

7.2.3 2025/26 MONASH COMMUNITY GRANTS PROGRAM

Responsible Manager:	Fee Harrison, Manager Community Strengthening & Economic Development
Responsible Director:	Russell Hopkins, Director Community Services

RECOMMENDATION

That Council endorses the Monash Community Grants Program Policy for the 2025/26 program.

INTRODUCTION

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

The MCGP Policy has been informed by learnings from previous funding rounds, feedback from grant recipients and through alignment with Council's current strategic direction.

COUNCIL PLAN STRATEGIC OBJECTIVES

Inclusive Services

Community development and advocacy to support the Monash community.
Deliver high performing services.
Fostering an equitable, just and inclusive Monash.

Good Governance

Ensure a financially, socially and environmentally sustainable organisation.
Maintain the highest standards of good governance.

BACKGROUND

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

- a. develop partnerships between Council and community groups to achieve Council's strategic directions;
- b. support local groups, activities and foster community connectedness;
- c. support community organisations to develop skills and increase community participation;
- d. direct resources to address both emerging and specific needs for groups and people who experience intersecting forms of discrimination including, but not limited to people from multicultural communities, LGBTIQ+, people with disabilities and First Nations; 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 MCGP 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.

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

The MCGP allows for cash and/or in-kind grants to be allocated across ten (10) funding categories:

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

Details of each category's objectives, assessment criteria and types of funding available are outlined in the MCGP Policy (Attachment 1). To be considered for any funding, projects, services and events must be consistent with Council's strategic plans and policy positions.

The MCGP is a competitive, fair and equitable funding program. All applications are assessed on their individual merit, however not all applications received can be funded, as typically, the total value of funding requests received via the MCGP exceeds the available program budget.

Support for Applicants

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

- **Information and Application Support Sessions**
These support sessions are open to all potential applicants to attend. The sessions are an opportunity for potential applicants to speak with officers from the Community Strengthening and Arts, Culture & Events teams. During these one-on-one sessions, applicants can discuss their grant ideas, seek advice on eligibility and alignment with Council priorities and receive guidance for project planning and application preparation. The sessions are also designed to support community groups with the online component,

assisting applicants to complete the online application forms. These sessions will be scheduled to run over a three-week period from 31 January to 21 February 2025 to encourage prospective applicants to begin applications early and avoid rushed, last minute submissions.

- **One-on-One Appointments**

On request, applicants can make an appointment with officers to discuss their proposed application either online or in person. This option is particularly suitable for applicants who would prefer the support of an interpreter or may require other assistance. The option to request an interpreter will also be available in the formal assistance sessions above.

- **Effective Grant Writing Workshops**

Due to the success of the 'Effective Grant Writing' workshops that have been held in previous years these will again be made available to prospective applicants. These workshops help to build the capacity and confidence of community members and have proven to increase the quality of the applications received from previous recipients. The sessions will be tailored to the requirements of the MCGP. Council officers also use this as an opportunity to add further insight, information and answer questions relating to the program. Two sessions will be scheduled in early and mid-February 2025, with one being in-person during business hours and one being delivered online after hours to ensure these are accessible to members of the community to attend.

- **Grant Budget Workshops**

Grant budget workshops were introduced in 2023 to provide prospective applicants greater information on how to complete the financials and budget section of the application form. These workshops can be attended as a standalone, or for those that have participated in the workshops above and would like more information, and to obtain a greater understanding of the financial component of the grant application. Two sessions will be delivered by officers from the Community Partnerships team in late January and February 2025, again one online and one in-person.

- **Event Plan & Risk Management Workshops**

Members of Council's Events team will hold workshops for applicants wishing to apply for funding in the Community Events or Major Festivals categories on how to effectively create Events and Risk Management Plans. These two documents are required as part of the application in these categories and form part of an assessable criteria. Providing guidance and information on these plans will also build the capacity of the community in event planning, whether they apply for or receive a grant. These workshops will be held in late January, again both in-person and online.

Monash Community Grants Assessment Panel

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

Commencing in March 2024, Council officers will convene a series of Assessment Panel meetings. Once the Panel has reviewed all grant requests, a Council Report will be prepared and submitted at the May 2024 Council meeting, seeking Council’s endorsement of the Panel’s funding recommendations.

Advice to Applicants

Following Council’s endorsement of the Panel recommendations and adoption of the Budget, all applicants will receive advice of the outcome of their application, whether successful or unsuccessful.

Grant recipients will then be advised when the Funding Agreement documentation will be available online.

Service Improvements

It is proposed that officers undertake a complete evaluation of the MCGP next year to be implemented for the 2026/27 funding year.

2025/26 is the last year of the current three-year funding cycle, with \$2,130,365 of the \$2,579,357 MCGP budget already allocated to these agreements, which includes the Cultural Celebrations, Hall Only, Neighbourhood House, Positive Ageing and Specialist Services categories. As applications can still be received for these categories for the final year of funding, to change the criteria or structure of the program would be inequitable for both previous and new applicants.

A draft proposal of any new structure will be provided in mid-2025 for consideration.

Program Timelines

The following program timelines are proposed for the 2025/26 MCGP:

MILESTONE	DATE
Program Guidelines made available online	December 2024
“Invitation to Apply” emails sent to all previous applicants.	January 2025
Advertising	January – March 2025
Applications open for submissions	28 January 2025
Grant Information & Application Support sessions and Workshops	30 January – 27 February 2025
Applications close for submissions	4 March 2025
Pre-assessment eligibility checks undertaken on applications.	4 – 7 March 2025
MCGP assessments undertaken	11 – 28 March 2025
Officers prepare budget, recommended allocations and report for Council	31 March – 24 April 2025

Report to Councillors by officers on recommended allocations	Early May 2025
Report to Council	28 May 2025
Successful and unsuccessful advice sent to all applicants and funding agreements made available for all successful recipients	Once budget adopted

FINANCIAL IMPLICATIONS

The total annual allocation for the MCGP is \$2,636,357, subject to the adoption of the 2025/26 Council budget. \$60,000 of this budget was approved by Council at the meeting held on 25 May 2021 to be quarantined for the continued delivery of the Quick Response Grant Program.

The 2025/26 MCGP is anticipated to have a total budget allocation of \$2,576,357.

POLICY IMPLICATIONS

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

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

- The Council Plan 2021-2025;
- Monash Health and Wellbeing Plan 2021-2025;
- Monash Loneliness Framework 2020-2025;
- Monash Public Health Approach to Gambling Policy;
- The Gender Equity Framework;
- Active Sports Club Framework 2022-2027; and
- Monash Arts and Culture Strategy 2025.

CONSULTATION

Community consultation was not required.

SOCIAL IMPLICATIONS

The social implications of the MCGP 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 2025/26 Monash Community Grants Program is entirely consistent with the Charter of Human Rights and Responsibilities Act 2006. In particular, the program supports -

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

GENDER IMPACT ASSESSMENT

Because this policy and program is considered to have a direct and significant impact on the Monash community, a gender impact assessment has been undertaken as part of this work.

Feedback is received from grant recipients each year as part of the acquittal process, including questions specific to gender and diversity that provided information for this process, and a review was also undertaken on the policy and guidelines by Council's Gender Equity Advisory Committee that demonstrated:

- More women than men benefit from the funding provided through the MCGP. There is limited data on gender diverse people, and whilst this data is collected, its accuracy cannot be verified. As a result, the grants program generally benefits women more than men and gender diverse people.
- Approximately 38% of program funding is received by seniors' groups.
- As a result of the GIA that was undertaken as part of the 2024/25 MCGP, a question was added to the application form to ascertain where the administrative burden for the grants falls. The information provided demonstrates that most of the burden falls on women, however the binary gender split is consistent with the beneficiaries of the program (60% women, 40% men). This could also indicate that there are a higher proportion of women in committee positions that complete the applications.
- Sports organisations (which are still predominantly male-dominated) often do not apply for the Active Projects grants that are available to these groups. This affects the funding received by men and boys, but also indicates that the Active Project grants may not provide the funding that clubs are looking to receive that would assist in attracting underrepresented participants, such as uniforms or equipment that would help new girls' or women's teams.

- There is limited information available for the community to understand the type of programs, events and activities that have been funded in previous rounds and that are priority areas for funding.
- There is currently no requirement for the assessment panel to be reflective of the community in terms of diversity.


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

- Additional areas have been included in the guidelines to explicitly identify intersectional gender equality as a priority of the program, including prevention of gender-based violence. These were already included in the policy but will now also be in the community facing guidelines document.
- Officers will create case studies of previously delivered initiatives that are priority areas of funding, such as primary prevention, gender equality and diversity. These will be shared on the grants page of the website and as stories from the community that can be shared on Council's social media.
- Continue to explicitly call for applications from underrepresented communities, such as LGBTIQ+, Aboriginal & Torres Strait Islanders and people with disabilities.
- Include pictures in the MCGP guidelines that reflects those from a diverse range of genders, ages and backgrounds including First Nations, LGBTIQ+
- Continue to provide MCGP guidelines in multiple languages: Greek, Simplified & Traditional Chinese, as well as English and text only/accessible versions.
- Consider creating an Easy English brochure.
- Continue to provide multiple opportunities for assistance and through various formats and at various times - after hours, during business hours, in person and online to ensure people from various backgrounds and with different responsibilities can access this support.
- Continue to collect demographic and other data to track changes over time to better understand who in the community is benefiting and/or those potentially missing the benefits of the program, and who are the people that are managing the grant process.
- Consider ways to ensure that the panel is more inclusive. If this cannot be done through a diverse panel due to the expertise that is required in assessing the grants, look to have the panel members undertaking unconscious bias training.

CONCLUSION

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

In 2025/26 Council expects to allocate \$2,636,357 in community grants through the Monash Community Grants Program and Quick Response Grant Program. These programs enable 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.



The 2025/26 Monash Community Grants Program will open for application submissions from Tuesday 28 January 2025 and close on Tuesday 4 March 2025.

ATTACHMENT LIST

1. Monash Community Grants Program 2025 26 Policy (1) [7.2.3.1 - 12 pages]

Monash Community Grants Program Policy

Introduction

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

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

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

Policy Intent

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

Purpose

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

- Develop partnerships between Council and community groups to achieve Council's strategic directions;
- Direct resources to both emerging and specific needs of people who experience intersecting forms of discrimination, including, but not limited to people from multicultural communities, LGBTIQ+, people with disabilities and First Nations;
- Develop a positive approach to the resolution of local social issues;
- Support local groups, activities and community connectedness; and
- Support community organisations to develop skills and increase community participation.

Scope

The MCGP Policy applies to direct financial and in-kind funding to local community groups and not-for-profit organisations that may:

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

Roles & Responsibilities

Community organisations are responsible for planning, preparing and submitting their applications via the online application system. If successful, the funded organisation is responsible for the appropriate

expenditure of all cash funds and the delivery of agreed outcomes as reflected in the Funding Agreement and approved Work/Event Plan.

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

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

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

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

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

Monitoring, Evaluation and Review

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

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

The program will aim to collect gender disaggregated data in order to better promote gender equality in the program and enable greater understanding of the applicants and beneficiaries of the funding.

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

Budget

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

Formal grant approval notification will be made after adoption of the Council budget, and payment will only be made after 1 July, subject to Funding Agreement terms and conditions (see Timelines section for further detail).

Eligibility

Attachment 1: Monash Community Grants Program Policy

Attachment 7.2.3.1 Monash Community Grants Program 2025 26 Policy (1)

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

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

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

- Individuals;
- Projects/services occurring outside the City of Monash boundaries;
- Commercial/for-profit projects/services;
- Fundraising activities, with the exception of local service clubs (such as Lions and Rotary clubs);
- Retrospective funding;
- Conferences and conference sponsorship;
- Travel and transport costs;
- Debt payment;
- Capital Infrastructure;
- Research;
- Employment of staff in an ongoing position;
- An individual person's expenses;
- Utilities and rates;
- Insurance;
- Gifts and prizes;
- Administration expenses over \$100;
- Alcohol;
- Assets & equipment over \$250;
- Catering, with the exception of Arts & Cultural Projects and Cultural Celebrations (up to \$500), Community Strengthening (up to 15% of the project budget) and Positive Ageing (based on a formula)
- Digital equipment, including tablets, computers, phones, etc;
- Auspice fees;
- Activities that occur in venues that have EGMs;
- Organisations affiliated with educational institutions;
- Projects/services that are inconsistent with Council's objectives;
- Projects/services that are considered the funding responsibility of other tiers of government;
- Projects/services that are for specific religious purposes or seeks to proselytise or influence a person's religious beliefs (this may not include community celebrations of annual calendar religious festivals or events);
- Projects/services that are held for political purposes or seeks to influence a person's political beliefs;
- Projects/services that duplicate other existing projects/services;
- Applications that are submitted late;
- Community groups that hold significant financial reserves; and
- Positive Ageing category applicants who have less than 75% of members over 60 and less than 20 Regular Monash Participants (RMP) participating in their activity.

Attachment 1: Monash Community Grants Program Policy

Program Principles & Priorities

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

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

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

The City of Monash is inclusive and welcoming, celebrating the diversity of all the community. Every individual should feel safe, respected and celebrated regardless of differences of age, race and ethnicity, sex, gender identity and sexuality, ability, faith and religious beliefs, Aboriginal and Torres Strait Islander identity, and/or socio-economic status.

We are committed to supporting gender equity and want to create a community that is safer, healthier, more inclusive and diverse for everyone. In alignment with the Gender Equality Act, Council is applying an intersectional gender lens, to assess how policies, programs and services will meet the different needs of women, men and non-binary people. In line with this, projects that demonstrate intersectional gender equality and strengthen and support diversity within Monash will receive funding priority.

Funding priority will be given to applications that deliver health & wellbeing outcomes within a community setting, which contribute to community cohesion and enrich people's lives. All applications must respond to identified community needs and align with the priorities outlined in the *Council Plan –2021-2025, the Monash Health and Wellbeing Plan 2021-2025* and other strategic plans of Council.

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

Funding Categories & Assessment Criteria

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

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

Organisations may apply for funding under multiple categories within the same round, provided that the applications are not submitted for the same project/service. This is limited to one application per category. If multiple applications are submitted by the same organisation in the same category, the

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

Assessment Criteria

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

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

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

- Addresses an evidence-based community need (20% score weighting)
- Demonstrates innovation (either new concept or development of existing project/service/event) (10% score weighting)
- Relevance to the Monash Health & Wellbeing Plan (10% score weighting)
- Financials and budget (10% score weighting)

Category Assessment Criteria:

CATEGORY	PURPOSE	ASSESSMENT CRITERIA	FUNDING AVAILABLE
Active Projects	<ul style="list-style-type: none"> Support for the introduction of innovative participation-based sports and recreation programs. Create a more inclusive environment for participation. Create a sustainable club. 	<ul style="list-style-type: none"> Evidence of steps taken to create a more inclusive environment (25%) Evidence of which sections of the Active Monash Sports Club Status Framework are being met because of funding (25%) 	<p>Cash: Up to \$2,000</p> <p>One year funding only</p>
Arts and Cultural Projects	<ul style="list-style-type: none"> Create opportunities for community expression Encourage collaboration between community, artists and other local partners Increase cultural awareness and cohesion 	<ul style="list-style-type: none"> Participation and opportunities for the local community (20%) Demonstrated awareness of cultural diversity (15%) Evidence of capacity to deliver (15%) 	<p>Cash: Up to \$5,000</p> <p>In-kind (hall hire): Up to \$5,000</p> <p>One year funding only</p>
Community Events	<ul style="list-style-type: none"> Support for community-produced events which celebrate occasions relevant to the Monash community Celebration of diversity and inclusion. Create opportunities to showcase local artistic content Delivery of small-scale events which encourage participation by anyone in the community <p><i>Member-only events are not considered to be community events</i></p>	<ul style="list-style-type: none"> Increases community participation, particularly through diversity and inclusion (20%) Demonstrated engagement with local businesses and/or residents in the production of the event (15%) Evidence of understanding of event management planning and expertise (15%) 	<p>Cash: Up to \$7,000</p> <p>In-kind (hall hire): Up to \$5,000</p> <p>One year funding only</p>

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

Neighbourhood House	<ul style="list-style-type: none"> • Add value to core services and programs delivered by Neighbourhood Houses • Develop community capacity and empowerment 	<ul style="list-style-type: none"> • Delivers clear community development outcomes (15%) • Builds social cohesion (15%) • Increases community participation, particularly through diversity and inclusion (10%) • Number of Monash residents directly participating in and/or attending the service (10%) 	<p>Cash: Up to \$10,000 per annum</p> <p>In-kind (hall hire or facility rental): no cap Applications for funding for up to three (3) years will be considered</p>
Positive Ageing	<ul style="list-style-type: none"> • Support social inclusion initiatives specifically for senior Monash residents. • Support the provision of regular activities and nutritious meals in a social setting. 	<ul style="list-style-type: none"> • Applicants must have at least 75% of members over 60 and a minimum of 20 Monash residents members that actively participate in the group’s activities (Regular Monash Participants) • If applying for meal subsidy funding, meals provided must be substantial and nutritious. 	<p>Cash: Up to \$5,000</p> <p>Cash funding is calculated based upon Regular Monash Participants (RMP) and frequency of meals provided (if applicable), capped at \$5,000</p> <p>Operational funding = \$10 per RMP</p> <p>Meal subsidy funding = (\$10 x RMP) + (\$1 x RMP x meals served per year)</p> <p><i>Probus Clubs are eligible for in-kind funding only</i></p> <p>In-kind (hall hire): Up to \$30,000</p> <p>Applications for funding for up to three (3) years will be considered</p>

<p>Specialist Services</p>	<ul style="list-style-type: none"> • Support for established service delivery organisations • Improve the health and wellbeing of Monash residents through direct service delivery • Support residents to participate fully in community life • Complement other services available in City of Monash 	<ul style="list-style-type: none"> • Number of Monash residents accessing the service annually (10%) • Level of contribution (cash and/or in-kind) provided by applicant organisation (10%) • Expertise available to deliver the funded service (15%) • Evidence of partnerships with Council or other organisations in Monash (15%) 	<p>Cash: no cap</p> <p><i>It is expected that applicants must demonstrate a financial contribution to the service and/or evidence of funding partners.</i></p> <p>In-kind (hall hire or facility rental): no cap</p> <p>Applications for funding for up to three (3) years will be considered</p>
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Assessment

All applications received via the online application system by the closing date will be assessed. A pre-eligibility check will be undertaken to ensure applications meet the eligibility criteria. All applications will be reviewed and assessed by the Monash Community Grant Assessment Panel against a scoring matrix to ensure consistency, equity and transparency across the program.

Timelines

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

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

Returning Grant Funds

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

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

Dispute Resolution Pathway

Applicants that do not agree with the outcome are able, in the first instance, to make contact with the Community Partnerships Team Leader (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 either 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 an 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.

Related Documents:

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

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

Definitions

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