



Micro Funds Fact Sheet

Funding amount	2
What is this fund for?	2
When is this fund available?	2
Who can apply?.....	2
Who should not apply?	2
Important things to note	3
Conditions of funding	3
Examples of eligible projects	4
What you cannot apply for	4
What assessors look for.....	4

Funding amount

Up to \$1,000

What is this fund for?

These funds provide support for small projects/ initiatives or equipment purchases for local community groups that **demonstrate financial need**. Available until the budget allocation is exhausted.

When is this fund available?

Micro Funds are available on a **tri-annual basis**, with three funding rounds offered each year in **March, July, and November**.

Each round operates on a **first in, best dressed** basis, meaning applications are assessed and funded in the order they are received until all available funds are allocated.

A total of **\$15,000 is available per funding round**. Once the allocated funds for a round are exhausted, remaining eligible applications may be encouraged to apply in the next round.

Applicants are strongly encouraged to submit complete applications early to maximise their chance of receiving funding.

Who can apply?

- Not-for-profit and incorporated organisations, clubs and groups who are actively engaged in the local Whitehorse City Council community and **demonstrate financial need**.
- An auspice of an appropriate organisation including a not-for profit and incorporated organisation.

Who should not apply?

- Applicants who are seeking more than \$1,000 funding for a project

Important things to note

- Applicants must be able to **provide tax receipts** as proof of expenditure for all funded activities.
- Organisations are required to **demonstrate financial need** through the submission of financial statements as part of their application. Organisations assessed as having sufficient financial capacity to reasonably fund the requested activity will be deemed ineligible for Micro Funds funding.
- Funding rounds operate on a **first in, best dressed** basis, determined by the **date and time stamp** of completed applications. If an application is unsuccessful due to funds being fully allocated, applicants are welcome to reapply when the next funding round opens.
- Where an organisation has already been successful in receiving Micro Funds funding within the same financial year, any subsequent applications may still be submitted; however, **priority will be given to new applicants** to ensure equitable access to funding.

Conditions of funding

If your application is successful, you must:

- Provide written acknowledgement of Whitehorse City Council's funding support in promotional material, publications and annual reports for the duration of the grant
- Agree to take part in occasional checks by Council to make sure the funding is being used as approved
- Meet any additional conditions outlined in your funding agreement
- Meet additional key requirements outlined in your application, including your commitment to Whitehorse City Council's environmental sustainability goals and the Victorian Charter of Human Rights.

Examples of eligible projects

- Purchase of equipment needed to help the community, such as soil and seeds for a local community micro farm, etc.
- Purchase of refreshments to bring people together, such as a local seniors group, etc.
- Purchase of materials and supplies, such as costumes for a local dance group, beads for a local truth-telling group, etc.
- Expenses incurred to support a young person in education and training, school trips and camps, textbooks, and any other materials not covered by other support schemes.

What you cannot apply for

- Purchase of any item that could be considered a weapon or tool for causing harm to others (e.g. knives, saws, etc)
- Purchase of any item that is not aligned with the purpose of the Community Grants Program (e.g. purchase of junk food is not in alignment with a healthy community, religious materials such as bibles are not eligible per the policy, etc).
- Purchase of any item that is not aligned with other conditions of funding (e.g. the purchase of balloons and other single-use plastic items conflicts with our commitment towards environmental sustainability, etc).

What assessors look for

Strong applications usually show:

- ✓ Financial statements showing financial need
- ✓ How many Whitehorse community members will benefit from the funding
- ✓ Why it's important these people receive funding