

2020/21

MONASH COMMUNITY GRANTS PROGRAM

Applicant Guidelines



CITY OF
MONASH

APPLICATION ENQUIRIES

Community Grants 9518 3568
Arts & Events Grants 9518 3636
monash.grants@monash.vic.gov.au

LANGUAGE ASSISTANCE

Applicants are welcome to request any of the Monash Community Grants Program documents to be translated into other languages, including application forms. If you would like to speak to someone about the Monash Community Grants Program in a language other than English, or to request a translated document, please phone one of our Language Assist lines:

Monash Language Assist

普通话	9321 5485	Mandarin
Ελληνικά	9321 5482	Greek
廣東話	9321 5481	Cantonese
සිංහල	7005 3002	Sinhalese
Italiano	9321 5483	Italian
हिंदी	7005 3000	Hindi
Việt Ngữ	9321 5487	Vietnamese
தமிழ்	9005 3003	Tamil
한국어	9321 5484	Korean
Bahasa Indonesia	7005 3001	Indonesian

إذا كنت ترغب في التحدث إلى شخص ما بلغة غير اللغة الإنجليزية حول برنامج منح موناش المجتمعية، يرجى الاتصال بأحد خطوط المساعدة اللغوية لدينا.

如果您想使用母语与我们讨论蒙纳士社区拨款计划，请致电我们的语言协助专线。

如果您想使用母語與我們討論蒙納士社區撥款計劃，請致電我們的語言協助專線。

Εάν επιθυμείτε να μιλήσετε σε κάποιο άτομο σχετικά με το Πρόγραμμα Κοινοτικών Επιχορηγήσεων του Monash σε γλώσσα εκτός της αγγλικής, παρακαλούμε καλέστε μια από τις τηλεφωνικές γραμμές της Γλωσσικής Βοήθειας [Language Assist].

Se desiderate parlare con qualcuno del Programma di sovvenzioni comunitarie in una lingua diversa dall'inglese, chiamate una delle nostre linee di assistenza linguistica.

모나시 커뮤니티 보조금 프로그램에 관해 영어 이외의 언어로 문의하고 싶으시면, 다국어 지원 안내 전화를 통해 연락하시기 바랍니다.

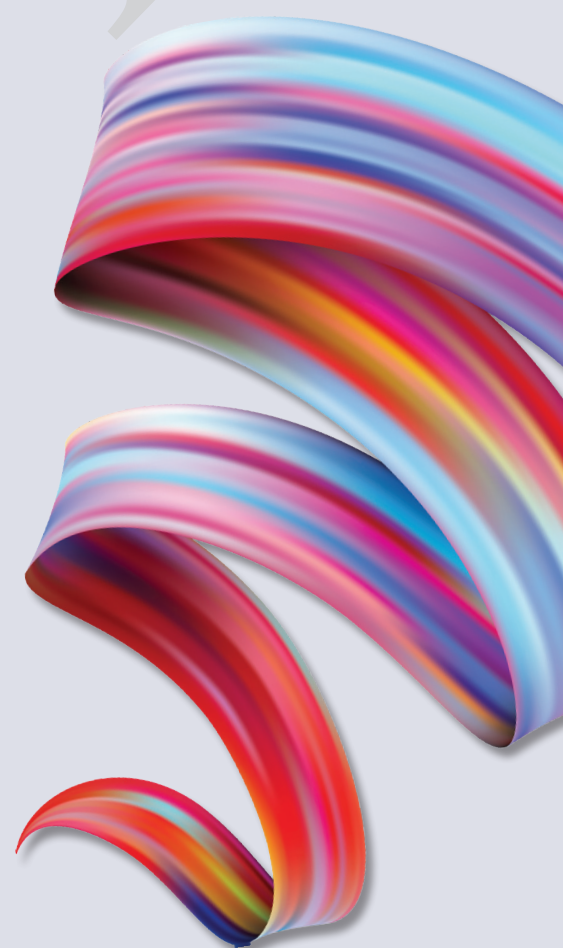
Nếu quý vị muốn nói chuyện với một nhân viên về Chương trình Cấp khoản Cộng đồng Monash bằng ngôn ngữ khác tiếng Anh, xin gọi cho một trong các Đường dây Trợ giúp Ngôn ngữ của chúng tôi.

Если вы хотите проконсультироваться по программе грантов сообщества Monash на языке, отличном от английского, позвоните в одну из наших справочных служб языковой поддержки (Language Assist).



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MONASH COMMUNITY GRANTS 2020/21 ROUND

APPLICATIONS OPEN

9am Tuesday 28 January 2020

APPLICATIONS CLOSE

4pm Friday 28 February 2020

FUNDING NOTIFICATION

May 2020

GRANT EXPENDITURE

1 July 2020 - 30 June 2021

REPORTING & ACQUITTAL

1 July 2021 - 28 August 2021

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

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

9518 3568

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

9518 3636

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

APPLICANT INFORMATION & SUPPORT WORKSHOPS

These workshops 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 one to apply under. The grants team can also provide you with specific advice regarding your project and application question responses.

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.

Sessions run for one hour per group and bookings are essential. Please book into one of these sessions online at trybooking.com/BGGVS or by phoning 9518 3555.

EVENING WORKSHOPS

Wednesday 5 February

4pm-8pm

Clayton Community Centre -
Youth Services
Clayton

Wednesday 12 February

4pm-8pm

Monash Seminar
and Training Centre
Oakleigh

DAY WORKSHOPS

Monday 3 February

10am-4pm

Monash Civic Centre
Glen Waverley

Tuesday 4 February

10am-4pm

Monash Civic Centre
Glen Waverley

Thursday 6 February

10am-4pm

Monash Civic Centre
Glen Waverley

Friday 7 February

10am-4pm

Monash Civic Centre
Glen Waverley

Monday 10 February

10am-4pm

Monash Civic Centre
Glen Waverley

Thursday 13 February

10am-4pm

Monash Civic Centre
Glen Waverley

Monday 24 February

10am-4pm

Monash Civic Centre
Glen Waverley

Tuesday 25 February

10am-4pm

Monash Civic Centre
Glen Waverley

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.

Every 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. Grants 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*** available on the City of Monash website.

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 *Council Plan 2017-2021* and *A Healthy and Resilient Monash: Integrated Plan 2017-2021* and demonstrate how their proposed activities will align with these plans.

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

- Community Strengthening
- Specialist Services
- Neighbourhood Houses
- Positive Ageing
- Arts & Cultural Projects
- Community Events
- Major Festivals
- Active Projects

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. (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*.

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 you are seeking funding 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).

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:

[What is an Incorporated Association?](#)

Who is not eligible to apply?

- Unincorporated organisations
- For-profit companies
- Individuals
- Organisations with outstanding MCGP acquittal documentation
- Organisations with debts to Council
- Community groups with access to significant cash reserves
- Groups that meet outside the City of Monash boundaries
- Groups that 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, eg. housing, education
- That promote or are held for political or specific religious purposes to the exclusion of others

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.

What cannot be funded:

- Employment of staff in an ongoing position (or a contract that is longer than the timeframe of the funded activity)
- Catering (with the exception of Positive Ageing and Community Strengthening categories)
- Research
- Activities that are primarily commercial or fund raising in nature
- Activities that are inconsistent with Council's objectives
- 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

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 2020 and 30 June 2021.**

Funding cannot be spent retrospectively.

KEY DATES

JANUARY 2020

Tuesday 28 January
Applications Open

FEBRUARY 2020

Friday 28 February
Applications Close

MARCH 2020

March 2020 – April 2020
Applications Assessed

MAY 2020

May 2020
Grant Allocations approved
by Council

MAY 2020

May 2020
Applicants notified

JUNE 2020

June 2020
Council Budget approved

JULY 2019

July 2020
Funding Agreements available on
SmartyGrants

GRANTS CATEGORIES

The eight categories of the Monash Community Grants Program are designed to support different types of projects, events, programs and services.

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

CATEGORY	DURATION OF FUNDING OFFERED	CASH	HALL HIRE (IN-KIND)	PRINTING (IN-KIND)
Community Strengthening	One year	Up to \$20,000	Up to \$20,000	Not available
New! Community Strengthening - Hall Only	Up to 3 years	Not available	Up to \$15,000	Not available
Specialist Services	Up to 3 years	No cap	No cap	Not available
Neighbourhood Houses	Up to 3 years	Up to \$10,000 per year	No cap (rental of Council facility)	Not available
Positive Ageing	Up to 3 years	Up to \$4,000 per year (formula based)	Up to \$30,000	Up to \$500 (formula based)
Arts and Cultural Projects	One year	Up to \$5,000	Up to \$10,000	Not available
Community Events	One year	Up to \$7,000	Up to \$5,000	Not available
Major Festivals	One year	No cap	Not available	Not available
Active Projects	One year	Up to \$2,000	Not available	Not available

All applicants must discuss their application ideas with a member of the Monash grants team **before** completing an application. See page 30 for details of the support available.

ASSESSMENT CRITERIA

There are two types of criteria that applications will be assessed against.

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 Community Strengthening - Hall Only.

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/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/service build on the success of a previously delivered activity?
- **RELEVANCE TO COUNCIL'S STRATEGIC PLANS (10%)**
How does the proposed project/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 Monash Community Grant Program?

Every application is scored based upon the extent to which the proposed project/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/service. Organisations need to demonstrate that they have the resources and relevant experience needed to support the delivery of the proposed activities.

Community Strengthening

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/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 (15%)
- DEMONSTRATED POTENTIAL FOR SUSTAINABILITY BEYOND COUNCIL FUNDING (10%)
- 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 9) 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 20% of the project budget)
- 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 6 for items that are not eligible to be funded.

Community Strengthening project highlight

HYGIA AND KINISI (HEALTH AND MOVEMENT) PROJECT

Australian Greek Welfare Society (PRONIA)

The organisation developed and facilitated a culturally and linguistically appropriate space for Greek speaking Monash residents to attend exercise sessions and receive health literacy information. This was with the view to improve their physical health and well-being.

The project delivered monthly exercise sessions at Clayton Community Centre in collaboration with Link Health & Community allied health staff supervising and guiding the sessions and speakers providing information on health-related topics. Health information/materials such as articles and media releases were disseminated through ethnic media and networks within Monash to recruit participants for the sessions. The project built partnerships and enhanced collaborations including inter-agency referrals to health and aged-care services. Participants engaged in a range of gentle chair-based exercises and had opportunities for discussions, questions and socialisation targeting complex health issues and social isolation.

The project co-ordinated relevant presenters and encouraged health and community involvement and provided accessibility to vulnerable, frail or disadvantaged non-English speaking seniors.



Hall Only

COMMUNITY STRENGTHENING - HALL ONLY

This new sub-category has been introduced in 2020/21 for groups that require in-kind hall 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/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 - Hall Only sub-category applicants to remember:

- There is no cash funding available
- Applicants can apply for up to **\$15,000 in kind (hall hire)** funding.
- Funding is available for up to **three years** for in-kind hall hire only, up to **\$15,000**

Community Strengthening - Hall Only sub-category 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 Community Strengthening - 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)

DRAFT



Specialist Services

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/ 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 service/program 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 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/programs must not duplicate existing services available in Monash (either delivered by Council or other local organisations).

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 9) as well as the category criteria.

Things for Specialist Services category applicants to remember:

- There is **no cap** on either cash or in kind (hall hire or facility rental) funding requests.
- Requests for funding for up to **3 years** will be considered.
- Applicants must demonstrate their own financial contribution to the service delivery as well as evidence of other relevant funding partners.

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 20% of the project budget)
- 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 6 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 will be made in four installments over the year on receipt of a quarterly report and invoice from the organisation.

Neighbourhood House

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

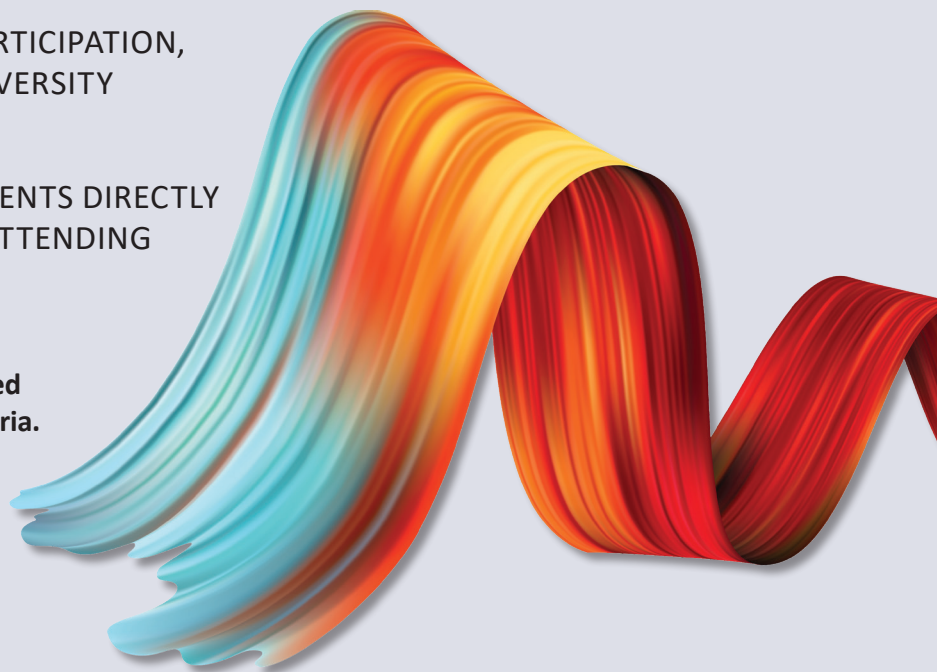
Things for Neighbourhood House category applicants to remember:

- Applicants can apply for up to **\$10,000** cash funding per year.
- There is **no cap** on requests for in kind funding (for facility rental and/or hall hire).
- Requests for funding for up to **3 years** will be considered.

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 9) as well as the category criteria.



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 20% of program budget)
- 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 6 for items that are not eligible to be funded.

Catering is not available to be funded in this category.

Neighbourhood House project highlight

CONNECTING TEENS

Power Neighbourhood House

Connecting Teens (CT) was established in 2010 through support from City of Monash Partnership Grants. CT runs fortnightly group sessions for local young people (12-18yrs) who have been negatively impacted by a range of conditions such as depression, anxiety, autism spectrum condition (ASD), poor self-esteem and social disconnectedness. CT provides opportunities for its participants to develop friendships, enhance important social skills, and learn independent living skills in a safe, supportive environment.

CT also provides connections for the families of these young people thereby building their capacity to support their family members. Families are also provided with relevant information, referrals and connections with other families facing similar situations.

PNH runs two facilitated groups each fortnight during school terms. Planning for the activities is carried out in collaboration with the participants at the beginning of each term. All outings and in-house activities are geared towards providing social and life skills that will be invaluable tools for members to use when linking with their community, school, employment and various other mainstream activities.



Positive Ageing

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 (Regular Monash Participants).

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

- Operational Funding Formula =
\$10 x Regular Monash Participant (RMP).
- Meal Subsidy Funding Formula =
(\$10 x RMP) + (\$1 x RMP x 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 all required dates (for Council facilities) or a quote for venue hire (for non-Council facilities) with their application.

IN KIND FUNDING FOR PRINTING is provided to support groups to produce publications, such as member newsletters. Each publication can be up to 4 pages (printed double side) and up to 6 publications will be printed per year. Print jobs may run at less pages and less frequent editions, depending on the group's needs. The value of printing is calculated using a formula.

- Printing Funding Formula =
Active Monash Members x (Pages x No. editions per year)

Groups are encouraged to think sustainably and move towards electronic communication, if possible. Those groups who have received printing allocations in the past and apply for in kind printing for 2020/21 will receive the average used over the previous funding period.

Things for Positive Ageing category applicants to remember:

- Cash funding is capped at **\$4,000** per year.
- In kind hall hire funding will be capped at **\$30,000** per year.
- In kind printing will be capped at **\$500** per year.
- Requests for funding for up to **3 years** 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 who serve a regular, substantial meal to members at their meetings
- Activities for members - such as cards, board games
- Costs to hire equipment (not transport)
- Art materials
- 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)
- Printing of club materials (in kind)
- Training for members - such as food handling, computer skills, committee management, etc

See page 6 for items that are not eligible to be funded.

Please note to be eligible in this category applicants MUST be a membership group/club for seniors only and the group MUST have over 20 Regular Monash Participants.

Arts & Cultural Projects

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.

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 **\$10,000**
- Funding is available for **one year** only

Arts & Cultural Projects category assessment criteria:

- NUMBER OF MONASH RESIDENTS DIRECTLY PARTICIPATING IN AND/OR ATTENDING THE ACTIVITY (10%)
- DEMONSTRATED AWARENESS OF CULTURAL DIVERSITY (10%)
- ABILITY TO CREATE OPPORTUNITIES OR EXPERIENCES FOR THE LOCAL COMMUNITY (15%)
- EVIDENCE OF CAPACITY TO DELIVER THE PROJECT (15%)

Program Wide Criteria must be addressed (see page 9) as well as the category criteria.

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 20% of the project budget)
- 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 6 for items that are not eligible to be funded.

Catering is not available to be funded in this category.

Arts & Cultural Project highlight

TRADITIONAL CHINESE PAINTING WORKSHOPS & ART EXHIBITION Wenxin Community Art Academy

The Wenxin Community Art Academy meet every week in Mount Waverley and offer classes in traditional Chinese ink painting. Each class is conducted in English and Chinese language to encourage both Chinese speaking and non-Chinese speaking residents to learn and communicate together, foster new connections and to develop their understanding of Chinese culture.



Wenxin Academy sought assistance from a Monash Arts and Cultural grant to hold a series of free workshops and an exhibition of paintings by teachers and students at The Track Gallery at Mount Waverley Community Centre. The aim of the project was to help the group share their activities with the wider community, connect with local artists, and gain new members. Demonstrations at the gallery gave visitors a new understanding of the history and techniques behind one of the oldest continuous artistic traditions in the world. The exhibition attracted around 400 visitors, and free workshops were attended by children and adults from many cultural backgrounds. Many people arrived with no knowledge of this kind of painting, and were thrilled to create a colourful painting of peonies, make many new friends in the process, and went on to join regular painting classes at Wenxin Academy.

Community Events

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 liveability 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.

Community Events category assessment criteria:

- INCREASES COMMUNITY PARTICIPATION, PARTICULARLY THROUGH DIVERSITY AND INCLUSION (15%)
- DEMONSTRATED ENGAGEMENT WITH LOCAL BUSINESSES AND/OR RESIDENTS IN THE PRODUCTION OF THE EVENT (10%)
- EVIDENCE OF UNDERSTANDING EVENT MANAGEMENT PLANNING AND EXPERTISE (10%)
- ABILITY TO CONNECT WITH THE COMMUNITY BEYOND CURRENT MEMBERS (15%)

Program Wide Criteria must be addressed (see page 9) as well as the category criteria.

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.

What can be funded in Community Events?

- Performance fees
- Contracted event management services (casual or fixed term contracts)
- Marketing and promotional costs
- Costs to hire event equipment
- Purchase of event equipment (up to \$250)
- 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 6 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 will not be eligible for funding.

Please note that cash payments in this category differ to the other categories in the MCGP. Payments will be made in two installments, the first on submission of outstanding acquittals and new funding agreement and the second once all event documentation has been provided.

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-event. An Expression of Interest for an Event Permit will be completed as part of your grant application.

Major Festivals

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 (10%)
- DEMONSTRATED EVIDENCE OF A COHESIVE, LOCAL STEERING COMMITTEE/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 (15%)
- DEMONSTRATED POTENTIAL FOR SUSTAINABILITY BEYOND COUNCIL FUNDING (10%)

Program Wide Criteria must be addressed (see page 9) as well as the category criteria.

Things for Major Festival category applicants to remember:

- There is **no cap** for 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/ advisory group.

What can be funded in Major Festivals?

- Performance fees
- Contracted event management services (casual or fixed term contracts)
- Marketing and promotional costs
- Costs to hire event equipment
- Purchase of event equipment (up to \$250)
- 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 6 for items that are not eligible to be funded.

Catering is not available to be funded in this category.

Please note that cash payments in this category differ to the other categories in the MCGP. Payments will be made in two installments, the first on submission of outstanding acquittals and new funding agreement and the second once all event documentation has been provided.

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-event. An Expression of Interest for an Event Permit will be completed as part of your grant application.

Active Projects

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/projects which add value to the existing/usual Club activities.

- **Create a more inclusive environment for participation**

Funded projects could remove barriers or create opportunities for those not currently participating in the sport/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.

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:

- DELIVER CLEAR STRATEGIES FOR INCREASING PARTICIPATION ACROSS ONE OR MORE COHORTS IDENTIFIED AS UNDER-REPRESENTED IN THE CLUB/SPORT.
- EVIDENCE OF STEPS TAKEN TO CREATE A MORE INCLUSIVE ENVIRONMENT.
- EVIDENCE THAT THE CLUB WILL ENGAGE IN THE DEVELOPMENT OF IMPROVED / REVISED GOVERNANCE PRACTICES.

Program Wide Criteria must be addressed (see page 9) 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

What will not be considered for funding in Active Projects?

See page 6 for eligibility criteria and items that are not eligible to be funded across the program.

For clarification Active Projects will specifically not fund:

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

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 2020/21 round will be open between:

9am on Tuesday 28 January - 4pm on Friday 28 February 2020

Late applications will be deemed ineligible and 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:

<https://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 2020/21 round of the MCGP will provide funding for activities taking place between

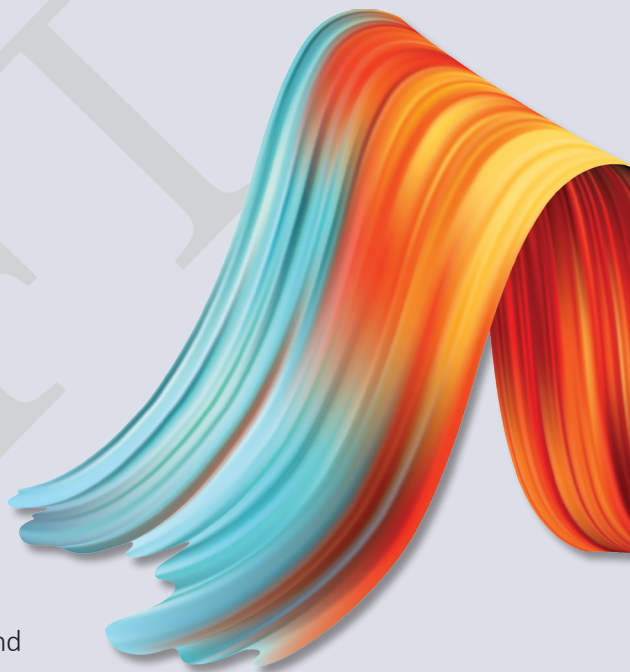
**1 July 2020 and
30 June 2021.**

For how-to instructions on making an application via SmartyGrants, follow the handy guides which the grants team have prepared.

PLANNING YOUR APPLICATION

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

- Your organisation is eligible for funding through the MCGP;
- Your project/service and its components are eligible;
- You have no outstanding acquittals due to Council from previous grants applications;
- You have spoken to a member of the MCGP team, and/or attended an Applicant Information & Assistance Workshop (see page 32 Support Available for Applicants)
- You have considered the category assessment criteria and are able to respond directly to all of them;
- You have identified the need for the project/service and are able to provide evidence;
- You have identified the objectives of your project/service and be able to demonstrate how you will measure its success;
- You have a viable project/event plan which demonstrates your planning;
- You have sought a quote/tentative booking for your preferred venue (if applying for in kind funding);
- You have carefully considered your budget, ensuring that your figures are reliable and that you are able to demonstrate value for money;
- You have consulted with relevant stakeholders about your project/service and can demonstrate support for your project/service e.g. letters of support;
- You have considered whether your project/service would be improved if you worked with other organisations to deliver it;
- You have gathered all necessary documentation.



ESSENTIAL DOCUMENTATION

You must attach the following documents with your application:

- Certificate of Incorporation
- ACN or ABN number
- Latest audited Financial Statements (Income Statement, Balance Sheet and Cash Flow Statement) or Treasurers Report
- 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)
- Confirmation of non-Council venue hire form (for applicants seeking in kind 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)

SUPPORT AVAILABLE FOR APPLICANTS

All applicants must discuss their application ideas with a member of the grants team BEFORE completing an application. To assist with this process, throughout the application open period the grants team will be hosting free workshops and support sessions to assist organisations to plan, prepare and submit their applications.

You are welcome to contact the Grants team prior to the opening of the grants round to discuss your application.

Applicant Information & Assistance Workshops

These workshops will provide a general overview of the program and 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 one to apply under. The grants team can also provide you with specific advice regarding your project and application question responses.

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.

Monday 2 February
10am-4pm

Monash Civic Centre
Glen Waverley

Monday 10 February
10am-4pm

Monash Civic Centre
Glen Waverley

Tuesday 3 February
10am-4pm

Monash Civic Centre
Glen Waverley

Wednesday 12 February
4pm-8pm

Monash Seminar and Training Centre
Oakleigh

Wednesday 5 February
4pm-8pm

Clayton Community Centre
Clayton

Thursday 13 February
10am-4pm

Monash Civic Centre
Glen Waverley

Thursday 7 February
10am-4pm

Monash Civic Centre
Glen Waverley

Monday 24 February
10am-4pm

Monash Civic Centre
Glen Waverley

Friday 8 February
10am-4pm

Monash Civic Centre
Glen Waverley

Tuesday 25 February
10am-4pm

Monash Civic Centre
Glen Waverley

Bookings are essential.
Please book into a workshop
by booking online at
trybooking.com/BGGVS
or by phoning 9518 3555.

ASSESSMENT PROCESS

APPLICATIONS OPEN

28 January - 28 February 2020

OFFICER ASSESSMENTS

March 2020

COUNCILLOR ASSESSMENT PANEL

April 2020

FULL COUNCIL ENDORSEMENT

May 2020

YES/NO NOTIFICATIONS

May 2020

BUDGET APPROVED

June 2020

FUNDING AGREEMENTS

July 2020

USE YOUR GRANT FUNDING!

1 JULY 2020 - 30 JUNE 2021