>	 Acknowledging Bunurong Country
 <a href="mailto:council@cgd.vic.gov.au">council@cgd.vic.gov.au</a>	 TIS: 13 14 50	Follow us:     
 <a href="http://greaterdandenong.vic.gov.au">greaterdandenong.vic.gov.au</a>		