

7.2.2 MONASH COMMUNITY GRANTS & PARTNERSHIPS PROGRAM - 2027-29 - SERVICE IMPROVEMENTS

Responsible Manager:	Fee Harrison, Manager Community Strengthening
Responsible Director:	Tanya Scicluna, Director Community Services

RECOMMENDATION

That Council approve the annual service improvements to the Monash Community Grants and Partnerships Program Policy for 2027/28.

INTRODUCTION

The purpose of this report is to outline the annual service improvements that are being made to the 2027/28 Monash Community Grants and Partnerships Program as a result of community and officer feedback, including an updated policy, as well as a minor service improvement proposed for the Civic Support Fund program administration.

COUNCIL PLAN STRATEGIC OBJECTIVES

A healthy, safe and connected community

A community where all people have the opportunity to experience enhanced levels of social, emotional, and physical wellbeing.

A council with good governance, strong leadership and community involvement in decision making

A Council that provides governance and leadership for the benefit of our community through community engagement, advocacy, decision making and action.

BACKGROUND

The Monash Community Grants and Partnerships Program (MCGPP) has been a major source of funding to the Monash community since 1995. The program 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 both emerging and specific needs for groups and people who experience intersecting forms of discrimination including priority cohorts identified in Council's Health and Wellbeing Plan; 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 MCGPP has been delivered annually since 1995. Each year, community-based incorporated and not-for-profit organisations operating within the City of Monash are invited to apply for funding to support their projects, activities, events and/or services.

In 2025, a full review was undertaken of this program with adopted changes to be implemented in the 2026/29 funding period. Following the latest funding round feedback and learnings, officers propose a number of additional service improvements to the Monash Community Grants and Partnerships Program Policy that clarify processes for community groups and strengthen governance. Additionally, there is a minor improvement proposed to the administration of the Civic Support Fund Program, which now sits alongside the MCGPP as of July 2026.

Service Improvement to Civic Support Fund

Current	Proposed Change
Applications are made by community on a fillable PDF	Officers will develop an online application form to improve community accessibility to the program, as well as governance by administering officers.

Service Improvements to Monash Community Grants & Partnerships Program Policy

Current Policy / Issue	Proposed Change
Item Caps describes catering cap as percentage of “requested funds”.	1. Rewords cap as percentage of “allocated funds,” which is more appropriate if full funding is not awarded.
Only Large Grant stream applicants must demonstrate an in-kind or cash contribution to the grant project.	2. Encourages all applicants to demonstrate their cash and in-kind contributions to projects to strengthen their projects and applications.
No policy requirements for outdoor events to provide evidence of capacity to deliver through site permissions or detailed event plans.	3. Outlines the requirements for event organisers to provide evidence of their capacity to deliver their outdoor events in Monash, including written evidence of in-principle approval for use of event site, detailed event and risk plans, and a detailed budget that demonstrates consideration of permit fees and other essential event expenses.
Limited explanations of grant governance procedures, largely outlined in the funding agreement but not in the policy.	4. A new section on grant governance will be included in the updated policy. This includes information about the procedure for changes to a funded project. Please see below for more information on this section.

Grant conditions are only outlined in the funding agreement, not on application.	a. Grant conditions are now a part of Grant Governance in the Policy and in the appendix to the Policy in item 20.2.
Child Safety Commitments for Council and applicants are in the Grant Guidelines but not the Policy	b. Child safety commitments for the funded organisations working with children are outlined in the Grant Governance section of the policy.
Expanded eligibility Appendix 2.1.1 does not explicitly describe items understood to be ineligible for funding.	5. Addresses 6 additional items which cannot be funded under the MCGPP.
No requirement that a quote be obtained or in-principle booking made for venues.	a. A quote must be provided to obtain venue hire through a grant. This provides a clearer budget and shows capacity to deliver the project.

**For more detailed information on proposed policy changes see attachment 3.*

The proposed amendments to the MCGPP for 2027/28 are intended to strengthen governance, improve application quality, ensure equitable distribution of funding, and better align the program with Council priorities.

Grant governance and proposed changes to approved funded projects

Below is an excerpt of the Grants Policy, with the proposed procedure for changes to funded projects. Approved funded organisations proposing changes to a program, activity or service must be approved as outlined below. Officers to provide notification of approval or not, in writing to the applicant.

Any proposed changes to an approved project must be submitted to Monash.Grants@monash.vic.gov.au in writing for approval. Please allow 10 business days.

11.5.1 Change of Date

If a funded organisation wishes to change the dates of their project, where there are no changes to the scope of the event or budget, this must be requested in writing. The new date must be within the funded financial year.

Proposed date changes must be approved by Team Leader, Connected Communities to retain funding allocation.

11.5.2 Minor Change of Budget Allocations

If a funded organisation wishes to adjust their approved budgeted items set out in their funding agreement, requests for reallocation/adjustment for spending on eligible items should be requested in writing.

Changes of up to \$500 must be approved by Team Leader, Connected Communities.

11.5.3 Change of Scope

If an organisation proposes changes to a funded program's scale, purpose or expenditure, or if Council officers determine that the changes may affect its community benefit, Officers may reassess the program against the original criteria.

Scope Changes to funded projects funded above \$10,000 must return to Council for consideration. Council may then revise its funding recommendation, up to the amount originally recommended.

Requests for these changes must be made in writing via email at Monash.Grants@monash.vic.gov.au.

Any change of scope must be approved within 12 weeks of the event to retain any funding. This allows for adjustments to financial processes and event permitting processes if relevant.

Transparency and Grants Reporting

To increase public transparency and accountability in reporting grant recommendations, officers propose the inclusion of the following additional details in the May Recommendation Report to Council:

- Amount requested & Amount recommended
- Short project description
- Average assessor score
- Unsuccessful grants with score

Officers benchmarked against other Local Government grant processes, including Yarra City Council, Knox City Council and Kingston City Council to identify opportunities for additional reporting transparency.

Timeline for 2027/28 Program

Milestone	Date
Community Grants Gathering	19 November 2026
Program Guidelines made available online	November 2026
Advertising	December 2026 – February 2027
"Invitation to Apply" emails sent to all previous applicants.	January 2027
Applications open for submissions	Wednesday, 27 January 2027

Grant information, support sessions and workshops	Thursday 28 January - Tuesday, 2 March 2027
Applications close for submissions	Wednesday, 3 March 2027
Pre-assessment eligibility checks undertaken on applications.	Monday, 1 February – Monday, 8 March 2027
MCGPP assessments undertaken	Tuesday 9 - 31 March 2027
Officers prepare budget, recommended allocations and report for Council	April 2027
Report to Councillors by officers on recommended allocations	Early May 2027
Report to Council	Tuesday, 25 May 2027
Successful and unsuccessful advice sent to all applicants	Mid-June 2027
Funding Agreements Available and Projects Start	Thursday, 1 July 2027

The Monash Grants Gathering, which is held annually, will mark the launch of the 2027/28 Guidelines. This event prompts community groups to think about their projects for the new round of applications. The 2026 event will focus on networking, encouraging groups to strengthen their projects and applications through partnerships and information sharing.

Proposed Funding Allocations for the 2027/28 Program

The 2026/27 application round received a record number of applications, with the total funding requested exceeding the program budget of \$2,410,356.00 by more than \$1.5 million. Whilst this is the first time that Monash has experienced this level of over-subscription, most other local government grant programs are consistently experiencing high levels of demand, due to increasing costs, growing group memberships, and increased demand for activities.

During the assessment and recommendation process, all applications were assessed and scored on their merits. Officers sought to support as many eligible applications as possible where the grant criteria were met. As the 2026/27 program was oversubscribed, funding requests exceeded the available budget. To maximise the number of successful applicants, officers recommended allocating funding across a greater number of eligible projects, in some instances at a lower funding level than was requested.

This approach reflects the intention of the MCGPP, which is designed to contribute towards projects rather than fully fund every program. By distributing available funds in this way, Council

was able to support a broader range of community groups and initiatives. The same approach is intended to apply to 2027/28.

FINANCIAL IMPLICATIONS

The total annual allocation for the MCGPP is \$2,622,638.31, subject to the adoption of the 2027/28 Council budget.

Funding for Grant Service Agreements was approved by Council in June 2026 and incorporates additional funding to Neighbourhood Houses to 30 June 2029.

The cost allocations within this budget are as follows:

Quick Response Grants	\$60,000.00
Cultural Celebration Subsidies	\$30,000.00
Grant Service Agreements	\$611,589.50
MCGPP Cash	\$1,000,000.00*
MCGPP In-Kind Hall Hire Subsidy	\$921,048.81

The allocation of \$1,000,000.00 to MCGPP Cash, is inclusive of \$403,321.77 already committed to multi-year funding for projects applied for in the 2026/29 round.

In order to continue ensuring that groups accessing the MCGPP In Kind Hall Hire (free) subsidy are no worse off, the above budget is inclusive of required costs for the 2027/28 year.

Officers propose, for consideration through the 2027/28 budget process, that Council increase cash funding to the Monash Community Grants and Partnerships Program budget by \$33,012.97 to meet increasing demand and rising costs for community projects (a total of \$1,000,000).

The revised policy will also outline that any funding that is returned 8 weeks before the end of financial year will be re-allocated into the Year-Round Funding streams: Quick Response Grants and Cultural Celebration Subsidies.

POLICY IMPLICATIONS

This report proposes changes to the 2026-2029 Monash Community Grants and Partnerships Policy, to improve clarity around eligibility, grant documentation, and approval processes.

The service improvements suggested in this report do not have an impact on the Civic Support Fund Policy but will support the community to better engage with the program, and staff to administer and report on it more efficiently.

SOCIAL IMPLICATIONS

The social implications of the MCGPP 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, older adults 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 2027/28 Monash Community Grants and Partnerships Program is entirely consistent with the Charter of Human Rights and Responsibilities Act 2006. In particular, the program supports:

Section of the Charter	Impact and Justification
Right to recognition and equality before the law.	The MCGPP offers all community groups the opportunity to apply, noting that guidelines and an assessment criterion need to be met.
The right to freedom of movement, expression, thought, conscience, religion and belief.	All community groups can apply for a range of activities / programs that may involve religious and cultural celebrations and supporting a cohesive community.
The right to freedom of expression	The MCGPP enables continued freedom of expression by a range of community groups via the funding that is made available.
Cultural rights	The MCGPP affirms cultural rights of all groups who wish to apply to this program.

GENDER IMPACT ASSESSMENT

A Gender Impact Assessment (GIA) was undertaken on this program earlier in the year. In response to the issues identified in the GIA on the 2026/29 program the following data has been collected and changes made.

Accessibility of the program and the availability of assistance to those wishing to apply to the program were identified as areas that need strengthening. As a result, many opportunities were made available to applicants to access officer assistance in the course of applying for grants, completing funding agreements, and other grants documentation. Timing of assistance sessions were flexible, offered both during the day, evenings, on weekends, online, and in person.



Provision of MCGPP Guidelines in Monash's top 10 languages was well received, with over 100 accesses of these documents through the application period.

Copies of the grant application form, grant guidelines, and funding agreement will also be made available in a PDF format in Chinese Simplified, and other languages on request.

The focus on Chinese Simplified translations is reflective of demand and the languages spoken in the existing granted groups. This is also a reflection of reported English proficiency in Monash.

This year was the first year that an application was received in a language other than English, and officers translated this application for assessors.

Collection of gender data, as well as encouraging programs that support priority cohorts outlined in the Health and Wellbeing Plan, will continue throughout next two years of the MCGPP program.

CONCLUSION

The Monash Community Grants and Partnerships 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 2027/28 Council expects to allocate \$2,622,638.31 in community grants and grant funding agreements through the Monash Community Grants and Partnerships 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 needs.

ATTACHMENT LIST

1. Attachment 1 - Updated MCGPP Policy 2027-28 [**7.2.2.1** - 22 pages]
2. Attachment 2 - Assessment Criteria [**7.2.2.2** - 6 pages]
3. Attachment 3 - Detailed Changes to MCGPP Policy [**7.2.2.3** - 4 pages]



Community Grants and Partnership Program Policy

Community Strengthening. Community Services

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

Our Diversity statement

The City of Monash is inclusive and welcoming, celebrating the diversity of our community and employees. We want every individual to feel safe, respected and celebrated regardless of our differences of age, race and ethnicity, sex, gender identity and sexuality, ability, faith, and religious beliefs, Aboriginal and Torres Strait identify and /or socio-economic status.

● 293 Springvale Road (PO Box 1) Glen Waverley VIC 3150 **Web** www.monash.vic.gov.au **Email** mail@monash.vic.gov.au
● **T** (03) 9518 3555 **National Relay Service** (for the hearing and speech impaired) 1800 555 660
● **Interpreter Services** 普通话 4713 5001 廣東話 4713 5002 Việt Ngữ 4713 5003 Ελληνικά 4713 5004 हिंदी 4713 5005
Other languages 4713 5000 Italiano 4713 5008 한국어 4713 5010 සිංහල 4713 5020 தமிழ் 4713 5021

This policy outlines guidelines and procedures for Community Grants and Partnership Program. It is essential for Council to have this policy in place to ensure that a robust and transparent process is in place to guide the most effective decision-making for community benefit.

RESPONSIBLE DEPARTMENT: Community Strengthening

REVIEW DATE: October 2028



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1. Introduction

The Monash Community Grants and Partnerships Program (MCGPP) provides funding to support incorporated associations and not-for-profit organisations to deliver projects, activities and events to strengthen, enhance and benefit the Monash community.

The purpose of the Monash Community Grants and Partnerships policy is:

- Providing guidance and criteria for applications to the community grants and partnership program.
- Ensuring compliance with Council's overall budget as provided to the program.
- Creating a transparent, accountable and fair process for all community groups, incorporated associations and not-for-profit organisations who wish to apply to this program.
- Setting clear expectations for officers assessing applications.
- Ensures the assessment process aligns with this Policy.



2. Scope

The Monash Community Grants and Partnership Policy apply to direct financial and in-kind funding to local community groups and not for profit organisations that may:

- Deliver a service or program/s that respond to community need/s
- Build community capacity and resilience
- Create opportunities for community members to participate in civic life and connect socially
- Support Council's commitment to diversity, equity and inclusion
- Promote and foster a fair and inclusive community
- Provide opportunities for cultural and artistic contributions to the Monash community
- Organise community events of festivals that are open, welcoming and accessible to all
- Make effective use of Monash community assets and maximises their value to the community. This includes community centres, libraries, recreation and sporting facilities, parks and open space, arts and cultural venues, and neighbourhood houses.

3. Background

Monash has provided annual financial support to the community through the Monash Community Grants Program (MCGP), now known as the Monash Community Grants and Partnership Program, since 1995 and has prided itself on being one of the largest Council grants program in Victoria. Widely recognised and applauded, this program plays a vital role in supporting diverse and vibrant communities by empowering groups to deliver projects, activities and events that fosters connection, inclusion, wellbeing and cultural expression. It consistently demonstrates Council's commitment to strengthening civic life and investing in community capacity and is highly valued by the community.

4. Legislative Context and Governance Statement

- This policy aligns with the Local Government Act 2020, Section 94 (1) as this program forms part of the Council plan 2025- 2029, specifically, A healthy, safe and connected community.
- This policy aligns with the 2025-2029 Municipal Public Health and Wellbeing Plan, under the priorities of strengthening mental health and social connection and promoting and support a fair and inclusive community.
- This policy aligns with Local Government Act 2020, Section 91 (1) as it forms part of the Council financial plan adopted by Council annually.
- This Policy aligns with the Local Government Act 2020, Section 88 (1) as it forms part of the Community Vision, a strong sense of community and an engaged community.
- The Policy aligns with the Gender Equality Act 2020 Section 7 (a), part 2, that requires Councils to consider and promote gender equality in their policies, programs and services.



- This policy aligns with the Community Engagement policy as defined in the Local Government Act 2020, Section 55 (1) as community engagement has formed part of the review process and led to several recommended changes resulting from the community engagement undertake.
- Responsible officer Statement:

In generating this Policy, Council confirms that its development, implementation, and review comply with the overarching governance principles outlined in the Act. This Policy has considered the importance of engagement, strategic planning, financial management, transparency, and service performance.

5. Definitions

Word	Definition
Acquittal	Means the process of providing evidence of expenditure and outcomes following receipt of Council funding.
Applicant	Means an individual, group or organisation submitting a request for responsive assistance funding.
Assessment Matrix	Means a tool used by Council officers to evaluate funding applications against set criteria.
Auspice	An arrangement where one organisation (the auspice organisation) manages grant funding on behalf of another organisation or group that is not eligible to apply directly. This organisation takes on financial liability and other risks.
Budget	A Council must prepare and adopt a budget for each financial year and subsequent 3 financial years by 30 June each year.
Community Benefit	Means the positive social, cultural, environmental, or economic impact an activity has on the Monash community.
Community Grants Program	Means Councils competitive funding initiative designed to support community-led projects that promote social inclusion, cultural diversity, civic engagement, community development and other initiatives outlined in the Council Health & Wellbeing Plan.
Connection to Monash	Means where the applicant resides in, or is based in Monash Council or the activity benefits the Monash Community
Council	Means Monash City Council
Council Officer	Means an employee of the Council
Council Plan	Means the strategic document outlining Monash City Council's priorities and objectives.
Eligibility Criteria	Means the conditions that must be met for an application to be considered for funding.
Incorporated Association	Means a legal entity registered under the Associations Incorporation Reform Act 2012 (Vic).
Responsive Assistance	Means financial support provided by Council outside of formal grant programs, typically in response to emerging or urgent community needs.
Value for Money	Means the extent to which the proposed activity delivers outcomes efficiently and effectively relative to the funding requested.

Table 1 – Definitions

6. Responsibilities and Roles

Who	Role
Director Community Services	Approve the grants program assessment and draft recommendations prior to a Council decision.
Manager Community Strengthening	Review the grants program assessment and draft recommendations prior to a Council decision.
Co-ordinator Economy, Place and Connected Communities	Ensure the grants program is conducted in accordance with this policy, application guidelines and assessment procedures.
Team Leader Connected Communities	Co-ordinates the day-to-day operations of the MCGPP from when applications open to the final assessment and draft recommendation process.
Connected Communities Officer	Co-ordinates and administers operations of the MCGPP and QRG throughout the year, including management of documentation and liaising with funded organisations and community groups. Also works to build the capacity of funding organisations and community groups through a range of workshops and forums.

Table 2 – Roles and Responsibilities

7. Program Principles & Priorities

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

7.1 Partnerships

What this means

Partnerships are important to strengthen and build relationships between community organisations and individuals.

Partnerships foster social cohesion and broaden understanding of difference and build on the strengths and assets that exist within the community.

What will we do

Council will continue to support organisations who identify different partners that can form part of their program, event or initiative.

Council will provide advice to community groups around potential partners that may be able to assist or provide advice.



7.2 Intersectionality

What this means

We recognise the diversity, complexity and intersecting factors that shapes community experience, and prioritise approaches that remove system and social barriers to achieve full and active participation, are inclusive, accessible and responsive to intersecting needs.

What will we do

Council will support community groups to learn more about our diverse community through our community capacity building program, education and advice.

We encourage grant applications that are inclusive, accessible, and responsive to the unique needs of these priority population cohorts outlined in the Guidelines and Health & Wellbeing Plan.

7.3 Health and Wellbeing Priorities

What this means

Council has set out a number of priorities as part of its Health and Wellbeing plan. These are:

- Healthy eating and active living
- Building a respectful and safe community
- Strengthening mental health and social cohesion.
- Tackling climate change and its impact on health.
- Promoting and supporting a fair and inclusive community.

What we will do

Council will ask community groups/ organisations to prioritise one or more of the above Health and Wellbeing priorities.

Council will provide community organisations with relevant information around these health and wellbeing priorities that will strengthen their application and program.

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 applicants that deliver health and wellbeing outcomes within a community setting, which contributes to community cohesion and enrich people's lives.

8. Eligibility

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

- Be an incorporated association or organisation with not-for-profit or ACNC status OR auspiced by an eligible organisation.
- Hold a current ABN.

- Deliver the funded activity/service within the City of Monash boundaries.
- Maintain a minimum of \$20 million public liability insurance cover.
- Have **no** debts or outstanding documentation to Council.
- Ensure all requirements for maintaining incorporated association or ACNC registration, including ensuring all submissions to Consumer Affairs Victoria, are current and up to date.
- Align with Council's Public Health Approach to Gambling Harm Policy, including not regularly meeting or holding funded activities in a venue that have electronic gaming machines (EGMs)
- Apply for no more than two (2) applications across the annual program to a total of \$30,000.
- Demonstrate an organisational contribution to the project, whether that be cash or in kind contributions.

Quick Response Grant applicants must adhere to all MCGPP criteria in addition to the following. All applicants must:

- Be an incorporated association or organisation with not-for-profit or ACNC status OR auspiced by an eligible organisation OR be an individual artist with an ABN
- Have not received funding for the same project in any Monash grants program previously.
- Are only eligible to receive funding for one QRG project per year.

Further information on ineligible activities and items that cannot be funded are outlined in Section 20.1.

8.1 Item caps

Item	Cash Cap
Assets & equipment	\$1,000
Uniforms & costumes	\$1,000
Administration expenses	\$250
Marketing & promotion expenses	\$500
Catering	20% of total allocated grant funds (75% of total allocated cash for Seniors Club Support)

Table 3 – Item Caps

9. Funding Streams

The City of Monash will provide annual funding across three streams of the MCGPP.

These are:

9.1 Year-Round Funding

Quick Response Grants – up to \$3k

Quick Response Grants are available all year round, closing 7 weeks before the end of the financial year or when all funding has been allocated.



This funding is for projects that are responsive to emerging needs and issues in the Monash community, noting that individual artists with an ABN are eligible to apply, and a project may only be applied for once.

Projects applied for through this stream should distinguish themselves from the applicant's regular activities and projects.

Applicants must match a contribution of 10% of requested funds, either as cash or in-kind.

Cultural Celebration Subsidy – up to \$1k

Cultural Celebration subsidy is available for incorporated community groups all year round, closing 7 weeks before the end of the financial year or when all funding has been allocated, and the same MCGPP eligibility criteria is applicable for one celebration per year.

The Cultural Celebration Subsidy offers a simple and accessible way for community groups to host small, member-focused cultural events. These projects should foster meaningful cultural exchange, encourage connection among participants, and provide creative opportunities to celebrate and share cultural traditions.

9.2 Annual Funding

The streams under the annual funding program will be provided on an annual basis and will be cash only.

Small Grants – up to \$5k

This stream aims to fund small projects that address community needs and support priority cohorts outlined in the Health & Wellbeing Plan. This stream will have a simplified application and acquittal process, with five (5) criteria that applicants will need to align with. Projects are expected to create opportunities for community connection and learning.

Applicants must match a contribution of 10% of requested funds, either as cash or in-kind.

Medium Grants – up to \$10k

This stream will support more substantial projects and will involve a moderately detailed application process with seven (7) criteria to be addressed. This stream is aimed at larger and more ongoing projects that address priority actions and cohorts from the Health & Wellbeing Plan.

Projects in this stream are expected to demonstrate innovation and demonstrate the potential for their services to remain sustainable for the community beyond Council funding.

Applicants must match a contribution of 25% of requested funds, either as cash or in-kind.

Large Grants – up to \$20k

This stream will fund large-scale projects with significant community impact. Applicants in this stream will need to address these requirements across nine (9) criteria. Projects in this stream are not only

expected to demonstrate innovation and financial sustainability but will need to demonstrate their capacity to undertake the project with a project plan and a minimum 50% contribution to the project.

9.3 Multi-Year Funding

Partnership Grants – up to \$85k per year

This funding program will be for up to three (3) years to June 2029 to align with the Council Health and Wellbeing Plan. A funding of up to \$85k in cash can be provided based on the application process.

This stream of grants is for projects delivered by established specialist service organisations or major outdoor events delivering in the City of Monash.

These projects will deliver on projects that address priority actions and cohorts in the Health and Wellbeing Plan across the three (3) year term of the grant. These organisations will work in partnership with Council to deliver the project and services as they should be addressing needs in the area not already addressed by Council and reduce barriers for marginalised members of our community.

Projects in this stream should also demonstrate economic outcomes for the community, whether through opportunities for local businesses or employment, or through provision of low-cost services.

This stream also welcomes applications for delivery of major festivals that will provide a range of opportunities for creative and cultural expression in Monash.

Seniors Club Support – up to \$5k cash & up to \$30k hall hire per year

This grant stream is available to Senior Citizens clubs in Monash to apply for cash funding, based on the number of Monash members, with a cap of 75% for food/catering expenses, and in-kind hall hire for regular meetings.

Projects within this stream should support social inclusion for Monash residents and create opportunities for interpersonal connection with the aim of reducing loneliness. Projects should also aim to address Health & Wellbeing needs of older adults through activities like provision of healthy meals or physical activity.

Number of Monash members	Cash funding available per year
201 or more	\$5,000
151 to 200	\$4,000
101 to 150	\$3,000
51 to 100	\$2,000
20 to 50	\$1,000

Table 4 – Seniors club membership as it relates to cash funding available

Probus Clubs within Monash will be eligible to apply for a subset of this stream to access \$500 cash funding in addition to in-kind hall hire.



Monash Hall Subsidy – up to \$15k per year

All requests for in-kind Monash Hall hire, except for those receiving funding through Seniors Club Support, are to be submitted through this stream of funding. Community groups can apply for up to \$15,000 per annum of in-kind support to cover the cost of hall hire for community-based activities. This support is available for a period of up to three years to June 2029, aligning with the same cycle as other multi-year streams.

Service Agreements

Service agreements will be provided as a part of the MCGPP to essential service providers. This will provide greater consistency for these organisations and improve their planning capacity over the term of the agreements.

An updated service agreement will be provided to each organisation, and these agreements will be for three years. These service-based organisations will not need to apply to the grants program to access this funding, however, they will need to agree to the service agreement and provide an annual monitoring and evaluation report to Council.

A service agreement will provide predictable timelines and streamlined reporting requirements, assisting the organisations with their ongoing planning and programming for the community. Service agreements will encourage consistency of service delivery for organisations delivering essential services to the Monash community.

Any changes to current funding arrangements will depend on Council's annual budget process.

Neighbourhood Houses

The City of Monash has 10 Neighbourhood Houses within its municipal boundary. Neighbourhood Houses provide a range of programs and services at a local level. They are a community conduit and are a valuable, social connection point for many communities. Neighbourhood Houses are funded by the State Government, however, 8 out of the 10 houses operate in a Council owned facility. Council officers work with Neighbourhood Houses on a range of events and programs that promote community strengthening and community cohesion.

Other Service Organisations

The City of Monash has existing agreements with a number of service organisations. These arrangements have been in place for a number of years due to the level of discrete service that these organisations provide. The funding will vary across each organisation.

10. Application Process and Assessment

10.1 Application Process

Applications for the MCGPP will open the first business day after 26 January each year for a period of 5 weeks. Applications will need to use the online application portal to submit their applications in addition to speaking to a relevant Council officer to confirm their eligibility.



Officers will be available by phone to discuss application eligibility. In person and online officer support will be provided to all potential grant applicants between the opening and closing dates of the program. Officers are only able to assist with the recording of assessable answers for accessibility purposes. Additionally grant writing workshops and budget workshops will be made available to potential applicants.

Interpreter services will be promoted and made available as a part of the application assistance process.

Council is committed to providing translated communications material, including guidelines, in our priority languages, as well as an accessible text version of guidelines for use on a screen reader.

10.1.1 Outdoor Events

All applications for outdoor events must provide written in-principle permission for use of the event site, whether that be from a Council or community owner.

Applications for events should also provide detailed event plans, draft risk assessments and site plan to support the viability of the project and as evidence of the organisation's capacity to deliver the event.

Event budgets should consider the cost of permits required to deliver the event, like Place of Public Entertainment (POPE), Temporary Structures, and Road Occupancy Permits, noting that the MCGPP does not fund the costs of fees charged by Local Government (e.g. planning/building application fees, event permit fees, or POPE fees).

10.1.2 Application Budgets

Budget income and expenditure should be GST exclusive.

The budget should account for all income and expenses for the development and implementation of the project/program, with items requested to be funded by Council clearly indicated.

The budget should also include any financial co-contribution from the organisation, additional Grants (even if not confirmed), as well as in-kind volunteer support and/or other funding for each project.

10.2 Assessment of Grants

Each applicant will need to address the criteria of the program as outlined in the guidelines to be eligible for a community and partnership grant.

After the application is submitted, an eligibility check and financial check is conducted. The application is progressed to an Assessment Panel if deemed eligible.

Grant Assessment Panels will reflect Officers' input as Subject Matter Experts across Council e.g., representatives of Sustainable Monash, Active Monash, Festivals & Events, or Creative Industries, as required. Assessment of all applications will be conducted by a group of internal officers, that as best as possible reflect the diversity of experience of our community, against a scoring matrix to ensure consistency, equity and transparency over a period of 4 weeks, with assessments concluded by the end of March.

Unconscious bias training will be provided to all assessment panel officers prior to the assessment process where possible.



A Council report will review the recommendations made by officers at the May Council meeting.

10.2.1 Budget Allocation

The MCGPP operational budget is allocated through the annual Council budget approval process, for the financial year 1 July – 30 June each year. MCGPP is allocated as cash, subject to Council approval. Apportionment of funding across the stream remains at the discretion of Council.

10.3 Notification

All successful and unsuccessful grant applicants will receive written acknowledgement of their application within 2 weeks of the Council report.

10.4 Grant Documentation

At the commencement of the financial year in which the grant is awarded, all successful applicants are required to complete a Funding Agreement and comply with the conditions outlined therein to access the approved funds. The Funding Agreement serves as a formal contract with Council and outlines the reporting requirements expected of the grant recipient.

All grants are subject to an annual acquittal process, which includes both financial reporting and program outcome reporting. If a recipient organisation fails to deliver the agreed outcomes or does not expend the funds in accordance with the Funding Agreement, Council may require the return of the grant funds, either in part or in full.

Recipients of funding over \$20,000 per year will be required to complete a mid-project report on their application. This will ensure that the project is on track, within scope, and still relevant to the community. This documentation is a part of the process of acquitting funding.

Online officer support and in person by arrangement support will be provided for acquittals of grants. It is an expectation that grant applicants will provide their acquittals to Council within the given timelines.

11. Grant Governance

Funded projects must adhere to the Grant Conditions outlined in Funding Agreements. These conditions include adhering to Council permitting processes, including Festival & Events and Place of Public Entertainment (POPE) Permit timelines, and alignment with Council values and objectives.

All Grant Conditions are outlined in Appendix 1.

11.1 Commitment to Child Safety

Monash Council values all children and young people and is committed to being a child safe organisation. Council has zero tolerance for child abuse and takes all allegations and concerns seriously.

Safeguarding children and young people is everyone's responsibility. Monash Council is committed to fostering a community that is safe, inclusive and respectful for all children and young people.

Applicants delivering activities, services or programs involving children and young people must comply with all applicable child safety laws, regulations and other relevant child safety obligations. Applicants



are responsible for ensuring they have appropriate child safety measures in place for their activities. Council may request evidence demonstrating that Recipients have considered and addressed its child safety obligations.

11.2 Returning Grant Funds

A successful recipient of a MCGPP grant must comply with all conditions outlined in this policy, and the agreed to Funding Agreement including Grant Conditions, 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.

If funds are returned prior to 30 April 2027, these funds will be re-allocated into the Year-Round Funding streams, Quick Response Grants and Cultural Celebration Subsidies.

11.3 Late Documentation & Compliance

Grant recipients are expected to submit all required documentation, including funding agreement documents and acquittal reports, by the specified due dates. Late submission of grant documentation may impact eligibility for future funding.

Cash payment will not be made until all relevant documentation is submitted.

Where grant funding includes hall hire, acquittal and all supporting must be submitted within six (6) weeks of 1 July. Submissions received after this deadline may result in hall hire expenses not being backdated, with funding only applicable from the date the documentation is received.

An extension of up to 2 weeks beyond the funding agreement due date may be granted at Council's discretion, provided that a written request is submitted to the Connected Communities team before the due date.

Failure to submit required documentation on time without an approved extension request will result in an incident being recorded against the organisation. Organisations that accrues 3 incidents within any grant program will be ineligible to apply for any grants for 1 financial year from the date of the third recorded incidence.

11.4 Closing your group

If a funded organisation dissolves or ceases operations, they must notify Monash Council as soon as possible, and acquit their funding within 6 weeks of notification, as well as returning any unspent funds.

If a funded organisation or group dissolves, ceases operations, or becomes uncontactable, and Council is unable to obtain the required acquittal after reasonable attempts to make contact, the outstanding acquittal remain open, but the application marked as closed.

11.5 Project Changes

Any proposed changes to an approved project must be submitted to Monash.Grants@monash.vic.gov.au in writing for approval. Please allow 10 business days.



11.5.1 Change of Date

If a funded organisation wishes to change the dates of their project, where there are no changes to the scope of the event or budget, this must be requested in writing. The new date must be within the funded financial year.

Proposed date changes must be approved by Team Leader, Connected Communities to retain funding allocation.

11.5.2 Minor Change of Budget Allocations

If a funded organisation wishes to adjust their approved budgeted items set out in their funding agreement, requests for reallocation/adjustment for spending on eligible items should be requested in writing.

Changes of up to \$500 must be approved by Team Leader, Connected Communities.

11.5.3 Change of Scope

If an organisation proposes changes to a funded program's scale, purpose or expenditure, or if Council officers determine that the changes may affect its community benefit, Officers may reassess the program against the original criteria.

Scope Changes to funded projects funded above \$10,000 must return to Council for consideration. Council may then revise its funding recommendation, up to the amount originally recommended.

Requests for these changes must be made in writing via email at Monash.Grants@monash.vic.gov.au.

Any change of scope must be approved within 12 weeks of the event to retain any funding. This allows for adjustments to financial processes and event permitting processes if relevant.

Requests for these changes must be made in writing to the Connected Communities team via email at Monash.Grants@monash.vic.gov.au.

Any change of scope must be approved within 12 weeks of the event to retain any funding. This allows for adjustments to financial processes and event permitting processes if relevant.

Changes up to must be approved by Director, Community Services within financial delegation. The outcome of the requested change will be provided in writing.

12. Dispute Resolution Pathway

Applicants that do not agree with an outcome are able, in the first instance, to contact the Team Leader, Connected Communities (Team Leader) 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 considers it inappropriate to contact the Team Leader the applicant can apply for a review to the Manager, Community Strengthening (Manager). The Manager 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 and advise the outcome in writing.

13. Monitoring, Evaluation and Review

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

The program will aim to collect and disaggregate data by gender and other demographic characteristics where possible, to better promote intersectional gender equality in the program and enable greater understanding of the applicants and beneficiaries of the funding.

The MCGPP policy will be reviewed every three years to coincide with the funding cycle.

14. Gender Impact Assessment

Council has a legislative responsibility under the Gender Equality Act 2020 to conduct a Gender Impact Assessment (GIA) on all new policies, programs, and services (and those that are up for formal review) which have a direct and significant impact on the community.

Council recognises that the introduction of a Community Grants and Partnership Program Policy can have a direct and significant impact on the community. A Gender Impact Assessment has been completed, and several changes have been made to the Policy that strengthen our commitments to gender equality. These include:

- Under Section 7 - Program, principles and priorities section, a statement around our commitment to intersectionality has been included, what it means for the applicant and what Council will do.
- Under Section 7 – Council's Diversity Statement is now included.
- Under Section 10 – Application Process and Assessment, a range of new actions have been added.

Council is committed to providing translated communications material, including guidelines, in our priority languages and assisted by our language aides, as well as accessible text version of guidelines for use on a screen reader. Any images or graphics in communications material will also be reflective of our diverse community.

Assessment of applications will be conducted by a group of internal officers, that as best as possible reflect the diversity of experience of our community, against a scoring matrix to ensure consistency, equity and transparency over a period of eight weeks, with assessments concluded by the end of April. Unconscious bias training will be provided to all assessment panel officers prior to the assessment process.

Under Section 13, Monitoring, Evaluation and Review – a statement around the collection of gender disaggregated data to promote gender equality in the program has been added. This information will form part of the Council report recommending approvals of grant applications.

15. Human Rights Considerations

The funding provided by Council through the grants program is entirely consistent with the Charter of Human Rights and Responsibilities Act 2026. This policy supports:

Section of the Charter	Impact and Justification
Right to recognition and equality before the law.	The Community grants and partnership program offers all community groups the opportunity to apply, noting that guidelines and an assessment criterion need to be met.
The right to freedom of movement, expression, thought, conscience, religion and belief.	All community groups can apply for a range of activities / programs that may involve religious and cultural celebrations and supporting a cohesive community.
The right to freedom of expression	The Community grants and partnership program is renowned for enabling continued freedom of expression by a range of community groups via the funding that is made available.
Cultural rights	The Community grants and partnership program affirms cultural rights of all groups who wish to apply to this program.
Right to a fair hearing	All applications to be considered fairly and equitably, by use of an assessment matrix and unconscious bias training as a part of the assessment process.

Table 5 – Human rights considerations

16. Administrative Amendments

From time to time, circumstance may require minor amendments be made to this Policy. Where this does not materially alter the Policy, such amendments may be made administratively by the Chief Executive Officer.

Any amendment which materially alters the Policy must be approved by Council.

17. Review

This policy will be reviewed by Team Leader Connected Communities, every three (3) years.

18. Document Version

Version Number	Date	Author	Reviewed By	Approved By	Comments
1.0	19/09/2025	Coordinator Economy, Place and Connected Communities	Manager, Community Strengthening	Council	
2.0	30/09/2026	Team Leader, Connected Communities	Manager, Community Strengthening	Council	

19. Contact

If you have any questions about this Policy, please contact Council:

 By emailing: monash.grants@monash.vic.gov.au

 By calling the Connected Communities team on 9518 3555.

20. Appendix

20.1 Expanded Eligibility

Eligibility is outlined in Section 8 of this policy. This expanded eligibility details specific activities and items that cannot be funded under this program.

20.1.1 What activities are not eligible?

Council is unable to fund the following:

- Late applications.
- Activities outside the scope of Local Government, e.g. housing, education.
- Activities that take place in a private residence.
- Activities that are held for political purposes or seeks to influence a person's political beliefs.
- Activities that are 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).
- Seniors Club Grant applicants who have less than 75% of members over 60 and less than 20 Monash Residents as members who regularly participate in the funded activities (with the exception of seniors groups with significant First Nations membership).

20.1.2 What cannot be funded

- Aspects of an organisation's core business including but not limited to;
 - Employment of staff in an ongoing position (or a contract that is longer than the timeframe of the funded activity)



- This includes staff that are in ongoing positions who are engaging in this project through evaluation, or governance.
 - Operational costs,
 - Staff equipment or training,
 - Utilities, such as water, electricity, gas and rates
- Costs of fees charged by Local Government (e.g. planning/building application fees, event permit fees, or (Place of Public Entertainment) POPE fees).
- Research
- Activities that are primarily commercial
- Contingency funds
- Payment of volunteers
- Venue hire without a quote
- Fundraising activities
- Food Relief (i.e. food vouchers)
- Activities that are inconsistent with Council's objectives
- Conferences or conference sponsorship
- Debt payment
- Travel expenses, including bus hire, public transport.
- An individual person's expenses
- Capital infrastructure
- Insurance
- Activities that duplicate existing services or programs in Monash
- Gifts and prizes
- Alcohol
- Digital equipment, including tablets, computers, phones, etc.

20.2 Grant Conditions

These conditions ('Grant Conditions') form part of the Funding Agreement between Monash City Council ('Council') and the Grantee.

1. The Grantee must comply with all of the Grant Conditions set out below. Failure by the Grantee to comply with any Grant Condition constitutes a breach of the Funding Agreement and may, at the Council's sole discretion result in the Grant being revoked or request for funding to be returned.
2. The Grantee will use the whole of the Grant exclusively for the project described in the attached work plan and not for any other purpose.
3. Where the Grantee is registered for GST, project and other costs submitted in support of the application must be exclusive of GST. Where the Grantee is not registered for GST, project and other costs submitted in support of the application must be inclusive of GST.
4. Payment of the Grant is conditional upon the Council, in its sole discretion, being satisfied that the conditions of the Grant Application have been met. The Grant may be paid in a lump sum or in instalments at the discretion of Council. If Council chooses to pay in instalments, payments will be subject to satisfactory compliance with the Grant reporting requirements (see below) and will be made according to agreed timelines. This may require the submission of necessary documents or the approval of permits.



5. The Grantee must use its best endeavours to complete the project within the time frame specified in the Grant Application and must promptly notify Council of any actual or anticipated delay that may affect its ability to commence, progress or complete the Project within that timeframe.
6. The Grantee must maintain complete, accurate and auditable records sufficient to clearly identify the receipt, allocation and use of the Grant.
7. The Grantee will acknowledge the assistance of Council in any published or displayed material. The Grantee gives to Council a non-exclusive royalty-free perpetual licence to reproduce and to communicate to the public, such published or displayed material. The Grantee otherwise retains all intellectual property rights in all works produced by the Grantee from the Grant.
8. The Grantee will comply with the Monash Logo Guidelines by gaining approval from Council officers when referring to Council in any published or displayed material.
9. The Grantee will submit an acquittal report when the project is completed at the end of the financial year. Reporting requirements are outlined in the grant reporting requirements (see below).
10. The Grantee must hold appropriate and current Public Liability Insurance Policy to the minimum value of \$20 million. This policy must remain current for the period of the project described in the attached work plan and a Certificate of Currency for any renewed policy must be provided to Council.
11. Activities must be undertaken in a socially, ethically and environmentally responsible manner in line with Council values to ensure no reputational damage to Council.
12. If the Grantee has been awarded 'Other Venue Hire' no cash will be paid to the Grantee. The external venue must invoice Council up to the awarded amount to be paid directly. Anything above the awarded amount will be the responsibility of the Grantee.
13. The Grantee must comply with all conditions outlined in the MCGPP Guidelines including, but not limited to, all funded activities do not take place in a venue that has Electronic Gaming Machines and all funded activities are held within the City of Monash boundaries, as well as any other such additional conditions specified by Council in approving the Grant.
14. Any Grant funds not expended or not properly committed for the purposes of the Project by the completion of the Project (or earlier termination of the Funding Agreement) must be returned to the Council within 14 days of written demand.
15. The Council may, in its sole discretion, require the repayment of any Grant funds expended on ineligible items or otherwise not in accordance with this Agreement, whether or not identified in the acquittal report, and such amounts must be repaid within 14 days of written notice.
16. The Grantee is responsible for obtaining and maintaining all permits, consents and approvals required to undertake and complete the Project at its own cost. Payment of the Grant and any obligation on the Council to fund the Project is conditional upon the Grantee having obtained all such permits, consents and approvals to the satisfaction of the Council
17. To obtain an event permit for outdoor events on public land, an Events Application must be submitted no less than 12 weeks prior to the event date. Depending on organisation type, scale and impact of the event, a Place of Public Entertainment (POPE) permit may also be required for events held on both public and private land. For the application link and further information, please visit Planning an Event in Monash.



18. The Grantee must submit any invitations or requests for attendance at granted projects/events by the Mayor and/or Councillors and officers 4-6 weeks prior to the date. The Mayor and Councillors can be requested by contacting Councillor Support via email councillor.support@monash.vic.gov.au and officers.
19. The Grantee must at all times maintain its incorporation status and comply with all statutory obligations applicable to incorporated associations, including ensuring that all required documents, returns and notifications are lodged with Consumer Affairs Victoria within the required timeframes.
20. Council may terminate this Agreement by written notice if the Grantee materially breaches the Funding Agreement or Grant Conditions and fails to remedy the breach within 60 days of receiving written notice from Council requiring the breach to be remedied; to the satisfaction of Council.
21. This Agreement is governed by the laws of Victoria.
22. The Agreement may only be varied by written agreement of both parties.
23. Safeguarding Children and Young People: Monash Council is committed to being a child safe organisation and has zero tolerance for child abuse. All organisations receiving funding from Council must share this commitment and comply with applicable child safety laws and requirements relevant to their organisation and funded activities.

This may include, where applicable:

- Child Wellbeing and Safety Act 2005 (Vic), including the Victorian Child Safe Standards. Guidance is available from the Social Services Regulator: <https://www.vic.gov.au/child-safe-standards>
- Reportable Conduct Scheme requirements. Guidance is available from the Social Services Regulator: <https://www.vic.gov.au/reportable-conduct-scheme>
- Worker Screening Act 2020 (Vic), including Working with Children Check requirements relevant to the organisation's activities. Guidance is available at: <https://www.vic.gov.au/working-with-children-check>
- Child Employment Act 2003 (Vic) and associated child employment requirements, where applicable, including licensing requirements for employing children under 15 years of age.

Additional resources, including fact sheets, guides and videos, are available from the Social Services Regulator: <https://www.vic.gov.au/social-services-regulator>

Further information about Monash Council's commitment to child safety is available

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Attachment 3: Assessment Criteria

Monash Community Grants & Partnerships Program 2026-29

Priority Areas

All projects funded by Monash Council will be expected in some way to meet the priorities and objectives outlined in Council's Health & Wellbeing Plan.

1. Healthy Eating and Active Living
 - a. Improve healthy eating and food security
 - b. Increase active lifestyles
2. Building A Respectful and Safe Community
 - a. Strengthening gender equity and prevention of family violence and all forms of violence against women and children
 - b. Improve community safety
 - c. Reduce harm from gambling, tobacco and alcohol
3. Strengthening Mental Health and Social Connection
 - a. Increase connection and engagement in community life
 - b. Improve mental wellbeing and resilience across the lifespan
4. Tackling Climate Change and Its Impact on Health
 - a. Support adaptation to the health and wellbeing impacts from climate change
5. Promoting and Supporting a Fair and Inclusive Community
 - a. Minimise health & wellbeing inequities across the community
 - b. Partner and advocate to improve equitable access to social & affordable housing options
 - c. Celebrate and promote a diverse and inclusive community

The MCGPP and QRG also encourage applications that benefit the health and wellbeing of priority cohorts outlined in the Health & Wellbeing Plan:

- First Nations peoples,
- Multicultural communities,

 293 Springvale Road (PO Box 1) Glen Waverley VIC 3150 **Web** www.monash.vic.gov.au **Email** mail@monash.vic.gov.au
 **T** (03) 9518 3555 **National Relay Service** (for the hearing and speech impaired) 1800 555 660
 **Interpreter Services** 普通话 4713 5001 廣東話 4713 5002 Việt Ngữ 4713 5003 Ελληνικά 4713 5004 हिंदी 4713 5005
 Other languages 4713 5000 Italiano 4713 5008 한국어 4713 5010 සිංහල 4713 5020 தமிழ் 4713 5021



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- People with Disability & Carers,
- Young People & Children,
- Older People,
- LGBTIQ+ communities,
- Financially vulnerable.

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	Stream	Priority Areas	Assessment Criteria		Funding Available
Year-Round Grants	Quick Response Grants (5)	These grants are for projects that are responsive to community needs throughout the year.	Addresses an evidence-based community need	30%	Up to \$3k
			Relevance to Council's Health and Wellbeing plan.	15%	
			The number of Monash residents who benefit	20%	
			The capacity of the organisation to undertake the project	20%	
			Budget expenditure	15%	
	Cultural Celebration Subsidy	The Cultural Celebration Subsidy offers a simple and accessible way for community groups to host small, member-focused cultural events.	Increases community engagement particularly through diversity and inclusion Number of Monash residents Budget expenditure These criteria will not be scored, but should be addressed to an acceptable degree in the application.		Up to \$1k
Annual Grants Streams	Small Grants (5)	This category aims to fund small projects that address community needs and support priority cohorts outlined in the Health & Wellbeing Plan.	Addresses an evidence-based community need	30%	Up to \$5k
			Relevance to Council's Health and Wellbeing plan.	15%	
			The number of Monash residents who benefit	20%	
			The capacity of the organisation to undertake the project	20%	
			Budget expenditure	15%	
	Medium Grants (7)	This category is aimed at larger and more ongoing projects that address priority	Addresses an evidence-based community need	20%	Up to \$10k

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		actions and cohorts from the Health & Wellbeing Plan. Projects in this category are expected to demonstrate innovation and demonstrate the potential for their services to remain sustainable for the community beyond Council funding.	Relevance to Council's Health and Wellbeing plan.	15%	
			The number of Monash residents who benefit	15%	
			The capacity of the organisation to undertake the project	15%	
			Budget expenditure	15%	
			Demonstrates innovation	10%	
			Demonstrated potential for sustainability beyond council funding	10%	
	Large Grants (9)	This category is aimed at large scale projects that address priority actions and cohorts from the Health & Wellbeing Plan. Projects in this category are not only expected to demonstrate innovation and financial sustainability, but will need to demonstrate their capacity to undertake the project with a project plan and a minimum contribution to the project.	Addresses an evidence-based community need	15%	Up to \$20k
			Relevance to Council's Health and Wellbeing plan.	15%	
			The number of Monash residents who benefit	15%	
			The capacity of the organisation to undertake the project	15%	
			Budget expenditure	10%	
			Demonstrates innovation	10%	
			Demonstrated potential for sustainability beyond council funding	10%	
			Provides evidence of a minimum 50% cash or in-kind contribution to the project	5%	
			Outlines a commitment to environmental sustainability	5%	

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Multi-Year Grant Streams	Partnership Grants (11)	This category of grants is for projects delivered by specialist service organisations operating in the City of Monash. These projects will deliver on projects that address priority actions and cohorts in the Health and Wellbeing Plan across the three (3) year term of the grant. These organisations will work in partnership with Council to deliver the project and services as they should be addressing needs in the area not already addressed by Council, and reduce barriers for marginalised members of our community. Projects in this category should also demonstrate economic outcomes for the community, whether through opportunities for local businesses or employment, or through provision of low cost services. This category also welcomes applications for delivery of major festivals that will provide a range of opportunities for creative and cultural expression in Monash.	Addresses an evidence-based community need	15%	Up to \$85k
			Relevance to Council's Health and Wellbeing plan.	15%	
			The number of Monash residents who benefit	10%	
			The capacity of the organisation to undertake the project	15%	
			Provides a comprehensive project plan	5%	
			Evidence of partnerships with Council or other organisations in Monash	10%	
			Economic Benefit, eg: • Procurement of local businesses • Engage with local traders and trader associations • Provide opportunities for local employment • Economic benefit to participants by providing financial relief/low cost access to an essential service	5%	
			Budget expenditure	10%	
			Demonstrated potential for sustainability beyond council funding	5%	
			Provides evidence of a cash or in-kind contribution to the project	5%	

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		Outlines a commitment to environmental sustainability	5%	
Seniors Club Support	Projects within this category should support social inclusion for Monash residents and create opportunities for interpersonal connection with the aim of reducing loneliness. Projects should also aim to address Health & Wellbeing needs of older adults through things like provision of healthy meals or physical activity.	Supporting the health and wellbeing of seniors	50%	Up to \$5k cash and up to \$30k hall hire
		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 residents)	25%	
		Budget expenditure	25%	
Monash Hall subsidy	This category of funding provides an easy way for groups to access funding for use of Council owned halls. Criteria in this category will not be assessable, but all applications should support Monash residents to participate, address a need in the community, and should offer opportunities for meaningful engagement.	• Number of Monash residents participating in the funded activity • Addresses an evidence- based community need • Outline of the service provided to the Monash community These criteria will not be scored, but should be addressed to an acceptable degree in the application.		Up to \$15k in-kind hall hire

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Attachment 3: Detailed Changes to MCGPP Policy

Monash Community Grants & Partnerships Program Service Review

1. Update to Eligibility - Catering Cap is 20% or 75% (Seniors Club Support only) of allocated funds.

In 2026/27 the Policy indicated that catering caps would be 20% or 75% of requested funds. As many applicants did not receive full funding, the cap on catering of requested funds means that much more of a project would be spent on catering.

By making this change, we can ensure that groups are not spending the whole of their funding on catering, but putting it towards other activities that strengthen the health and wellbeing of their members.

2. Update to Eligibility - Organisational Contributions

All grant applications will be required to demonstrate an organisational contribution to the proposed project through either **cash or in-kind support**. While many organisations already contribute resources to funded projects, these contributions are often not reflected in applications, resulting in an incomplete understanding of the project's total value.

The proposed minimum cash or in-kind contribution requirements are:

- **Small Grants (up to \$5,000):** 10% of requested funding
- **Quick Response Grants (up to \$3,000):** 10% of requested funding
- **Medium Grants (up to \$10,000):** 25% of requested funding
- **Large Grants (up to \$20,000):** 50% of requested funding (existing requirement)
- **Partnership Grants:** No minimum contribution requirement
- **Senior Club Support Grants:** No minimum contribution requirement
- **Cultural Celebration Subsidy:** No minimum contribution requirement

These requirements recognise and encourage applicant investment in funded projects while ensuring expectations remain proportionate to grant size. The Partnership Grants and Senior Club Support streams are exempt as will be in year 2 of a 3-year cycle, and this will keep these streams equitable for new applicants.

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3. Additional Requirements for Outdoor Event Applications

The following proposed changes are to be reflected in the 2027/28 Guidelines.

Applicants seeking funding for outdoor events will be required to provide:

- Written evidence of in-principle approval to use the proposed event site, either from Council or the relevant private landowner.
- A detailed event plan, including draft risk assessments and site plans.
- A detailed project budget that demonstrates consideration of all event-related costs, including permit fees that are not eligible for MCGPP funding, such as:
 - Places of Public Entertainment (POPE) permits
 - Temporary Structure permits
 - Road Occupancy permits
 - Any traffic management requirements

These requirements are intended to strengthen event applications by ensuring applicants have adequately considered site approvals, risk management, permit obligations and overall event feasibility prior to submission.

4. Grant Governance Section

Section 11 of the policy to be renamed from "Grant Documentation" to "Governance". This amendment improves the policy's structure by creating a clearer progression from program operations to applicant responsibilities and compliance with grant conditions.

4a. Grant Conditions

Grant Conditions are now referenced in the Policy as an important part of governance. The details of these conditions will be outlined as an appendix in the policy, as well as in the Funding Agreements.

4b. Child Safety

Commitment to Child Safety section is now included, as this was previously only in the Grant Funding Agreement and Guidelines.

4c. Use of Returned/Withdrawn Funds

The policy will now include procedure for the use of returned or withdrawn funds from the Grants Program, to be reallocated into Year-Round funding streams, Quick Response Grants and Cultural Celebration Subsidies.

4d. Late Documentation

Procedure for the provision of extensions for grant documentation such as Funding Agreements and Acquittals is now outlined, with direction for applicants who repeatedly submit documents late.

4e. Closed Groups


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Procedure is now outlined for collection of grant documentation when a funded organisation closes or folds during the course of a funded project.

4f. Changes to Funded Projects

Procedure is outlined in the Policy around applicants proposing changes to funded projects.

Below is an excerpt of the Grants Policy, with the proposed procedure for changes to funded projects. Approved funded organisations proposed changes to a program, activity or service must be approved as outlined below. Officers to provide notification of approval or not, in writing to the applicant.

Any proposed changes to an approved project must be submitted to Monash.Grants@monash.vic.gov.au in writing for approval. Please allow 10 business days.

11.5.1 Change of Date

If a funded organisation wishes to change the dates of their project, where there are no changes to the scope of the event or budget, this must be requested in writing. The new date must be within the funded financial year.

Proposed date changes must be approved by Team Leader, Connected Communities to retain funding allocation.

11.5.2 Change of Budget allocations

If a funded organisation wishes to adjust their approved budgeted items set out in their funding agreement, requests for reallocation/adjustment for spending on eligible items should be requested in writing.

Changes of up to \$500 must be approved by Team Leader, Connected Communities.

11.5.3 Change of Scope

If an organisation proposes changes to a funded program's scale, purpose or expenditure, or if Council officers determine that the changes may affect its community benefit, Council may reassess the program against the original criteria. Council may then revise its funding recommendation, up to the amount originally recommended.

Scope Changes to funded projects funded above \$10,000 must return to Council for consideration.

Requests for these changes must be made in writing to the Connected Communities team via email at Monash.Grants@monash.vic.gov.au.

Any change of scope must be approved within 12 weeks of the event to retain any funding. This allows for adjustments to financial processes and event permitting processes if relevant.



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5. Appendix 1.2 – What Cannot Be Funded

The following items will be added to the list of ineligible expenses:

- Core business and operational costs
- Staff equipment and staff training
- Contingency funds
- Payments to volunteers

5a. Venue hire where a supporting quotation has not been provided

A quote must be provided to obtain venue hire through a grant. This supports a stronger budget and provides guidance when recommending funds to support the project. This also supports applicants to demonstrate their capacity to deliver the program.