


my community grants

**Sustainable
Melville**
(up to \$6,000)



City of
Melville



The City of Melville is committed to protecting, maintaining and enhancing our natural and built environment and to promoting sustainable living. Sustainable Melville funding will support the community to transition to net zero, adapt to climate change and protect our biodiversity.

Sustainable Melville grants of up to \$6,000 are available for incorporated organisations, not for profit organisations and businesses (businesses must have matched funding in cash or in-kind), and up to \$2,000 for unincorporated groups.

The Sustainable Melville grant can be used for projects that:

- ✓ Encourage and support the community and businesses to address the climate emergency by reducing greenhouse gas emissions and working towards a net zero emissions future. This may be through reducing waste, energy or water use and changing travel practices.
- ✓ Raise community awareness and preparedness for the impacts of climate change, and the impacts it will have on our environment and way of life.
- ✓ Encourage participation in sustainability and biodiversity related activities and events, fostering a sense of community involvement and safeguarding and enhancing local biodiversity.
- ✓ Enable community members or business staff to acquire or develop new skills in relation to sustainability and biodiversity.

The Sustainable Melville grant is versatile and can fund a wide range of projects that align with our climate emergency declaration, net zero by 2050 goal, waste reduction initiatives and environmental conservation programs. Some examples of projects that would be eligible for funding include:

- ✓ Community events such as clothes/ books/toys swap meet, repair labs, bike repair labs, tree or verge planting, community gardening days.
 - ✓ Education, skill and capacity building resources and events – including the development of information materials, training, and hosting workshops.
 - ✓ Small equipment such as worm farms or compost bins (outside of the resident's rebate) or raised garden beds.
 - ✓ Initial Purchase of Reusable Delivery Transport Containers – (eg collapsible reusable crates, kegs) to assist business/groups to minimise their single use packaging
 - ✓ Purchase of indoor resource recovery sorting bins and educational signage
 - ✓ Professional energy, water or waste audits for business or not for profit premises.
 - ✓ Other activities that address the objective or scope of the Sustainable Melville Funding stream.
 - ✓ Initial support for businesses to transition from single use cups/ containers to reusable food and drink containers or subscription through reusable supplier.
 - ✓ Funding to run promotional initiatives to reduce waste in local businesses
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Eligibility

The following eligibility criteria apply to the Sustainable Melville stream:

- Incorporated not-for-profit organisations based in or providing a service within the City of Melville are eligible to apply. This includes school P & C's.
- Businesses can apply however must demonstrate matched contribution in cash or in-kind.
- Eligible unincorporated groups include neighbourhood groups or local community groups. Unincorporated groups must:
 - be able to demonstrate an on-going program of activity which seeks to engage the City's residents and ratepayers,
 - be unpolitical in nature,
 - demonstrate that there is support for the project from the committee - this can be done by attaching meeting minutes/notes, or a group email to your application.

Assessment Criteria

Priority will be given to projects that meet the assessment criteria:

- supporting the community to transition to net zero and/or
- adapt to climate change and/or
- implement 'rewilding' principles; to protect and enhance native biodiversity,
- demonstrate organisational capacity to deliver and maintain (if appropriate),
- demonstrate budget accuracy, transparency, and value for money.

What will not be considered

Ineligible applicants include:

- The Commonwealth, State or any Government Agency including Education, excluding Parents and Friends associations;
- Employees or elected members 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 through the same stream in the same financial year;

- An applicant that the City considers to support, promote or facilitate violence, intolerance or discrimination;
- An applicant that has outstanding debts to the City;
- An applicant who is in legal conflict with the City;
- An applicant that conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the City.

Ineligible items/projects include:

- A project that has already received City of Melville funding for up to three years and cannot demonstrate steps to financial sustainability;
- Fundraising events;
- Political events or religious practice;
- Proposals that directly contravene the City's policies;
- Activities that are considered to be the responsibility of other government departments;
- Large capital equipment, including but not limited to renewable energy systems, grey water systems, electric vehicle charging infrastructure or hot water systems;
- Labour costs;
- Outstanding debts/loans;
- Travel and/or accommodation costs;
- Gifts;
- Alcohol;
- Facility/building maintenance or upgrades;
- Ongoing operational costs such as employee salaries, utilities, rent;
- Retrospective activity costs.

What you will need to consider before you submit your application

Timeframe

- Applications are accepted up to 31 March.
- Applications need to be submitted online at least two months before the project starting time or three months if an event application is required.

Project & Application

- Applicants holding events in City of Melville owned facilities and/or parks and reserves may be required to complete and submit an **Events Application**. For more information please contact the City's Bookings Officer on **9364 0611** or email **bookings.officer@melville.wa.gov.au**
- All questions in the application form must be answered and any requested attachments provided. Please do not refer to an attached document as your only response to a question. You are, however, encouraged to reference attachments in support of your answer.
- Read the Sustainability Checklist for information on how you can reduce the impact of your project on the environment.
- As the event organiser you must have public liability insurance that covers your project. This is to protect the interests of both organisers and patrons. Project specific insurance is an eligible expense.
- You will need to provide your Certificate of Incorporation (if applicable), and letters of support for the project.
- If you have an ABN you will need this to complete your application,

- If you do not have an ABN you will need to complete a Statement by a Supplier Form.
- Applicants can apply to each stream of funding once per year, providing previous grants have been acquitted.
- Non-monetary grants (subject to eligibility) are available for City run facilities. Please contact the grants team if you are unsure if you or your chosen venue are eligible.
- If your event involves children, you will need to ensure child safe practices are upheld. See **Commissioner for Children and Young People** <https://www.ccyp.wa.gov.au/our-work/child-safe-organisations-wa/>
- Unincorporated groups:
 - Please ensure that the president or chairperson completes the certification section. If the group does not have a structured committee, include your own details along with the wording "given authority on behalf of the group to apply for funding."
 - Applicants need to demonstrate that the group is aware of and supports funds being deposited into nominated bank account. This can be provided as meeting minutes or other form of group communication.

Budget

- Applicants need to provide quotes or indicative costs. Costs \$200 and over require one quote and costs \$2,000 and over require two quotes.
- When completing your budget, your total income amount must equal your total expenditure amount, eg. income \$2,000 = expenditure \$2,000.
- Your budget can include non-financial items, for example volunteer time/ expertise, equipment, facilities, or pro bono contributions. For example, you have a volunteer who is a certified Senior First Aid Officer, who will work on First Aid at your event as a volunteer. Include, for example, \$600 under both income and expenditure for First Aid as an inkind contribution.

- If you are not registered for GST – please include the GST in your expenditure amounts. Eg lighting is \$330 (including GST of \$30) your expenditure is \$330.
- If you are registered for GST– please do not include the GST in your expenditure amount. Eg lighting is \$330 (including GST of \$30) your expenditure is \$300. If the grant is approved we will add the GST to your total.
- Applicants must declare any other City support.

Using Smartygrants

Applications are submitted via an online application form on the SmartyGrants system, with a link provided on the City of Melville website. SmartyGrants is user friendly, but please keep the following in mind:

- If you haven't used SmartyGrants before, you'll need to set up a login and password.
- SmartyGrants lets you complete sections of your application in stages, save your progress and return to it later. Your application will be stored online, so there's no need to save it to your computer.
- It's helpful to read the **SmartyGrants Help Guide for Applicants** before you start the application form.
- Allow plenty of time to complete your online application, so that if you run into difficulties, you have time to fix it.
- As part of completing the form, you need to upload supporting documents. Files must be no greater than 25mb but are best kept under 5mb each .
- To avoid losing your work, remember to regularly save your progress in SmartyGrants every 10-15 minutes, as the form will log you out after 30 minutes of inactivity.

- Make sure you hit the Submit button when you are ready. If the Submit button is grey, there is something incomplete or incorrect in your answers. Check all sections highlighted red. Once you have submitted you will be sent an email confirmation. If you don't hit Submit, we cannot see your application, and it won't be considered.

Assessment Process

Your grant application will be assessed by a City of Melville staff member. The City reserves the right to request further information in considering any application as well as the right to reject any application. Your application may also be approved for part funding. The decision made by the City is final.

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

Funding Agreements

Successful applications must enter in a written funding agreement with the City before any payment is provided. Please ensure that the authorised person from your group or club signs the agreement eg. President.

If your group is unincorporated please ensure that you have provided us with minutes of a meeting or confirmation from the other Committee members that they are aware of the project and all in agreeance for you to apply for funding and for the funding, if approved, to go into the nominated bank account listed on the invoice.

The City reserves the right to withdraw support if you do not comply with Council policy or any written agreement entered into. This includes the return of funds or variations to Agreements.

Payment

For the City to make payment we require a tax invoice for the amount funded. If you are unable to provide this, we can complete a Recipient Created Tax Invoice on your behalf, please let us know if you would like us to complete this for you.

If your grant payment is over \$2,000 we require a document that shows the group's bank account details eg. a screenshot from online banking or a partial bank statement showing BSB and Account number or equivalent evidence. This is to ensure that your grant funds are deposited into the correct account.

If you are registered for GST please include the line item GST in your invoice ie. Grant approved \$2,000 and GST \$200 = total \$2,200.

Recognising the City's financial assistance

Your funding agreement outlines some of the ways you must acknowledge the City of Melville's financial assistance.

'Proudly supported by City of Melville' logo

Please display the logo on your marketing materials. There is a mono or colour version to choose from, as well as reversed options (for use on coloured backgrounds). You cannot use this logo for any other purpose.

Communications

In social media and other communications, please include a line "This project is supported by the City of Melville's My Community Grants."

Please tag the City of Melville in social media posts.

Speeches

Please acknowledge the City of Melville's financial assistance through any public address announcements.

Signage

If you would like to display the City's My Community Grants pull up banner at your event, please contact us on email com.grants@melville.wa.gov.au to arrange a suitable time to collect the banner from the City of Melville Civic Centre, Almondbury Road Booragoon.

Welcome to Country & Acknowledgement of Traditional Owners

Observing Welcome to Country protocols or including an Acknowledgement statement demonstrates respect for Aboriginal traditional cultural practices and recognises the Aboriginal people as Traditional Owners in the cultural history of the City of Melville. A Welcome to Country ceremony gives traditional owners the opportunity to formally welcome people to their land. This ceremony should be undertaken by Elders acknowledged as such by their family and community.

The type of event will dictate whether an Acknowledgement Statement or Welcome to Country is more appropriate.

A suggested form of Acknowledgement Statement would be:

The Name of Group acknowledges the Bibbulmun people as the Traditional Owners of the land on which the City stands today and pays its respect to the Whadjuk people, and Elders both past and present.

Should you wish to engage an appropriate Traditional owner to conduct a Welcome to Country at your event, please contact the South West Aboriginal Land and Sea Council (SWALSC) on:

Phone: **(08) 9358 7400**

Email: reception1@noongar.org.au

Disability Access & Inclusion:

The City of Melville believes that a community that recognises and promotes its diversity, and supports the participation and inclusion of all its members, makes for a richer community life and a positive contribution to social justice.

The City is committed to making a great place for all its residents. A copy of the City of Melville's Disability Access and Inclusion Plan is available here: www.melvillecity.com.au/ourcommunity/people-with-a-disability/disability-access-and-inclusion-plan.

Event organisers must consider accessibility as an important part of planning and put measures in place to ensure the event is accessible to everyone. You will be required to complete a short survey indicating the ways in which accessibility principles have been applied.

Low Waste Events and Sustainability

The City of Melville is striving to improve sustainability at all events, and grant applicants are asked to follow the guidelines on the Events Low Waste Sustainability checklist where possible.

A copy of the Sustainability Checklist for Grant Funded Projects is available to download from this website: www.melvillecity.com.au/mycommunitygrants

Lobbying of Elected Members and Administrative Staff

Elected Members and staff cannot be lobbied for support, and letters of support from Elected Members or staff will not be accepted.

Acquittal

Acquittals are a necessary component of your grant application. The acquittal should be completed online, using the smartygrants platform and completed by the date listed in your agreement letter. You will receive notification when it is due.

Please do not hesitate to contact us if you would like to complete your acquittal earlier, require more time or just would like some advice.

Your acquittal should include all receipts for the total funds granted as well as evidence of promotion of the event.

Should your grant agreement have a special acquittal condition this will need to be completed.

If you leave the applicant organisation, please provide the name of the new responsible officer so that we can reallocate the application to them.

Grants that are not fully acquitted may result in the City requesting the return of the full funds.

Contact

It is highly recommended that you contact the program coordinator to discuss your project prior to applying.

Should you require assistance, please do not hesitate to reach out to the team. If you have a disability and find our application process inaccessible, please contact us for assistance or alternative application methods:

Call **1300 635 845** or **9364 0666**

or email com.grants@melville.wa.gov.au

Additional resources for inspiration:
[Australia's Strategy for Nature \(2019-2030\)](#)
[United Nations Sustainable Development Goals \(SDGs\)](#)
[Energy audit information for businesses](#)
[Climate Action WA](#)
[Switch Your Thinking](#)



Information from this document is available to people with a disability in an alternative format upon request. Please call **1300 635 845** | **9364 0666** and quote the publication name.

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National Relay Service
(hearing/speech impaired)
Phone 133 677 (TTY)
1300 555 727 (speech relay)
Website www.relay.service.com.au

