



City of
Melville

my community grants

**Guidelines
2020-2021**

Total funding pool \$110,000

Introduction

My Community Grants aim to empower our communities to be resilient into the future. The objectives of the program are to:

- Support community driven initiatives
- Contribute to the City's neighbourhood and economic hubs by supporting local champions to run projects that activate places.
- Encourage participation in community life.
- Support projects that build inclusion of our diverse community.

These grants enable the City of Melville to partner with eligible community groups, businesses, social enterprises and individuals seeking funding for activities that have a positive impact on the social and economic fabric of our city.

Until June 2021 there are opportunities for projects that support recovery from the impacts of COVID-19 restrictions.

Photo courtesy of FABric



Themes



Activate

Building community connections through activating places and supporting creativity in community life



Thrive

Building capacity and capability for organisational sustainability

Eligibility

- Not-for-profit organisations.
- Community groups.
- Small businesses able to match the City's funding in cash or in-kind.
- Businesses and creative professionals wishing to make business adaptations due to COVID-19 impacts (available until June 2021 subject to demand).
- Artists and creative professionals based in the City of Melville and proposing community based projects.
- Applicants with outstanding acquittals to the City of Melville are not eligible.
- Applicants can only apply for one **My Community Grant** per year.
- Projects, non for profit organisations, community groups and small businesses must be based in the City of Melville
- There can only be one application per project.

Eligibility, limits and assessment criteria



Activate

Building community connections through activating places and supporting creativity in community life

Eligible entities and maximum amounts	Assessment Criteria
Incorporated groups \$5,000	Priority will be given to projects that do one or more of the following: <ul style="list-style-type: none"> • bring people together, physically or digitally; • assist those who are socially isolated to participate in community life; • celebrate the diversity of the people of the City of Melville; • celebrate the unique identity of a particular neighbourhood in the City of Melville; • engage the community in a creative process; • activate or bring vibrancy to a neighbourhood or economic hub; • demonstrate a positive impact on the community and businesses operating within the area. • demonstrate organisational capacity to deliver; • show evidence of community support; • consider waste management or any environmental impacts; • demonstrate value for money. Applications for annual events will need to include a plan demonstrating financial sustainability over a three year period.
Unincorporated groups \$1,000	
Creative professionals \$3,000	
Small businesses \$5,000 (matched funding, financial or in kind, for businesses looking to activate their local economic hub)	



Thrive

Building capacity and capability for organisational sustainability

Eligible entities and maximum amounts	Assessment Criteria
Unincorporated groups, incorporated community groups, small businesses and creative professionals \$1000	Priority will be given to projects that: <ul style="list-style-type: none"> • support new community organisations to become established; • build the capacity of volunteer run groups; • demonstrate capacity to deliver; • demonstrate value for money; • respond to the changing circumstances brought about by COVID-19; • (for artists) demonstrate a track record in their field. Applicants must be based in the City of Melville.

Non-monetary grants

An in kind contribution by the City of Melville for services such as venue hire.

Eligible entities and maximum amounts	Assessment Criteria
Not for profit organisations, unincorporated groups, up to \$500 in kind	Priority will be given to projects that: <ul style="list-style-type: none"> • bring people together, physically or digitally; • assist those who are socially isolated to participate in community life; • celebrate the diversity of the City of Melville; • demonstrate organisational capacity to deliver; • evidence of community support; • consider waste management or any environmental impacts.

May be used in combination with other grants

Photo courtesy Piney Lakes Community Garden

Guidelines

Prior to submitting an application you are encouraged to refer to the following:

- [Strategic Community Plan](#)
- [Planning Your Event or Function](#)
- [Community Led Placemaking](#)
- [Reconciliation Action Plan 2017- 2021](#)
- [Disability Access and Inclusion Plan](#)

Examples of suitable projects

Activate

- Community groups running events or activities in their neighbourhood hubs.
- Projects from businesses that have broad community and economic benefits for their local economic hub.
- Projects that encourage people to gather in their neighbourhoods.
- Markets or fetes open to the broader community.
- Events that celebrate the diverse nature of the City of Melville community.
- New ideas that allow the community to come together in new ways
- Annual events that have the potential to become self sustaining events over time.

Thrive

- Projects that have capacity building benefits for volunteer run groups for example:
 - costs of establishing a new group,
 - membership drives,
 - training for committee members on governance.
- 2020-2021 COVID-19 response projects may include:
 - online platforms or digitisation of activities to comply with social distancing,
 - adjusting service delivery to respond in different ways to those vulnerable in the community.

How are applications assessed?

Applications are assessed by the Neighbourhood Development Business Unit. Funds will be allocated based on:

- How well the applicant addresses the assessment criteria;
- Available grant funds.

Before you submit your application:

- Talk to a member of the Neighbourhood Development team to make sure this funding is right for your project. They may be able to assist you with your application.

Call **1300 635 845** or **9364 0666**
or email grants@melville.wa.gov.au

- You will need quotes or screenshots of advertised prices for purchase or hire of any items over **\$500**, and two written quotes will be required for items over **\$2,000**.
- If your event involves children, you will need to ensure child safe practices are upheld. See [Commissioner for Children and Young People](#).
- If you are planning an event in City of Melville owned facilities and/or parks and reserves you may be required to complete and submit an **Events Package**. Completed events packages should be submitted to the Bookings Officer, three months prior to the event. The Bookings Officer can be contacted on **9364 0611** or Reservebookings@melville.wa.gov.au
- You will need proof of incorporation if you are an incorporated not for profit group.
- If you have an ABN you will need this to complete your application.

What will not be considered?

Ineligible applicants include:

- The Commonwealth, State or any Government Agency including Education excluding Parents and Friends associations;
- An employee or elected member of the City of Melville;
- An applicant that has failed to provide satisfactory acquittal reporting for any previous City of Melville funding;
- An applicant that has already received City of Melville funding this financial year.

Ineligible projects include:

- A project that has already received City of Melville funding, annual events will need to demonstrate steps to sustainability over a three year period, with reduced funding in each following year;
- Events starting less than three months after the date of submission, or other projects starting less than two months after the date of submission;
- Fundraising events;
- Political or religious activities;
- Proposals that directly contravene the City's policies;
- Activities that are considered to be the responsibility of other government departments;
- Recurrent operating costs;
- Capital equipment;
- Outstanding debts/loans;
- Travel and/or accommodation costs;
- Gifts;
- Facility/building maintenance or upgrades;
- Retrospective activity costs;
- Multiple funding requests in one year;
- Employee salaries

Applicants submitting ineligible projects will be notified.

What is the application process?

- Applications are accepted all year round.
- Applicants can apply by submitting an **online application form**.
- All questions in the application form must be answered and any requested attachments provided in order to be assessed.
- You must not refer to an attached document as your only response to a question. You may, however, reference an attachment in support of your answer.
- The City of Melville reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the criteria.



Notification and Obligations

All applicants will be notified of the outcome of their application in writing within four weeks of the application date.

The decision made by the City is final.

Successful applicants will be required to:

- Enter into a grants agreement with the City of Melville detailing benefits in return for the grants investment (via Smartygrants).
- Provide the City of Melville with a tax compliant invoice for the agreed amount of grants plus GST (10%) if registered for GST.
- Acknowledge the City of Melville's contribution through the project's promotions, media and other forms of publicity. A copy of the City of Melville logo will be provided to successful applicants.



Photo courtesy Piney Lakes Community Garden

Reporting and Acquittals

All successful applicants will be required to provide a written report on project outcomes using the City's acquittal report template. Acquittal reports will be required within eight weeks from the completion of the project.

Applicants who do not complete and return an acquittal report will be ineligible for any future grants.

We may invite you to present on your project, for the training and benefit of other groups.



Steps in the Process

Before applying:

Step 1: Read the **My Community Grants Guidelines** before you begin your application.

Step 2: We encourage you to contact our Neighbourhood Development team using the details listed below.

Step 3: Complete and submit the online application form relevant to your proposal. For events, ensure you submit the application at least three months before your project begins, or two months for all other projects.

After submitting:

Step 4: Applications are assessed by the Neighbourhood Development Business Unit with input from other technical staff as required, before final recommendation.

Step 5: You will be notified of the outcome of your proposal within three weeks of submission.

Step 6: Funding Agreement will be signed and funding distributed.

Step 7: You run your project.

Step 8: You finalise the acquittal report and submit it to us together with all receipts of all approved expenditure the project incurred.



Contact

If you require any further information or need help with your submission proposal, please contact:

Kellie Bennett
Community Development Coordinator - Places

Email: grants@melville.wa.gov.au

Phone: 1300 635 845 | 9364 0666

www.melvillecity.com.au/communitygrants

Photo courtesy Brentwood Village Town Team

NOTE: If you are viewing a printed version of this document you will need to refer to the online version in order to access the links to external sources.