



2022/23

MONASH COMMUNITY GRANTS PROGRAM

Applicant Guidelines



APPLICATION ENQUIRIES

Community Grants 9518 3568
Arts & Events Grants 9518 3636
monash.grants@monash.vic.gov.au

LANGUAGE ASSISTANCE

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 Language Assist lines:

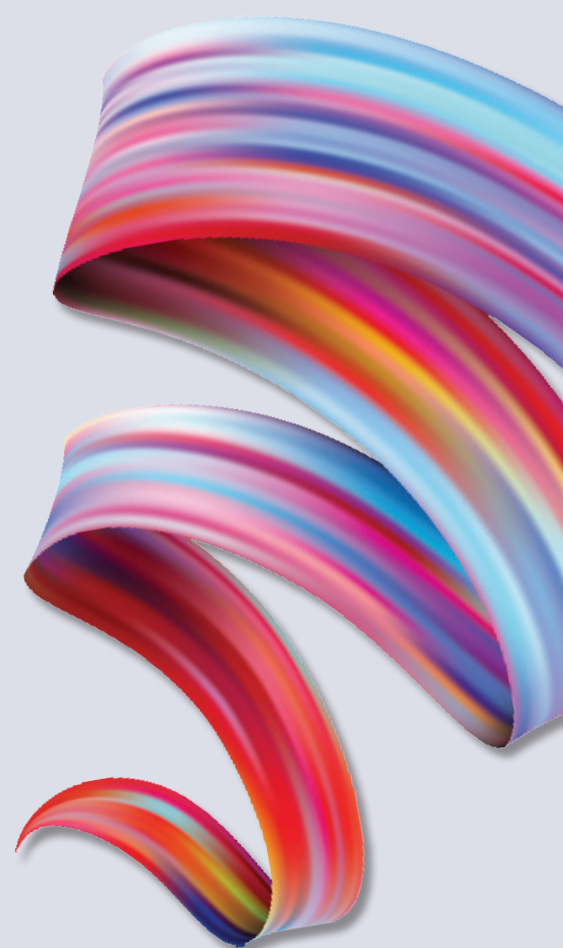
Monash Language Assist

普通话	9321 5485	Mandarin
Ελληνικά	9321 5482	Greek
廣東話	9321 5481	Cantonese
සිංහල	7005 3002	Sinhalese
Italiano	9321 5483	Italian
हिंदी	7005 3000	Hindi
Việt Ngữ	9321 5487	Vietnamese
தமிழ்	9005 3003	Tamil
한국어	9321 5484	Korean
Bahasa Indonesia	7005 3001	Indonesian



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MONASH COMMUNITY GRANTS 2022/23 ROUND

APPLICATIONS OPEN

9am Thursday 27 January 2022

APPLICATIONS CLOSE

2pm Thursday 3 March 2022

FUNDING NOTIFICATION

May 2022

GRANT EXPENDITURE

1 July 2022 - 30 June 2023

REPORTING & ACQUITTAL

1 July 2023 - 12 August 2023

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 3568

Arts & Cultural Projects, Community Events and Major Festivals grants call:
9518 3636

Or 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 & 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 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.

In addition to these sessions Monash Council will be holding two Effective Grant Writing Workshops facilitated by Debby Marziarz via Zoom. Please book into one of these sessions online at trybooking.com/BUZAE

Sessions are subject to any State Government restrictions that may be in place, run for strictly one hour per group and bookings are essential. Please book into one of these sessions online at trybooking.com/BVIUM.

ZOOM WORKSHOPS

Monday 7 February

2pm-4pm

Link to be provided

Thursday 17 February

6pm-8pm

Link to be provided

ARTS/EVENTS/FESTIVALS

Monday 7 February

10am-1pm

Monash Civic Centre

Glen Waverley

Wednesday 16 February

2pm-5pm

Monash Civic Centre

Glen Waverley

Tuesday 8 February

2pm-5pm

Monash Civic Centre

Glen Waverley

Thursday 17 February

10am-1pm

Monash Civic Centre

Glen Waverley

ACTIVE PROJECTS

Monday 14 February

10am-1pm

Monash Civic Centre

Glen Waverley

OTHER CATEGORIES

Monday 14 February

2pm-5pm

Monash Civic Centre

Glen Waverley

Tuesday 1 & 15 February

10am-1pm

Monash Civic Centre

Glen Waverley

Wednesday 2 & 16 February

6pm-8pm

Online via Zoom

Link to be provided

Thursday 3 & 10 February

2pm-5pm

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*** available on the City of Monash website.

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 *Council Plan 2021-2025* and *Monash Health and Wellbeing Plan 2021-2025* and demonstrate how their proposed activities will align with these plans.

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

- Active Projects
- Arts & Cultural Projects
- Community Events
- Community Strengthening
- 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. (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*.

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 you are seeking funding 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:

[**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
- Community groups with access to significant cash reserves
- Groups that meet outside the City of Monash boundaries
- Groups that meet in a venue that has Electronic Gaming Machines
- Late submissions

The grants team have 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.

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, eg. 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 and Arts & Cultural Projects categories)
- Research
- Activities that are primarily commercial
- Fundraising activities, with the exception of local service clubs (see policy for further detail)
- Activities that are inconsistent with Council's objectives
- 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.

Where can funded activities take place?

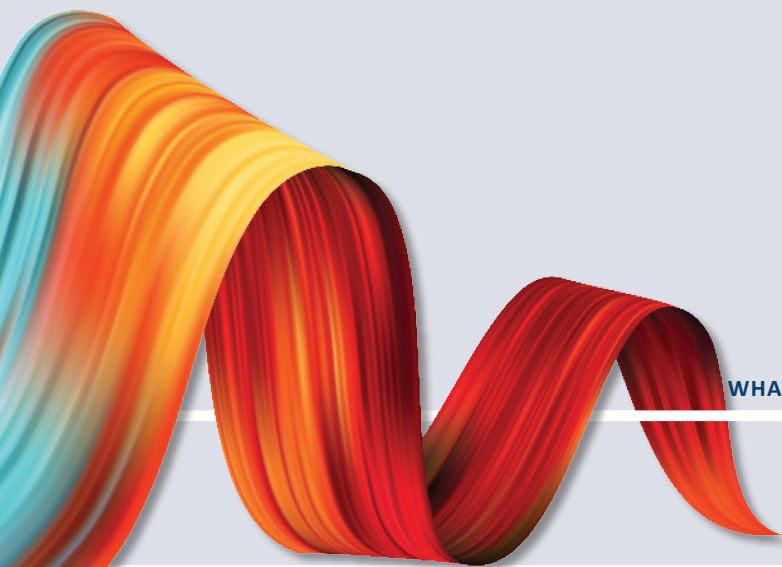
- In Council-owned halls and other community facilities
- At Neighbourhood Houses
- In privately-managed community facilities (if an appropriate Council venue can not be found)
- In parks and ovals
- Other public open spaces (for help to determine a suitable location, speak to one of the grants team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

Regardless of the venue, it must take place within the City of Monash boundaries!

When do activities need to happen?

Activities must take place between **1 July 2022 and 30 June 2023**.

Funding cannot be spent retrospectively.



KEY DATES

JANUARY 2022

Thursday 28 January
Applications Open

FEBRUARY 2022

Tuesday 1 - Thursday 17 February
Assistance sessions held

MARCH 2022

3 March 2022
Applications close and
assessments commence

APRIL 2022

April 2022
Assessments conclude

MAY 2022

May 2022
Recommendations approved by
Council and applicants notified

JUNE 2022

Tuesday 28 June 2022
Council Budget approved

JULY 2022

Friday 1 July 2022
Funding Agreements available on
SmartyGrants

GRANTS CATEGORIES

The nine categories of the Monash Community Grants Program 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 Hall Only, Neighbourhood Houses, Positive Ageing and Specialist Services categories operate on a three-year cycle that commenced in 2020/21. As 2022/23 is the final year in this cycle, all categories will only offer funding for one year in 2022/23.

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

CATEGORY	DURATION OF FUNDING OFFERED	CASH	HALL HIRE (IN-KIND)	PRINTING (IN-KIND)
Community Strengthening	One year	Up to \$20,000	Up to \$20,000	Not available
Hall Only	One year*	Not available	Up to \$15,000	Not available
Specialist Services	One year*	No cap	No cap	Not available
Neighbourhood Houses	One year*	Up to \$10,000 per year	No cap (rental of Council facility)	Not available
Positive Ageing	One year*	Up to \$5,000 per year (formula based)	Up to \$30,000	Formula based
Arts and Cultural Projects	One year	Up to \$5,000	Up to \$10,000	Not available
Community Events	One year	Up to \$7,000	Up to \$5,000	Not available
Major Festivals	One year	No cap	Not available	Not available
Active Projects	One year	Up to \$2,000	Not available	Not available

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.

Community Strengthening

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.

Things for Community Strengthening category applicants to remember:

- Applicants can apply for up to **\$20,000 cash** funding.
- Applicants can apply for up to **\$20,000 in-kind (hall hire)** funding.
- Funding is available for **one year** for cash and in-kind hall hire.

Community Strengthening category assessment criteria

- INABILITY TO ACCESS OTHER FUNDING (15%)
- DEMONSTRATED POTENTIAL FOR SUSTAINABILITY BEYOND COUNCIL FUNDING (10%)
- 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 9) 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
- 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.

Hall Only

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 sub-category 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 sub-category 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 for up to **30 June 2023** will be considered.

What can be funded in Community Strengthening - 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)



Specialist Services

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 9) as well as the category criteria.

Things for Specialist Services category applicants to remember:

- There is **no cap** on either cash or in-kind (hall hire or facility rental) funding requests.
- Requests for funding for up to **30 June 2023** 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
- 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.



Neighbourhood House

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.

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 funding (for facility rental and/or hall hire).
- Requests for funding for up to **30 June 2023** will be considered.

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%)

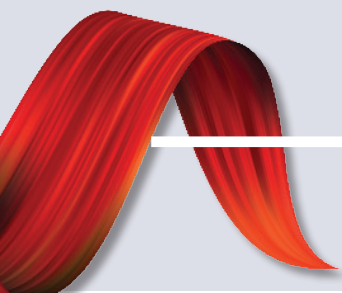
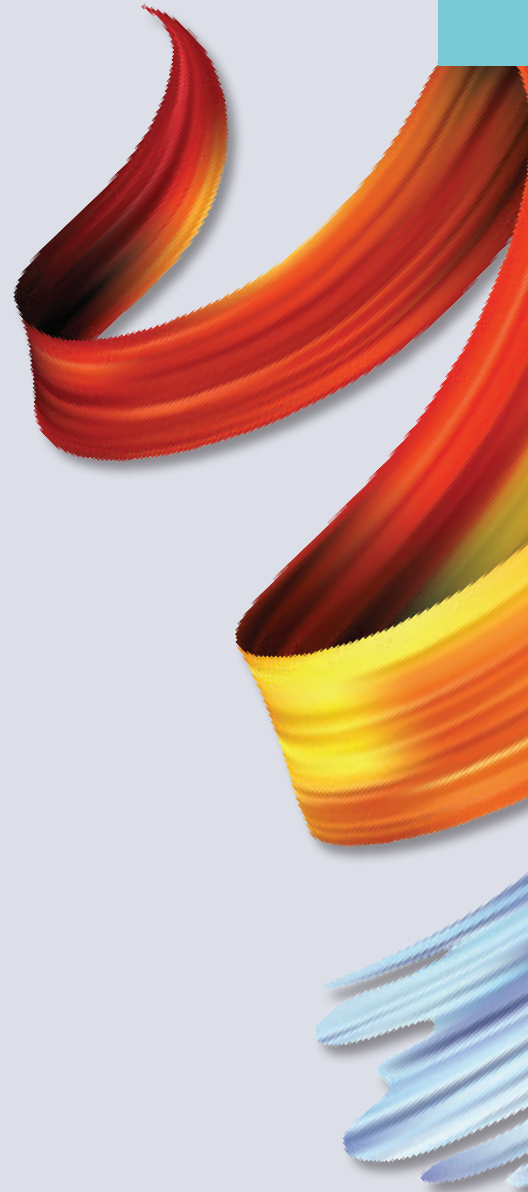
Program Wide Criteria must be addressed (see page 9) as well as the category criteria.

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 6 for items that are not eligible to be funded.

Catering is not available to be funded in this category.



Positive Ageing

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 =
(\$10 x RMP) + (\$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 all required dates (for Council facilities) or a quote for venue hire (for non-Council facilities) with their application.

IN-KIND FUNDING FOR PRINTING is provided to support groups to produce publications, such as member newsletters. Each publication can be up to 4 pages (printed double side) and up to 12 publications will be printed per year. Print jobs may run at less pages and less frequent editions, depending on the group's needs. The value of printing is calculated using a formula.

- Printing Funding Formula =
Regular Monash Participants x (Pages x No. editions per year)

Groups are encouraged to think sustainably and move towards electronic communication, if possible. Those groups who have received printing allocations in the past and apply for in-kind printing for 2021/22 will receive the average used over the previous funding period.

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 for up to **30 June 2023** will be considered.
- Probus Clubs are only eligible for in-kind funding (hall hire and/or printing).

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)
- Art materials
- 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)
- Printing of club materials (in-kind)
- Training for members - such as food handling, computer skills, committee management, etc.

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

Please note to be eligible in this category applicants MUST be a membership group/club for seniors only and the group MUST have over 20 Regular Monash Participants (RMP). If you have less than 20 RMP please contact the grants team before submitting.



Arts & Cultural Projects

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.

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 **\$10,000**.
- Funding is available for **one year** only.

Arts & Cultural Projects category assessment criteria:

- NUMBER OF MONASH RESIDENTS DIRECTLY PARTICIPATING IN AND/OR ATTENDING THE ACTIVITY (10%)
- DEMONSTRATED AWARENESS OF CULTURAL DIVERSITY (10%)
- ABILITY TO CREATE OPPORTUNITIES OR EXPERIENCES FOR THE LOCAL COMMUNITY (15%)
- EVIDENCE OF CAPACITY TO DELIVER THE PROJECT (15%)

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

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)
- 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 6 for items that are not eligible to be funded.

Community Events

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 (15%)
- DEMONSTRATED ENGAGEMENT WITH LOCAL BUSINESSES AND/OR RESIDENTS IN THE PRODUCTION OF THE EVENT (10%)
- EVIDENCE OF UNDERSTANDING EVENT MANAGEMENT PLANNING AND EXPERTISE (10%)
- ABILITY TO CONNECT WITH THE COMMUNITY BEYOND CURRENT MEMBERS (15%)

Program Wide Criteria must be addressed (see page 9) 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)
- 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.

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-event. An Expression of Interest for an Event Permit will be completed as part of your grant application.



Major Festivals

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 (10%)
- 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 (15%)
- DEMONSTRATED POTENTIAL FOR SUSTAINABILITY BEYOND COUNCIL FUNDING (10%)

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

Things for Major Festival category applicants to remember:

- There is **no cap** for 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)
- 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.

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

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

Active Projects

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 being introduced in April 2022.

Active Projects category assessment criteria:

- DELIVER CLEAR STRATEGIES FOR INCREASING PARTICIPATION ACROSS ONE OR MORE COHORTS IDENTIFIED AS UNDER-REPRESENTED IN THE CLUB/SPORT (12.5%)
- EVIDENCE OF STEPS TAKEN TO CREATE A MORE INCLUSIVE ENVIRONMENT (12.5%)
- EVIDENCE THAT THE CLUB WILL ENGAGE IN THE DEVELOPMENT OF IMPROVED/REVISED GOVERNANCE PRACTICES (12.5%)
- EVIDENCE OF WHAT SECTIONS OF THE FRAMEWORK WILL BE MET AS A RESULT OF THE FUNDING (12.5%)

Program Wide Criteria must be addressed (see page 9) 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?

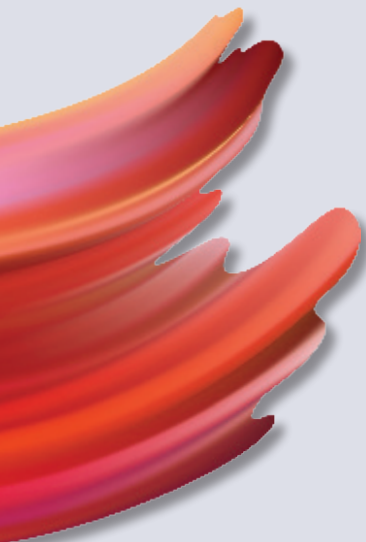
- New programs that support increasing participation within the community
- Further develop existing programs that increase participation
- Assistance for clubs to run educational sessions that improve governance, club culture and strengthen policies
- Projects or programs that clearly show how clubs will meet the 'Active Monash' Sports Club Framework (to be introduced in April 2022)

What will not be considered for funding in Active Projects?

See page 6 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



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 2022/23 round will be open between:

9am on Thursday 27 January - 2pm on Thursday 3 March 2022

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:

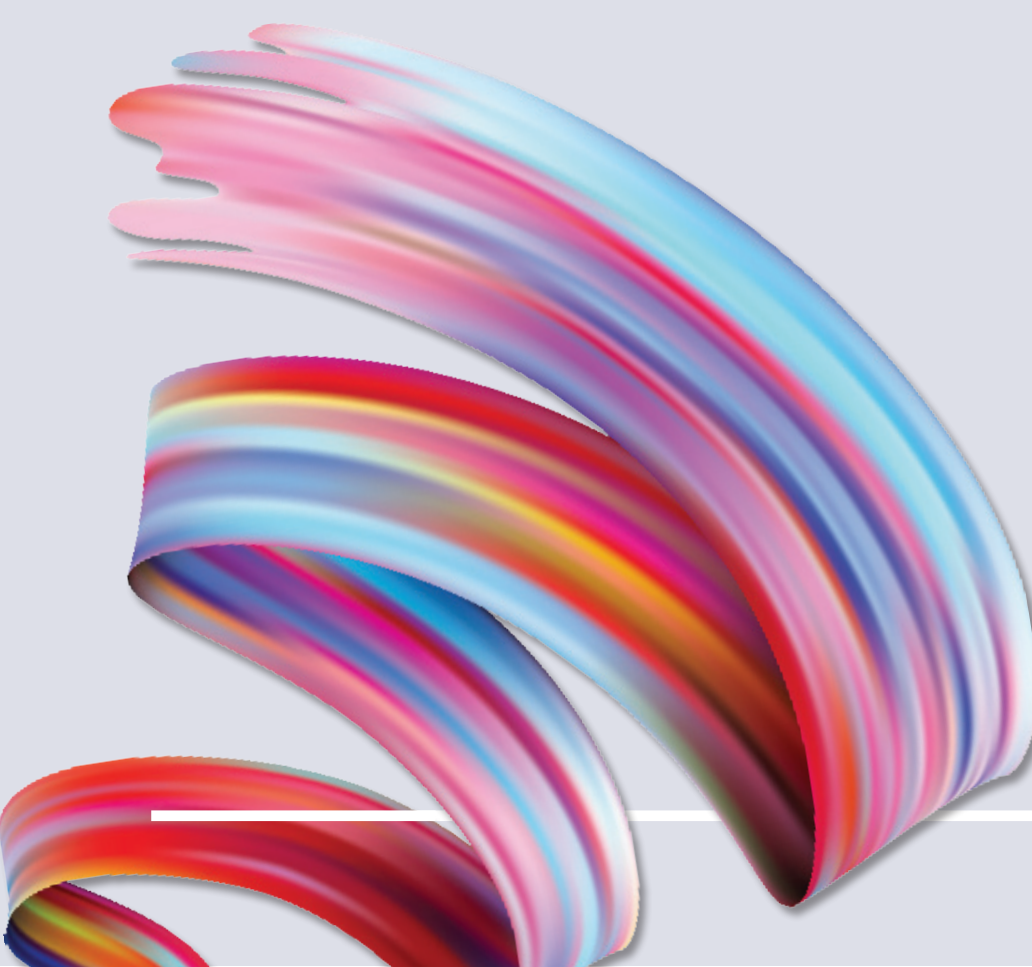
<https://www.monash.vic.gov.au/community-grants>

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 2022/23 round of the MCGP will provide funding for activities taking place between

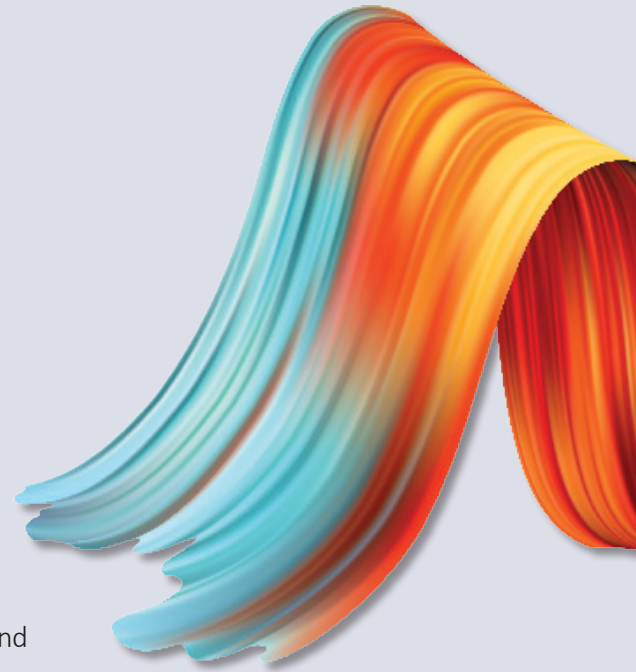
**1 July 2022 and
30 June 2023.**



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 acquittals due to Council from previous grants applications
- You have spoken to a member of the MCGP 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 be able to demonstrate how you will measure its success
- You have a viable project/event plan which demonstrates your planning
- You have sought a tentative booking and 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 and that you are able to demonstrate value for money and that it balances
- 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 have 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) or Treasurer's Report
- 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

27 January - 3 March 2022

SUPPORT SESSIONS

February 2021

ASSESSMENT PANEL

April 2022

FULL COUNCIL ENDORSEMENT

May 2022

OUTCOME NOTIFICATIONS

May 2022

BUDGET APPROVED

June 2022

FUNDING AGREEMENTS

July 2022

USE YOUR GRANT FUNDING!

1 JULY 2022 - 30 JUNE 2023