

monash community grants program

POLICY & GUIDELINES

Applications open at 9am

Monday 30 October 2017

Applications close at 5pm

Friday 8 December 2017

Application Enquiries:

Community Grants ☎ 9518 3649

Arts, Cultural and Events Grants ☎ 9518 3636

National Relay Service ☎ 1800 555 660

To apply and to find out about information sessions and training dates please visit:

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



CITY OF
MONASH

1 Introduction

The City of Monash is committed to developing and fostering partnerships with community groups and organisations that involve and benefit the Monash community. The Monash Community Grants Program does this by allocating funding to local community groups and organisations who:

- Deliver a service needed by the community; or
- Provide an opportunity for local community members to participate in civic life and/or socially connect with other members of the local community; or
- Provide an opportunity for local community members to make a cultural and/or artistic contribution to the Monash community; or
- Organise an event or festival that is open to the whole Monash community

To achieve these broad objectives, local groups and organisations are invited to apply under a number of different grant categories. These grant categories include;

- Community Strengthening;
- Community Partnerships
 - Specialist Services
 - Neighbourhood Houses
- Positive Ageing;
- Arts and Cultural Projects;
- Community Events; and
- Major Festivals.

Each of these grants categories has its own objectives, as well as clear assessment criteria (with weighted scoring), funding allocation caps and funding model. All grant categories (except for Positive Ageing Grants have a scoring criteria that refers to “Relevance to Council Strategic Plans”. The Plans in question include:

- The Council Plan 2017 - 2021;
- A Healthy And Resilient Monash: Integrated Plan 2017-2021 (*Draft*), incorporating:
 - The Age Friendly Plan;
 - The Monash Children, Young People and Family Strategy;
 - The Public Health Approach to Gambling Policy;
 - The Gender Equity Strategy;
 - Monash Arts and Culture Strategy;
- The Monash Public Art Policy;
- The Ashwood Chadstone Community Action Plan;
- The Oakleigh Community Action Plan; and
- The Clayton Community Action Plan.

2 Who is eligible to apply?

To be eligible for funding, applicants must ensure they meet the following criteria prior to submitting an application:

- Not-for-profit incorporated organisations (or organisations who are formally auspiced by a not-for-profit incorporated organisation, who will accept legal and financial responsibility for the project or activity);
- Have met all acquittal conditions of previous Council grants;
- Have no debt to Council;
- Be financially viable;
- Have appropriate insurance cover and workplace health and safety policies in place, in accordance with the funding agreement requirements

3 What will not be funded?

Council will not consider providing funding for the following:

- Groups who do not have a current Certificate of Incorporation;
- Groups who do not have appropriate Public Liability Insurance;
- Individuals;
- Catering (meal subsidies for seniors groups excepted);
- Projects and/or services that are primarily commercial or fund raising in nature;
- Projects and/or services that have already commenced or where your organisation has committed expenditure prior to the funding notification date;
- Projects and/or services that are primarily sporting/recreation in nature;
- Conference sponsorship;
- Debt payment;
- Capital Infrastructure;
- Purchase of assets/equipment;
- Research;
- Groups who meet in venues that have Electronic Gaming Machines (EGMs);
- Positive Ageing category applicants who have less than 20 Active Monash Members (AMM) participating in their activity
- Projects and/or services occurring outside the City of Monash boundaries;
- Projects and/or services that are inconsistent with Council's objectives;
- Projects and/or services that are considered the funding responsibility of other tiers of government;
- Projects and/or services that promote or cater to a specific religion or faith;
- Projects and/or services that are political in nature;
- Projects and/or services that duplicate existing projects and/or services;
- Groups who have not yet completed an acquittal for previous funding received; and
- Groups who are assessed as having significant financial reserves;

4 How do I apply?

4.1 Making your application

The 2018/19 round of the Monash Community Grants Program provides funding for projects/services being delivered between 1 July 2018 and 30 June 2019.

Applications for the 2018/19 round will be open between **9am on Monday 30 October** and **5pm on Friday 8 December 2017**. Late applications will not be considered.

All applications must be submitted online via SmartyGrants, using the relevant application for the category of funding that you wish to apply for. Organisations may apply for funding under multiple categories within the same round, provided that the applications are not submitted for the same project/service.

The following link on Council's website will take you to all the forms under the different categories:

www.monash.vic.gov.au/About-Us/Awards-Grants/Community-Grants-Program

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.

4.2 Planning your application

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

- Your organisation is eligible;
- Your project/service and its components are eligible;
- You have no outstanding acquittals due from previous applications;
- You have considered the assessment criteria and are able to respond directly to 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 be able to demonstrate how you will measure its success;
- You have a viable project plan / event plan which demonstrates your planning;
- You have carefully considered your budget, ensuring that your figures are reliable and that you are able to demonstrate value for money;
- You have consulted with relevant stakeholders about your project/service and can demonstrate support for your project/service eg 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 (see Section 4.4 for further details).

You are strongly encouraged to make contact with the relevant Council Officer to assist you in the planning and preparation of your application.

4.3 Application support

All applicants are encouraged to contact staff from the Monash Grants team to discuss your project/service before you submit your application.

Each year Council organise a number of Information Sessions and Application Support Sessions to assist applicants to plan their application and prepare their online submission.

Representatives from your organisation are strongly encouraged to attend one of these sessions and to seek support where necessary. The details of these sessions will be advertised on Council's website during the application open period.

If you wish to make contact with a Council officer, please direct your enquiries to the following teams or email monashgrants@monash.vic.gov.au

Community Grants

Community Development Team - ☎ 9518 3649

Arts, Culture & Events Grants

Cultural Development & Events Team – ☎ 9518 3636

4.4 Essential documentation

You must attach the following documents with your application:

- Certificate of Incorporation
- ACN or ABN number
- Latest audited Financial Statement or Treasurer Report
- Current Public Liability Insurance (Certificate of Currency with a minimum \$20 million in cover)
- A copy of a completed Monash Halls Booking Form or confirmation of non-Council venue hire form (for venue hire applications only)
- A draft of the Risk Management Plan (applicable only for Community Events, Major Festivals and Arts & Cultural Projects applicants only)
- A draft Event Management Plan (for Community Events and Major Festivals applicants only)

- A draft Project Plan (for Arts and Cultural Projects only)
- A draft Work Plan (for Community Partnerships – Specialist Services/Neighbourhood Houses categories only)

5 Assessment Process

After applications close, Council officers will review all applications for eligibility and make a preliminary assessment against the criteria and guidelines of the relevant category. All eligible applications will progress to the evaluation stage.

The Monash Community Grants Evaluation Panel, consisting of six Monash Councillors, will convene in February to consider all applications. Once the Evaluation Panel has deliberated, they will make recommendations for funding to a Full Meeting of Council.

6 Grants Timelines

Milestone	Date
MCGP Information Sessions & Application Support Workshops	12 Oct – 1 Dec 2017
Applications Open For submission via SmartyGrants	30 Oct – 8 Dec 2017
Application Assessments	Dec 2017 – Feb 2018
Grant Allocations Approved by Council	End of March 2018
Successful and Unsuccessful notification letters sent out	April 2018
Council Budget Approved	June 2018
Funding Agreements send out	July 2018

7 Payments

If you are successful in obtaining a grant, Council will send you a Funding Agreement that must be completed and returned prior to funding being released. Cash payments are also dependent on financial and programmatic acquittal for the previous year's funding being satisfactorily completed.

GST

GST may apply to your cash grant depending upon your organisation's tax status. If a successful grant applicant organisation is GST-registered, then GST will apply to the grant amount funded. In response to this, the City of Monash will 'gross-up' grants to these organisations by 10%. To gross up the grant payment, Council will provide successful applicants a recipient created tax invoice for the approved grant amount (plus 10%) with the payment. The 'grossed-up' portion of your grant will need to be declared on your Business Activity Statement.

If a successful grant applicant is not GST-registered, then GST does not apply to the grant funding. In detailing your project's costs include GST in all prices where they apply.

If your organisation (or the auspice organisation that has agreed to administer your funding) has no Australian Business Number (ABN), or is unable to provide a declaration indicating a valid reason for not quoting an ABN (i.e. provision of the Australian Taxation Office's 'Statement by a Supplier' form), then Council will be required to withhold 48.5% of your organisation's grant amount and remit this directly to the Australian Taxation Office. **For more advice about GST issues call the Australian Taxation Office on ☎13-24-78.**

8 Grant Categories

The following categories of the Monash Community Grants Program are designed to cater for different types of projects, programs and services which might be delivered by organisations within our community. The categories of the Monash Community Grants Program are;

- Community Strengthening;
- Community Partnerships
 - Specialist Services
 - Neighbourhood Houses
- Positive Ageing;
- Arts and Cultural Projects;
- Community Events; and
- Major Festivals

Each category offers its own mix of funding allocation options, and different funding caps. There are also different assessment criteria (with weighted scores) for each category, which are used to evaluate your application. Please read the following explanations carefully. If you are unsure which category you should apply under, please contact a member of the Monash Grants team to discuss your project/service. See Section 4.3 Application Support for contact details.

8.1 Community Strengthening Grants

8.1.1 Objectives

The objective of this grant category is to build community capacity. Council is seeking to encourage projects that:

- Increase social inclusion;
- Effectively respond to emerging community needs;
- Increase skills, knowledge and understanding within the community, thus empowering community members to respond to community issues and needs themselves;

8.1.2 Allocations

Both cash and in-kind funding will be available under this category. Cash allocations will be capped at \$20,000. In-kind allocations will also be capped at \$20,000 except in those cases where a community group can demonstrate that a significant number of Monash members actively participate in an activity or project. Where applications for in-kind funding exceed \$20,000, they will be considered by exception only. The success of an application and the quantum of allocation will be determined by how applications score against the assessment criteria in Section 8.1.3. Allocations will be for one financial year only, however, applicants can reapply the following year.

8.1.3 Assessment and Scoring Criteria

All eligible applications will be scored against the following weighted assessment criteria. It is important that applicants address all the criteria in their applications as well as taking into account the eligibility criteria outlined in Sections 2 and 3 of this policy document.

Criteria	Weighting
Demonstrated (evidence based) community need	30%
Relevance to Council Strategic Plans*	20%
Numbers of Monash residents participating in the project	15%
Numbers of Monash residents benefiting from the project	10%
In-kind contribution (volunteer hours) provided by the organisation	10%
Inability to access other funding	5%
Cash contribution provided by the organisation	5%
Potential for sustainability beyond Council funding	5%

8.2 Community Partnership Grants

This grant category is for organisations/agencies that provide significant programs and services to the Monash community, drawing on their local knowledge and expertise.

This category is split into two sub-categories; **Neighbourhood Houses** and **Specialist Services**.

Under both sub-categories, applicants may seek funding for longer than a 12-month period (up to three years recurrent), subject to annual Council approval. Council will work in partnership with funding recipients to respond to community needs and/or aspirations.

8.2.1 Objectives

The objectives of this grant category include:

- The funded service/activity will focus on the improvement of the health and wellbeing of Monash residents;
- The funded service/activity empowers Monash residents that use or participate in it; and
- The provision of specialist services will respond to demonstrated community need.

These objectives are relevant to both sub-categories.

8.2.2 Allocations:

Submissions are sought from established, experienced and relevant organisations to advance activities where there is a clearly demonstrated need. Applicants are required to show evidence of the relevance and value of these activities. Allocations will reflect the extent to which the sub-category criteria have been addressed. Proposed activities cannot be a duplication of existing activities and cannot be the core responsibility of State or Federal Government.

Allocations of funding (cash and in-kind) vary for each of the two sub-categories.

Neighbourhood Houses

Cash allocations under the sub-category for Neighbourhood Houses will be capped at \$10,000 with the actual allocation informed by the assessment process. Neighbourhood houses may apply for funding longer than a 12-month period (up to three years recurrent), subject to annual Council approval. In-kind rent for Neighbourhood Houses occupying a Council facility will equal the cost of the annual market rent (as valued by Council).

It is expected that cash funded initiatives will add value to core Neighbourhood House operations. Activities must be distinct, developmental and measurable. Neighbourhood Houses are encouraged to identify activities that contribute to the achievement of Council plans and strategies.

Where funding is sought for projects/services that require employment of staff, an exemption to this policy position may be applied. The need for staff employment will need to be clarified in the application description, the budget breakdown and the work plan submitted to Council and is subject to Council approval.

Specialist Services

Cash allocations under the sub-category of Specialist Services will not be capped. However, applications will be scored against the criteria listed below and the overall score will inform both the application's priority as well as the recommended quantum of funding. Organisations/agencies may apply for funding longer than a 12-month period (up to three years recurrent), subject to annual Council approval. As with Neighbourhood Houses, there may be a component of hall hire or the rental of a Council facility involved in delivering the service. In-kind funding will be allocated on a case by case basis.

8.2.3 Assessment and Scoring Criteria:

While all applications under the Community Partnerships grants category are required to address the general Category Objectives stated earlier, in their application they must meet the specific criteria of the relevant sub-category stated below, which reflects their particular type of services/programs.

Neighbourhood Houses

All eligible applications under the Neighbourhood Houses sub-category will be scored against the following weighted assessment criteria. It is important that applications clearly demonstrate how they relate to and support relevant Strategic Plans of Council.

Neighbourhood Houses Criteria	Weighting
Demonstrated (evidence based) community benefit	30%
Relevance to Council Strategic Plans*	20%
Supports diversity and inclusiveness and increase social participation, particularly of Monash residents	20%
Demonstrates measurable outcomes and project viability	20%
Demonstrated ability to deliver the funded service/program	10%

Specialist Services

All eligible applications under the Community Partnerships: Specialist Services sub-category will be scored against the following weighted assessment criteria. It is important that applications clearly demonstrate how they relate to and support relevant Strategic Plans of Council.

Specialist Services Criteria	Weighting
Demonstrated (evidence based) community need	30%
Relevance to Council Strategic Plans*	20%
Numbers of Monash residents benefiting from the project	20%
In-kind contribution (volunteer hours) provided by the organisation	10%
Demonstrated ability to deliver the funded service/program	10%
Cash contribution provided by the organisation	5%
Potential for sustainability beyond Council funding	5%

8.3 Positive Ageing Grants

8.3.1 Objectives

The objective of this grant category is to ensure that older residents have every opportunity to connect, socialise and actively participate in their community. Depending on the nature of the group, this category will fund:

- Operational (cash) support;
- Meals subsidy;
- Venue hire (or cash for rent when a suitable Council facility cannot be found); and
- Printing

Applications under this category will be simple and straight forward to complete. Probus clubs will be eligible for in-kind allocations only, except for situations where they require funding to pay rent for a non-Council facility because an appropriate Council facility cannot be found.

8.3.2 Cash Allocations: Operational Support and Meal Subsidy

Cash allocations for seniors groups will be made up of two components, (i) operational support and (ii) meal subsidy (if they are providing meals to their members).

Operational support will be directly linked to the exact number of active Monash members. Groups will receive \$10.00 for each active Monash member. Additionally, the meal subsidy component will

be funded at \$1.00 per meal per active Monash member. If a group has two meals per week, it will only be subsidised for one of those meals. All cash allocations for Positive Ageing grants will be capped at \$5,000.00 per annum.

8.3.3 In-kind Allocations: Hall Hire

Groups need a space to meet and there are numerous Council halls and pavilions that are regularly used for this purpose. Similarly, groups may need assistance in printing their publications, for example newsletters which inform and/or promote their group's activities. There is a cost involved in making Council facilities available.

It is important to note that while groups might have a preferred venue (and they may have been occupying one for some time), there may well be a larger group wishing to use the same venue on the same day. While the MCGP Evaluation panel will ultimately determine what space community groups will be allocated, officers from Community Planning and Development, and Monash Halls will work with Seniors Groups concerned to find a suitably sized hall that meets their location, cooking, and activity requirements.

There is a \$30,000.00 cap on in-kind allocations, applicable to seniors groups only, except in those cases where a community group can demonstrate that a significant number of Monash members actively participate in an activity or project. Where applications for in-kind funding exceed \$30,000, they will be considered by exception only.

8.3.4 In-kind Allocations: Printing

Council recognises the importance of printing for Positive Ageing groups for the distribution of paper based newsletters and other group communication. Therefore the allocation of printing will now be granted solely to Positive Ageing groups based on the following formula:

In kind printing allocations will be capped at 4 pages (8 sides) per group and calculated directly based upon the exact number of active Monash members, multiplied by 12 (months).

8.3.5 Assessment Criteria

As long as the club or group identifies as a seniors club or group with over 20 active Monash residents as members, the organisation will qualify for cash funding. Cash allocations will be made on the basis of the formula set out in Section 8.3.2. Additionally, the organisation will need to meet the eligibility criteria outlined in Sections 2 and 3 of this policy document.

8.4 Arts and Cultural Project Grants

Council supports the delivery of projects that contribute to the arts and cultural activity of the municipality and that are reflective of the diverse Monash community.

Art is about imagination and the tangible and intangible products of creativity. The 'arts' include but are not limited to: painting; sculpture; crafts; photography; architecture; design; literature; performing arts; music; theatre; film; and dance. Council recognises that arts and culture has a significant role to play in supporting the community and in achieving Council's vision and objectives. In assessing artistic merit Council supports projects that demonstrate artistic excellence; show artistic risk-taking; show collaborations that can take place in any art form; involve community engagement and community cultural development outcomes; and the ability to produce quality arts experiences that provides intellectual and emotional stimulation.

8.4.1 Objectives

The objective of this grant category is to support local arts and cultural projects that contribute to community connectedness and identity. Council is seeking to support projects that:

- Foster innovation, idea expansion and sustainability in project concept and delivery;
- Encourages collaboration between community, artists and art groups;

- Provides opportunities for neighbourhood activities that celebrate art and cultural diversity; and
- Increase cultural and social inclusion

8.4.2 Allocations

Both cash and/or in-kind funding will be available under this category. Cash funding will be capped at \$5,000 per project per annum. The success of an application and the quantum of allocation will be determined by how the applications score against the assessment criteria. Allocations will be for one financial year only, however, applicants can reapply the following year.

8.4.3 Assessment and Scoring Criteria

Artistic and/or Cultural Merit

- Demonstrates high artistic and/or cultural quality
- Presents a new and creative project concept
- Contributes to, and enhances the quality and reputation of the arts and culture in Monash

Project Viability

- Demonstrates a viable and realistic budget
- Demonstrates a viable project plan including risk assessment plan
- Presents relevant and appropriate support material, including Public Liability insurance, Certificate of Incorporation and letters of support

Project Reach

- Demonstrates a thorough marketing plan tailored to the project
- Demonstrates consideration of accessibility of the project to include:
 - People of all levels of ability, and/or
 - People from diverse cultural backgrounds, and/or
 - Specific target groups
- Engages in partnership and/or collaboration with artists, communities and/or organisations

Project Value

- Shows relevance to Council Strategic Plans
- Shows benefits for the Monash community
- Demonstrates a strategy for evaluation of outcomes

Criteria	Weighting
Artistic and/or Cultural Merit	30%
Project Reach	20%
Project Value	20%
Project Viability	30%

8.5 Community Events Grants

Community Events Grants provide the opportunity for community groups to develop skills in delivering small scale events. It is intended that some community groups will develop the capacity to eventually present a Major Festival.

8.5.1 Objectives

The objectives of the community events category are to:

- Foster community driven, innovative and diverse creative programming of events;
- Support events that increase cultural and social inclusion;
- Foster events that identify opportunities to build active, cohesive committees, advisory groups and/or steering groups to assist in event delivery; and
- Support events that allow the cultural expression of the community including events that celebrate local culture, its diversity, history and identity and promote cross cultural practises.

8.5.2 Allocations

Both cash and in-kind funding will be available under this category. Cash funding will be capped at \$5,000 and in-kind funding for venue hire/facility use.

The success of an application and the quantum of allocation will be determined by how the applications score against the assessment criteria. Allocations will be for one financial year only.

8.5.3 Assessment and Criteria

Artistic and/or Cultural Merit

- Identifies art and cultural needs in the community
- Presents a new and creative program
- Contributes to and enhances the quality and reputation of the arts and culture in Monash

Project Viability

- Demonstrates a viable and realistic budget
- Demonstrates a viable project plan including risk assessment plan, event plan and event committee
- Presents relevant and appropriate support material including Certificate of Incorporation, treasurer's statement and letters of support

Project Reach

- Demonstrates a thorough marketing plan tailored to the project
- Demonstrates consideration of accessibility of the project to include:
 - People of all levels of ability, and/or
 - People from diverse cultural backgrounds, and/or
 - Specific target groups
- Engages in partnership and/or collaboration with artists, communities and organisations

Project Value

- Shows relevance to Council Strategic Plans
- Shows benefits for the Monash community
- Demonstrates a strategy for evaluation of outcomes

Criteria	Weighting
Artistic and/or Cultural Merit	30%
Project Reach	20%
Project Value	20%
Project Viability	30%

8.6 Major Festivals Grants

Festivals and events are a celebration of community life. They can create a sense of belonging in an area or within a community.

Festivals are a public expression of a community's culture. Community driven festivals and events contribute to the wellbeing of the municipality providing opportunities for people to exchange ideas and to engage with other cultures. They also encourage new and emerging communities to participate in community life, thereby reducing social isolation and celebrating the diversity of the City of Monash.

Major Festivals encourage participation and attendance from the whole community and promote local economic activity, increased liveability and neighbourhood pride.

8.6.1 Objectives

The objectives of this category is to support and deliver festivals that align with current Council strategic plans and provide pathways and opportunities for community strengthening through participatory festival programs and engagement of the local cultural community. Council seeks to:

- Encourage community driven, innovative and diverse festival programs;
- Encourage marketing to a broad audience;
- Deliver festivals that increase cultural and social inclusion;
- Support festivals that develop active, cohesive committees, advisory groups and/or steering groups to assist in their delivery;
- Partner with festivals that demonstrate financial sustainability; and
- Partner with festivals that positively contribute to the vibrancy and liveability of the City of Monash.

8.6.2 Allocations

Cash funding only will be available under this category. The success of an application and the quantum of allocation will be determined by how the applications score against the assessment criteria. Allocations will be for one financial year only, however, applicants can apply for multi-year funding to a maximum of three years.

Applicants must demonstrate that they will deliver festivals located within the boundaries of the City of Monash.

8.6.3 Assessment and Scoring Criteria

Project Viability

- Demonstrates a viable and realistic budget
- Demonstrates a viable project plan including risk assessment plan, event plan and festival committee
- Presents relevant and appropriate support material including public liability insurance, Certificate of Incorporation and letters of support

Project Reach

- Demonstrates a thorough marketing plan tailored to the event
- Ability to attract diverse audience of significant size
- Demonstrates consideration of accessibility of the project to include:
 - People of all levels of ability, and/or
 - People from diverse cultural backgrounds, and/or
 - Specific target groups
- Engages in partnership and/or collaboration with communities and/or organisations

- Demonstrates community engagement and consultation with the community including traders, residents and community groups

Project Value

- Shows relevance to Council Strategic Plans
- Shows benefits for the Monash community
- Demonstrates ability to secure additional funding that is equal to Council's contribution
- Demonstrates a strategy for evaluation of outcomes

Artistic and/or Cultural Merit

- Presents new and creative program
- Contributes to and enhances the quality and reputation of the arts and culture in Monash

Criteria	Weighting
Project Viability	30%
Project Reach	30%
Project Value	30%
Artistic and/or Cultural Merit	10%

9 Terms and Conditions

1. All applications must be approved by the Chairperson, President or Chief Executive Officer of your organisation.
2. Successful applicants must comply with all relevant State and Federal Government legislation pertaining to their project/service.
3. Successful applicants will be sent a Funding Agreement/Deed (including an annual work plan with agreed performance outcomes), which sets out the terms and conditions under which the funding is made. **These documents must be signed off, completed and returned by the end of August 2018 for the funding to be released.** Funding will not be made available to groups who submit this documentation after this date.
4. Applicants who have received a grant through the MCGP in the past will be required to fully acquit all funding, prior to the application closing date. Applications will not be considered for future funding if the group has outstanding acquittal documentation. **Furthermore, funding will not be released until required documentation is submitted by the stated deadline dates.**
5. In accordance with the *Working with Children Act 2005*, Council requires all successful applicants for direct and in kind funding to have their relevant staff and volunteers who work with children and young people (defined as persons under 18) to undergo a working with children check. Council encourages organisations to undertake this action prior to application (if they have not already done so) so as to prevent any delay forwarding their allocation if successful.
6. Funded recipients may incur alterations to payments where changes to service levels differ from those stated within the Service Agreement. In this situation, the instalments may be made pro rata to reflect the change in service level.
7. Council reserves the right to conduct financial and performance audits from time to time for funding received from Council. Consequently, successful applicants are required to maintain full records of receipts of project expenditure and performance outputs/comes for the

relevant period. These records need to be made available to Council upon request if a financial and performance audit is undertaken.

8. Successful applicants must use Monash Community Grants Program funds for the stated purpose for which the grant was awarded unless written permission has been obtained from Council.
9. Successful applicants must return all unspent funds and will be expected to return any misspent funds.
10. Council support must be acknowledged in any publication, promotion or any event supported by the grant. Advice and approval for Council acknowledgement will be provided by officers as required.
11. At the end of the grant period, you will be required to submit an online acquittal of your grant including the relevant monitoring requirements. Those organisations in receipt of over \$20,000 will be expected to provide Council with quarterly reports that provide both a program and financial up date.
12. Applicants in receipt of in-kind hall hire will be subject to the terms and conditions included in the hall hire contract which is signed by the applicant. Groups in any violation of these terms and conditions during the use of the Council halls risk losing their use of the space. Resulting decisions will be made by the Halls Management and relevant Council Officers.
13. Applicants may be required to provide additional information to Council.
14. For organisations in receipt of total annual allocations in excess of \$100,000 (cash and in-kind), Council reserves the right to nominate a Council Officer as an exofficio member to the organisation's board for the term of the grant.