



Maribyrnong
CITY COUNCIL



Community Grants Program 2024-25 Guidelines



We acknowledge that we are on traditional lands of the Kulin Nation. We offer our respect to the Elders of these traditional lands, and through them to all Aboriginal and Torres Strait Islander peoples past, present and emerging.

The Maribyrnong City Council Community Grant Program provides funding to support projects that will benefit the Maribyrnong community.

The delivery of the Community Grants Program is an identified action in the **Council Plan 2021-2025**:

A Place for All

Council will provide well-planned neighbourhoods and strong local economy, delivering services that are inclusive & accessible to the whole community, support wellbeing, healthy and safe living, community connection and cultural interaction.

3.1 Build upon our community strengths and assets, to enable community led activities.

The focus for the 2024-25 Community Grants Program is to support projects that address the following focus areas:

- **Encourage and remove barriers to participation in community life**
- **Build community and/or organisational capacity and strengthen networks**
- **Support community connectedness and/or wellbeing**
- **Provide opportunities for intergenerational and/or intercultural connection**

FUNDING

A total of \$255,000 is available across three categories:

Category	Funding
Small Grants	Up to \$1,000
Medium Grants	\$1,001 to \$15,000
Large Grants	\$15,001 to \$25,000

ELIGIBILITY

In order to be eligible applicants must meet **all** of the following criteria:

- Project addresses one of the identified focus areas
 - Be a not-for-profit community group, community organisation, agency or certified social enterprise
 - Be delivering the project within the boundaries of the City of Maribyrnong
 - Have an Australian Business Number (ABN)
 - Have Public Liability Insurance cover of \$20 million
 - Have no outstanding grant acquittals or debt owing to Council
 - The majority of project participants live, work, study, or volunteer in the City of Maribyrnong.
- * *If you do not have not-for profit status, ABN number or Public Liability Insurance you may still be eligible to apply via an auspice organisation*
- * *Social enterprises must provide evidence of current certification by **Social Traders**.*
- * *First Nations focused projects should be First Nations led.*

Not eligible for funding:

- Projects that do not align with Council policies and values
- Projects already funded by Council
- Festivals
- Projects that are the primary responsibility of other levels of Government
- Projects that have already received funding in the same financial year. For example, Council will not fund the same, or part of the same activity, through its Business Improvement District Grants or Love Your West Grants Program in the same funding cycle
- Projects that duplicate existing projects/ services
- Projects that replicate the core business of organisations applying
- Artists seeking funding for their own creative/professional practice
- Fundraisers and awards
- Capital works and facilities maintenance
- Projects with a religious or political focus
- Educational institutions unless working in partnership with an eligible organisation
- Projects that have already started or have been completed.

ASSESSMENT PROCESS

Council receives more applications than there are funds available, and projects will be graded against the assessment criteria, generally with those recommended for funding being those scored highest.

A project that has received funding in a previous year, is not guaranteed of receiving funding in subsequent years.

To assist Council with making decisions on which projects are recommended for funding, an Independent Review Panel, made up of appropriately qualified and experienced community members will work with Council officers to provide Council with a list of recommended projects. A copy of the adopted Terms of Reference for the Independent Review Panel can be obtained by contacting the grants team.

Applications for small grants are considered using the same criteria as medium and larger grants, however, the same level of evidence and depth of application is not required.

ASSESSMENT CRITERIA

Each application will be reviewed by Council officers and assessed by the panel which will consider:

- How does the project address the nominated focus area?
- Does the target community align with one or more of Councils identified priority communities?
- Is there evidence of community need and support for the project?
- What community benefit will the project provide and what are the expected outcomes?

- Has the applicant demonstrated capacity to deliver the project?
- To what extent have any project risks been identified and addressed?
- Is the project plan and budget detailed and realistic providing value for money?

Council has a commitment to social justice and equity. The following applications will be prioritised:

- First Nations led projects
- Projects from or developed in partnership with one or more of Councils identified priority communities:
 - CALD communities
 - LGBTIQ+ people
 - Young people (12-25)
 - Older people (60+)
 - People living with disability.

First Nations Engagement

For grants that relate to or involve working with the Aboriginal and Torres Strait Islander Community, consultation should occur before applying for grant funding.

Council recognises the Wurundjeri Woi Wurrung and Bunurong People as the Traditional Owners of the land that is known as Maribyrnong.

Consultation and cultural requests (such as cultural awareness training, Welcomes to Country ceremonies or smoking ceremonies) must be directed to the appropriate Aboriginal Cultural Heritage Corporation as part of the application process.

REQUIREMENTS OF SUCCESSFUL APPLICANTS

Successful applicants will be required to:

- Sign and return Funding Agreement
- Provide EFT details and an invoice
- Meet requirements of any relevant permits and permissions
- Provide copies of appropriate insurance (minimum \$20M public liability insurance for organisations applying for medium and large grants)
- For organisations working with or impacting children, demonstrate their obligations to meet child safe requirements
- Meet monitoring and reporting requirements, including support the collection of participant demographic and impact data, and submit a grant acquittal and financial declaration. As a minimum, for medium and large grants, successful applicants will need to provide:
 - Funds used (or unused)
 - Number and description of participants, and
 - Evidence of how the project met stated goals of the project
 - Complete the project during the 2025 calendar year.

Monitoring and reporting requirements:

	Small	Medium	Large
Attend successful applicant meeting	Optional	Yes	Yes
Attend project update meeting	No	No	Yes
Provide project outcome evidence and participant data	No	Yes	Yes
Share participant survey	Yes	Yes	Yes
Submit acquittal (including Financial Declaration)	Yes	Yes	Yes

HOW TO APPLY

Applications are submitted online via maribyrnong.smartygrants.com.au
For technical support see [SmartyGrants Help Guide](#) or [SmartyGrants FAQ](#).

ASSISTANCE WITH APPLICATIONS

The Community Grants team can provide guidance and support for individuals and organisations submitting an application.

A community information session is provided to assist applicants. Registrations for the information session and workshops are essential and can be made via the website maribyrnong.vic.gov.au/communitygrants.

Copies of guidelines can be made available in community languages should it be required.

KEY DATES

Tuesday 9 July	Applications open
Thursday 18 July, 10.30am	Community Grants Program Information Session (West Footscray Library)
Wednesday 24 July, 6pm	Community Grants Program Information Session (online)
Thursday 25 July, 10.15am	Successful Grant Writing Workshop (West Footscray Library)
Wednesday 31 July, 6pm	Successful Grant Writing Workshop (online)
Thursday 22 August, 4pm	Applications close
December	Grant outcomes announced
2025	Projects delivered

QUERIES

Community Grants Officer
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maribyrnong.vic.gov.au/communitygrants