



# COMMUNITY GRANTS PROGRAM

## INFORMATION BOOKLET

February 2019

NOTE – Community Grants 2019/2020 will be using the Smarty Grants platform. Smarty Grants is an electronic grants submission system used by many local governments and other funding bodies. It provides an efficient way for you to submit your application online, and replaces our previous paper based system

All Enquiries to Community Development Department on 9262 6116  
[www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au)

## TABLE OF CONTENTS

ABOUT WHITEHORSE.....	3
Demographic Information .....	3
COMMUNITY GRANTS OVERVIEW .....	4
Council Plan.....	4
Objectives.....	4
Grants Policy.....	4
Who Can Apply .....	4
GRANTS FUNDING.....	5
Grants Budget .....	5
What is Funded? .....	5
Funding Priorities.....	5
Funded Service Areas.....	5
WHAT IS NOT FUNDED .....	6
TYPES OF GRANTS .....	7
Cash Grants.....	7
Discount Support Free Tipping Grants .....	7
Discount Support Hall Hire Grants.....	7
The Maximum Discount Support % Available.....	8
Council's Casual Public Liability Insurance Scheme .....	8
APPLICATION PROCESS – CASH GRANTS .....	9
Minor Cash Grants (Up to \$5,000) and Major Cash Grants (\$5,001 to \$20,000) .....	9
APPLICATION PROCESS – discount support grants .....	9
Discount Support Hall Hire Grants.....	9
Discount Support Free Tipping Grants .....	9
APPLICATION PROCESS – INFORMATION PROVIDED to grant applicants.....	10
Information Provided to Applicants - Cash Grants .....	10
Information Provided to Applicants - Discount Support .....	10
APPLICATION PROCESS – TIMELINES.....	10
Timelines for Major and Minor Cash Grants.....	10
Timelines for Discount Support Grants.....	10
GENERAL INFORMATION.....	11
Advertising.....	11
Essential Documentation That Must Be Included With All Grant Applications .....	11
Number of Applications Per Organisation .....	11
Submission of Completed Grant Application Forms .....	11
Goods & Services Tax (GST).....	11
Grants Assessment Process .....	12
Cash Grant Payments .....	12
Cash Grant Funding & Service Agreements .....	12
Cash Grant Reporting .....	12
Cash and Discount Support Grant Acknowledgement.....	12

## ABOUT WHITEHORSE

### Demographic Information

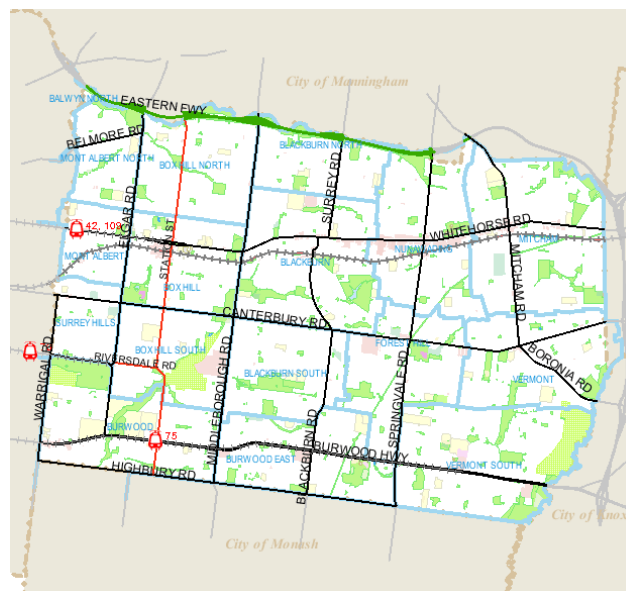
The City of Whitehorse is located just 15 kilometres east of Melbourne and covers an area of 64 square kilometres. The municipality is bounded by the City of Manningham to the north, the Cities of Maroondah and Knox to the east, the City of Monash to the south and the City of Boroondara to the west. Whitehorse's suburbs include Blackburn, Blackburn North, Blackburn South, Box Hill, Box Hill North, Box Hill South, Burwood, Burwood East, Forest Hill, Mitcham, Mont Albert, Mont Albert North, Nunawading, Surrey Hills, Vermont and Vermont South.

In 2016 the City of Whitehorse had an estimated residential population of 170,093. This represents an increase of 12,555 people (or 8 per cent) since 2011. The municipality is home to 60,431 households; a figure that grew by 5.6 per cent across the same period. Whitehorse, like much of Victoria and Australia, has a growing population of older people. Approximately 17.5 per cent of residents are aged 65 as compared with the Melbourne metropolitan average of 14 per cent. By 2036, it is estimated that this age group will comprise 18.9 per cent of the municipality (based on .id Population Forecasts).

Whitehorse is a culturally diverse community. The 2016 census revealed that 38.4 per cent of residents were born overseas and a third came from a non-English speaking background. The top five countries of birth are: China, India, the United Kingdom, Malaysia and Hong Kong.

The most commonly occurring household type in Whitehorse is couples with children (34.5 per cent), while almost a quarter of households comprise couples and lone persons respectively. Whitehorse also has a larger proportion of lone person households relative to Greater Melbourne (23.1 per cent compared to 22.0 per cent).

For more detailed information view the City of Whitehorse's Community Profile, Atlas and Population Forecast on [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au)



## COMMUNITY GRANTS OVERVIEW

### Council Plan

The Council Plan 2017-2021 provides a framework for Council budgetary and planning decisions:

- To support a healthy, vibrant, inclusive and diverse community.
- To maintain and enhance the built environment to ensure a liveable and sustainable city.
- To protect and enhance open space and natural environments
- To provide strategic leadership and open and accessible government
- To support a healthy local economy

Strategic Direction 1 states the Health & Wellbeing of the Whitehorse community is a key priority and working with the community is critical to ensuring the delivery of, and access to services and programs that are sufficiently flexible and adaptable to meet the needs of a diverse and changing community.

### Objectives

The Community Grant Program has four objectives:

<b>Project</b>	To support community organisations to provide projects or activities which meet the social, cultural, economic, recreational and development needs of residents.
<b>Identity</b>	To foster a sense of community identity across the City of Whitehorse and improve community linkages.
<b>Access</b>	To maximise access to programs and activities by people who have had limited participation in these activities to date, and
<b>Co-operation</b>	To encourage co-operation between organisations leading to enhanced program or activity delivery and more efficient use of resources

### Grants Policy

The Community Grants Policy outlines the principles and guidelines under which Whitehorse Council makes community grants.

### Who Can Apply

Organisations that:

- Are based or hold regular meetings in Whitehorse and/or have a majority of Whitehorse residents as members
- Provide a service, project, activity or event to the Whitehorse community (service provision must take place in the City of Whitehorse)
- Are registered or Incorporated not-for-profit organisations (or in the process of becoming incorporated)
- Are covered by a minimum \$20 million Public Liability Insurance (or covered by an auspicing body).
- Can demonstrate a genuine need for financial support from Council for their project, activity or event.
- Have the ability to conduct the proposed activity or project and manage its financial aspects.

## GRANTS FUNDING

### Grants Budget

The City of Whitehorse allocates the amount of funding available for Community Grants as part of the annual budget process each year. Information on Council's current budget is available on Council's website at [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au).

### What is Funded?

- Activities, Programs, Services and Events which take place within the City of Whitehorse AND that meet one or more of the Community Grant objectives (see Page 4) and is responding to a demonstrated community need. (Note – In very exceptional circumstances, the Councillor Panel may consider funding for an event or activity that takes place outside the City of Whitehorse) and
- Minor Equipment or Capital Items up to a maximum of \$1500 (Note - relating to service provision within the City of Whitehorse).

### Funding Priorities

- Activities that are consistent with one or more of the Community Grant Program objectives
- Organisations that can demonstrate project or activity adds significant value to the City of Whitehorse and that their own contribution (e.g. volunteer hours providing a program or activity that would otherwise not exist) requires particular Council support
- Organisations that rely on Council facilities as a base for their operations and have limited or no access to other sources of funding
- Organisations that require a particular type of facility which Council is able to provide, such as those with easy access for residents with disabilities.

### Funded Service Areas

Applications are able to be made under the following service areas:

- Older Persons Activities
- Community Wellbeing & Safety
- Recreation & Leisure
- Arts & Culture
- Environmental Sustainability
- Seeding Funding (One-Off)
- Minor Capital Items - Maximum funding of \$1,500

## WHAT IS NOT FUNDED

- Activities which Council regards as clearly the responsibility of other levels of government. For example activities or programs in the school system or hospital system.
- Salary or wages in their entirety (i.e. ongoing salaried positions) but a portion of an overall grant may be directed towards salary or wages cost to implement a project or service.
- Political, religious or spiritual activities.
- Rental, lease or accommodation costs.
- Individuals, Sole Traders and Profit-making organisations.
- Capital Items Over **\$1,500 ARE NOT FUNDED UNDER THE COMMUNITY GRANTS PROGRAM**

**ITEMS NOT FUNDED OVER \$1,500** - Land purchase, buildings, building extensions, room extensions, building materials, internal building installations, vehicles, major equipment or installations of any type, storage, construction works, refurbishment, renovations, playgrounds, shade sails, playground installations, retaining walls, landscaping, earthworks, garden developments, computers and computer software, garden redevelopment or installations of any sort, water tanks, solar panels, uniforms, musical instruments, toys, supplies etc. Any requests of this nature, totalling over \$1,500 will be deemed capital expenditure and will not be funded.



### PLEASE NOTE

Organisations **CAN** make requests for a community grant for these types of items **as long as the TOTAL grant request does not TOTAL more than \$1500.**

Council **will NOT however provide funding for any items relating to a property or building outside the City of Whitehorse** even if the community group making the application is located within the City of Whitehorse and the amount requested is under \$1,500.

## TYPES OF GRANTS

### Cash Grants

- Minor Grants – Up to \$5,000
- Major Grants – From \$5,001 to \$20,000.
- Minor Equipment or Capital Items – Maximum \$1,500

### Discount Support Free Tipping Grants

- Free Tipping - Free Disposal of a trailer load of waste at Council's Waste Transfer & Recycling Centre. The maximum number of free tipping passes that the following organisations can apply for is as follows:
  - Schools, preschools and kindergartens - 4 per annum (i.e. 1 per school term).
  - Opportunity shops - 12 per annum (1 per month).
  - Scout & Guide Groups – 4 per annum
  - General Community Groups – Number of free tipping passes provided will depend on nature of request and service to the community. Maximum any one group can receive is 52 annually.
    - If more than 30 passes requested, please call Council's Sustainability Unit on 9262 6333 to discuss a waste management plan

### Discount Support Hall Hire Grants

Available for the following owned and operated Council venues **ONLY**

- Box Hill Community Arts Centre
- Box Hill Town Hall (excluding the Town Hall Hub)
- Courtyard Room
- East Burwood Hall
- Forest Hill Hall
- Horticultural Centre
- North Blackburn Community Hall
- Nunawading Community Centre (excluding the sports courts)
- Rentoul Hall
- Strabane Avenue Hall
- Whitehorse Centre
- Willis Room

## The Maximum Discount Support % Available

The following table outlines the maximum Discount Support % available: Each Discount Support Application is assessed based on the information provided and the level of Discount Support granted cannot exceed the maximum % shown below:

Type of Community Organisation	Maximum Discount Available
All Community Groups (other than Service Clubs & Seniors Groups)	50%
Service Clubs (Rotary, Lions, Apex,)	75%
Senior Citizen's Groups - Must be a recognised seniors organisation such as Probus and U3A or the group name must reflect that it is a seniors' group.  <b>PLEASE NOTE</b> Discount Support is <b>NOT</b> available for Council's Senior Citizen's venues. Rates at these venues are set <b>LOW</b> and no further discount is available.  Discount Support is <b>NOT</b> available for venues that Council does not own or does not operate.	90%
All Community Groups (Fundraising Events) - Organisations can apply for ONE FREE USE FUNDRAISING EVENT (hall hire only) PER CALENDAR YEAR of one of the venues listed above for a fundraising event on the condition that the actual purpose of the event is fundraising.  <b><u>IT IS IMPORTANT TO NOTE THAT</u></b> a graduation night, annual dinner, presentation night, event, special celebration or expo or function where raffle tickets are sold or some other general fundraising or sale of merchandise is undertaken is <b>NOT</b> considered a fundraising event as the actual purpose of the event is not fundraising. A Fundraising Trivia Night would be considered a fundraising event.  Please note that the free use component of any event is also limited to one day and to <b>ONE</b> per calendar year per organisation (includes auspiced groups of that organisation). Multi-site organisations or auspiced organisations should check with their main office or auspicing body prior to applying for a free use event to ensure that the discount has not already been approved for the relevant calendar year.  Discount Support Free Use Fundraising Events are NOT available for fundraising when the money raised is to be sent or spent outside the eastern region of Melbourne, interstate or overseas (unless in the case of a major natural disaster). Free Use Fundraising Events are at the discretion of Council.	100%

## Council's Casual Public Liability Insurance Scheme

Registered Not-for-Profit and Incorporated community organisations should have their own public liability insurance and will be required to provide a copy of a current Certificate of Currency when hiring a Council venue. Council has a Casual Public Liability Insurance Scheme for qualifying organisations that do not have their own public liability insurance. An additional charge is made relating to each booking and organisations need to speak to the relevant Venue Manager to **see whether they are eligible as the insurance available under this scheme only covers certain organisations and activities and events.** Please note that this casual public liability insurance scheme ONLY PROVIDES COVER FOR THE BOOKED TIME PERIOD at the Council venue and for no other times or places.



## APPLICATION PROCESS – CASH GRANTS

### Minor Cash Grants (Up to \$5,000) and Major Cash Grants (\$5,001 to \$20,000)

Minor and Major Cash Grants open annually late February/early March each year. Applications generally close in mid-April. Refer to <http://www.whitehorse.vic.gov.au/community-Grants.html> for exact dates and where applications can be submitted online.

For further information please contact the Community Development Department on 9262 6116.

## APPLICATION PROCESS – DISCOUNT SUPPORT GRANTS

### Discount Support Hall Hire Grants

Applications for Discount Support Hall Hire Grants are accepted all year round. Community groups with regular bookings in Council owned and operated venues are encouraged to apply for the Discount Support online after securing your bookings with the Hall Hire Manager. Applications can be submitted online at <http://www.whitehorse.vic.gov.au/community-Grants.html>.

For further information please contact the Community Development Department on 9262 6116.

### Discount Support Free Tipping Grants

Applications for Discount Support Free Tipping are sought annually at the same time as Council's Minor and Major Cash Grants are advertised and applications are available online at <http://www.whitehorse.vic.gov.au/community-Grants.html>.

Applications will not be accepted to reimburse tipping costs already expended.

For further information please contact the Community Development Department on 9262 6116.

## APPLICATION PROCESS – INFORMATION PROVIDED TO GRANT APPLICANTS

### Information Provided to Applicants - Cash Grants

- An email will be generated from Smarty Grants once your application has been submitted.
- If successful – An email will be sent through Smarty Grants advising of the success of the cash grant application.
- If not successful – An email advising the cash application was not successful and the reason or reasons why.

### Information Provided to Applicants - Discount Support

- An email will be generated from Smarty Grants once your application has been submitted.
- If successful – An email will be sent through Smarty Grants confirming the level of Discount Support to be applied by Council
- If not successful – An email advising Discount Support will not be granted and the reason or reasons why.

## APPLICATION PROCESS – TIMELINES

### Timelines for Major and Minor Cash Grants

- Late February/early March each year – Grant Program advertised.
- Mid April each year - Closing Date for Grant Submissions
- April/May - Assessment
- June - Consideration by Councillor Panel
- July - Adoption by Council of the Councillor Panel recommendations & Notification of Groups
- By 30 August each year- Payment of community grants to successful applicants completed.

### Timelines for Discount Support Grants

- Discount Support Hall Hire applications are available online all year round and are processed monthly. Applicants must contact the Hall Hire Manager prior to completing online application to confirm bookings.
- Discount Support Free Tipping applications are available online annually at the same time as the cash grants, however, if urgent free tipping passes are required outside the annual grants process, organisations can contact the Community Development Department on 9262 6116 and request an exemption.

## GENERAL INFORMATION

### Advertising

Grants are advertised annually to the Whitehorse Community by the following means:

- Whitehorse News
- Leader Press
- Council's On-Hold Messages
- Media Releases
- Council's website [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au)

### Essential Documentation That Must Be Included With All Grant Applications

All applicants are required to provide **ALL** of the following supporting documentation when applying for a grant:

- Proof of current Incorporation or other not-for-profit status
- Proof of \$20 million Public Liability Insurance (i.e. a Certificate of Currency showing current dates of cover at the time the community grant application is submitted. Please note that a tax Invoice from an Insurance Company IS NOT a Certificate of Currency). Refer Page 8 of this booklet concerning Council's casual Public Liability Insurance Scheme.
- Financial Records – preferably latest Annual Report with financials.

### Number of Applications Per Organisation

Community organisations can apply for the following grants annually:

- Major and Minor Cash Grants - 1 application ONLY per organisation per financial year in Minor or Major Grants Categories (i.e. maximum of two applications – one in each category).
- Partnership Non Tendered – 1 application by Council invitation.
- Partnership Tendered – Tendered Grants - Subject to Council tender process.
- Discount Support Hall Hire - More than one application annually is acceptable depending on meeting arrangements although Council would prefer one annual application.
- Free Tipping - 1 Application Per Financial Year (a further may be considered in exceptional circumstances)

### Submission of Completed Grant Application Forms

All Grant Applications must

- Be completed through the SmartyGrants program at <http://www.whitehorse.vic.gov.au/community-Grants.html>.
- Include **all** the requested attachments
- Be submitted through SmartyGrants on or before the designated closing time and date as advised.

### Goods & Services Tax (GST)

Organisations are requested NOT to include GST in their grant \$ requests. Successful grant recipients registered for GST will be paid an additional 10% for GST purposes.

## Grants Assessment Process

A Councillor Panel of 5 councillors (one for each Council Ward chaired by the Mayor) considers all grant applications as part of Council's budget process each year. **The Councillor Panel takes into account all support and grants applied for or approved relating to each applicant community group for the relevant financial year.**

## Cash Grant Payments

- Grants up to \$10,000 are paid in one instalment upon return of the Funding & Service Agreement (unless advised otherwise)
- Grants over \$10,000 are paid twice yearly in instalments on receipt of the required reporting documents (unless agreed otherwise)
- All successful grant recipients registered for GST will receive an additional 10% when their grant is paid for GST purposes.

## Cash Grant Funding & Service Agreements

All successful cash grant recipients (Major, Minor) are required to complete Funding & Service Agreements and the level of information and reporting requirements depends on level of funding provided.

## Cash Grant Reporting

Successful cash grant applicants are required to provide six monthly or end-of-year or end-of-project reports. Reporting requirements are set out in Funding & Service Agreements and will be reported through Smarty Grants.

## Cash and Discount Support Grant Acknowledgement.

All groups receiving Cash and Discount Support Hall Hire or Free Tipping Grants are requested to acknowledge the support of Council via the Community Grants Program and this can be done via Annual Reports, newsletters, flyers etc. with wording such as "This program or organisation is supported by the City of Whitehorse Community Grants Program"

Organisations wishing to use a Council owned and operated venue must either provide proof of their own current public liability insurance or purchase casual public liability insurance from Council. Organisations will NOT be able to book and use a venue without public liability insurance cover