

2024/25 Monash Community Grants Program

Applicant Guidelines

Application Enquiries

Community Grants: 9518 3073

Arts & Events Grants: 9518 3636

monash.grants@monash.vic.gov.au

293 Springvale Road (PO Box 1) Glen Waverley VIC 3150 **Web** www.monash.vic.gov.au **Email** mail@monash.vic.gov.au

T (03) 9518 3555 **National Relay Service** (for the hearing and speech impaired) 1800 555 660

Interpreter Services 普通话 4713 5001 廣東話 4713 5002 Việt Ngữ 4713 5003 Ελληνικά 4713 5004 हिंदी 4713 5005
Other languages 4713 5000 Italiano 4713 5008 한국어 4713 5010 සිංහල 4713 5020 தமிழ் 4713 5021

MONASH INTERPRETER SERVICE

If you would like to speak to someone about the Monash Community Grants Program in a language other than English, please phone one of our Interpreter Service lines:

普通话	4713 5001	廣東話	4713 5002
Việt Ngữ	4713 5003	Ελληνικά	4713 5004
हिन्दी	4713 5005	Italiano	4713 5008
한국어	4713 5010	සිංහල	4713 5020
தமிழ்	4713 5021	Other languages	4713 5000

ACKNOWLEDGEMENT OF COUNTRY

Monash Council acknowledges the Traditional Owners of the lands on which we meet, the Wurundjeri Woi Wurrung and Bunurong People, and recognises their continuing connection to the land and waterways. We pay our respects to their Elders past, present and emerging and extend this to all Aboriginal and Torres Strait Islander People.

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MONASH COMMUNITY GRANTS 2024/25 ROUND

Applications Open: 9am Monday 29 January 2024

Applications Close: 2pm Friday 1 March 2024

Funding Notification: May 2024

Grant Expenditure: 1 July 2024 to 30 June 2025

Reporting and Acquittal: 1 July 2025 to 12 August 2025

It is essential that you speak to a member of the grants team about your proposed application before you submit it online.

- Community Strengthening, Hall Only, Specialist Services, Neighbourhood House, Positive Ageing & Active Projects grants call: 9518 3073
- Arts & Cultural Projects, Community Events, Community Group Cultural Celebrations and Major Festivals grants call: 9518 3636

Email: monash.grants@monash.vic.gov.au

For a range of helpful resources, templates and other important information, as well as the links to the SmartyGrants online application system, please visit:

www.monash.vic.gov.au/community-grants

APPLICANT INFORMATION AND SUPPORT SESSIONS

These sessions will provide a one-on-one opportunity for each group to meet with a member of the Monash Community Grants Program (MCGP) team to ensure you have the best chance of funding.

It is important to check your eligibility and determine which category is the most appropriate one to apply under. The grants team can also provide you with advice regarding your project and application.

It is not essential for applicants to attend one of these workshops, but it is essential to at least speak to a member of the grants team about a proposed application.

These sessions will run for strictly one hour per group and bookings are essential. Please book into one of these sessions online at www.trybooking.com/CLOZB.

Grant Budget Workshops will be held to provide applicants with an opportunity to learn how to complete a project budget as part of their application to the MCGP. Please book into one of these sessions online at www.trybooking.com/CMEGC

Monash Council will be holding two Effective Grant Writing Workshops facilitated by Debby Marziarz. Please book into one of these sessions online at www.trybooking.com/CMEHQ



Assistant Sessions

All sessions will be held at Monash Civic Centre, Glen Waverley, unless indicated to be held online.

Arts & Cultural Projects, Community Events and Community Festivals

- Tuesday 6 February, 10am-1pm
- Tuesday 6 February, 6pm-8pm
- Wednesday 7 February, 2pm-5pm
- Thursday 15 February, 2pm-5pm
- Friday 16 February, 10am-1pm

Active Projects

- Monday 12 February, 10am-12pm

Other Categories

- Thursday 1 February, 11am-2pm and 6pm-8pm
- Monday 5 February, 2pm-5pm
- Thursday 8 February, 2pm-5pm
- Tuesday 13 February, 2pm-5pm
- Wednesday 14 February, 10am-1pm and 6pm-8pm



Workshops

Grant Budget

- Tuesday 30 January, 10am-11am at Monash Civic Centre, Glen Waverley
- Wednesday 21 February, 6pm-7pm online via Zoom

Grant Writing

- Thursday 8 February, 6pm-8pm online via Zoom
- Tuesday 13 February, 10am-12pm at Monash Civic Centre, Glen Waverley

WHAT IS THE MONASH COMMUNITY GRANTS PROGRAM?


The Monash Community Grants Program (MCGP) provides funding to support community groups and organisations to deliver projects, activities and events to strengthen, enhance and benefit the Monash community.

Why does Council provide funding to the community?

Monash Council is committed to supporting community activities, developing partnerships with local organisations, and empowering community groups and organisations.

Every year, Council makes a significant investment in the local community so that residents have increased services, activities and support. We want to empower the community to provide solutions to issues, activities and programs that matter most to them. Grants funded activities encourage residents to be more connected with their local community, by building social connections, increasing participation and creating a sense of belonging. Often community grants funding is directed towards emerging issues, or the needs of specific communities, when other services and programs are not able to assist.

The grants program also assists community groups to make a creative contribution to their community by supporting programs and events that celebrate and bring people together to share our vibrant and diverse cultures.



For more information about the purpose and intention of the MCGP, please refer to the *Monash Community Grants Program Policy* at www.monash.vic.gov.au/Community/Grants-Funding/Community-Grants-Program#policy

What can be funded?

Monash Council welcomes applications from all eligible organisations who are seeking funding to support the delivery of community-focused activities. Every application is considered on its own merits, but we aim to fund the activities that will have the greatest positive impact for Monash residents. It's for this reason that we encourage applicants to refer to the priorities outlined in the following documents and demonstrate how their proposed activities will align with these plans:

Council Plan 2021-2025

www.monash.vic.gov.au/files/assets/public/about-us/council/agendas/2021/26-october/3.1-attachment-3-council-meeting-26-october-2021.pdf

Monash Health and Wellbeing Plan 2021-2025

www.monash.vic.gov.au/files/assets/public/about-us/documents/monash-health-and-wellbeing-plan-2021-2025.pdf

Monash Council is inclusive and welcoming, celebrating the diversity of all the community. Every individual should feel safe, respected and celebrated regardless of differences of age, race and ethnicity, sex, gender identity and sexuality, ability, faith and religious beliefs, Aboriginal and Torres Strait Islander identity, and/or socio-economic status. Projects that demonstrate intersectional gender equality and strengthen and support diversity within Monash are strongly encouraged.

Community grants are available to local organisations under a number of different categories:

- Active Projects
- Arts & Cultural Projects
- Community Events
- Community Strengthening
- Community Group Cultural Celebrations

- Hall Only
- Major Festivals
- Neighbourhood Houses
- Positive Ageing
- Specialist Services.


Each category has a different purpose, a unique mix of funding available and specific assessment criteria that needs to be addressed in the grant application. Please see page 8 for more info on each category.

Organisations may apply for funding under multiple categories within the same round, provided that the applications are not submitted for the same project/service. **This is limited to one application per category. If multiple applications are submitted by the same organisation in the same category, only the first one received will be assessed.**

For further information about the program priorities, read the *Monash Community Grants Program Policy* at www.monash.vic.gov.au/Community/Grants-Funding/Community-Grants-Program#policy

Who is eligible to apply?

There are a number of factors which determine an applicant's eligibility for funding through the MCGP. Some of these relate



to the category and type of project that funding is sought for, but there are also essential eligibility criteria that ALL applicants must meet.

Most importantly, all applicants must be a not-for-profit incorporated association/organisation (or be auspiced by a not-for-profit incorporated association/organisation) and must have a valid public liability insurance policy (minimum \$20,000,000 coverage).

For more information about what an incorporated association is and how it's different to a company or other organisation types, see Consumer Affairs Victoria website:

www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/become-an-incorporated-association/what-is-an-incorporated-association

Who is not eligible to apply?


- Unincorporated organisations
- For-profit companies
- Individuals
- Organisations with outstanding MCGP documentation
- Organisations with debts to Council
- Organisations affiliated with education institutions

- Community groups with access to significant cash reserves
- Groups that meet outside the City of Monash boundaries
- Groups that regularly meet in a venue that has electronic gaming machines
- Late submissions.

What activities are not eligible?

- Take place outside the City of Monash boundaries
- Take place in a venue that has electronic gaming machines
- Outside the scope of Local Government, e.g. housing, education
- That is held for political purposes or seeks to influence a person's political beliefs
- That is held for specific religious purposes or seeks to proselytise or influence a person's religious beliefs (this may not include community celebrations of annual calendar religious festivals).

Please note: If your group has previously submitted grant documentation such as acquittals and funding agreements after the due date, you will still be eligible to apply, however full funding may not be awarded.



If you are unsure if your activity idea will be eligible, speak to a member of the grants team. See page 1 for contact details.

What cannot be funded?

- Employment of staff in an ongoing position (or a contract that is longer than the time-frame of the funded activity)
- Catering (with the exception of Positive Ageing, Community Strengthening, Arts & Cultural Projects and Cultural Celebrations categories)
- Research
- Activities that are primarily commercial
- Fundraising activities, with the exception of local service clubs
- Activities that are inconsistent with Council's objectives
- Conferences or conference sponsorship
- Debt payment
- Travel expenses, including bus hire, public transport
- An individual person's expenses
- Capital infrastructure
- Utilities, such as water, electricity, gas and rates

- Insurance
- Activities that duplicate existing services or programs in Monash
- Gifts and prizes
- Administration expenses over \$100
- Alcohol
- Assets & equipment over \$250
- Digital equipment, including tablets, computers, phones, etc.
- Auspice Fees.

For a full list of ineligible items please see the *Monash Community Grants Program Policy* at www.monash.vic.gov.au/Community/Grants-Funding/Community-Grants-Program#policy

When do activities need to happen?

Activities must take place between **1 July 2024 and 30 June 2025**.

Funding cannot be spent retrospectively.



Where can funded activities take place?

- In Council-owned halls and other community facilities
- At Neighbourhood Houses
- In privately-managed community facilities (if an appropriate Council venue can not be found)
- In parks and ovals
- Other public open spaces (for help to determine a suitable location, speak to one of the grants team members)
- Regardless of the venue, it must take place within the City of Monash boundaries.



KEY DATES

January 2024

Monday 29 January – Applications open

February 2024

1 to 16 February – Assistance sessions held

March 2024

Friday 1 March – Applications close and assessments begin

April 2024

Late April - Assessments conclude

May 2024

Tuesday 28 May – Recommendations approved by Council

June 2024

Early June – Applicants notified of outcome

July 2024

Monday 1 July – Funding Agreements available on SmartyGrants

GRANTS CATEGORIES

The 10 categories of the MCGP are designed to support different types of projects, events, programs and services.

The MCGP includes categories that offer either annual or multi-year agreements. The Cultural Celebrations, Hall Only, Neighbourhood Houses, Positive Ageing and Specialist Services categories operate on a three-year cycle that commenced on 1 July 2023.

Each category has a unique mix of funding available. Groups can submit one application per category.

Active Projects

Cash funding up to \$2,000 available for one year.

Arts & Cultural Projects

Cash funding up to \$5,000 and venue hire up to \$5,000 available for one year.

Community Events

Cash funding up to \$7,000 and venue hire up to \$5,000 available for one year.

Community Strengthening

Cash funding up to \$20,000 and venue hire up to \$20,000 available for one year.

Community Group Cultural Celebrations

Cash funding and venue hire up to \$1,500 (combined) per year available for up to two years.

Hall Only

Venue hire up to \$15,000 per year available for up to two years.

Major Festivals

Cash funding up to \$20,000 available for one year.

Neighbourhood Houses

Cash funding up to \$10,000 per year and no cap on venue hire available for up to two years.

Positive Ageing

Cash funding up to \$5,000 (formula based) and venue hire up to \$30,000 per year available for up to two years.

Specialist Services

Funding for cash and venue hire with no cap available for up to two years.

All applicants must discuss their application ideas with a member of the Monash grants team **before** completing an application. See page 1 for details of the support available.

ASSESSMENT CRITERIA

There are two types of criteria that applications will be assessed against.

Program Wide Criteria (50%)

There are four criteria that need to be addressed by ALL applicants, regardless of the funding category, with the exception of Hall Only and Positive Ageing categories.

These are:

Addresses an evidence-based community need (20%)

- What do you know about the community and the circumstances to suggest that this project is necessary?
- How will this project/service strengthen the capacity of the Monash community and increase connections?

Demonstrates innovation (10%)

- Is this a new concept, or new for the Monash community?
- If not, will this project/service build on the success of a previously delivered activity?

Relevance to Council's strategic plans (10%)

- How does the proposed project/service support Council's priorities and strategic plans?

Financials & Budget (10%)

- How well thought out and realistic is the budget for the overall project?
- Does the grant budget include only items funded by the Monash Community Grant Program?

Every application is scored based upon the extent to which the proposed project/service addresses the criteria. The application's score informs the funding recommendation.

Individual Category Criteria

Once you have planned your proposed activity and considered which category will support its funding needs, it's time to consider the criteria that is specific to your chosen category.

Category criteria are designed to assess how well your proposed activity will meet the aims of the category, to help you to articulate your ideas and to evaluate your ability to deliver the proposed project/service. Organisations need to demonstrate that they have the resources and relevant experience needed to support the delivery of the proposed activities.

Active Projects

The Active Projects category is the only category that provides funding for sporting or recreation activity.

Applications submitted under this category should aim to:

Support the introduction of innovative participation-based sports and recreation programs

Funding should be used to introduce new or extend programs/projects which add value to the existing/usual club activities.

Create a more inclusive environment for participation

Funded projects should remove barriers or create opportunities for those not currently participating in the sport/recreation activity.

Create a sustainable club

Funding should be used to revise club governance, constitutions, management models and practices to ensure modern, accessible and sustainable clubs.

Achieve an 'Active Monash' Sports Club status

Funding should be used by sporting clubs to assist them achieve accreditations that support the development and education programs for their club to meet mandatory requirements introduced in April 2022.

Active Projects category assessment criteria:

- Evidence of steps taken to create a more inclusive environment (25%)
- Evidence of what sections of the framework will be met as a result of the funding (25%).

Program wide criteria must be addressed (see page 19) as well as the category criteria.

Things for Active Projects category applicants to remember:

- Applicants can apply for up to **\$2,000** cash funding
- There is no in-kind funding available under this category
- Funding is for **one year** only.

What can be funded in Active Projects?

- New programs that support increasing participation within the community
- Further develop existing programs that increase participation
- Assistance for clubs to run educational sessions that improve governance, club culture and strengthen policies
- The introduction of special rounds that promote inclusivity, such as Pride or Indigenous Rounds
- Projects or programs that clearly show how clubs will meet the 'Active Monash' Sports Club Framework (introduced in April 2022).



What will not be considered for funding in Active Projects?

See page 13 for eligibility criteria and items that are not eligible to be funded across the program.

Active Projects will specifically not fund:

- Capital works improvements to recreation facilities
- Replacement of sporting equipment/uniforms
- Fundraising
- Catering

Arts & Cultural Projects

This category provides funding to support local arts and cultural projects that contribute to bringing people together and celebrate Monash's cultural and artistic identity.

Applications submitted under this category should aim to:

Create opportunities for community expression

Projects should be creative and represent the Monash community in some way. Projects representing all art forms are encouraged to apply, including both visual and performing arts

Encourage collaboration between community, artists and other local partners

Projects should have an element of direct involvement for Monash residents, either through creative contributions or as audience participation

Increase cultural awareness and cohesion

Projects should encourage respect and understanding of cultures through the arts.

Arts & Cultural Projects category assessment criteria:

- Participation and opportunities for the local community (20%)
- Demonstrated awareness of cultural diversity (15%)
- Evidence of capacity to deliver the project (15%).

Program wide criteria must be addressed (see page 19) as well as the category criteria.

Things for Arts & Cultural Projects category applicants to remember:

- Applicants can apply for up to **\$5,000** cash funding
- In-kind funding (for hall hire or non-Council facility rental) will be capped at **\$5,000**
- Funding is available for **one year** only.

What can be funded in Arts & Cultural Projects?

- Materials for art projects
- Contracted project services (casual or fixed term contracts)
- Marketing and promotional costs (up to \$500)
- Exhibition catering costs, excluding alcohol (up to \$500)
- Welcome to Country/Smoking Ceremony
- Costs to hire equipment
- Hall hire fees for Council-owned facilities (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

See page 13 for items that are not eligible to be funded.



Community Events

The Community Events category provides funding for events which Monash residents can participate in, either as a contributor to the program or as an audience member. Events may occur in a venue or outdoors.

Applications submitted under this category should aim to:

Deliver community-produced events which celebrate occasions relevant to the Monash community

These events will be delivered by local organisations, for the enjoyment of Monash residents. Supported events will contribute to the livability of Monash and showcase the people who live here.

Celebrate diversity and inclusion within our community

Events should be a positive opportunity for the community to celebrate the diverse cultures that are represented by the people living in Monash. Events should encourage respect and a greater understanding of each other.

Create opportunities to showcase local artistic content

Events which have local talent included in their program will be prioritised for funding.

Deliver small-scale events which encourage participation by anyone in the community

People should be able to participate in events, either passively as an audience member or more actively by contributing to the

program, stalls or activities taking place at the event. Events must also be open to all residents to enjoy.

Community Events category assessment criteria:

- Increases community participation, particularly through diversity and inclusion (20%)
- Demonstrated engagement with local businesses and/or residents in the production of the event (15%)
- Evidence of understanding event management planning and expertise (15%).

Program wide criteria must be addressed (see page 19) as well as the category criteria.

Things for Community Events category applicants to remember:

- Applicants can apply for up to **\$7,000** cash funding
- Applicants can apply for up to **\$5,000** in-kind funding (for hall hire or non-Council facility rental)
- Funding is available for **one year** only.

What can be funded in Community Events?

- Performance fees
- Contracted event management services (casual or fixed term contracts)
- Marketing and promotional costs
- Costs to hire event equipment

- Purchase of event equipment (up to \$250)
- Welcome to Country/Smoking Ceremony
- Hall hire fees for Council-owned facilities (in-kind funding)
- Council-owned recreation reserve fees (in-kind funding)
- Council bins and waste charges
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash)

See page 13 for items that are not eligible to be funded.

Catering is not available to be funded in this category.

Member only events, those that are not open and accessible to the whole Monash community and events that are ticketed or involve fundraising will not be eligible for funding.

Please note that cash payments in this category differ to the other categories in the MCGP as payments will be made in instalments.

Event Permit

Whether you are organising a public or a private event, if it occurs in an outdoor public space anywhere in Monash, you will require approval from Council.

To find out whether your event will require a permit please visit www.monash.vic.gov.au/planning-an-event. An Expression of Interest for an event permit will be completed as part of your grant application.

Community Strengthening

To strengthen your application under this category, applications should demonstrate how the proposed activity creates a stronger community for everyone to enjoy.

Activities funded under this category should:

Increase social inclusion

Create opportunities for people to connect with each other in a meaningful way.

Respond to emerging community needs


Projects/programs which support the community to address the challenges that they are experiencing right now.

Increase skills, knowledge and leadership in order to build community capacity

Offer ways for people to be directly involved in activities that enrich their lives and encourage those people to support others in their community to do the same.

Community Strengthening category assessment criteria:

- Inability to access other funding (10%)
- Demonstrated potential for sustainability beyond Council funding (15%)
- Level of contribution (cash and/or in-kind) provided by the applicant organisation (15%)
- Number of monash residents directly participating in and/or attending the activity (10%).



Program wide criteria must be addressed (see page 19) as well as the category criteria.

What can be funded in Community Strengthening?

- A casual or fixed term project coordinator or facilitator
- Catering (up to 15% of the project budget)
- Purchase of assets or equipment (up to \$250)
- Costs to hire equipment
- Marketing and promotional costs (up to \$500)
- Zoom/Webex accounts
- Welcome to Country/Smoking Ceremony
- Training programs for the community, such as cultural or disability awareness, mental health first aid, cultural safety, etc
- Hall hire fees for Council-owned facilities (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash)

See page 13 for items that are not eligible to be funded.

Community Group Cultural Celebrations

The Community Celebrations category provides funding annual one-off cultural celebration events such as Diwali, Chinese New Year, Eid for Monash's local community groups. Events may occur in a venue or outdoors.

Applications submitted under this category should aim to:

Increase social connectedness and inclusion

These events will assist groups to celebrate their significant cultural celebrations within their community groups

Celebrate diversity and inclusion

Events should be a positive opportunity for the community to celebrate the diverse cultures that are represented by the people living in Monash.

Cultural Celebrations assessment criteria:

- Number of Monash residents participating in the event (20%)
- Evidence of capacity to deliver (30%).

Program wide criteria must be addressed (see page 19) as well as the category criteria.

Things for Cultural Celebrations applicants to remember:

- Applicants can apply for up to **\$1,500** cash and/or **in-kind or other venue (hall hire)** funding

- Requests for funding up to **30 June 2026** will be considered.

What can be funded in Cultural Celebrations?

- Decorations
- Performance fees
- Marketing and promotional costs
- Catering (up to \$500)
- Costs to hire event equipment
- Purchase of event equipment (up to \$250)
- Hall hire fees for Council-owned facilities (in-kind funding)
- Council-owned recreation reserve fees (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

See page 13 for items that are not eligible to be funded.

Hall Only

This category is for groups that require in-kind hall or other venue hire only. A simplified application form, with reduced assessment criteria, will be available for community groups and service organisations that do not require and will not apply for any cash funding.

Activities funded under this category should:

Increase social inclusion

Create opportunities for people to connect with each other in a meaningful way

Respond to emerging community needs

Projects/programs which support the community to address the challenges that they are experiencing right now

Increase skills, knowledge and leadership in order to build community capacity

Offer ways for people to be directly involved in activities that enrich their lives, and encourage those people to support others in their community to do the same.

Hall Only assessment criteria:

- Addresses an evidence-based community need (40%)
- Outline of the program/service and benefit provided to the Monash community (40%)
- Number of Monash residents directly participating in and/or attending the activity (20%).



Program wide criteria does not need to be addressed for this category.

Things for Hall Only applicants to remember:

- There is no cash funding available
- Applicants can apply for up to **\$15,000 in-kind or other venue (hall hire) funding**
- Requests for funding up to **30 June 2026** will be considered.

What can be funded in Hall Only?

- Hall hire fees for Council-owned facilities (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

Major Festivals

Major Festivals Grants are for applicants planning to hold large scale outdoor events that celebrate something of cultural or community significance. Major Festivals attract attendance from the whole community and would likely be attended by people who live outside Monash as well.

Applications submitted under this category should aim to:

Celebrate diversity and inclusion

Festivals should represent multicultural Monash and encourage respect and participation by all residents.

Deliver high levels of participation, both through audience attendance and content delivery

Festivals funded under this category will offer a broad range of activities and entertainment as part of their program, therefore attracting high numbers of people, across all demographics.

Create community pride and contribute to Monash's sense of place

Major Festivals will be of a high calibre and position Monash as an exciting place to live and play.

Major Festivals category assessment criteria:

- Evidence of professional event management planning and expertise (15%)

- Demonstrated evidence of a cohesive, local steering committee/advisory group to assist with the delivery of the festival (15%)
- Level of contribution (cash and/or in-kind) provided by applicant organisation, as well as other sources of funding (10%)
- Demonstrated potential for sustainability beyond Council funding (10%).

Program wide criteria must be addressed (see page 19) as well as the category criteria.

Things for Major Festival category applicants to remember:

- Applicants can apply for up to **\$20,000** cash funding
- In-kind funding is not available under this category
- Funding is available for **one year** only
- Major Festival category applicants must be professionally managed and be driven by a local committee/advisory group.

What can be funded in Major Festivals?

- Performance fees
- Contracted event management services (casual or fixed term contracts)
- Marketing and promotional costs
- Costs to hire event equipment
- Purchase of event equipment (up to \$250)

- Hall hire fees for Council-owned facilities (in-kind funding)
- Council-owned recreation reserve fees (in-kind funding)
- Council bins and waste charges
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

See page 13 for items that are not eligible to be funded.

Catering is not available to be funded in this category.

Member only events, those that are not open and accessible to the whole Monash community and events that are ticketed or involve fundraising will not be eligible for funding.

Please note: that cash payments in this category differ to the other categories in the MCGP as payments will be made in instalments.

Event Permit

Whether you are organising a public or a private event, if it occurs in an outdoor public space anywhere in Monash, you will require approval from Council.

To find out whether your event will require a permit please visit

www.monash.vic.gov.au/planning-an-event. An Expression of Interest for an event permit will be completed as part of your grant application.

Neighbourhood House

Neighbourhood Houses located within Monash are the only type of organisation that is eligible for funding under this category. Funding should be used to support community development activities, to build social cohesion and offer opportunities for residents to develop their skills, knowledge and networks through the Neighbourhood House.

Applications submitted under this category should aim to:

Add value to the core services and programs delivered by the Neighbourhood Houses

Funding is not intended for operational or Neighbourhood House course coordination expenses. Funded projects/activities should focus on creating a strong and cohesive community through community development activities.

Develop community capacity and empowerment

Projects/activities should empower the community by inviting people to be involved, developing their skills and facilitating new connections within the community.

Neighbourhood House category assessment criteria

- Delivers clear community development outcomes (15%)
- Builds social cohesion (15%)
- Increases community participation, particularly through diversity and inclusion (10%)

- Number of Monash residents directly participating in and/or attending the activity (10%).

Program wide criteria must be addressed (see page 9) as well as the category criteria.

Things for Neighbourhood House category applicants to remember:

- Applicants can apply for up to **\$10,000** cash funding per year.
- There is **no cap** on requests for **in-kind or other venue (hall hire or facility rental)** funding
- Requests for funding up to **30 June 2026** will be considered.

What can be funded in Neighbourhood House?

- A casual or fixed term project coordinator, but not for the ongoing employment of staff
- Costs to hire equipment
- Marketing and promotional costs (up to \$500)
- Hall hire fees for Council-owned facilities (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

See page 13 for items that are not eligible to be funded.

Catering is not available to be funded in this category.

Positive Ageing

This category is specifically for Seniors and Probus Clubs, to support their regular meetings and activities (including meals) and ensure that older Monash residents have every opportunity to connect, socialise and actively participate in their community.

Grants under the Positive Ageing category are calculated using formulas that are based upon the number of actively participating members who are Monash residents (regular Monash participants).

Cash funding is available towards operational expenses and for meal subsidies (where groups serve a substantial meal as part of their regular meetings).

Operational funding formula = \$10 x Regular Monash Participant (RMP)

Meal subsidy funding formula = \$1 x RMP x meals served per year.

In-kind hall hire funding is available to cover the cost of using a Council-owned facility. Funding can also be requested to cover the cost of hiring non-Council facilities, when a suitable Council venue is unavailable (if successful, Council will pay this on your behalf).

In-kind funding up to the value of \$30,000 will be available per group.

Applicants will need to include a tentative booking from Monash Halls (for Council facilities) or a quote for venue hire (for non-Council facilities) with their application.

Please note: to be eligible in this category applicants **MUST** be a membership group/club for seniors. The group **MUST** have at least 75% of members over 60 and at least 20 RMP.


If your group has less than 20 RMPs please contact the grants team before submitting.

Things for Positive Ageing category applicants to remember:

- Cash funding is capped at **\$5,000** per year
- In-kind hall hire funding will be capped at **\$30,000** per year
- Requests for funding up to **30 June 2026** will be considered
- Probus Clubs are only eligible for in-kind funding (hall hire)

What can be funded in Positive Ageing?

- Meal subsidy for groups who serve a regular, substantial meal to members at their meetings
- Activities for members - such as cards, board games, table tennis paddles and balls, etc.
- Contracted services (casual or fixed term contracts), such as fitness instructors, speakers and other program facilitators
- Costs to hire equipment (not transport)

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- Art materials
 - Training for members - such as food handling, computer skills, committee management, cultural awareness, etc.
 - Hall hire fees for Council-owned facilities (in-kind funding)
 - Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash)

See page 13 for items that are not eligible to be funded.

Specialist Services

Under this category Council is seeking applications from **Non-Government organisations** who can deliver services or community programs that fill a gap or add value to the existing services available in Monash.

Applications submitted under this category should aim to:

Support established service delivery organisations

Funding can be requested to support new services/programs or an extension of an existing one, but they must be delivered by an established organisation who has the necessary resources and experience to do so.

Improve the health and wellbeing of Monash residents through direct service delivery

The focus of the service/program should be on improving the health and wellbeing of community members. It does not necessarily have to be a primary healthcare service; funding can be used to support community interventions to support people to lead healthy, happy and fulfilled lives.

Support residents to participate fully in community life

People who are connected and engaged in their community have a better quality of life. Services funded under this category should encourage people to have meaningful involvement with their community.

Complement other services available in the City of Monash

Proposed services/programs must not duplicate existing

services available in Monash (either delivered by Council or other local organisations).

Specialist Services category assessment criteria

- Number of Monash residents accessing the service annually (10%)
- Level of contribution (cash and/or in-kind) provided by applicant organisation (10%)
- Expertise available to deliver the funded service (15%)
- Evidence of partnerships with Council or other organisations in Monash (15%).


Program wide criteria must be addressed (see page 19) as well as the category criteria.

Things for Specialist Services category applicants to remember:

- There is **no cap** on either **cash or in-kind or other venue** (hall hire or facility rental) funding
- Requests for funding for up to **30 June 2026** will be considered
- Applicants must demonstrate their own financial contribution to the service delivery as well as evidence of other relevant funding partners.

What can be funded in Specialist Services?

- A casual or fixed term project coordinator or facilitator, but not for the ongoing employment of staff

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- Costs to hire equipment
 - Marketing and promotional costs (up to \$500)
 - Hall hire fees for Council-owned facilities (in-kind funding)
 - Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

See page 6 for items that are not eligible to be funded.

Catering is not available to be funded in this category.

Please note: that reporting requirements and cash payments in this category differ to the other categories in the MCGP.

Payments may be made in four instalments over the year on receipt of a quarterly report and invoice from the organisation.

HOW TO APPLY

All applications must be submitted online via SmartyGrants, using the relevant application form for the category of funding that you wish to apply for.

Applications for the 2024/25 round will be open between:

9am, Monday 29 January - 2pm, Friday 1 March 2024

Late applications will be deemed ineligible and will not be considered.

The following page on Council's website will lead you to SmartyGrants, where you will find all the application forms under the different categories:

www.monash.vic.gov.au/community-grants

The online application system will allow you to save, edit and print out applications before you choose to submit them. Supporting material can also be attached to your online application.


Don't forget!

The 2024/25 round of the MCGP will provide funding for activities taking place between **1 July 2024 and 30 June 2025**.

PLANNING YOUR APPLICATION

Before applying for funding, it is helpful to plan your proposed project/service by ensuring that:

- Your organisation is eligible for funding through the MCGP
- Your project/service and all its components are eligible
- You have no outstanding debts or documents due to Council from previous grants applications
- You have spoken to a member of the grants team, and/or attended an Applicant Information & Assistance Workshop (see page 2 Support Available for Applicants)
- You have considered the category assessment criteria and are able to respond directly to all of them
- You have identified the need for the project/service and are able to provide evidence
- You have identified the objectives of your project/service and are able to demonstrate how you will measure its success
- You have a viable project/event plan which demonstrates your planning
- You have made a tentative booking and received a quote/estimate from Monash Halls for your preferred venue (if applying for in-kind funding)
- You have carefully considered your budget, ensuring that your figures are reliable, you are able to demonstrate value for money and it balances

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- You have consulted with relevant stakeholders about your project/service and can demonstrate support for your project/service e.g. letters of support
 - You have considered whether your project/service would be improved if you worked with other organisations to deliver it
 - You have gathered all necessary documentation

The grants team has prepared a Frequently Asked Questions document that is available online to clarify points of eligibility and processes of the MCGP that may assist in planning and submitting your application.

ESSENTIAL DOCUMENTATION

You must attach the following documents with your application:

- ACN or ABN number
- Latest Financial Statements (Income Statement, Balance Sheet and Cash Flow Statement)
- Copies of relevant certifications and/or legislative compliance documentation, as they relate to your proposed activity (e.g. Child Safe Standards, Working With Children Checks, etc.)
- A quote/estimate from Monash Halls if seeking in-kind hall hire or a quote on letterhead from the non-Council venue if seeking funding to cover venue hire of a non-Council venue
- A draft Risk Management Plan (for Community Events and Major Festivals applicants)
- A draft Project Plan (for Arts & Cultural Projects applicants)
- A draft Event Management Plan, including site plans (for Community Events and Major Festivals applicants)
- A draft Work Plan (for Specialist Services and Neighbourhood House applicants).



ASSESSMENT PROCESS

- Applications Open – 29 January to 1 March 2024
- Support Sessions – February 2024
- Assessment Panel – March to April 2024
- Full Council Endorsement – May 2024
- Outcome Notifications – June 2024
- Funding Agreements – July 2024
- Use Your Grant Funding – 1 July 2024 to 30 June 2025