

2.4 MONASH COMMUNITY GRANTS PROGRAM POLICY & TERMS OF REFERENCE

Responsible Acting Director: Fee Harrison

EXECUTIVE SUMMARY

PURPOSE

The purpose of this report is to seek Council endorsement of both the Monash Community Grants Program Policy and the Terms of Reference for the Community Grants Program Assessment Panel.

KEY CONSIDERATIONS/ISSUES

The Monash Community Grants Program (MCGP) has been a major source of funding of the Monash Community since 1995. The program aims to –

- develop partnerships between Council and community groups to achieve Council's strategic directions;
- direct resources to both the emerging and specific needs of disadvantaged groups;
- develop a positive approach to the resolution of local social issues;
- support local groups, activities and community connectedness; and
- support community organisations to develop skills and increase community participation.

The MCGP primarily provides funding for small to medium sized projects, events and initiatives that respond to the social, cultural, recreational and economic needs of Monash residents.

The next round of the Monash Community Grants Program will fund activities occurring between 1 July 2023 and 30 June 2024. This round will open for applications on Friday 27 January 2023, closing on Thursday 2 March 2023. All applications will be administered online via SmartyGrants.

FINANCIAL IMPLICATIONS

The total annual allocation for the Monash Community Grant Program is \$2,640,642, subject to the adoption of the 2023/24 Council operational budget in June 2023. \$60,000 of this budget was approved by Council at the meeting held on 25 May 2021 to be quarantined for the continued delivery of the Quick Response Grant Program.

The 2023/24 Monash Community Grant Program is anticipated to have a total budget allocation of \$2,580,642.

CONCLUSION/RECOMMENDATION

It is recommended that Council endorses the Monash Community Grants Policy and the Terms of Reference for the Community Grants Program Assessment Panel.

MONASH COMMUNITY GRANTS PROGRAM POLICY & TERMS OF REFERENCE

Responsible Director: Fee Harrison (Acting)

RECOMMENDATION

That Council:

- 1. Adopts the 2023/24 Monash Community Grants Program Policy, noting the service improvements; and*
- 2. Adopts the Terms of Reference for the 2023/24 Monash Community Grants Assessment Panel*

INTRODUCTION

Each year Council provides funding to local organisations and community groups through the Monash Community Grants Program (MCGP). The purpose of this report is to seek Council endorsement of the revised Monash Community Grants Program Policy and the Terms of Reference for the Community Grants Program Assessment Panel. This report seeks to summarise the funding principles and program framework outlined in the Policy and the associated governance considerations.

The MCGP Policy has been informed by learnings from previous funding rounds, best practice benchmarking with other Councils delivering similar grants programs, feedback from grant recipients and through alignment with Council's current strategic direction.

BACKGROUND

The Monash Community Grants Program (MCGP) has been a major source of funding to the Monash community since 1995 and aims to –

- a) develop partnerships between Council and community groups to achieve Council's strategic directions;
- b) support local groups, activities and foster community connectedness;
- c) support community organisations to develop skills and increase community participation;
- d) direct resources to address the needs of both emerging and disadvantaged groups; and
- e) develop a positive approach to the resolution of local social issues.

These community grants primarily provide funding for small to medium sized projects and initiatives that respond to the social, cultural, creative and recreational needs of the Monash community.

DISCUSSION

The Monash Community Grants Program (MCGP) has been running annually since 1995. Each year, community-based organisations operating within the City of Monash are invited to apply for funding to support their projects, activities, events and/or services.

All applications must meet eligibility criteria; the most significant of which relate to the organisation type, community participation, alignment with Council's objectives, location of the funded project and insurance coverage. A full list of eligibility criteria is outlined in the MCGP Policy (Attachment 1). The MCGP Policy is revised into guidelines for all potential applicants to access on our website and hard copies can be requested on an as needs basis. All past eligible applicants will receive an email link to the MCGP Guidelines in November.

The MCGP allows for cash and/or in-kind grants to be allocated across ten (10) funding categories, with the addition of a new category in 2023/24:

- Active Projects
- Arts and Cultural Projects
- Community Events
- Community Strengthening
- Community Group Cultural Celebrations (new)
- Hall Only
- Major Festivals
- Neighbourhood Houses
- Positive Ageing
- Specialist Services

Details of each of the categories' objectives, assessment criteria and types of funding available are outlined in the MCGP Policy (Attachment 1).

To be considered for any funding, projects, services and events must be consistent with Council's strategic plans and policy positions. The MCGP is a competitive, fair and equitable funding program. All applications are assessed on their individual merit however not all applications received can be funded, as typically, the total value of funding requests received via the MCGP far exceed the available program budget.

Support for Applicants

All potential applicants will be able to seek direct assistance from Council officers in the following ways:

- **Information and Application Support Sessions:**
Support sessions are open to all potential applicants to attend. The sessions are an opportunity for potential applicants to speak with officers from the Grants team, discuss their grant ideas and seek advice on

eligibility, alignment with Council priorities and guidance for project planning and application preparation. The sessions are also designed to support community groups with the online component, assisting applicants to complete the online application forms via SmartyGrants. To enable greater accessibility these will be run both online via Zoom and in person at the Civic Centre. These sessions will be scheduled to run over a three-week period in February 2023 to encourage prospective applicants to begin applications early and avoid rushed, last minute submissions.

- **One-on-one Assistance:**
On request, applicants can make an appointment with MCGP officers to discuss their proposed application either online or on person. This option is particularly suitable for applicants who would prefer the support of an interpreter or may require other assistance, the request for an interpreter will also be available in the formal assistance sessions.
- **Positive Ageing Application Assistance:**
The Positive Ageing category is one of four categories that offers funding for a three-year period. All current Positive Ageing recipients will be required to reapply in 2023/24 for their funding for the next three years. 38% of the MCGP recipients are in the Positive Ageing category and require the largest support from officers to complete and submit applications. Officers will identify and invite individual groups to receive one-on-one assistance to complete the application forms in November, prior to the round opening in January to ensure that all groups receive the help and the time they require to complete their application form.
- **Effective Grant Writing Workshops:**
Due to the success of 'Effective Grant Writing' workshops that have been held over the past two years these will again be made available to prospective applicants. These workshops build the capacity and confidence of community members and have proven to increase the quality of the applications received from previous recipients. The sessions will be tailored to the requirements of the MCGP. Council officers will also use this as an opportunity to add further insight, information and answer questions relating to the program. Two sessions will be scheduled in early to mid-February 2023.

Monash Community Grants Assessment Panel

The Monash Community Grants Assessment Panel consists of three Council officers who have oversight and carriage of the MCGP. The panel will seek the advice of other relevant Council officers throughout the assessment period, to ensure their expert advice and knowledge is captured. This model provides consistency and transparency across the entirety of the program and specialist insight for specific categories to ensure equitable funding outcomes.

This report seeks endorsement of the Monash Community Grants Assessment Panel Terms of Reference (Attachment 2), which guides the governance of the Assessment Panel and their role in the Monash Community Grants Program delivery. Commencing in March 2023, Council officers will convene a series of Assessment Panel meetings.

Once the Monash Community Grants Assessment Panel has reviewed all grant requests a Council Report will be prepared and submitted at the May 2023 Council meeting, seeking Council's endorsement of the Assessment Panel's funding recommendations.

Advice to Applicants

Following Council endorsement of the panel recommendations, all applicants will receive advice of the outcome of their application, whether successful or unsuccessful. If successful, this initial advice is to be considered 'in-principle' funding, pending adoption of the 2023/24 Council Budget in June 2023. Following the budget adoption, all approved grants recipients will be formally advised, and Funding Agreement documentation will be available online via SmartyGrants.

SERVICE IMPROVEMENTS

An annual review of the MCGP has been undertaken by officers and has included areas of Council which support the grants process including Halls, Community Strengthening and Arts and Culture. The review has taken into consideration the feedback provided by groups and organisations.

The proposed service improvements that have been included in the 2023/24 MCGP are:

- **Arts & Events Categories**
 - Reducing the number of assessment criteria in the Active Projects, Arts & Cultural Projects and Community Events categories to reflect the level of funding provided and increase the ease of the application.
 - The addition of a new category called "Community Group Cultural Celebrations". This category will have a cap of \$1,500 for both cash and in-kind hall hire combined and groups will be able to apply for up to three-years of funding. This funding will be available for annual one-off cultural celebration events such as Diwali, Chinese New Year, Eid, etc, for local community groups.

Creating a separate category will enable the assessment criteria to be aligned with the event that is taking place and will also assist groups to celebrate their significant cultural celebrations within their community groups.

- Reducing the cap for in-kind hall hire available in Arts & Cultural Projects from \$10,000 to \$5,000. This reflects the highest amount that was awarded for this type of funding in this category in 2022/23. The average amount awarded was \$3,114.69.
- Introducing a cap of \$20,000 on funding available in the Major Festivals category. This is equal to the highest amount awarded over the past three years and will give applicants a realistic figure in regard to the level of funding that is available.
- **Positive Ageing**
 - Removing printing as an eligible item for funding in the Positive Ageing category. Groups have been encouraged to think sustainably and move towards electronic communication over the past three years the funding that has previously been awarded for this will remain available in the program to allocate to other projects and will not have an impact on the budget.
 - Including the requirement of Positive Ageing applicants to have 75% of their group membership aged over 60. This strengthens the eligibility for this category to ensure the funding is being directed to seniors' groups, as intended.
 - Enabling Positive Ageing applications to be received prior to the round being publicly opened. The Positive Ageing category is one of the four categories that offers funding for a three-year period. All current PA (Positive Ageing) recipients will be required to reapply in 2023/24 for their funding for the next three years. Due to the number of applications that will be received for 23/24 and the level of assistance that is required previous Positive Ageing recipients will be invited to submit their application from November. The closing date and assessment remain unchanged, but this provides an opportunity for officers to provide assistance during the application process.
- **Process**
 - Increasing the MCGP budget by CPI. A CPI increase was approved by Council in the 2022/23 budget cycle, however officers did not utilise this increase in the 2022/23 allocations. Using the approved 22/23 CPI increase will increase the cash and hall hire funding available to the community in 2023/24 by \$45,343 to \$2,640,642.
 - Expanding ineligibility to include funding for “conferences and conference sponsorship”, “auspice fees” and to “organisations affiliated with educational institutions”.

PROGRAM TIMELINES

The following program timelines are proposed for the 2023/24 Grant round:

MILESTONE	DATE
Program Guidelines made available online	November 2022
Applications open for Positive Ageing groups	November 2022
'Invitation to Apply' emails sent to all previous applicants	January 2023
Advertising	16 January - 2 March 2023
Applications open for Submissions via SmartyGrants	27 January 2023
Grant Information and Application Support Workshops	6 - 24 February 2023
Applications Close for submissions via SmartyGrants	2 March 2023
Pre-eligibility Checks of Applications	6 – 10 March 2023
Monash Community Grants Assessment Panel meetings	14 March - 31 March 2023
Community Grants team prepare budget, recommended allocations and report for Council	3 - 28 April 2023
Presentation to Council by the Grants team on recommended allocations	TBA (May 2023)
Report to Council	30 May 2023
In principle successful and unsuccessful letters sent to groups	1 June 2023
Funding Agreements available for all successful 2023/24 Grant Recipients	1 July 2023

POLICY IMPLICATIONS

The provision of the Monash Community Grants Program Policy (Attachment 1) is based on Council's values and strategic objectives outlined in the Monash Council Plan 2021-25, in particular "*An Inclusive Community*".

Monash Council has a proud history of working in partnership with community-based organisations to meet the needs of local residents and to deliver positive community outcomes. To further strengthen this partnership approach, as per the Monash Community Grants Program Policy framework, organisations seeking funding will be required to demonstrate how their project/initiative will support key Council strategies including but not limited to -

- The Council Plan 2021-2025;

- Monash Health and Wellbeing Plan 2021-2025;
- Monash Loneliness Framework 2020-2025;
- Monash Public Health Approach to Gambling Policy;
- The Gender Equity Framework; and
- Monash Arts and Culture Strategy 2025

SOCIAL IMPLICATIONS

The social implications of the Monash Community Grants Program are significant. Grant funding will:

- Strengthen a sense of community by facilitating cultural and artistic activities, stakeholder participation, recognition of diversity, cultural heritage and social cohesion.
- Provide support for community services to support the diverse needs of our Monash community (e.g. children and families, young people, elderly people and people with disabilities), and facilitate the accessibility of community services.
- Strengthen community health and well-being through public safety initiatives and facilitate participation of community members in healthy lifestyles and community festivals.
- Foster education and skills development by supporting the number and quality of education options for the community in life-long learning opportunities.

In response to the needs of local services, Council has maintained its priority of supporting agencies and groups that are locally focused and responsive to municipal needs

HUMAN RIGHTS CONSIDERATIONS

The 2023/24 Monash Community Grants Program is entirely consistent with the *Charter of Human Rights and Responsibilities Act 2006*. In particular, the program supports -

- freedom of expression;
- peaceful assembly and freedom of association;
- taking part in public life; and
- cultural rights.

GENDER EQUITY ASSESSMENT

As the MCGP is focussed on having a direct and significant impact on the Monash community, a gender impact assessment has been undertaken as part of this work.

Feedback is received from grant recipients each year as part of the acquittal process, including questions specific to gender and diversity. Findings from 2021/22 acquittals and feedback provided show:

- There is a higher proportion of participation from women (61.8%) in granted projects than men (37.8%), with 0.4% identified as trans or gender diverse. This may be representative of the MCGP having a strong
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focus on the arts, seniors groups that have higher rates of women due to a longer life expectancy than men and community services. Limited funding available for sports clubs may also account for the lower proportion of men due to their higher participation levels in sports clubs.

- A limited understanding from some cohorts of the importance of inclusivity in all its forms, but particularly regarding the non-binary nature of gender.
- The MCGP has a high rate of participation from many diverse groups from CALD backgrounds, however through review of the program gaps have been identified with few applications for projects for the LGBTIQ+ and First Nations communities.

The program has been and will continue to be delivered by applying an intersectional lens on how it is delivered and the projects that are funded. Some changes that have been implemented over the past 12 months to ensure gender equity and diversity continue to be embedded in the program are:

- Explicitly calling for applications from underrepresented communities, such as LGBTQA+, Aboriginal & Torres Strait Islanders and people with disabilities.
- Providing MCGP guidelines in multiple languages, Greek, Simplified & Traditional Chinese, as well as English.
- Providing multiple opportunities for assistance and through various formats and at various times - after hours, during business hours, in person and online to ensure people from various backgrounds and with different responsibilities can access this support
- Providing diversity and inclusion training opportunities to all grant recipients to give them information on how they can make their groups/clubs/organisations more welcoming and inclusive, as well as provide a greater understanding of the importance of diversity.
- Continuing to collect demographic and other data to track changes over time to better understand who in the community is benefitting and/or potentially missing the benefits of the program.

FINANCIAL IMPLICATIONS

The total annual allocation for the Monash Community Grant Program is \$2,640,642, subject to the adoption of the 2023/24 Council budget in June 2023. \$60,000 of this budget was approved by Council at the meeting held on 25 May 2021 to be quarantined for the continued delivery of the Quick Response Grant Program.

The 2023/24 Monash Community Grant Program is anticipated to have a total budget allocation of \$2,580,642.

CONCLUSION

The Monash Community Grants Program is an important community development and capacity building program for the Monash Community that recognises and supports the voluntary and community sector in Monash.

In 2023/24 Council expects to allocate \$2,636,357 in community grants through the Monash Community Grants Program and Quick Response Grant Program. This program enables Council to support and work collaboratively with community organisations, local agencies and service providers, utilising their expertise, with the aim of delivering services in response to community need.

The 2023/24 Monash Community Grants Program will open for application submissions from Friday 27 January 2023 and close on Thursday 2 March 2023.

ATTACHMENTS:

Attachment 1: 2023/24 Monash Community Grants Program Policy

Attachment 2: 2023/24 Monash Community Grants Assessment Panel Terms of Reference

ATTACHMENT 1

Monash Community Grants Program Policy

Introduction

The City of Monash is committed to developing and fostering a healthy and resilient community. In doing so, it seeks to partner with local organisations to support the delivery of community-based services, programs, projects and events that involve and benefit the Monash community.

Monash is an inclusive city where all residents can feel safe, connected and engaged with their local community, and where everyone has equitable access to facilities, resources and support. One of the key ways in which Council seeks to achieve this is through the delivery of an annual community grants program.

This policy outlines Council's approach to providing cash and in-kind funding to not-for-profit community organisations whose work enriches community life, addresses evidenced needs and aligns with the strategic directions and priorities of Council.

Policy Intent

The intent of the Monash Community Grants Program Policy (MCGP Policy) is to provide a robust and transparent framework to guide the program through which Council provides cash and in-kind funding to community groups and organisations to assist them to deliver activities and services for the community of Monash.

Purpose

The Monash Community Grants Program (MCGP) has been a major source of funding to the Monash community since 1995. Through this program, Council aims to:

- Develop partnerships between Council and community groups to achieve Council's strategic directions;
- Direct resources to both the emerging and specific needs of disadvantaged and vulnerable communities;
- Develop a positive approach to the resolution of local social issues;
- Support local groups, activities and community connectedness; and
- Support community organisations to develop skills and increase community participation.

Scope

The MCGP Policy applies to direct financial and in-kind funding to local community groups and organisations that may:

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

Roles & Responsibilities

Community organisations are responsible for planning, preparing and submitting their applications via the online application system (SmartyGrants). If successful, the funded organisation is responsible for the appropriate expenditure of all cash funds and the delivery of agreed outcomes as reflected in the Funding Agreement and approved Work/Event Plan.

The Monash Community Grants Assessment Panel consists of three (3) Council officers, with additional advice provided by other officers dependent on their area of expertise. The Panel will consider all eligible applications and is responsible for making annual funding recommendations. These final funding allocations will be considered at a full meeting of Council.

Councillors are only able to make a change to officer recommendations via an amendment at the full Council meeting.

Council officers will administer the grants program and provide advice and support to applicants.

In implementing this Policy, Councillors and Council officers must comply with the Councillors Code of Conduct 2017 and the Local Government Act 2020 (where applicable).

Councillors and Council officers must declare any instance where they, or any member of their immediate family, has a significant interest or holds a position of influence or power in an organisation that is a grant applicant. Where an interest is declared that person may not participate in any matter associated with the application (i.e. submission, evaluation, recommendation or approval). The onus is on the Councillor or Council officers to withdraw themselves from involvement and to declare an actual or potential conflict of interest to Council.

Monitoring, Evaluation and Review

Grants will be subject to an annual acquittal by all grant recipients, including financial and programmatic outcome reporting. Any recipient organisation which does not deliver the intended outcomes or does not expend cash funding in line with their Funding Agreement may be required to return the grant (either in part or in full).

Annual audits (programmatic and financial) will be carried out with a selection of grant recipients. A full external audit of the Monash Community Grants Program will be conducted every three years. Details of the Monash Community Grants Program will be available for inspection as required by the Local Government (General) Regulations (2015).

The MCGP Policy and Monash Community Grants Assessment Panel Terms of Reference will be reviewed annually and presented to Council each year for endorsement.

Budget

The Monash Community Grants Program operational budget is allocated through the annual Council Budget approval process, for the financial year 1 July – 30 June each year. The MCGP budget is allocated as cash and in-kind grants, subject to Council approval. Apportionment of funding across the categories remains at the discretion of Council.

In-principle approval will be offered to applicants prior to the annual budget approval; formal grant approval notification and payment will only be made after 1 July, subject to Funding Agreement terms and conditions (see Timelines section for further detail).

Eligibility

To be eligible to receive funding through the MCGP, all organisations must:

- be an incorporated community group or organisation with not-for-profit status OR auspiced by an eligible organisation;
- deliver the funded activity/services within the City of Monash boundaries;
- maintain a minimum of \$20 million public liability insurance cover;
- have no debts to Council; and
- have completed all previous MCGP funding acquittal requirements.

The following requests are considered ineligible and will not be funded through the MCGP:

- Individuals;
- Projects/services occurring outside the City of Monash boundaries;
- Commercial/for-profit projects/services;
- Fundraising activity, with the exception of local service clubs (such as Lions and Rotary clubs) with no links to Electronic Gaming Machines (EGMs);
- Retrospective funding;
- Conferences and conference sponsorship;
- Travel and transport costs
- Debt payment;
- Capital Infrastructure;
- Research;
- Employment of staff in an ongoing position;
- An individual person's expenses;
- Utilities and rates;
- Insurance;
- Gifts and prizes;
- Administration expenses over \$100;
- Alcohol;
- Assets & equipment over \$250
- Digital equipment, including tablets, computers, phones, etc;
- Auspice fees
- Groups that meet in venues that have EGMs;
- Organisations affiliated with educational institutions;
- Projects/services that are inconsistent with Council's objectives;
- Projects/services that are considered the funding responsibility of other tiers of government;
- Projects/services that are for specific religious purposes or seeks to proselytise or influence a person's religious beliefs (this does not include community celebrations of annual calendar religious festivals or events);
- Projects/services that are held for political purposes or seeks to influence a person's political beliefs;
- Projects/services that duplicate other existing projects/services;
- Applications that are submitted late;
- Community groups that hold significant financial reserves; and
- Positive Ageing category applicants who have less than 75% of members over 60 and less than 20 Regular Monash Participants (RMP) participating in their activity.

Program Principles & Priorities

The Monash Community Grants Program focuses on strengthening the Monash community through its people. Community development principles underpin the approach that Monash takes to grant making. These principles include:

- Asset based thinking, building on the strengths that exist within the community
- Evidence based approach that acknowledges the needs and aspirations of our community
- Access and equity to ensure a socially inclusive community
- Collaborations and partnerships

These principles guide both how Council works with the community and the types of services and projects that will be prioritised for funding.

Funding priority will be given to applications that deliver health & wellbeing outcomes within a community setting, which contribute to community cohesion and enrich people's lives. All applications

must respond to identified community needs and align with the priorities outlined in the *Council Plan –2021-2025, the Monash Health and Wellbeing Plan 2021-2025* and other strategic plans of Council.

Applications should demonstrate innovation, either by delivering a new concept, or by building upon an existing program, service or event.

Funding Categories & Assessment Criteria

The City of Monash will provide annual funding across ten (10) categories of the Monash Community Grants Program;

- Active Projects;
- Arts and Cultural Projects;
- Community Events;
- Community Strengthening;
- Community Group Cultural Celebrations
- Hall Only
- Major Festivals; and
- Neighbourhood Houses
- Positive Ageing; and
- Specialist Services.

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, the organisation will be asked to nominate their preferred project and withdraw the other(s) or rework their project plan to resubmit one application for the category.

Assessment Criteria

Each category of the MCGP has a unique mix of funding available and assessment criteria.

All applications, with the exception of those in the Hall Only and Positive Ageing categories, will be assessed against both the *Program-Wide Criteria*, as well as the relevant individual *Category Criteria* under which the application has been submitted. The Hall Only and Positive Ageing categories have only *Category Specific Criteria* to address. Applications will be scored based upon the extent to which the proposed activity/program addresses each criterion.

Program-Wide Criteria (with the exception of Hall Only and Positive Ageing):

- Addresses an evidence-based community need (20% score weighting)
- Demonstrates innovation (either new concept or development of existing project/service/event) (10% score weighting)
- Relevance to Council's strategic plans (10% score weighting)
- Financials and budget (10% score weighting)

Category Assessment Criteria:

CATEGORY	PURPOSE	ASSESSMENT CRITERIA	FUNDING AVAILABLE
Active Projects	<ul style="list-style-type: none"> • Support for the introduction of innovative participation-based sports and recreation programs. • Create a more inclusive environment for participation. • Create a sustainable club. 	<ul style="list-style-type: none"> • Evidence of steps taken to create a more inclusive environment (25%) • Evidence of which sections of the Active Monash Sports Club Status Framework are being met because of funding (25%) 	Cash: Up to \$2,000 One year funding only
Arts and Cultural Projects	<ul style="list-style-type: none"> • Create opportunities for community expression • Encourage collaboration between community, artists and other local partners • Increase cultural awareness and cohesion 	<ul style="list-style-type: none"> • Participation and opportunities for the local community (20%) • Demonstrated awareness of cultural diversity (15%) • Evidence of capacity to deliver (15%) 	Cash: Up to \$5,000 In-kind (hall hire): Up to \$5,000 One year funding only
Community Events	<ul style="list-style-type: none"> • Support for community-produced events which celebrate occasions relevant to the Monash community • Celebration of diversity and inclusion. • Create opportunities to showcase local artistic content • Delivery of small-scale events which encourage participation by anyone in the community <p><i>Member-only events are not considered to be community events</i></p>	<ul style="list-style-type: none"> • 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 of event management planning and expertise (15%) 	Cash: Up to \$7,000 In-kind (hall hire): Up to \$5,000 One year funding only
Community Strengthening	<ul style="list-style-type: none"> • Increase social inclusion • Respond to emerging community needs • Increase skills, knowledge and leadership in order to build community capacity 	<ul style="list-style-type: none"> • Number of Monash residents participating in the funded activity (10%) • Level of contribution (cash and/or in-kind) provided by applicant organisation (15%) • Inability to access other funding (15%) • Demonstrated potential for sustainability beyond Council funding (10%) 	Cash: Up to \$20,000 In-kind (hall hire): Up to \$20,000 One year funding only

Community Group Cultural Celebrations	<ul style="list-style-type: none"> • Support for one-off annual celebrations for local community groups • Increase social connectedness and inclusion • Celebration of diversity and inclusion. 	<ul style="list-style-type: none"> • Number of Monash residents participating in the event (20%) • Evidence of capacity to deliver (30%) 	<p>Cash and in-kind (hall hire) up to \$1,500 combined</p> <p>Applications for funding for up to three (3) years will be considered</p>
Hall Only	<ul style="list-style-type: none"> • Increase social inclusion • Respond to community needs • Increase skills, knowledge and leadership in order to build community capacity 	<ul style="list-style-type: none"> • Number of Monash residents participating in the funded activity (20%) • Addresses an evidence based community need (40%) • Outline of the service provided to the Monash community (40%) 	<p>Cash funding is <u>not</u> available under this category</p> <p>In-kind (hall hire): Up to \$15,000</p> <p>Applications for funding for up to three (3) years will be considered</p>
Major Festivals	<ul style="list-style-type: none"> • Support for large-scale events which have broad community appeal. • Celebration of diversity and inclusion. • Deliver high levels of participation, both through audiences and content delivery. • Create community pride and contribute to Monash's sense of place. 	<ul style="list-style-type: none"> • Evidence of professional event management planning and expertise (15%) • Demonstrated engagement with local businesses and/or residents in the production of the event (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%) 	<p>Cash: No cap</p> <p>In-kind funding is <u>not</u> available under this category</p> <p>One year funding only</p>
Neighbourhood House	<ul style="list-style-type: none"> • Add value to core services and programs delivered by Neighbourhood Houses • Develop community capacity and empowerment 	<ul style="list-style-type: none"> • 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 service (10%) 	<p>Cash: Up to \$10,000 per annum</p> <p>In-kind (hall hire or facility rental): no cap</p> <p>Applications for funding for up to three (3) years will be considered</p>

<p>Positive Ageing</p>	<ul style="list-style-type: none"> • Support social inclusion initiatives specifically for senior Monash residents. • Support the provision of regular activities and nutritious meals in a social setting. 	<ul style="list-style-type: none"> • Applicants must have at least 75% of members over 60 and a minimum of 20 Monash residents members that actively participate in the group's activities (Regular Monash Participants) • If applying for meal subsidy funding, meals provided must be substantial and nutritious. 	<p>Cash: Up to \$5,000</p> <p>Cash funding is calculated based upon Regular Monash Participants (RMP) and frequency of meals provided (if applicable), capped at \$5,000</p> <p>Operational funding = \$10 per RMP</p> <p>Meal subsidy funding = (\$10 x RMP) + (\$1 x RMP x meals served per year)</p> <p><i>Probus Clubs are eligible for in-kind funding only</i></p> <p>In-kind (hall hire): Up to \$30,000</p> <p>Applications for funding for up to three (3) years will be considered</p>
<p>Specialist Services</p>	<ul style="list-style-type: none"> • Support for established service delivery organisations • Improve the health and wellbeing of Monash residents through direct service delivery • Support residents to participate fully in community life • Complement other services available in City of Monash 	<ul style="list-style-type: none"> • 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%) 	<p>Cash: no cap</p> <p><i>It is expected that applicants must demonstrate a financial contribution to the service and/or evidence of funding partners.</i></p> <p>In-kind (hall hire or facility rental): no cap</p> <p>Applications for funding for up to three (3) years will be considered</p>

Assessment

All applications received via Smarty Grants by the closing date will be assessed. A pre-eligibility check will be undertaken to ensure applications meet the eligibility criteria.

All applications will be reviewed and assessed by the Monash Community Grant Assessment Panel against a scoring matrix to ensure consistency, equity and transparency across the program

Timelines

The following timeline should be used as a guide only. Exact dates will be confirmed annually via the MCGP Initiation Report to Council.

Milestone	Date
MCGP Information Sessions & Application Support Workshops	February
Applications Open	Late January
Applications Close	Early March
Application Assessments	March – April
Grant Allocations Approved by Council	May
Successful and Unsuccessful notification letters sent out	June
Council Budget Approved	June
Funding Agreements sent out	July

Returning Grant Funds

A successful recipient of a MCGP grant must comply with all conditions outlined in the MCGP Guidelines, as well as any other such additional conditions specified by Council in approving the Grant. If these conditions are not met or the grant is spent on ineligible items, as identified in the expenditure statement provided in the acquittal report, Council reserves the right to request the funds to be returned.

Any unspent funds at the end of the project must be returned to Council.

Dispute Resolution Pathway

Applicants that do not agree with the outcome are able, in the first instance, to make contact with the Community Partnerships Team Leader (CPTL) or Coordinator – Community Partnerships & Health Promotion (CCPHP) to seek further information and feedback relating to their application provided by the Assessment Panel.

Should this not be resolved, the applicant is not comfortable or consider it appropriate to contact either the CPTL or CCPHP the applicant can apply for a review to the Manager – Community Strengthening (MCS). The MCS will acknowledge receipt of the dispute within five (5) business days and provide and outcome of the review within ten (10) business days.

Should this not be satisfactory a further review can be submitted to the Director – Community Services. The Director will finalise their review of the original decision within 14 days of receiving the request for the review and advise the outcome in writing.

Related Documents:

<p>Strategies</p>	<p>Including, but not limited to:</p> <ul style="list-style-type: none"> • Monash Council Plan 2021-2025 • A Healthy & Resilient Monash: Integrated Plan 2021-2025 • The Ashwood Chadstone Community Action Plan • The Oakleigh Community Action Plan • The Clayton Community Action Plan • The Mulgrave Community Action Plan • The Notting Hill Community Action Plan • The Monash Public Art Policy • Monash Public Health Approach to Gambling Policy • The Gender Equity Framework • Monash Loneliness Framework 2020-2025 • Age Friendly Monash • Monash Arts and Culture Strategy 2025 • Active Monash Sports Club Framework 2022-2027
<p>Guidelines *</p>	<p>Monash Community Grants Program Applicant Guidelines</p>
<p>Legislation</p>	<p>Local Government Act (Vic) 2020</p>

**Guidelines and other supporting materials such as templates and example documents will be updated annually, or as required.*

Definitions

Community Grant	Support offered to an organisation, either as cash or a non-cash value, following a competitive, open and transparent application process. A community grant is provided specifically to support a particular project, program or service as outlined in the approved application.
Cash Grant	A sum of money provided to an organisation to deliver a particular project, program or service as outlined in the approved application. Cash grants are paid to the organisation and conditions, reporting and acquittal requirements apply.
In-kind funding	A non-cash arrangement to waive the cost of one-off or repeat use of a facility. The in-kind grant provided reflects the dollar value of a facility's hire fees or leased market value. In the case of the Positive Ageing category only, in-kind funding can also apply to the cost associated with printing, where Council provides printing as part of a grant.
Not-for-profit organisation	An entity that does not return profits or surplus to members, owners, directors or communities and is not primarily guided by commercial goals. Any funds raised or profits made with a not-for-profit community organisations are held and/or invested back into the organisation.
Community organisation	Not-for-profit organisations and groups that encompass a wide range of activities, programs and services that are aimed at improving people's quality of life. Council only funds not-for-profit community organisations that are legal entities.
Incorporated association	A club or community group that is a registered legal entity, usually established for recreational, cultural or charitable purposes. The association must have at least five members and all profits must be returned into the association's activities.
Auspice	Under an auspice arrangement, an eligible (incorporated not-for-profit) organisation (the auspisor) acts as the applicant on behalf of an unincorporated organisation (the auspicee). Under an auspice arrangement, Council will enter into a funding agreement with the auspisor on behalf of the auspicee. The auspisor will receive the grant funds on behalf of the auspicee. While it is understood that the auspicee will actually deliver the funded activities, the auspisor will be responsible to Council for the delivery of the funded activities and the acquittal of funds.

MONASH COMMUNITY GRANTS PROGRAM ASSESSMENT PANEL

1. INTRODUCTION

The Monash Community Grants Program Assessment Panel operates under the authority of Council. The primary function of the Assessment Panel is to consider the eligible applications submitted for funding and to recommend funding allocations for Council's endorsement.

2. OBJECTIVES OF THE COMMITTEE

- To recommend to Council the allocation of funding under the Monash Community Grants Program (MCGP) within the allocated budget.
- To ensure that the allocation of funding supports relevant Council policies, programs and strategies.
- To ensure that the MCGP assessment process is fair, equitable and accountable.

3. MEMBERSHIP

- The panel will be made up of three (3) Council officers from within the Community Services Division.
- Additional advice will be provided by other officers dependent on their area of expertise.

4. CHAIRPERSON

- The Community Grants Program Assessment Panel will be chaired by the Coordinator – Community Partnerships & Health Promotion (or their delegate).

5. LENGTH OF MEMBERSHIP

- The Community Grants Program Assessment Panel is convened for the period required to undertake the Community Grants Assessments and any matters that arise from this.

6. TIMING, DURATION, LOCATION AND FREQUENCY OF MEETINGS

- All meetings and assessment of applications will occur at the Civic Centre or online via Microsoft Teams.
- Meeting dates and times will be established in consultation with the membership of the panel and will be held at times most convenient to a majority of panel members.

7. ELIGIBILITY & ASSESSMENT CRITERIA

- The panel will consider all eligible applications submitted to the Monash Community Grants Program.
- A list of ineligible applications received will also be presented to Community Grants Program Assessment Panel.
- All applications will be reviewed and assessed by the Monash Community Grant Assessment Panel against a scoring matrix to ensure consistency, equity and transparency across the program.
- All recommendations will be consistent with the eligibility criteria and funding priorities as outlined in the Monash Community Grants Program Policy document.
- Where the Monash Community Grant Program Assessment Panel chooses to make a recommendation (either to fund or not fund) that sits outside the Monash Community Grants Program Policy and/or these Terms of Reference, the rationale for such recommendation will be detailed in the Monash Community Grants Assessment Panel's MCGP Allocations Report to Council.

8. CONFLICT OF INTEREST

- All Monash Community Grant Program Assessment Panel members are required to sign a Conflict of Interest Notification Form and Confidentiality Agreement.

9. PROBLEM SOLVING

- Council Officers will undertake the tasks associated with the Monash Community Grants Assessment Panel in accordance with the Staff Code of Conduct respectively.

10. DELEGATIONS

- The Coordinator - Community Partnerships & Health Promotion is delegated to authorise changes to a funded community group's work plan during the approved funding period. Any variation however will need to be consistent with the original work plan and be responsive to community needs.
- The Manager - Community Strengthening is delegated to authorise cash and in-kind grant variations up to \$5,000, where appropriate.
- The Director - Community Services is delegated to authorise cash and in-kind grant variations up to \$10,000, where appropriate.
- Any variation to a cash or in-kind grant over and above \$10,000 will need to return to full Council for endorsement.