

Community Grants Program Guidelines 2025-2026



**Maroondah City Council
welcomes you to the
2025/2026 Community
Grants Program Guidelines.**

Front cover image: Maroondah Festival 2024.

Contents

Introduction	4
Community Grants Program 2025/26 timeline	5
Community Development Grants	6
Arts and Cultural Grants	7
Emergency Relief Grants	8
Small Equipment Grants	9
Alignment with Maroondah's priorities	10
What type of not-for-profit organisation are you?	10
Role of an auspice organisation	10
Projects on Council-owned sites	11
Call us to get started	11
Tips for completing your budget	12
Remember to attach these documents	13
Conditions of funding	14

Acknowledgement of Country

We, in the spirit of Reconciliation, acknowledge the Wurundjeri People of the Kulin Nation as traditional custodians of the land now known as the City of Maroondah, where Indigenous Australians have performed age-old ceremonies. We acknowledge and respect their unique ability to care for Country and their deep spiritual connection to it. We pay our respects to their Elders, past, present and emerging.

Introduction

Overview

Maroondah City Council supports projects that enhance community wellbeing and make Maroondah a healthier, supportive, resilient and more inclusive community.

The Grants Program offers four annual grants schemes:

- Community Development Grants
- Arts and Cultural Grants
- Emergency Relief Grants
- Small Equipment Grants

Each year, organisations may apply for one grant scheme only and submit one application only.

We encourage representation from a wide range of groups, including but not limited to, First Peoples, LGBTIQ+ communities, organisations representing or supporting people with a disability and those representing or supporting diverse cultural and linguistic communities.

We encourage partnerships between organisations. You can discuss potential partnership opportunities with a relevant Council officer, listed on page 11.

Apply online

The Community Grants Program is accessed through the SmartyGrants online platform where you can preview the application form and attach supporting documents. Visit SmartyGrants at <https://maroondah.smartygrants.com.au> to start your online application. You will need to create a new account or log in if you have an existing account.

You can save and return to your application as often as you like before you submit your final application. On receipt of your application, an acknowledgement email and application number will be sent to you.

To make the online submission process as easy as possible, the following resources are available:

- An online Help Guide for applicants and applicant FAQs is available at <https://applicanthelp.smartygrants.com.au/>
- SmartyGrants Helpline, call 9320 6888



**Applications open at 9am
on Monday 3 March 2025.**

Community Grants Program 2025/26 timeline

Dates to remember

Wednesday 26 February 2025	Grant Writing Fundamentals workshop. Realm, Ringwood – 5.30pm to 7.45pm.
Monday 3 March 2025	Community Grants Program opens online – 9am.
Tuesday 4 March 2025 to Monday 24 March 2025	Information sessions. A range of online and in-person information sessions will be available. Visit www.maroondah.vic.gov.au/Community-funding-grants for details.
Sunday 13 April 2025	Closing date for all applications. No late applications or supporting information will be accepted after this date – midnight.
April to May 2025	Assessment process.
Late June 2025	Notification of outcomes.
Wednesday 30 July 2025	Grants Recognition Event. Karralyka, Ringwood East.
Sunday 12 April 2026	Final day for submission of 2025/2026 Grant Acquittal/Evaluation report.

Please note that, except for the closing date for all applications, timelines may be amended due to unforeseen circumstances.

Visit www.maroondah.vic.gov.au/Community-funding-grants for further information and booking details for the Grant Writing Workshop and Information Sessions.

Community Development Grants

This grant offers up to \$5,000 for eligible groups to develop and deliver programs, projects and events in partnership with others that enhance community wellbeing and contribute towards a healthier, supportive, resilient and more inclusive community.

Objectives

- To support community partnerships that facilitate the effective use of community resources and encourage the sustainability of services and programs.
- To encourage increased participation in a wide range of activities and services within the municipality that enhance community inclusion and wellbeing.
- To build and strengthen local relationships within the Maroondah community.

Eligibility

What/who we can fund

- The applicant must be an incorporated not-for-profit community organisation or be auspiced by an eligible incorporated not-for-profit community organisation. For further details, see "What type of not-for-profit organisation are you?" on page 10.
- Applicants must contact a Council Officer, listed on page 11, to discuss their project idea before applying.
- The funded project, program, initiative or activity must take place within Maroondah, and directly benefit the Maroondah community.
- The applicant must maintain Public Liability Insurance Cover (\$20 million minimum) or be auspiced by an eligible organisation with this level of public liability insurance cover.

What/who we cannot fund

- Organisations that have a multi-year service or operational agreement with Council.
- New building projects, capital works requests or facility maintenance projects.
- Funding to individuals.
- Projects that do not demonstrate wider community benefit, enhance community wellbeing or increase access and inclusion.
- Entities that are managed or operated by the Victorian or Federal Government.
- Multiple applications from the same applicant.

Applications from organisations with an incomplete grant acquittal with any of the following grants:

- Community Development Grants
- Arts and Cultural Grants
- Small Equipment Grants
- Emergency Relief Grants

Assessment criteria

Council reviews all grant applications based on the assessment criteria below.

Applicants applying for funding between \$3,500 and \$5,000 must address all three of the following assessment criteria.

Applicants applying for funding under \$3,500 must address a minimum of one of the assessment criteria.

1. Community building

Projects that increase participation, encourage volunteering, provide leadership opportunities or increase learning and skill development.

2. Community benefit

New initiatives or the expansion of an existing service that will address a clearly identified community need and contribute to improved community health and wellbeing.

3. Community support

Funding for community groups that provide help, advice or support to a specific population group who share a common experience.

Arts and Cultural Grants

Maroondah City Council's Arts and Cultural Grants support a diverse and culturally rich Maroondah through community driven projects, initiatives and events that increase the profile of, and participation in the arts. Grant applications of up to \$5,000 are accepted and may focus on a wide variety of art forms.

Objectives

- To increase community participation in arts and cultural activities.
- To enhance and celebrate local identity through high-quality projects with artists and community.
- To build and strengthen local networks within the Maroondah community and to encourage partnerships and collaboration with community, business and Council.
- To strengthen the identity and profile of the arts in Maroondah through effective arts programming and marketing.

Eligibility

What/who we can fund

- Incorporated community groups with not-for-profit status. For further details, see "What type of not-for-profit organisation are you?" on page 10.
- Individual applicants who are auspiced by an eligible organisation
- Applicants must be located within, or servicing, the Maroondah Community
- Applicants must maintain public liability insurance cover (\$20 million minimum)

What/who we cannot fund

- Special events that show (or in the past have shown) significant profit
- Projects that are repeated as part of the organisation's annual or regular program activities

- New building projects, capital works requests or facility maintenance projects
- Fundraising activities
- Multiple applications from the same applicant.
- Funding to individuals except through an eligible auspicing organisation
- An entity managed or operated by the Victorian or Federal Government
- Applications from organisations with an outstanding grant acquittal with any of the following grant schemes:
 - Community Development Grants
 - Arts and Cultural Grants
 - Small Equipment Grants
 - Emergency Relief Grants

Assessment criteria

Council will assess your application by considering the information you provide in your application form. The assessment criteria section is extremely important. Projects do not have to address all the listed criteria but it is important to address those relevant to your project.

Applications must meet at least two of the following 'Arts' assessment criteria:

1. Participation

Projects that support a diverse and culturally rich Maroondah through community driven projects, initiatives and events that increase the profile of and participation in the arts.

2. Artist Involvement

Projects that involve the participation of a skilled artist/s, arts worker or arts and cultural group suitable to the desired outcomes of the project.

3. Innovation

Projects that support creative development of new or existing activities with new and innovative approaches and activities.

Applications must also address at least one of the following 'Community' assessment criteria:

1. Community building

Projects that increase participation, encourage volunteering, provide leadership opportunities and increase learning and skill development.

2. Community benefit

New initiatives or the expansion of an existing service that will address a clearly identified community need or opportunity and contribute to improved well-being.

3. Community support

Funding for community groups that provide help, advice or support to a specific population group who share a common experience.

Emergency Relief Grants

This grant offers up to \$7,000 for eligible groups to develop and deliver emergency relief programs and services to assist people experiencing financial distress, hardship or unmet essential needs.

Emergency relief can be provided in the form of food, clothing, vouchers, medicine and other essential services as well as through community meals and new initiatives.

Objectives

- To assist people in an immediate crisis situation or those with other essential needs.
- To promote community wellbeing and social inclusion.
- To offer further support through referral to other services.

Eligibility criteria

What/who we can fund

- The applicant must be an incorporated not-for-profit community organisation or be auspiced by an eligible incorporated not-for-profit community organisation. For further details, see "What type of not-for profit organisation are you?" on page 10.
- Applicants must contact a Council Officer, listed on page 11, to discuss their project idea before applying.
- The service must take place within Maroondah, or directly benefit the Maroondah community.
- The applicant must maintain
- Public Liability Insurance Cover (\$20 million minimum) or be auspiced by an eligible organisation with this level of public liability insurance cover.

Priority will be given to applications that will assist people who have not previously been beneficiaries of this scheme.

What/who we cannot fund

- Organisations that have a multi-year service or operational agreement with Council.
- New building projects, capital works requests or facility maintenance projects.
- Funding to individuals.
- Projects that do not demonstrate wider community wellbeing or increase access and inclusion.
- Entities that are managed or operated by the Victorian or Federal Government.
- Multiple applications from the same applicant.

Applications from organisations with an incomplete grant acquittal with any of the following grants:

- Community Development Grants
- Arts and Cultural Grants
- Small Equipment Grants
- Emergency Relief Grants

Assessment criteria

Council reviews all grant applications based on the assessment criteria below.

Applicants applying for funding between \$3,500 and \$7,000 must address all three of the following assessment criteria.

Applicants applying for funding under \$3,500 must address a minimum of one of the assessment criteria.

1. Community building

Projects that increase participation, encourage volunteering, provide leadership opportunities or increase learning and skill development.

2. Community benefit

New initiatives or the expansion of an existing service that will address a clearly identified community need and contribute to improved community health and wellbeing.

3. Community support

Funding for community groups that provide help, advice or support to a specific population group who share a common experience.

Small Equipment Grants

This grant is for requests up to \$750 for eligible groups to cover small equipment purchases, printing costs or other items to assist the day to day operation of their group.

Objectives

To support community groups and organisations to purchase minor equipment or other items that assist in the day-to-day operation of their group, assist volunteers, or are essential to delivering programs and services to the community.

Eligibility criteria

What/who we can fund

- The applicant must be an incorporated not-for-profit community organisation or be auspiced by an eligible incorporated not-for-profit community organisation. For further details, see "What type of not-for profit organisation are you?" on page 10.
- The funded item/s must be used within, or directly benefit, the Maroondah community.
- The applicant must maintain Public Liability Insurance Cover (\$20 million minimum) or be auspiced by an eligible organisation with this level of public liability insurance cover.

Priority will be given to applications that will assist people who have not previously been beneficiaries of this scheme

What/who we cannot fund

- New building projects, capital works requests or facility maintenance projects.
- Funding to individuals.
- Projects that do not demonstrate wider community benefit or increase access and inclusion.
- Entities that are managed or operated by the Victorian or Federal Government.
- Multiple applications from the same applicant.
- Public liability, internet costs, utility expenses.

Applications from organisations with an incomplete grant acquittal with one of the following grants:

- Community Development Grants
- Arts and Cultural Grants
- Small Equipment Grants
- Emergency Relief Grants

Assessment criteria

Council reviews Small Equipment grant applications based on the following information.

What we look for:

- Why is the equipment needed?
- How will the equipment assist you to deliver programs and services?
- Who will the equipment benefit?

Alignment with Maroondah's priorities

Council has identified key priorities outlined in the *Maroondah Liveability Wellbeing and Resilience Strategy 2021-2031*.

If you are applying for a Community Development Grant or Emergency Relief Grant you will be asked how your proposed project/program aligns with the following Council priorities*.

- **Healthy Lifestyles**, including physical activity, mental health, healthy eating, connection to nature, cultural participation.
- **Liveable Neighbourhoods**, including social/affordable housing, learning/employment pathways, walkability, climate change, accessing open spaces.
- **Safe Communities**, including gender equality, violence prevention, preventing elder abuse, online safety, promoting community safety, emergency management.
- **Social Inclusion**, including promoting access, equity, community connection, supporting vulnerable communities, homelessness, encouraging volunteering.
- **Social harms**, by preventing harm from alcohol, gambling, tobacco, vaping, illicit drugs and excessive screen use.
- **Embracing Diversity**, by celebrating our differences and promoting social harmony, including First Peoples, intersectionality, cultural diversity, gender identity, disability, all ages.

*Not relevant for Arts and Cultural grant schemes.

What type of not-for-profit organisation are you?

When completing your application, it is important to nominate the correct type of not-for-profit category that applies to your organisation. Incorporated not-for-profit community organisations may include but are not limited to:

- Charities registered with the Australian Charities and Not-for-profits Commission (ACNC)
- Organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution (PBI) status
- Cooperatives
- Companies limited by guarantee and/or limited by shares (non-distribution of profits or dividends)
- Trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC)
- Associations (registered under the *Associations Incorporation Act 2012*)
- Local Aboriginal Land Councils and Corporations
- Organisations established under an Act of Parliament.

Role of an auspice organisation

An auspice arrangement is when a larger organisation assists a smaller organisation or individual to fund a grant activity or event.

The larger organisation is known as the auspice organisation. The role of an auspice organisation is to receive, manage and acquit the grant funding on behalf of another not-for-profit organisation, group or individual that applies for a grant but

is not a legal entity. The auspice organisation must also provide public liability insurance cover for the proposed grant activity.

If you have an auspice arrangement, you will need to provide evidence that an auspice organisation has agreed to undertake these tasks for you, and to provide this insurance cover.

This evidence is usually in the form of a letter, attached and uploaded on the SmartyGrants platform along with your grant application.

An auspice organisation must be an incorporated not-for-profit community organisation with \$20 million public liability insurance.

Projects on Council-owned sites

If your grant project involves a Council-owned site, please be aware that additional considerations are necessary.

Events on Council land

Any planned event on Council land requires an Event Application Form to be submitted at least four months prior to your event, in addition to the Grant Application Form. Council land includes facilities such as: sporting reserves, bushland reserves, open space, roads, and car parks.

More information can be found at www.maroondah.vic.gov.au/Running-an-event-on-Council-land

Public art on Council-owned sites

If you wish to install public artwork as part of your grant project, Council highly recommends finding a site that is privately-owned, but with public exposure, subject to approval of the site owner.

Public art projects on Council-owned sites can be more complex due to the nature of risk management, maintenance costs and infrastructure upgrades on Council sites.

If your project includes any public art component, it is essential that you contact the Community Cultural Development Officer, and the Public Art Program Lead. Email publicart@maroondah.vic.gov.au to discuss your project.

Grant applications for public art projects will be additionally assessed on the applicant's understanding of the logistics, risk assessment and site management of public art projects.

Call us to get started

Community Development and Emergency Relief Grants

Organisations applying for Community Development or Emergency Relief grants are required to discuss their proposed application with a Council officer before progressing their application. Council officers can provide insight, tips and suggestions on your proposed project and, where relevant, suggest other community groups you may wish to partner with.

Please call 9298 4598 and ask for the relevant Council officer below. If you are unsure who to speak to, please ask for Robyn Williams or Chris Riseley in the Community Development team or email grants@maroondah.vic.gov.au

- Aged and Disability – Coordinator Aged and Disability
- Children and Youth – Natalie Godley
- Community Partnerships – Robyn Williams, Chris Riseley
- Culturally and Linguistically Diverse (CALD), recent migrants and refugees – Rose Ensor
- Emergency Relief – Rose Ensor
- First Peoples – Chris Riseley
- Gender Equity – Robyn Williams
- LGBTIQ+ – Rachelle Jones
- Sport and Recreation – Josh Burt
- Child Safety – Marisa Grosso
- Budget/Finance – Daniel Langton

Arts and Cultural Grants

For further information on the Arts and Cultural grants please contact Community Cultural Development Officer, Mattie Young on 03 9298 4533 or email mattie.young@maroondah.vic.gov.au

Small Equipment Grants

For further information about the Small Equipment Grants, please contact Robyn Williams or Rosemary Sheehan in the Community Development team, Tel: 9298 4598 or email: grants@maroondah.vic.gov.au

Please note that assistance with your application is only available during business hours.

Tips for completing your application

General tips

- Check that your organisation and project/program are eligible to apply.
- Check that the timing of the grant funding is relevant to your project/program. Projects will need to take place between July 2025 and April 2026.
- If you are applying for a Community Development or Emergency Relief grant, you are required to discuss your proposed application with a Council officer before applying (see contact details on page 11).
- If you are applying for an Arts and Cultural grant, we strongly encourage you to contact Council's Cultural Development Officer to discuss your proposal (see contact details on page 11).
- If possible, secure community and/or business partners – partnerships between organisations are encouraged.
- If possible, seek complementary funding and/or sponsorship in addition to the grant requested from Council. Be sure to include details of any additional confirmed

or pending funding in your grant application.

- Remember to include an estimate of volunteer hours in your project budget.
- Be realistic – only ask for what you need.
- Make contingency plans in case the project is only partially funded.
- Give yourself ample time to complete the application.
- Remember to keep saving your application in SmartyGrants as you go.

We're here to help. A range of online and in-person information sessions will be available in March 2025.

Visit www.maroonDAH.vic.gov.au/Community-funding-grants for details.

Budget tips

- Provide a comprehensive budget including the anticipated grant amount appearing as 'income'.
- Include total budget income and expenditure for the entire project, not just the Council contribution.

- If your organisation **is registered for GST**, please do not add GST to any amounts in your budget. (If successful, we will add GST to your grant amount).
- If your organisation **is not registered for GST**, please include all GST on expenditure items.
- In all applications, make sure you declare all sources of income relating to the project, including other grants, donations and in-kind contributions such as volunteer hours, use of facilities, etc. It is suggested that in-kind hours be calculated at \$30 per hour.
- Please reflect donations and any in-kind assistance on both sides of your budget (see art space rental example below).
- Total Income (including anticipated grant amount) should equal Total Expenditure.
- If you have any budget questions, please refer to the relevant Council officer on page 11.

Example budget

Income		Expenditure	
List all sources and amounts of income directly related to the proposed project/program, for example:		List all costs directly related to the proposed project/program, for example:	
Donations	\$140	Stationery, admin, promotional costs	\$300
Art space rental provided (in-kind)	\$180	Materials, plants, tiles, etc.	\$320
Workshop entry fees	\$80	Wheelchair assistance	\$400
Volunteer hours x 10 x \$30 per hour	\$300	Tutor costs	\$300
Community Grant	\$800	Art space rental	\$180
Total income	\$1500	Total expenditure	\$1500

Remember to attach these documents

- Your current Public Liability Insurance Certificate of Currency, or that of your auspice organisation (if applicable).
- If using an auspice organisation, please attach a document of commitment/letter from the auspice organisation.
- Consider if the Victorian Child Safe Standards apply to your organisation's project. If successful, you will be required to complete a Statutory Declaration and upload a copy of your Child Safe Policy.
- Attach quotes to support the proposed budget.

Need further help?

Visit the SmartyGrants help page <https://applicanthelp.smartygrants.com.au> where you will see the Help Guide for Applicants and FAQs. These documents will walk you through the process of applying.

For technical difficulties call the SmartyGrants Help Line on 9320 6888, 9am to 5pm, Monday to Friday.

**All applications close at midnight
on Sunday 13 April 2025.**

Conditions of funding

- Programs will not be funded retrospectively (that is, they cannot have already occurred).
- The Community Grants Program has one annual funding round. Eligible organisations may select one grant scheme and only one application may be submitted.
- On receipt of an invoice and Grant Agreement, funds will be distributed in late July 2025 and must be expended or assigned to an item of expenditure by 12 April 2026 in accordance with the funding agreement.
- All sections of the application must be fully completed and include all requested attachments.
- Applicants must be incorporated under the Associations Incorporation Act or be auspiced by an incorporated not-for-profit organisation.
- Applications will not be assessed if previous Maroondah grants in any category have not been acquitted by the due date.
- Successful organisations/groups will be notified by email via SmartyGrants. An electronic Grant Funding Agreement will be attached. This agreement outlines the grant terms and conditions and needs to be completed and submitted online.
- Unsuccessful applicants will also be notified via SmartyGrants.
- Successful applicants will be required to complete an evaluation/grant acquittal by 12 April 2026. This must be submitted to Council via the SmartyGrants system. An expenditure statement of the grant monies, receipts related to grant expenditure and copies of public acknowledgement of the grant must be attached to the acquittal/evaluation report.

Please note:

- Organisations/groups applying for a grant must be able to demonstrate how their project will **directly benefit** residents of Maroondah. The project must have a clear Maroondah focus.
- Council reserves the right to refuse funding.
- There is an expectation that representatives from successful organisations will attend the grant recognition evening on Wednesday 30 July 2025.

Financial Terms of Funding

- The project budget must detail all expenditure and income items.
- All grants will be subject to the Goods and Services Tax (GST).
- **Organisations with an Australian Business Number (ABN)** must submit an invoice to receive payment. An invoice template will be provided to successful applicants.
- **Organisations without an Australian Business Number (ABN)** must submit an invoice for the grant amount, and a completed 'Statement by Supplier' form available on the ATO website.

Please note: If your application is auspiced by another organisation, funds will be paid to the auspice organisation.

Insurances and industry obligations

- Applicants must demonstrate that all relevant insurances are in place and that Public Liability Insurance is held to a minimum cover of \$20 million.
- A copy of the certificate of currency covering the 2025/26 funding period must be included with the application. **If successful, the applicant should, wherever possible, ensure that Council is named as an interested party on the public liability policy.**

Acknowledgement of Council

It is a condition of funding that Maroondah City Council is publicly acknowledged for the grant received. This could include avenues such as social media, annual report, newsletter, etc.

Please refer to the Acknowledgment and Publicity Guidelines sent to each successful applicant for guidance on ways to acknowledge your Maroondah Community Grant.

Child Safe Standards

Maroondah City Council is committed to being a child-safe organisation where all children and young people are valued and protected from harm and abuse. We have zero tolerance for child abuse.

As part of our commitment to the Victorian Child Safe Standards, Council has child safety requirements in place to help ensure the safety of children and young people under 18 years of age when providing grant funding to other organisations, groups or individuals.

Council will request information and evidence in support of these requirements at the grant application and/or funding agreement stage.

Applying a Gender Lens

Maroondah City Council is committed to working towards a community where everyone is safe, valued and enjoys equity of opportunity and outcomes.

Our commitment to gender equality is embedded in our Council Plan, *Maroondah 2040 – Our future together, Maroondah Liveability Wellbeing and Resilience Strategy 2021-2031* and our *Gender Equality Action Plan 2021-2025* available on Council's website.

Gender equality is an important determinant for health and wellbeing. Women, men and gender diverse people face different experiences based on social conditioning and subtle biases. Designing or delivering a project by treating all people as the same may not necessarily result in equal outcomes.

When preparing your application, we encourage you to think about removing barriers and encouraging inclusion. Research tells us that to prevent violence against women action must be taken to address gender inequality. Doing so will mean your work is fairer, because everyone is included.

Further information on applying a 'gender lens' to your project visit <https://explore.fundingcentre.com.au/help-sheets/gender-lens>

Need further assistance?

For more information or assistance relating to the Community Development, Emergency Relief and Small Equipment Grants, please contact:

Robyn Williams
Maroondah City Council
T: 1300 88 22 33 or 9298 4598
E: grants@maroondah.vic.gov.au

For more information or assistance relating to the Arts and Cultural Grants, please contact:

Mattie Young
Community Cultural Development Officer
T: 1300 88 22 33 or 9298 4533
E: mattie.young@maroondah.vic.gov.au

Privacy Statement

Maroondah City Council is committed to the privacy principles as prescribed by the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. Your information is required to ensure that your application can be assessed, and a determination made on it. Personal and identifying information will not be disclosed except as required by law.

Contact us

1300 88 22 33 or 03 9298 4598

SMS: 0480 020 200

TIS: 131 450 (Translating and Interpreting Service)

NRS: 133 677 (National Relay Service)

maroondah@maroondah.vic.gov.au

www.maroondah.vic.gov.au

 maroondahcitycouncil

 maroondahcitycouncil

 CityofMaroondah

 Maroondah City Council

PO Box 156, Ringwood 3134

Visit us

Croydon

Croydon Library, Civic Square, Croydon

Realm

179 Maroondah Highway, Ringwood

