

# Community Grants Program 2024-25

## Frequently Asked Questions

<p><b>Can I talk to someone about my eligibility and my project idea?</b></p>	<p>Yes. You can discuss your eligibility and project idea with the Community Grants Officer. Contact the Community Grants Officer as early as possible as they may not be available on or very close to the closing date.</p>
<p><b>My project idea doesn't seem to fit with the focus areas outlined in the Guidelines – what should I do?</b></p>	<p>You can discuss your project idea with the Community Grants Officer. Contact the Community Grants Officer as early as possible as they may not be available on or very close to the closing date.</p>
<p><b>I don't have an ABN, Public Liability Insurance or Incorporation, can I apply?</b></p>	<p>You can apply through an auspice.</p>
<p><b>What is an auspice organisation?</b></p>	<p>An auspice is an organisation who manages grant funds on your behalf.</p>
<p><b>How do I find an auspice organisation?</b></p>	<p>Approach a non-profit community organisation you think might be interested in supporting your project. It is likely that this would be an organisation working to achieve similar outcomes locally.</p> <p>Common auspicing organisations include Neighbourhood Houses, Multicultural Associations and so on.</p> <p>A formal agreement should be in place between the project and the auspicing organisation. Auspicing organisations will have requirements of you and sometimes charge a fee which you will need to factor into your project budget. Council is not able to auspice projects.</p>
<p><b>I'm a social enterprise, can I apply?</b></p>	<p>We are able to accept applications for not-for-profit projects from social enterprises certified by Social Traders. Social enterprises must provide a copy of their certificate of certification from Social Traders.</p>

**What documents am I required to include in my application?**

Applicants are required to provide Certificate of Currency and Incorporation Certificate or other evidence confirming your organisations entity status.

Applicants applying via an auspice must provide a copy of the auspice agreement. Social enterprises must provide a copy of their certificate of certification from Social Traders.

Where relevant, copies of any permits and permissions should also be included. Incomplete applications and applications submitted with unsatisfactory supporting documentation will not be accepted.

**How many applications can I submit?**

One application can be submitted in each category (small, medium and large) but each application must be for a different project.

**How much insurance do I need?**

Applicants must hold \$20 million worth of Public Liability Insurance for the duration of the grant. If you do not have Public Liability Insurance, you can apply though an auspice.

**What is a Certificate of Currency and how do I get one?**

A Certificate of Currency is a document provided by your insurance company that shows your insurance cover. You can get a current copy of your Certificate of Currency by calling your insurance company and requesting they email it to you. An insurance quote, invoice or receipt are not accepted.

**What about permits and permissions?**

It is your responsibility to research and identify permits and/or permissions relevant to your project and factor them into your project plan and budget. It is important to take particular care here if your project involves an event or takes place in public space.

**Do you need to be a First Nations person, community group or organisation to apply for a project with a First Nations focus?**

First Nations led projects will be prioritised.

Applications for projects aiming to benefit First Nations people should demonstrate that the project is initiated and led by First Nations people.

Applications for projects with Reconciliation themes do not have to be First Nations led but would be strengthened by a demonstrable level of cultural competency.

Any required consultation must occur prior to applying for funding. Consultation and/or cultural requests should be directed to:

The Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation  
[www.wurundjeri.com.au](http://www.wurundjeri.com.au)

Bunurong Land Council Aboriginal Corporation  
[www.bunuronglc.org](http://www.bunuronglc.org)

**Does my project addressing the 'Provide opportunities for intergenerational and/or intercultural connection' focus area have to be both intergenerational AND intercultural?**

Projects addressing the 'Provide opportunities for intergenerational and/or intercultural connection' focus area can be either intergenerational OR intercultural in nature OR both intergenerational AND intercultural.

**I'm an artist, can I apply?**

Funding is not available to artists for their own creative/professional practice. Artists may be eligible if working in community engaged practice within a community development framework.

**How will I demonstrate my organisations child safe obligations if my application is successful?**

Maribyrnong City Council is committed to being a child safe organisation. Projects that involve people under the age of 18, must agree to comply with all Victorian law relating to child safety. Successful applicants will be required to complete and sign a Child Safe Compliance Assessment and Declaration.

**Can I apply for my Seniors Group activities?**

It is likely that the small grants category will be most suitable for Seniors Clubs addressing the 'Support community connectedness and/or wellbeing' focus area. The program does not fund core business however Seniors Clubs can apply for project funding.

**Does the Community Grants Program fund salaries?**

The program does not fund core business, including ongoing salaries. However, it can fund wages/fees for project staff.

**Will projects that have been funded previously be funded again?**

No. The Community Grants Program offers one off project funding and is not recurrent. Projects must be new.

Projects that have already received funding through another Maribyrnong City Council funding program (such as its Business Improvement District Grants or Love your West Grants Program) in the same funding cycle will not be funded.

**How are applications assessed?**

Many more applications are made to the program than Council is able to fund, and applications are in competition with each other. Not all applications that meet the assessment criteria can be funded.

Eligible applications will be assessed by a panel who will score each application against the criteria outlined in the Guidelines. Generally, those applications recommended for funding are those scored highest.

Assessments are reviewed and recommendations finalised by an Independent Review Panel before being presented to Council for endorsement.

Small Grant applications are considered against the same criteria but the same level of detail is not required when applying.

**I have more questions, who can I speak to?**

Community Grants Officer  
(Tuesday – Thursday)  
9688 0223 or [grants@maribyrnong.vic.gov.au](mailto:grants@maribyrnong.vic.gov.au)