

Our Street NPK Grant Scheme

Program Guidelines 2024



Acknowledgement of Country

Greater Dandenong City Council, acknowledges and pays respects to the Bunurong people of the Kulin Nation, as the Traditional Custodians of the lands and waters in and around Greater Dandenong.

We value and recognise local Aboriginal and Torres Strait Islander cultures, heritage, and connection to land as a proud part of a shared identity for Greater Dandenong.

Introduction

The Our Street Noble Park (NPK) Grant Scheme offers individuals and organisations the opportunity to apply for one-off grants to support delivery of projects, programs, events and initiatives that benefit the community in activating public spaces in Noble Park.

The program seeks to activate three key public spaces within the activity centre of Noble Park through unique events, innovative public art or installations, interactive games, performances, immersive experiences, festivals, markets or other project activity that activates public space in the following locations:

- Copas Park
- Frank Street Open Space
- Noble Park Station Civic Space

The grants program is a two tier funding stream:

- \$5,000 for individuals applicants
- \$10,000 for organisations and community groups

As well as funding activations, Greater Dandenong City Council can support with the event application process, permits, project management tools and other related processes to help deliver these programs.



Program Purpose

Council is committed to activating public spaces in Noble Park in order to support local communities and businesses to improve connections to these spaces, promote use, activate local areas and increase community ownership of public space.

The Program enables Council to partner with communities to encourage and support the trial of new ideas and initiatives that:

- Contribute to Council's vision and strategic priorities, specifically the *Noble Park Revitalisation: Our Vision* plan.
- Activate, create awareness and increase sense of pride in public spaces in Noble Park.
- Contribute to improvement of community safety, health and wellbeing.
- Have sustainable and ongoing activation outcomes for the local community.

Details	Key Dates
Applications Open	9am Monday 15 April 2024
Applications reviewed	Ongoing as received
Grant recipients announced	Ongoing as awarded
Application close	5pm on Day 15 September 2024 or when funding is exhausted*
Project delivery	Before 30 December 2024
Project acquittal due	2 January 2025

*As this is a rolling fund, applications will close by close date or when funding is exhausted, whichever is reached first.

Who can apply?

To be eligible to apply for the Our Street NPK Grant Scheme, applications must meet the following criteria:

- Incorporated non-profit community organisations and local businesses are eligible to apply for grants up to \$10,000.
- Individual applicants and unincorporated groups are eligible to apply for grants up to \$5,000 under auspice by an incorporated association, business or similar legal entity .
- Applicants must have complied with the conditions and reporting requirements of all previous grants and funding provided by the City of Greater Dandenong.
- Successful applicants must possess a current Public Liability Insurance [1] of a minimum of \$20 million or provide evidence of coverage of project activities under an alternative public liability insurance.
- Applicants must implement their proposal by 30 December 2024.
- Applications from schools will be considered for activities that are outside of the school's core responsibilities and are open to the wider community.
- Government affiliated local volunteer groups providing a civic service (such as Country Fire Authority or Victorian State Emergency Services) are eligible for community engagement and awareness raising activities beyond the scope of the Statutory Authority's support.

[1] If the applicant does not have Public Liability Insurance this can be included as part of the project budget.



Who cannot apply?

- Groups and organisations with outstanding acquittals.
- Political organisations.
- Applicants that own or operate Electronic Gaming Machines (EGMs).
- Government agencies (except for schools for projects outside their core curriculum).

General guide on what the funding can be used for:

- Advertising, publicity and promotional costs.
- Equipment and facility hire costs.
- Fees for temporary staff to implement the project.
- Materials and other items essential to the project.
- Public liability insurance for the project.
- Printing costs.
- Translations and interpreting.
- Transport costs for project or activity participants.

What will not be funded?

- Projects that do not occur in the three sites highlighted by this grant.
- Illegal or unsafe activity of any kind.
- Projects that promote specific political or religious beliefs.
- Core operational costs of running an organisation (including general administration costs, AGMs, insurance policies, members' newsletters, etc), hire of permanent office or program space and utilities (electricity, gas, water, telephone, internet, etc) or ongoing salaries and wages.
- Projects that do not align with Council's principles and values as identified in Council's plans and strategies.
- Recurrent rent of private or Council venues.
- Applications seeking funds on behalf of another organisation or for re-granting or distributing the funds to other organisations or individuals, or which intend to sub-contract the project to a third-party.
- Gift vouchers.
- Payment of outstanding loans or debts.
- Emergency relief or material aid intended for distribution to disadvantaged families and individuals (such as food items, shopping vouchers or furniture).
- Substantial payments for services to be made to members of the applying organisation.
- Equipment or uniforms to be given permanently to members or participants.
- Projects that contravene Council's Electronic Gaming Policy.
- Capital works projects or the purchase of land, buildings or vehicles.
- Projects and activities that have commenced before the grant is approved (no retrospective costs).
- Events or projects created for profit.
- Event or projects that exclusively promote a commercial entity.

Assessment Criteria

Applications will be assessed on the criteria outlined below:

Funding Streams	Weighting
Space Activation	
<p>Does the project:</p> <ul style="list-style-type: none"> • showcase identified locations? • build community awareness and encourage future use of these public spaces? • promote safety in public spaces and improve perceptions of safety? • increase youth participation or is it led by young people? 	25%
Community Benefit	
<p>Will the project:</p> <ul style="list-style-type: none"> • attract new audiences and be accessible and inclusive? • activities help to create a village feel? • encourage community buy in to run future events? • foster inclusion or partnership of local Traders in the project? • provide a community and cultural experience to its residents? • increase community connectedness? • increase local pride and celebration of local community diversity? 	35%
Applicant Capacity	
<ul style="list-style-type: none"> • Has the applicant provided evidence of previous experience delivering similar projects? • Has the applicant demonstrated compliance for any required approvals for the project? • Does the applicant have demonstrated experience in supporting/contributing to Council? 	15%
Innovation and Creativity	
<ul style="list-style-type: none"> • Will the proposed project develop innovative and contemporary approaches or have high artistic merit? • Will the project activities include a digital component? 	25%

Assessment Process

When Council receives the application the assessment process begins and will include:

- Council officers conduct eligibility check against eligibility criteria.
- Eligible applications will be assessed against assessment criteria by a Panel of Assessors
- Assessment Panel will make joint funding recommendations fortnightly
- Funding recommendations will be signed off by Noble Park Revitalisation Board or Manager Business Development and Investment.
- Applicants will be notified of outcomes post decision.

Essential Attachments for All Applications

Applicants must provide the following documents:

- Financial Statement.

Recommended documents that support the application:

- Quotes strengthening the project budget proposal:
- One quote for goods or services valued at \$500 and over.
- Two quotes for goods and services over \$1,000.

How to submit

Applications must be submitted online through Council's website.

If you have any questions about the Our Street NPK Grants Program or wish to discuss your application with a Council Officer please contact the Placemaking and Revitalisation Team on (03) 8571 5394 or email placemaking@cgd.vic.gov.au.



Condition of Grants

Grants provided through the Our Street NPK Grants Program are subject to conditions. For applications that are successful through the decision-making process, 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 should be returned to Council
- Council must be provided with a Grant Acquittal Report after the activity has been completed.

Grants Acquittal Report

After the activity has been completed a Grant Acquittal Report must be submitted to Council. This should be submitted within one month of the project being completed or by the 2 January 2025 (which ever comes first).

The Grant Acquittal Report template will be provided through SmartyGrants. This includes a description of the funded activity and outlines how the grant was spent. Grant recipients are also encouraged to include photographs and related documents with their report.

Child Safe Standards

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

For further information on the Child Safe Standards see: <https://ccyp.vic.gov.au/resources/>.






Assistance

Support with your application

The Placemaking and Revitalisation Team are available to support applicants. You can call the Team on (03) 8571 5394 or email placemaking@cgd.vic.gov.au. Interpreters can be booked if requested. Further resources are identified in the contact panel below.

If you are having trouble accessing your SmartyGrants user account, please contact SmartyGrants directly via service@smartygrants.com.au.

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