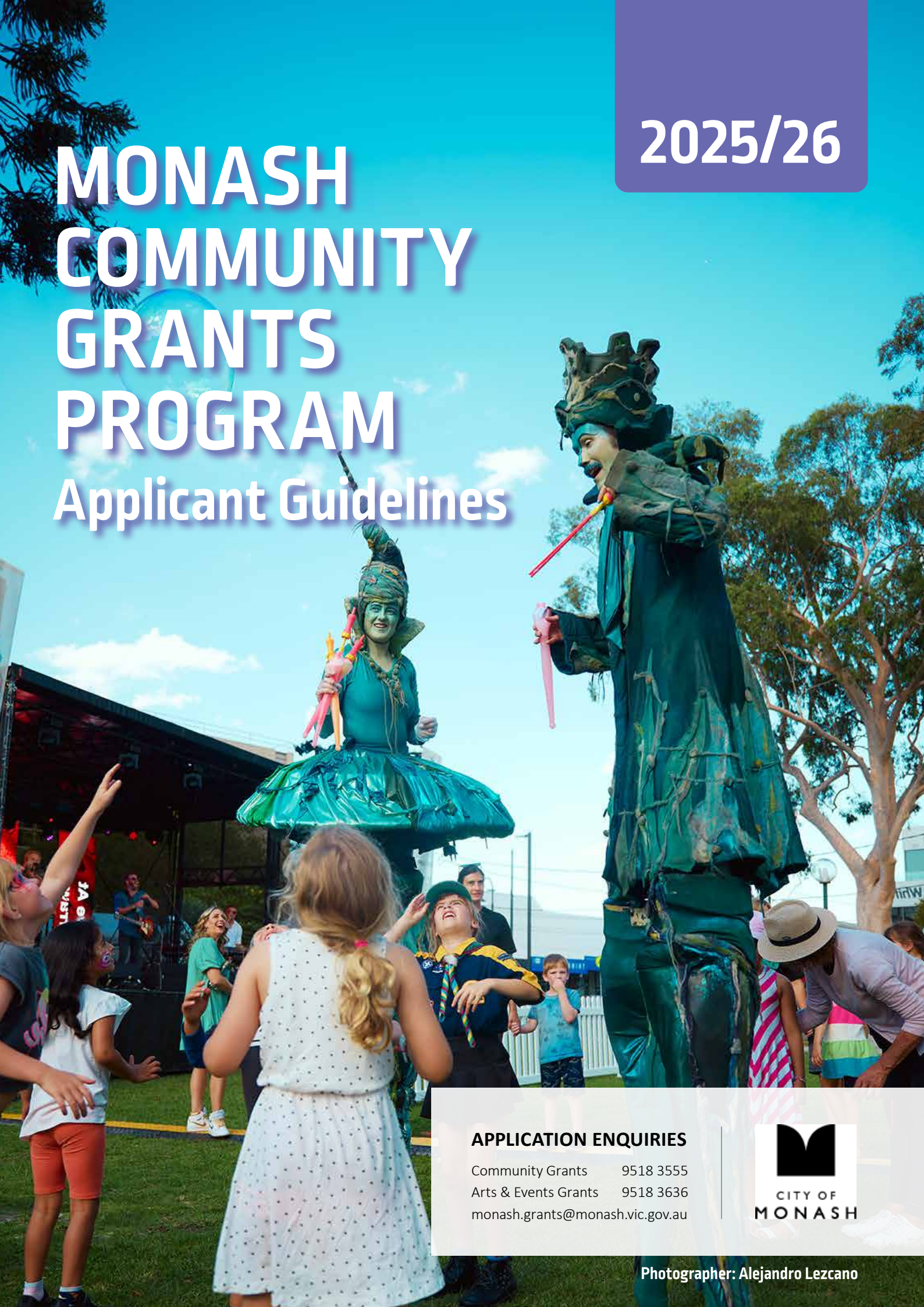


2025/26

# MONASH COMMUNITY GRANTS PROGRAM

## Applicant Guidelines



### APPLICATION ENQUIRIES

Community Grants 9518 3555  
Arts & Events Grants 9518 3636  
[monash.grants@monash.vic.gov.au](mailto:monash.grants@monash.vic.gov.au)



Photographer: Alejandro Lezcano

# LANGUAGE ASSISTANCE

If you would like to speak to someone about the Monash Community Grants Program in a language other than English, please phone one of our Language Assist lines:

普通话	4713 5001
Ελληνικά	4713 5004
廣東話	4713 5002
සිංහල	4713 5020
Italiano	4713 5008
हिंदी	4713 5005
Việt Ngữ	4713 5003
தமிழ்	4713 5021
한국어	4713 5010
All other languages	4713 5000

# ACKNOWLEDGEMENT OF COUNTRY

Monash Council acknowledges the Traditional Owners of the lands on which we meet, 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 People.



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# MONASH COMMUNITY GRANTS 2025/26 ROUND

## APPLICATIONS OPEN

9am, Tuesday 28 January 2025

## APPLICATIONS CLOSE

2pm, Tuesday 4 March 2025

## FUNDING NOTIFICATION

May 2025

## GRANT EXPENDITURE

1 July 2025 - 30 June 2026

## REPORTING & ACQUITTAL

1 July 2026- 12 August 2026

It is essential that you speak to a member of the grants team about your proposed application before you submit it online.

Community Strengthening, Hall Only, Specialist Services, Neighbourhood House, Positive Ageing & Active Projects grants call:

☎ 9518 3555

Arts & Cultural Projects, Community Events, Community Group Cultural Celebrations and Major Festivals grants call:

☎ 9518 3636

✉ [monash.grants@monash.vic.gov.au](mailto:monash.grants@monash.vic.gov.au)

For a range of helpful resources, templates and other important information, as well as the links to the SmartyGrants online application system, please visit:

🌐 [www.monash.vic.gov.au/community-grants](http://www.monash.vic.gov.au/community-grants)


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# APPLICANT INFORMATION AND SUPPORT SESSIONS

Applicant information and support sessions will provide a one-on-one opportunity for each group to meet with a member of the Monash Community Grants Program Team to ensure you have the best chance of funding.

It is important to check your eligibility and determine which category is the most appropriate to apply under. The grants team can also provide you with general advice regarding your project and application.

It is not essential for applicants to attend one of these workshops, but it is essential to at least speak to a member of the grants team about a proposed application.

These sessions will run for strictly one hour per group and bookings are essential. Please book into one of these sessions online  [www.trybooking.com/CWPUH](http://www.trybooking.com/CWPUH)

Applicants have the option to specify when booking in if they wish to attend in person at the Monash Civic Centre, Glen Waverley or online (a Teams link will be provided closer to the date).

In addition to these sessions there are also opportunities to attend workshops on specific topics of interest to assist with preparing an application and delivering events that can be booked into using the following links:

- Grant Budget Workshops  [www.trybooking.com/CWPUQ](http://www.trybooking.com/CWPUQ)
- Effective Grant Writing Workshops  [www.trybooking.com/CWPNX](http://www.trybooking.com/CWPNX)
- Event Plans and Risk Management  [www.trybooking.com/CWPVB](http://www.trybooking.com/CWPVB)

ARTS/EVENTS/FESTIVALS	OTHER CATEGORIES	WORKSHOPS
<p><i>These sessions will be with a member of our Arts &amp; Events Team.</i></p> <p><b>Tuesday 4 February</b> 10am-1pm &amp; 6pm-8pm</p> <p><b>Wednesday 5 February</b> 12pm-5pm</p> <p><b>Tuesday 18 February</b> 1pm-4pm</p> <p><b>Thursday 20 February</b> 10am-2pm</p> <p><b>Friday 21 February</b> 10am-1pm</p>	<p><i>These sessions are for all categories not covered by Arts, Events and Festivals.</i></p> <p><b>Friday 31 January</b> 11am-2pm</p> <p><b>Wednesday 5 February</b> 6pm-8pm</p> <p><b>Thursday 6 February</b> 10am-1pm</p> <p><b>Tuesday 11 February</b> 2pm-5pm</p> <p><b>Wednesday 19 February</b> 10am-1pm &amp; 6pm-8pm</p> <p><b>Friday 21 February</b> 1pm-4pm</p>	<p><b>Grant Budget:</b> <b>Wednesday 29 January</b> 10am-11am (in person) <b>Thursday 27 February</b> 6pm-7pm (online)</p> <p><b>Effective Grant Writing:</b> <b>Thursday 6 February</b> 6pm-8pm (online) <b>Tuesday 11 February</b> 10am-12pm (in person)</p> <p><b>Event Plans and Risk Management:</b> <b>Thursday 30 January</b> 10am-11.30am (in person) 6pm-7.30pm (online)</p>

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# WHAT IS THE MONASH COMMUNITY GRANTS PROGRAM?


The Monash Community Grants Program (MCGP) provides funding to support community groups and organisations to deliver projects, activities and events to strengthen, enhance and benefit the Monash community.

## Why does Council provide funding to the community?

Monash Council is committed to supporting community activities, developing partnerships with local organisations, and empowering community groups and organisations.

Each year Council makes a significant investment in the local community so that residents have increased services, activities and support. We want to empower the community to provide solutions to issues, activities and programs that matter most to them. Grant funded activities encourage residents to be more connected with their local community, by building social connections, increasing participation and creating a sense of belonging. Often community grants funding is directed towards emerging issues, or the needs of specific communities, when other services and programs are not able to assist.

The grants program also assists community groups to make a creative contribution to their community by supporting programs and events that celebrate and bring people together to share our vibrant and diverse cultures.

For more information about the purpose and intention of the MCGP, please refer to the *Monash Community Grants Program Policy*  [www.monash.vic.gov.au/community-grants](http://www.monash.vic.gov.au/community-grants)




# What can be funded?

Monash Council welcomes applications from all eligible organisations who are seeking funding to support the delivery of community-focused activities. Every application is considered on its own merits, but we aim to fund the activities that will have the greatest positive impact for Monash residents. It's for this reason that we encourage applicants to refer to the priorities outlined in the following documents and demonstrate how their proposed activities will align with these plans:

- *Council Plan 2021-2025*

 [www.monash.vic.gov.au/council-plan](http://www.monash.vic.gov.au/council-plan)

- *Monash Health and Wellbeing Plan 2021-2025*

 [www.monash.vic.gov.au/files/assets/public/about-us/documents/monash-health-and-wellbeing-plan-2021-2025.pdf](http://www.monash.vic.gov.au/files/assets/public/about-us/documents/monash-health-and-wellbeing-plan-2021-2025.pdf)

Council 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. Projects that demonstrate initiatives within Monash that strengthen gender equality, diversity, inclusion, prevention of gender-based violence and promote community safety and respect will receive funding priority.


Community grants are available to local organisations under a number of different categories:

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

Each category has a different purpose, a unique mix of funding available and specific assessment criteria that needs to be addressed in the grant application. Please see page 8 for more info on each category.

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, only the first one received will be assessed.**

For further information about the program priorities, read the *Monash Community Grants Program Policy*

 [www.monash.vic.gov.au/community-grants](http://www.monash.vic.gov.au/community-grants)

## Who is eligible to apply?

There are a number of factors which determine an applicant's eligibility for funding through the MCGP. Some of these relate to the category and type of project that funding is sought for, but there are also essential eligibility criteria that ALL applicants must meet.

Most importantly, all applicants must be a not-for-profit incorporated association/organisation (or be auspiced by a not-for-profit incorporated association/organisation) and must have a valid public liability insurance policy (minimum \$20,000,000 coverage).

## Who is not eligible to apply?

- Unincorporated organisations
- For-profit companies
- Individuals
- Organisations with outstanding MCGP documentation
- Organisations with debts to Council
- Organisations affiliated with education institutions
- Community groups with access to significant cash reserves
- Groups that meet outside the City of Monash boundaries
- Groups that regularly meet in a venue that has electronic gaming machines
- Late submissions.


## What activities are not eligible?

- Take place outside the City of Monash boundaries
- Take place in a venue that has Electronic Gaming Machines
- Outside the scope of Local Government, e.g. housing, education
- That is held for political purposes or seeks to influence a person's political beliefs
- That is 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).

**Please note:** If your group has previously submitted grant documentation such as acquittals and funding agreements after the due date, you will still be eligible to apply, however full funding may not be awarded.

If you are unsure if your activity idea will be eligible, speak to a member of the grants team. See page 1 for contact details.

For more information about what an Incorporated Association is and how it's different to a company or other organisation types, see Consumer Affairs Victoria website:

 [www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/become-an-incorporated-association/what-is-an-incorporated-association](http://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/become-an-incorporated-association/what-is-an-incorporated-association)

The grants team has prepared a Frequently Asked Questions document that is available online to clarify points of eligibility and processes of the MCGP that may assist in planning and submitting your application.

 [www.monash.vic.gov.au/Community/Grants-and-Funding/Community-Grants-Program#FAQs](http://www.monash.vic.gov.au/Community/Grants-and-Funding/Community-Grants-Program#FAQs)



## What cannot be funded:

- Employment of staff in an ongoing position (or a contract that is longer than the time-frame of the funded activity)
- Catering (with the exception of Positive Ageing, Community Strengthening, Arts & Cultural Projects and Cultural Celebrations categories)
- Research
- Activities that are primarily commercial
- Fundraising activities, with the exception of local service clubs
- 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
- Utilities, such as water, electricity, gas and rates
- Insurance
- Activities that duplicate existing services or programs in Monash
- Gifts and prizes
- Administration expenses over \$100
- Alcohol
- Assets and equipment over \$250
- Digital equipment, including tablets, computers, phones, etc.
- Auspice Fees.

For a full list of ineligible items please see the *Monash Community Grants Program Policy* at [www.monash.vic.gov.au/community-grants](http://www.monash.vic.gov.au/community-grants)

### Where can funded activities take place?

- In Council-owned halls and other community facilities
- At Neighbourhood Houses
- In privately-managed community facilities (if an appropriate Council venue can not be found)
- In parks and ovals
- Other public open spaces (for help to determine a suitable location, speak to one of the grants team members)
- Regardless of the venue, it must take place within the City of Monash boundaries.

## When do activities need to happen?

Activities must take place between **1 July 2024 and 30 June 2025**.

Funding cannot be spent retrospectively.

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# KEY DATES

## JANUARY 2025

**Tuesday 28 January at 9am**  
Applications Open

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## FEBRUARY 2025

**30 January - 21 February**  
Assistance sessions and workshops held

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## MARCH 2025

**Tuesday 4 March at 2pm**  
Applications close and assessments commence

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## APRIL 2025

**April 2025**  
Assessments conclude

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## MAY 2025

**Tuesday 27 May**  
Recommendations approved by Council

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## JUNE 2025

**June 2025**  
Applicants notified outcome

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## JULY 2025

**Tuesday 1 July**  
Project can commence

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# GRANTS CATEGORIES

The 10 MCGP categories are designed to support different types of projects, events, programs and services and offer either annual or multi-year agreements.

The Cultural Celebrations, Hall Only, Neighbourhood House, Positive Ageing and Specialist Services categories operate on a three-year cycle that commenced on 1 July 2023.

Each category has a unique mix of funding available. Groups can submit one application per category.

CATEGORY	DURATION OF FUNDING OFFERED	CASH	VENUE HIRE
<b>Active Projects</b>	One year	Up to \$2,000	Not available
<b>Arts and Cultural Projects</b>	One year	Up to \$5,000	Up to \$5,000
<b>Community Events</b>	One year	Up to \$7,000	Up to \$5,000
<b>Community Strengthening</b>	One year	Up to \$20,000	Up to \$20,000
<b>Cultural Celebrations</b>	One year	Up to \$1,500 per year (combined cash & hall hire)	
<b>Hall Only</b>	One year	Not available	Up to \$15,000 per year
<b>Major Festivals</b>	One year	Up to \$20,000	Not available
<b>Neighbourhood Houses</b>	One year	Up to \$10,000 per year	No cap
<b>Positive Ageing</b>	One year	Up to \$5,000 per year (formula based)	Up to \$30,000 per year
<b>Specialist Services</b>	One year	No cap	No cap

All applicants must discuss their application ideas with a member of the Monash grants team **before** completing an application. See page 1 for details of the support available.

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# ASSESSMENT CRITERIA

## Program-wide Criteria (50%)

There are four criteria that need to be addressed by ALL applicants, regardless of the funding category, with the exception of Hall Only and Positive Ageing categories.

### These are:

- **ADDRESSES AN EVIDENCE-BASED COMMUNITY NEED (20%)**  
What do you know about the community and the circumstances to suggest that this project is necessary?  
How will this project or service strengthen the capacity of the Monash community and increase connections?
- **DEMONSTRATES INNOVATION (10%)**  
Is this a new concept, or new for the Monash community?  
If not, will this project or service build on the success of a previously delivered activity?
- **RELEVANCE TO COUNCIL'S STRATEGIC PLANS (10%)**  
How does the proposed project or service support Council's priorities and strategic plans?
- **FINANCIALS & BUDGET (10%)**  
How well thought out and realistic is the budget for the overall project? Does the grant budget include only items funded by the MCGP?

Every application is scored based upon the extent to which the proposed project or service addresses the criteria. The application's score informs the funding recommendation.

## Individual Category Criteria

Once you have planned your proposed activity and considered which category will support its funding needs, it's time to consider the criteria that is specific to your chosen category.

Category Criteria are designed to assess how well your proposed activity will meet the aims of the category, to help you to articulate your ideas and to evaluate your ability to deliver the proposed project or service. Organisations need to demonstrate that they have the resources and relevant experience needed to support the delivery of the proposed activities.





Photographer: Steve Brown

# Active Projects

The Active Projects category is the only category that provides funding for sporting or recreation activity.

**Applications submitted under this category should aim to:**

- **Support the introduction of innovative participation-based sports and recreation programs.**  
Funding should be used to introduce new or extend programs or projects which add value to the existing/usual club activities
- **Create a more inclusive environment for participation.**  
Funded projects should remove barriers or create opportunities for those not currently participating in the sport or recreation activity
- **Create a sustainable club.**  
Funding should be used to revise club governance, constitutions, management models and practices to ensure modern, accessible and sustainable clubs
- **Achieve an Active Monash sports club status.**  
Funding should be used by sporting clubs to assist them achieve accreditations that support the development and education programs for their club to meet mandatory requirements introduced in April 2022.

**Things for Active Projects category applicants to remember:**

- Applicants can apply for up to **\$2,000** cash funding
- There is no in-kind funding available under this category
- Funding is for **one year** only.

## Active Projects category assessment criteria:

- EVIDENCE OF STEPS TAKEN TO CREATE A MORE INCLUSIVE ENVIRONMENT (25%)
- EVIDENCE OF WHAT SECTIONS OF THE FRAMEWORK WILL BE MET AS A RESULT OF THE FUNDING (25%).

**Program-wide Criteria must be addressed (see page 12) as well as the Category Criteria.**

## What can be funded in Active Projects?

- New programs that support increasing participation within the community
- Further develop existing programs that increase participation
- Assistance for clubs to run educational sessions that improve governance, club culture and strengthen policies
- The introduction of special rounds that promote inclusivity, such as Pride or Indigenous Rounds
- Projects or programs that clearly show how clubs will meet the Active Monash Sports Club Framework (introduced in April 2022).

## What will not be considered for funding in Active Projects?

See page 9 for eligibility criteria and items that are not eligible to be funded across the program.

### **Active Projects will specifically not fund:**

- Capital works improvements to recreation facilities
- Replacement of sporting equipment or uniforms
- Fundraising
- Catering.





# Arts & Cultural Projects

This category provides funding to support local arts and cultural projects that contribute to bringing people together and celebrate Monash's cultural and artistic identity.

**Applications submitted under this category should aim to:**

- **Create opportunities for community expression.**  
Projects should be creative and represent the Monash community in some way. Projects representing all art forms are encouraged to apply, including both visual and performing arts
- **Encourage collaboration between community, artists and other local partners.**  
Projects should have an element of direct involvement for Monash residents, either through creative contributions or as audience participation
- **Increase cultural awareness and cohesion.**  
Projects should encourage respect and understanding of cultures through the arts.

## Arts & Cultural Projects category assessment criteria:

- PARTICIPATION AND OPPORTUNITIES FOR THE LOCAL COMMUNITY (20%)
- DEMONSTRATED AWARENESS OF CULTURAL DIVERSITY (15%)
- EVIDENCE OF CAPACITY TO DELIVER THE PROJECT (15%).

**Program-wide Criteria must be addressed (see page 12) as well as the Category Criteria.**

### Things for Arts & Cultural Projects category applicants to remember:

- Applicants can apply for up to **\$5,000** cash funding
- In-kind funding (for hall hire or non-Council facility rental) will be capped at **\$5,000**
- Funding is available for **one year** only.



## What can be funded in Arts & Cultural Projects?

- Materials for art projects
- Contracted project services (casual or fixed term contracts)
- Marketing and promotional costs (up to \$500)
- Exhibition catering costs, excluding alcohol (up to \$500)
- Welcome to Country and/or Smoking Ceremony
- Costs to hire equipment
- Hall hire fees for Council-owned facilities (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

See page 9 for items that are not eligible to be funded.



Photographer: Steve Brown

# Community Events

The Community Events category provides funding for events which Monash residents can participate in, either as a contributor to the program or as an audience member. Events may occur in a venue or outdoors.

**Applications submitted under this category should aim to:**

- **Deliver community-produced events which celebrate occasions relevant to the Monash community.**  
These events will be delivered by local organisations, for the enjoyment of Monash residents. Supported events will contribute to the livability of Monash and showcase the people who live here
- **Celebrate diversity and inclusion within our community.**  
Events should be a positive opportunity for the community to celebrate the diverse cultures that are represented by the people living in Monash. Events should encourage respect and a greater understanding of each other
- **Create opportunities to showcase local artistic content.**  
Events which have local talent included in their program will be prioritised for funding
- **Deliver small-scale events which encourage participation by anyone in the community.**  
People should be able to participate in events, either passively as an audience member or more actively by contributing to the program, stalls or activities taking place at the event. Events must also be open to all residents to enjoy.

**Things for Community Events category applicants to remember:**

- Applicants can apply for up to **\$7,000** cash funding
- Applicants can apply for up to **\$5,000** in-kind funding (for hall hire or non-Council facility rental)
- Funding is available for **one year only.**

## Community Events category assessment criteria:

- 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 EVENT MANAGEMENT PLANNING AND EXPERTISE (15%).

**Program-wide Criteria must be addressed (see page 12) as well as the Category Criteria.**

## What can be funded in Community Events?

- Performance fees
- Contracted event management services (casual or fixed term contracts)
- Marketing and promotional costs (up to \$500)
- Costs to hire event equipment
- Purchase of event equipment (up to \$250)
- Welcome to Country and/or Smoking Ceremony
- Hall hire fees for Council-owned facilities (in-kind funding)
- Council-owned recreation reserve fees (in-kind funding)
- Council bins and waste charges
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash)

See page 9 for items that are not eligible to be funded.

**Catering is not available to be funded in this category.**


**Member only events, those that are not open and accessible to the whole Monash community and events that are ticketed or involve fundraising will NOT be eligible for funding.**

Please note that cash payments in this category differ to the other categories in the MCGP as payments will be made in instalments.

## Event Permit

Whether you are organising a public or a private event, if it occurs in an outdoor public space anywhere in Monash, you will require approval from Council.

To find out whether your event will require a permit please visit

 [www.monash.vic.gov.au/planning-an-event](http://www.monash.vic.gov.au/planning-an-event). An expression of Interest for an Event Permit will be completed as part of your grant application.



# Community Strengthening

To strengthen your application under this category, applications should demonstrate how the proposed activity creates a stronger community for everyone to enjoy.

## Activities funded under this category should:

- **Increase social inclusion.**  
Create opportunities for people to connect with each other in a meaningful way
- **Respond to emerging community needs.**  
Projects or programs which support the community to address the challenges that they are experiencing right now
- **Increase skills, knowledge and leadership in order to build community capacity.**  
Offer ways for people to be directly involved in activities that enrich their lives, and encourage those people to support others in their community to do the same.

## Things for Community Strengthening category applicants to remember:

- Applicants can apply for up to **\$20,000** cash funding
- Applicants can apply for up to **\$20,000 in-kind (hall hire)** funding
- Funding is available for **one year** for cash and in-kind hall hire.

## Community Strengthening category assessment criteria:

- INABILITY TO ACCESS OTHER FUNDING (10%)
- DEMONSTRATED POTENTIAL FOR SUSTAINABILITY BEYOND COUNCIL FUNDING (15%)
- LEVEL OF CONTRIBUTION (CASH AND/OR IN-KIND) PROVIDED BY THE APPLICANT ORGANISATION (15%)
- NUMBER OF MONASH RESIDENTS DIRECTLY PARTICIPATING IN AND/OR ATTENDING THE ACTIVITY (10%).

**Program-wide Criteria must be addressed (see page 12) as well as the Category Criteria.**



## What can be funded in Community Strengthening?

- A casual or fixed term project coordinator or facilitator
- Catering (up to 15% of the project budget)
- Purchase of assets or equipment (up to \$250)
- Costs to hire equipment
- Marketing and promotional costs (up to \$500)
- Zoom or Webex accounts
- Welcome to Country and/or Smoking Ceremony
- Training programs for the community, such as cultural or disability awareness, mental health first aid or cultural safety
- Hall hire fees for Council-owned facilities (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash)

See page 9 for items that are not eligible to be funded.



# Cultural Celebrations

The Community Celebrations category provides one-off annual funding to Monash community groups for cultural celebration events such as Diwali, Chinese New Year and Eid. Events may occur in a venue or outdoors.

**Applications submitted under this category should aim to:**

- **Increase social connectedness and inclusion.**  
These events will assist groups to celebrate their significant cultural celebrations within their community groups
- **Celebrate diversity and inclusion.**  
Events should be a positive opportunity for the community to celebrate the diverse cultures that are represented by the people living in Monash.

## Cultural Celebrations assessment criteria:

- NUMBER OF MONASH RESIDENTS PARTICIPATING IN THE EVENT (20%)
- EVIDENCE OF CAPACITY TO DELIVER (30%).

**Program-wide Criteria must be addressed (see page 12) as well as the Category Criteria.**

## What can be funded in Cultural Celebrations?

- Decorations
- Performance fees
- Marketing and promotional costs (up to \$500)
- Catering (up to \$500)
- Costs to hire event equipment
- Purchase of event equipment (up to \$250)
- Hall hire fees for Council-owned facilities (in-kind funding)
- Council-owned recreation reserve fees (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

See page 9 for items that are not eligible to be funded.

### Things for Cultural Celebrations applicants to remember:

- Applicants can apply for up to **\$1,500** cash and/or in-kind or other venue (hall hire) funding
- Requests for funding up to **30 June 2026** will be considered.

# Hall Only

This category is for groups that require in-kind hall or other venue hire only. A simplified application form, with reduced assessment criteria, will be available for community groups and service organisations that do not require and will not apply for any cash funding.

## Activities funded under this category should:

- **Increase social inclusion.**  
Create opportunities for people to connect with each other in a meaningful way
- **Respond to emerging community needs .**  
Projects or programs which support the community to address the challenges that they are experiencing right now
- **Increase skills, knowledge and leadership in order to build community capacity.**  
Offer ways for people to be directly involved in activities that enrich their lives, and encourage those people to support others in their community to do the same.

## Things for Hall Only applicants to remember:

- There is no cash funding available
- Applicants can apply for up to **\$15,000 in-kind or other venue (hall hire) funding**
- Requests for funding up to **30 June 2026** will be considered.

## Hall Only assessment criteria:

- ADDRESSES AN EVIDENCE-BASED COMMUNITY NEED (40%)
- OUTLINE OF THE PROGRAM/SERVICE AND BENEFIT PROVIDED TO THE MONASH COMMUNITY (40%)
- NUMBER OF MONASH RESIDENTS DIRECTLY PARTICIPATING IN AND/OR ATTENDING THE ACTIVITY (20%).

**Program-wide Criteria does not need to be addressed for this category.**

## What can be funded in Hall Only?

- Hall hire fees for Council-owned facilities (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

# Major Festivals

Major Festivals grants are for applicants planning to hold large-scale outdoor events that celebrate something of cultural or community significance. Major festivals attract attendance from the whole community, and would likely be attended by people who live outside Monash as well.

## Applications submitted under this category should aim to:

- **Celebrate diversity and inclusion**  
Festivals should represent multicultural Monash and encourage respect and participation by all residents
- **Deliver high levels of participation, both through audience attendance and content delivery.**  
Festivals funded under this category will offer a broad range of activities and entertainment as part of their program, therefore attracting high numbers of people, across all demographics
- **Create community pride and contribute to Monash's sense of place.**  
Major festivals will be of a high calibre and position Monash as an exciting place to live and play.

## Major Festivals category assessment criteria:

- EVIDENCE OF PROFESSIONAL EVENT MANAGEMENT PLANNING AND EXPERTISE (15%)
- DEMONSTRATED EVIDENCE OF A COHESIVE, LOCAL STEERING COMMITTEE OR ADVISORY GROUP TO ASSIST WITH THE DELIVERY OF THE FESTIVAL (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%).

**Program-wide Criteria must be addressed (see page 12) as well as the Category Criteria.**

## Things for Major Festival category applicants to remember:

- Applicants can apply for up to \$20,000 cash funding
- In-kind funding is not available under this category
- Funding is available for one year only
- Major Festival category applicants must be professionally managed and be driven by a local committee or advisory group.



## What can be funded in Major Festivals?

- Performance fees
- Contracted event management services (casual or fixed term contracts)
- Marketing and promotional costs (up to \$500)
- Costs to hire event equipment
- Purchase of event equipment (up to \$250)
- Council bins and waste charges
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

See page 9 for items that are not eligible to be funded.

**Catering is not available to be funded in this category.**


**Member only events, those that are not open and accessible to the whole Monash community and events that are ticketed or involve fundraising will NOT be eligible for funding.**

**Please note:** that cash payments in this category differ to the other categories in the MCGP as payments will be made in instalments.

## Event Permit

Whether you are organising a public or a private event, if it occurs in an outdoor public space anywhere in Monash, you will require approval from Council.

To find out whether your event will require a permit please visit

 [www.monash.vic.gov.au/planning-an-event](http://www.monash.vic.gov.au/planning-an-event). An expression of interest for an Event Permit will be completed as part of your grant application.

# Neighbourhood House

Neighbourhood Houses located within Monash are the only type of organisation that is eligible for funding under this category. Funding should be used to support community development activities, to build social cohesion and offer opportunities for residents to develop their skills, knowledge and networks through the neighbourhood house.

## Applications submitted under this category should aim to:

- **Add value to the core services and programs delivered by the Neighbourhood House.**

Funding is not intended for operational or neighbourhood house course coordination expenses. Funded projects/activities should focus on creating a strong and cohesive community through community development activities

- **Develop community capacity and empowerment.**

Projects or activities should empower the community by inviting people to be involved, developing their skills and facilitating new connections within the community.

## Neighbourhood House category assessment criteria

- 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 ACTIVITY (10%).

**Program-wide Criteria must be addressed (see page 12) as well as the Category Criteria.**

### Things for Neighbourhood House category applicants to remember:

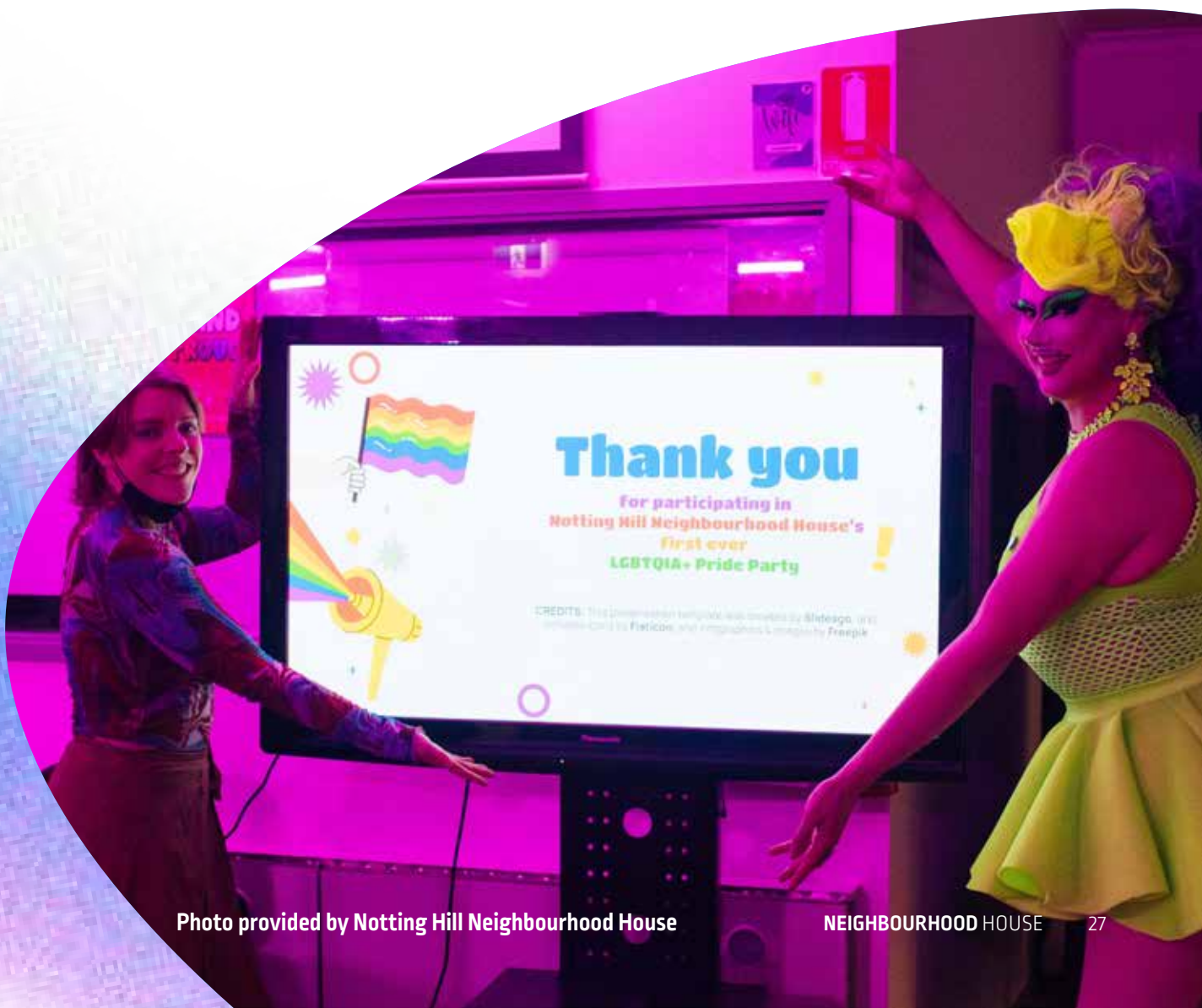
- Applicants can apply for up to **\$10,000** cash funding per year
- There is **no cap** on requests for **in-kind or other venue (hall hire or facility rental) funding**
- Requests for funding up to **30 June 2026** will be considered.

## What can be funded in Neighbourhood House?

- A casual or fixed term project coordinator, but not for the ongoing employment of staff
- Costs to hire equipment
- Marketing and promotional costs (up to \$500)
- Hall hire fees for Council-owned facilities (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

See page 9 for items that are not eligible to be funded.

**Catering is not available to be funded in this category.**



# Positive Ageing

This category is specifically for seniors and Probus clubs, to support their regular meetings and activities (including meals) and ensure that older Monash residents have every opportunity to connect, socialise and actively participate in their community.

Grants under the Positive Ageing category are calculated using formulas that are based upon the number of actively participating members who are Monash residents.

CASH FUNDING is available towards operational expenses and for meal subsidies (where groups serve a substantial meal as part of their regular meetings).

- Operational only funding formula =  
 $\$10 \times \text{Regular Monash Participant (RMP)}$
- Meal subsidy funding formula =  
 $(\$10 \times \text{RMP}) + (\$1 \times \text{RMP} \times \text{meals served per year})$ .

IN-KIND HALL HIRE FUNDING is available to cover the cost of using a Council-owned facility. Funding can also be requested to cover the cost of hiring non-Council facilities, when a suitable Council venue is unavailable (if successful, Council will pay this on your behalf).

- In-kind funding up to the value of \$30,000 will be available per group.
- Applicants will need to include a tentative booking from Monash Halls (for Council facilities) or a quote for venue hire (for non-Council facilities) with their application.

**Please note:** to be eligible in this category applicants MUST be a membership group or club for seniors. The group MUST have at least 75 per cent of members over 60 and at least 20 RMP.

If your group has less than 20 RMP please contact the grants team before submitting.

## Things for Positive Ageing category applicants to remember:

- Cash funding is capped at **\$5,000** per year
- In-kind hall hire funding will be capped at **\$30,000** per year
- Requests for funding up to **30 June 2026** will be considered
- Probus clubs are only eligible for in-kind funding (hall hire and/or printing).





## What can be funded in Positive Ageing?

- Meal subsidy for groups that serve a regular, substantial meal to members at their meetings
- Activities for members, such as cards, board games, table tennis paddles and balls.
- Contracted services (casual or fixed term contracts), such as fitness instructors, speakers and other program facilitators
- Costs to hire equipment (not transport)
- Art materials
- Training for members, such as food handling, computer skills, committee management and cultural awareness
- Hall hire fees for Council-owned facilities (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash)

See page 9 for items that are not eligible to be funded.



Photo provided by Chinese Association of Monash

# Specialist Services

Under this category Council is seeking applications from Non-Government Organisations who can deliver services or community programs that fill a gap or add value to the existing services available in Monash.

## Applications submitted under this category should aim to:

- **Support established service delivery organisations.**  
Funding can be requested to support new services or programs or an extension of an existing one, but they must be delivered by an established organisation who has the necessary resources and experience to do so
- **Improve the health and wellbeing of Monash residents through direct service delivery.**  
The focus of the services or programs should be on improving the health and wellbeing of community members. It does not necessarily have to be a primary healthcare service; funding can be used to support community interventions to support people to lead healthy, happy and fulfilled lives
- **Support residents to participate fully in community life.**  
People who are connected and engaged in their community have a better quality of life. Services or programs funded under this category should encourage people to have meaningful involvement with their community
- **Complement other services available in the City of Monash.**  
Proposed services or programs must not duplicate existing services available in Monash (either delivered by Council or other local organisations).

## Things for Specialist Services category applicants to remember:

- There is no cap on either cash or in-kind or other venue (hall hire or facility rental) funding
- Requests for funding for up to 30 June 2026 will be considered
- Applicants must demonstrate their own financial contribution to the service delivery as well as evidence of other relevant funding partners.

## Specialist Services category assessment criteria

- 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%).

**Program-wide Criteria must be addressed (see page 12) as well as the Category Criteria.**



## What can be funded in Specialist Services?

- A casual or fixed term project coordinator or facilitator, but not for the ongoing employment of staff
- Costs to hire equipment
- Marketing and promotional costs (up to \$500)
- Hall hire fees for Council-owned facilities (in-kind funding)
- Venue hire fees for non-Council owned facilities, if there is not a suitable Council-owned facility available (must be within City of Monash).

See page 9 for items that are not eligible to be funded.

**Catering is not available to be funded in this category.**

**Please note:** that reporting requirements and cash payments in this category differ to the other categories in the MCGP. Payments may be made in four instalments over the year on receipt of a quarterly report and invoice from the organisation.



Photo provided by Monash Men's Shed

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# HOW TO APPLY

All applications must be submitted online via SmartyGrants, using the relevant application form for the category of funding that you wish to apply for.

Applications for the 2025/26 round will be open between:

**Tuesday 28 January at 9am to Tuesday 4 March 2025 at 2pm.**

Late applications will be deemed ineligible and will not be considered.

The following page on Council's website will lead you to SmartyGrants, where you will find all the application forms under the different categories: [www.monash.vic.gov.au/community-grants](http://www.monash.vic.gov.au/community-grants)

The online application system will allow you to save, edit and print out applications before you choose to submit them. Supporting material can also be attached to your online application.

## DON'T FORGET

The 2025/26 round of the MCGP will provide funding for activities taking place between 1 July 2025 and 30 June 2026.



Photographer: Alejandro Lezcano



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# PLANNING YOUR APPLICATION

**Before applying for funding, it is helpful to plan your proposed project or service by ensuring that:**

- Your organisation is eligible for funding through the MCGP
- Your project or service and all its components are eligible
- You have no outstanding debts or documents due to Council from previous grants applications
- You have spoken to a member of the grants team, and/or attended an Applicant Information & Assistance Workshop (see page 2 Support Available for Applicants)
- You have considered the Category Criteria and are able to respond directly to all of them
- You have identified the need for the project or service and are able to provide evidence
- You have identified the objectives of your project or service and are able to demonstrate how you will measure its success
- You have a viable project or event plan which demonstrates your planning
- You have made a tentative booking and received a quote or estimate from Monash Halls for your preferred venue (if applying for in-kind funding)
- You have carefully considered your budget, ensuring that your figures are reliable, you are able to demonstrate value for money and it balances
- You have consulted with relevant stakeholders about your project or service and can demonstrate support for your project or service e.g. letters of support
- You have considered whether your project or service would be improved if you worked with other organisations to deliver it
- You have gathered all necessary documentation

The grants team has prepared a Frequently Asked Questions document that is available online to clarify points of eligibility and processes of the MCGP that may assist in planning and submitting your application.

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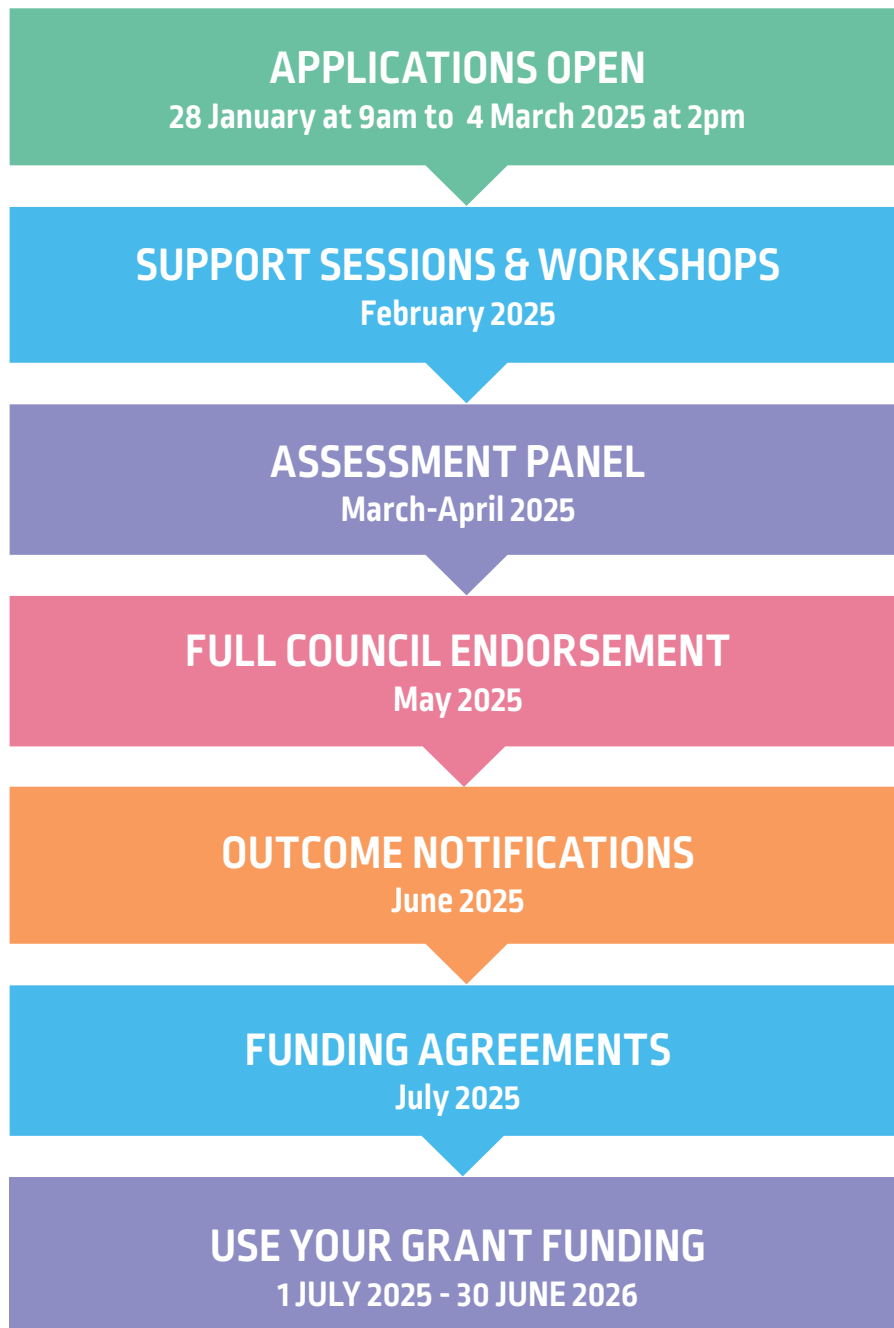
# ESSENTIAL DOCUMENTATION

## You must attach the following documents with your application:

- ACN or ABN number
- Latest Financial Statements (Income Statement, Balance Sheet and Cash Flow Statement)
- Copies of relevant certifications and/or legislative compliance documentation, as they relate to your proposed activity (e.g. Child Safe Standards, Working With Children Checks, etc.)
- A quote or estimate from Monash Halls if seeking in-kind hall hire or a quote on letterhead from the non-Council venue if seeking funding to cover venue hire of a non-Council venue
- A draft Risk Management Plan (for Community Events and Major Festivals applicants)
- A draft project plan (for Arts & Cultural Projects applicants)
- A draft Event Management Plan, including site plans (for Community Events and Major Festivals applicants)
- A draft work plan (for Specialist Services and Neighbourhood House applicants).

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# ASSESSMENT PROCESS



## MONASH CIVIC CENTRE

📍 293 Springvale Rd,  
Glen Waverley

🕒 8.30am-5pm (Mon-Fri)

## OAKLEIGH SERVICE CENTRE

📍 3 Atherton Rd,  
Oakleigh

🕒 8.30am-5pm (Mon-Fri)

☎ 9518 3555

National Relay Service  
[for people with hearing or speech  
impairments]  
1800 555 660

🌐 [www.monash.vic.gov.au](http://www.monash.vic.gov.au)

✉ [mail@monash.vic.gov.au](mailto:mail@monash.vic.gov.au)



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