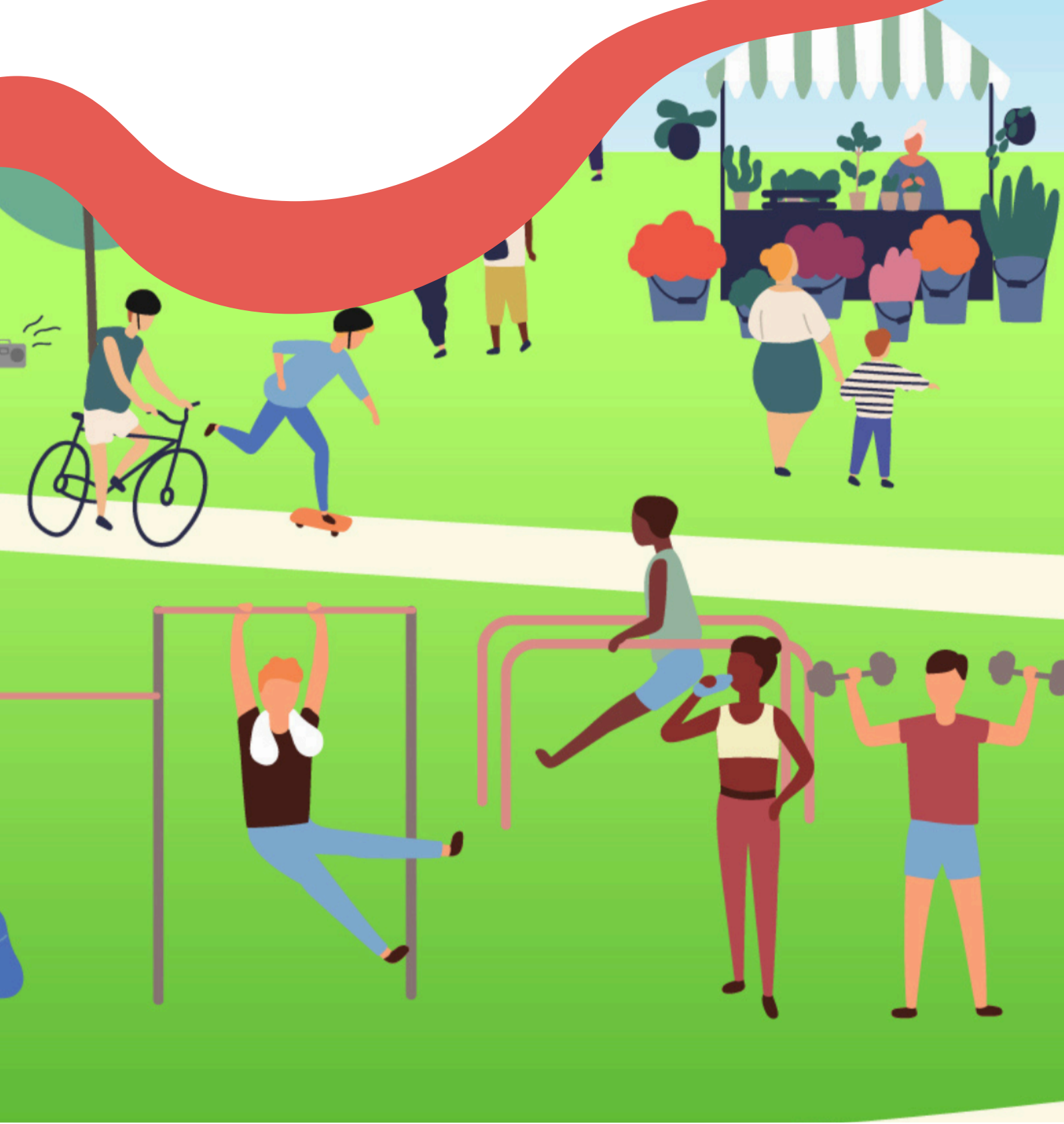


Small Grants Program Guidelines 2024-2027



Introduction

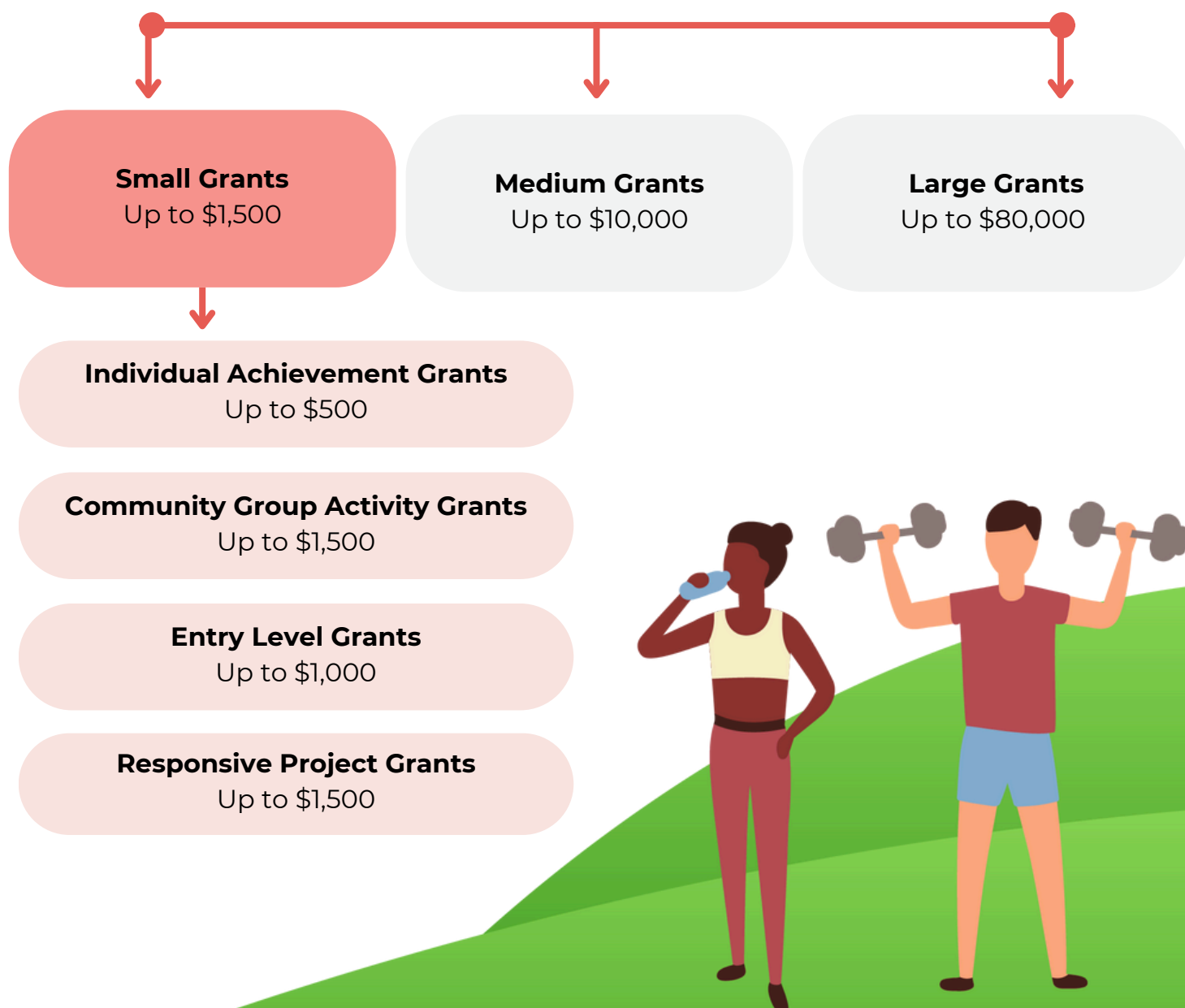
The Small Grants Program allows individuals and non-profit community organisations to apply for small responsive grants to support delivery of community activities and projects.

Applications to the Small Grants Program is open throughout the year. A maximum of one grant can be awarded per applicant per financial year.

Individuals may only apply for Category 1: the Individual Achievement Grant. Community groups can apply for either Category 2, 3 or 4.

Community Grants Program

The Small Grants Program is a part of the Community Grants Program with four streams.



Small Grants Program Streams

The Small Grants Program is implemented through four grants categories:

| Funding Streams | Purpose |
|---|--|
| Category 1: Individual Achievement Grants Up to \$500 | Individual Achievement Grants allow individuals who are residents of the City of Greater Dandenong to apply for small grants to support them to participate in elite opportunities to develop their talents and abilities to achieve their goals and ambitions. <ul style="list-style-type: none">• Competitive Sporting Grant• Individual Artist• Awards and Recognition Grant |
| Category 2: Community Group Activity Grants Up to \$1500 | This category is open to small non-profit community groups and organisations in the community including (but not limited to) groups that focus on supporting health and wellbeing, prevention of family violence, gender equity, social support, sports and recreation, the environment, climate change action, arts, culture, and heritage for members. |
| Category 3: Entry Level Grants Up to \$1000 | Entry Level Grants offer opportunities for recently established not-for-profit community groups and organisations, clubs and/or associations, or those who have not accessed Council's grants program before, to apply for a small grant to support their organisation's development and the running of group activities and/or health and wellbeing projects. Groups seeking funding must have an organisation purpose that is consistent with supporting the wellbeing of the community. |
| Category 4: Responsive Project Grants Up to \$1,500 | Responsive Project Grants support not-for-profit groups to deliver small, responsive community led projects and initiatives open to the wider Greater Dandenong community. |

Applications must clearly fit the purpose of the grant category and corresponding eligibility criteria

Category 1 - Individual Achievement Grants

Individual Achievement Grants allow individuals who are residents of the City of Greater Dandenong to apply for small grants to support them to participate in elite opportunities to develop their talents and abilities to achieve their goals and ambitions.

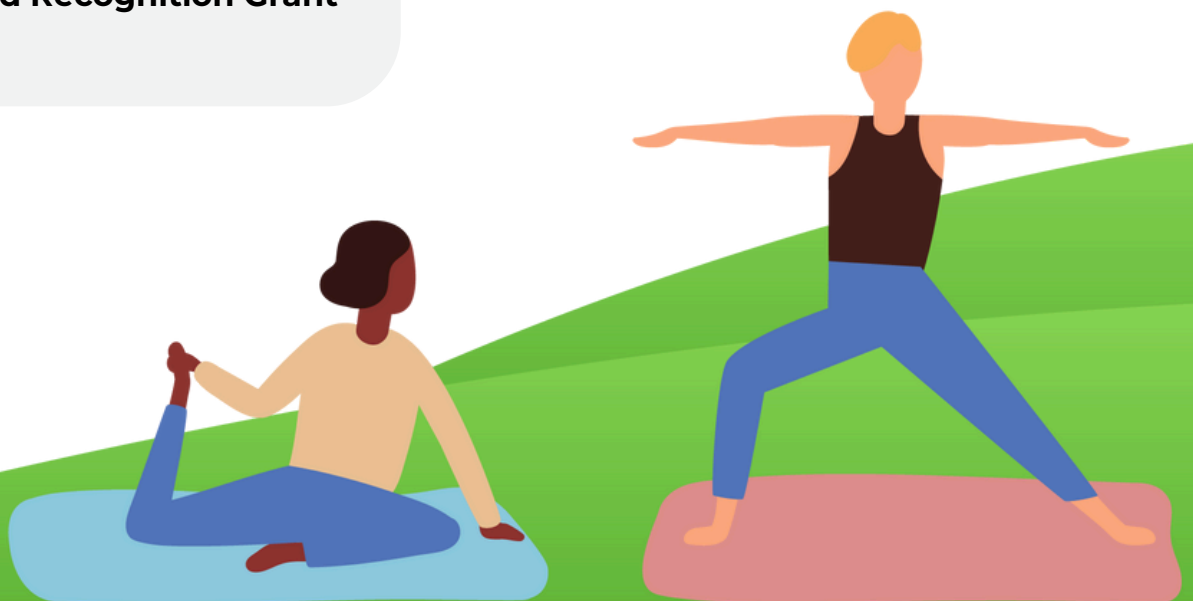
Individuals can submit applications at any time of year. The application must be submitted to Council before the activity takes place, but no more than six months before the planned activity.

Competitive Sporting Grant

Individual Artist Grant

Award and Recognition Grant

Three categories under the
Individual Achievement
Grants Stream.



Category 1 - Individual Achievement Grants

Competitive Sporting Grant

This grant provides funding to support athletes to participate in sporting opportunities in their chosen sport at a competitive level. Grants can be used to cover travel, accommodation, registration costs for activities and uniforms.

Individuals can apply for funding to:

- Compete in a state, national or international competition that has been recognised by the sport's State or Federal governing body or equivalent.
- The sporting event or competition must have a set of rules and code of conduct.

Team Applications

If an individual is a part of a local team based in Greater Dandenong, the Team must apply under the team name.

To be eligible to apply the individual must:

- Apply within six months before the activity takes place.
- Live within the City of Greater Dandenong at the time of application.
- Provide proof that they are a resident of the City of Greater Dandenong
 - Recent electricity, water or phone bills within the last 3 months or copy of a driver's license.
 - If the application is for a child under the age of 18, please use a parent or legal guardian's proof of residence.
- Provide endorsement verification of selection into the competition from the relevant accredited body.
- Have complied with the conditions of any previous grants from Council.



Category 1 - Individual Achievement Grants

Competitive Sporting Grant

An application will be considered ineligible if:

The individual is a part of a local team based in Greater Dandenong

- The individual is a staff member of the City of Greater Dandenong Council.
- The individual is paid to participate in, or can earn a profit from, the activity.
- The individual has received a Small Grant in the past 24 months.
- The individual applies more than six months before the planned activity.
- The event has taken place prior to application.
- School and sport teams competitions.
- Professional sport tours that are not part of the competition.
- Non-competitive selection to compete in tournaments.
- School or university study tours.

Amounts available:

- Up to \$250 for participation in Victoria at a national or international level event.
- Up to \$350 for activities in other states of Australia for National level events.
- Up to \$500 for international representation through competitive selection or award.



Category 1 - Individual Achievement Grants

Individual Artist Grant

This grant provides funding to support individual artists to attend an event, conference, performance, or exhibition that further develops their skills in their chosen artistic discipline. Individuals can apply for funding to cover art supplies to participate in an exhibition, costume hire, travel, accommodation, registration/entry costs towards the activity.

To be eligible to apply the individual must:

- Apply within six months before the activity takes place.
- Live within the City of Greater Dandenong at the time of application.
- Provide proof that they are a resident of the City of Greater Dandenong
 - Recent electricity, water or phone bills within the last 3 months or copy of a driver's license.
 - If the application is for a child under the age of 18, please use a parent or legal guardian's proof of residence.
- Provide a letter to verify participation from a recognised gallery or arts venue.
- Have complied with the conditions of any previous grants from Council.

An application will be considered ineligible if:

- The individual is a staff member of the City of Greater Dandenong Council.
- The individual is paid to participate in, or can earn a profit from, the activity.
- The individual has received a Small Grant in the past 24 months.
- The individual applies more than six months before the planned activity.
- The event has taken place prior to application.

Amounts available:

- Up to \$250 for participation in a local or state level.
- Up to \$350 for participation in other states in Australia.
- Up to \$500 for international representation.



Category 1 - Individual Achievement Grants

Award and Recognition Grant

This grant provides funding to individuals to attend an awards ceremony to receive a state, national or international individual award in the scientific, technological, engineering, mathematical, environmental or sustainability sector.

To be eligible to apply the individual must:

- Apply within six months before the activity takes place.
- Live within the City of Greater Dandenong at the time of application.
- Provide proof that they are a resident of the City of Greater Dandenong
 - Recent electricity, water or phone bills within the last 3 months or copy of a driver's license.
 - If the application is for a child under the age of 18, please use a parent or legal guardian's proof of residence.
- Provide endorsement verification of selection from the relevant accredited body.
- Have complied with the conditions of any previous grants from Council.

An application will be considered ineligible if:

- The individual is a staff member of the City of Greater Dandenong Council.
- The individual is paid to participate in, or can earn a profit from, the activity.
- The individual has received a Small Grant in the past 24 months.
- The individual applies more than six months before the planned activity.
- The event has taken place prior to application.
- School or university study tours.

Amounts available:

- Up to \$250 for participation in Victoria at a national or international level event.
- Up to \$350 for activities in other states of Australia for National level events.
- Up to \$500 for international representation through competitive selection or award.



Category 2 - Community Group Activity Grants

Purpose

This Community Group Activity Grants are open to small non-profit community groups and organisations in the community including (but not limited to) groups that focus on supporting health and wellbeing, prevention of family violence, gender equity, social support, sports and recreation, the environment, climate change action, arts, culture, and heritage for members.

Community groups and clubs can apply for funding to:

- Run regular group activities, events, celebrations or programs that provide benefit to group members or support community linkages.
- Stage events or activities that raise funds for the group.
- Support local clubs and artistry groups across any discipline to send teams/groups competitively selected to participate in national and international events.
- Specialised equipment for sporting clubs and arts groups to help in the running of regular group activities.
- Grants can be used to cover expenses associated with membership activities such as transport costs, refreshments, events, meeting room or venue hire fees and day to day expenses.

To be eligible to apply the community group must:

- Apply for activities taking place in the specified financial year.
- Be a non-profit organisation run by volunteers.
- Hold regular activities within Greater Dandenong or a neighbouring municipality.
- Provide a membership list showing, or a Statutory Declaration stating, the number of members of the group in total and the number that live within the City of Greater Dandenong.
- Have a bank account in the group's name or be auspiced.
- Have complied with the conditions of any previous grants from Council.
- Be a legal entity (e.g. an incorporated association, a co-operative, company limited by guarantee or trust) to be eligible for amounts of \$500 and over.
- Unincorporated groups with 10 or more members are eligible for \$500.
- Local teams, orchestra, troupes or artistry groups must have a minimum of 50% of their members residing in Greater Dandenong.

Category 2 - Community Group Activity Grants

An application will be considered ineligible if the community group:

- Has an annual income of more than \$250,000
- Has received a grant from the Small Grants Program in the current financial year.
- Has received a grant for specialised equipment or costumes in the last 3 years.
- Grants may not be used to cover electronic office equipment, organisation salaries or payments to members of the group.

Groups must submit with their application:

- Financial Statement for incorporated groups or Consumer Affairs Annual Report.
- Income and Expense Statement or Bank Statement for unincorporated groups.
- Membership list (Minimum requirement of surname, suburb and postcode) or Statutory Declaration.

Amounts available

Competition selection:

- \$1000 for clubs sending local teams, orchestra, troupes or artistry groups selected to participate at national or international events. Alternatively, this funding could also be used to support fundraising activities for these events. Minimum membership requirements do not apply for clubs sending local teams, orchestra, troupes or artistry groups.

Group Support:

- \$500 for unincorporated groups with 10 or more members living in Greater Dandenong.
- Incorporated or auspiced groups:
- \$500 for groups with 10 to 24 members living in Greater Dandenong
- \$1000 for groups with 25 to 49 members living in Greater Dandenong.
- \$1500 with over 50 members living in Greater Dandenong.



Category 3: Entry Level Grants

Entry Level Grants offer opportunities for recently established not-for-profit community groups and organisations, clubs and/or associations., or those who have not accessed Council's grants program before, to apply for a small grant to support their organisation's development and the running of group activities and/or health and wellbeing projects.

Groups seeking funding must have an organisation purpose that is consistent with supporting the wellbeing of the community. Groups receiving entry level grants are encouraged to engage with Council on a regular basis, including upon completion of the grant activity report.

To be eligible to apply:

- Apply for activities taking place in the specified financial year.
- Be a non-profit organisation run by volunteers.
- Hold regular activities within Greater Dandenong.
- Have a bank account in the group's name.
- The organisation purpose must be consistent with supporting the wellbeing of a community in Greater Dandenong.

Community groups can apply for funding to:

- Contribute towards establishment costs which could include public liability insurance, promotion and recruitment of new members, venue hire and operational items such as stationery and equipment.
- Run regular group activities or programs that provide benefit to members or support community linkages.
- Stage small events or activities that raise funds for the group.
- Grant funds may be used for establishment costs which could include public liability insurance, promotion and recruitment of new members, venue hire and operational items such as stationery and equipment or project costs such as meeting or venue hire, refreshments, transport, materials, equipment or other relevant project costs.



Category 3: Entry Level Grants

An application will be considered ineligible if the community group:

- Has previously received a grant from the City of Greater Dandenong Grants Program.
- Has an annual income of more than \$50,000 for established groups older than a year.
- Grants may not be used to cover electronic office equipment, organisation salaries or payments to members of the group.

Groups must submit with their application their:

- Financial Statement for incorporated groups or Consumer Affairs Annual Report.
- Income and Expense Statement, Bank Statement or Statutory Declaration about financial situation of the group for unincorporated groups.

Amounts available:

- Up to \$1,000 for eligible applicants.



Category 4 - Responsive Project Grants

Responsive Project Grants support not-for-profit groups to deliver small, responsive community led projects and initiatives open to the wider Greater Dandenong community.

Not-for-profit community groups can apply for funding to:

- Hold community forums, information sessions or training programs for the wider community.
- Run community events or celebrations focused on wider community engagement and inclusion.
- Organise activities that increase participation in sport, the arts, environmental or civic activities.
- Grant funds may be used for project costs such as meeting or venue hire, refreshments, transport or other relevant project costs.

To be eligible to apply:

- The activity must be open to and benefit residents of Greater Dandenong.
- The activity must be held in the City of Greater Dandenong.
- The organisation must be a legal entity (e.g. an incorporated association, a co-operative, company limited by guarantee or trust).
- Projects must be applied for within three months of the activity occurring.
- The community group must have complied with the conditions of any previous grants from Council.
- The community group must have a level of public liability insurance appropriate to cover the activity.
- Have a bank account in the group's name.

An application will be considered ineligible if the community group:

- Has received a grant from the Small Grants Program in the current financial year.
- Grants may not be used to cover electronic office equipment, organisation salaries or payments to members of the group.
-

Groups must submit with their application their:

- Financial Statement.
- Evidence of Public Liability Insurance.

Amounts available:

- Up to \$1,500



Assessment Process

The Small Grants Program assessment process generally takes up to four weeks for a decision on your application. Should additional information be required this time period may extend

The following table outlines the stages and timeframes within the Small Grants Program grants process:

| Stage | Details | Timeframe |
|---|--|-----------|
| Eligibility and Assessment of application | <p>Once the application is submitted officers will conduct an eligibility check.</p> <p>Eligible applications will be assessed with funding recommendations made against grant criteria. Successful applications will be notified at this point for those that clearly meet the eligibility criteria for the program and category.</p> | 2-4 Weeks |
| Where an application is deemed to not fit within the purpose or aims of the Small Grants Program, or present a potential risk to Council, officers may: | | |
| Reopen application | <p>Reopen the application on SmartyGrants for a period of one weeks for applicants to provide required documentation or missing information to complete an assessment.</p> <p>Organisations will only have this one opportunity to update their application. An email will be sent out to these applicants with details of required information.</p> <p>These applications will then be reassessed for eligibility and funding against the grant criteria.</p> | 1 Week |

Successful applications will be notified by email with further instructions for payment. Although Council endeavours to make payment as soon as possible, this can take up to 28 working days upon submission of a completed agreement and invoice.

Successful applicants will be expected to submit documentation within a month of approval or awarded money will be forfeited. Unsuccessful applications will be notified with the reason for the decision.

Small Grants Program Specifications

Not eligible

- Government agencies (with the exception of schools and emergency service volunteer groups).
- Profit-making enterprises.
- Clubs who are directly funded by Electronic Gaming Machines located on their premises.
- Salaries, wages or any other payments made to staff and/or members of the group.
- Projects and activities funded through another City of Greater Dandenong Grant Program.
- Activities that have already taken place at the time the application is received by Council.
- Activities that promote specific political or religious views.
- Activities that are not supportive of Council's ethos or deemed to be malicious in nature.
- Capital works, renovations, fixtures and fittings.
- Celebrations for individuals.
- Ongoing operational costs including utilities (electricity, gas and water), staff wages and rent.
- Payment of outstanding loans or debts.
- Purchase of fireworks, alcohol, tobacco or e-cigarettes.
- Projects or events held at venues where there are gaming machines, gambling and betting; unless there is no appropriate alternative venue, and the applicant has considered the potential impact to participants.
- Applicants with outstanding acquittals due to City of Greater Dandenong for past projects.
- Projects that do not clearly meet eligibility criteria and category purpose.

How to apply

Applications must be submitted via an online application form found on Council's website at 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 Small Grants Program are subject to conditions. 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 Activity Report within six months of the activity being completed.

Additional Information

Auspiced Applications

Auspicings help small or new organisations who are not incorporated or who do not have an ABN or bank account to access grant funds. The auspice organisation accepts legal and financial responsibility for the grant if successful.

An auspice organisation must be incorporated and have an ABN. Applications can be submitted directly by groups being auspicied. However, the funding agreement for successful grants will be made between the auspice organisation and Council, and grant money will be paid directly to the auspice organisation. You will need to provide information from the auspice organisation including: their contact details, ABN, and most recent financial 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.

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/child-safety/resources/>.



Assistance

Grant Information Sessions


Greater Dandenong Council holds 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.

Support with your application

The Community Development Funding Team are available to help all applicants with preparing their application. You can call the Community Development Funding Team on 8571 1432 to talk about your project and your application or email 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.

If you have any questions about the Medium 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. Further resources are identified in the contact panel below.

 (03) 8571 1000

 council@cgd.vic.gov.au

 greaterdandenong.vic.gov.au



TTY: 133 677

Speak and listen: 1300 555 727

Online: relayservice.gov.au



TIS: 13 14 50



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