

City of Whittlesea Community Grants guidelines 2025–2026



**City of
Whittlesea**

Acknowledgement of Traditional Owners

The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.



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Community grants overview

The City of Whittlesea is offering grants to support individuals, groups and businesses in line with our community vision of **Whittlesea 2040: A place for all** goals:

- Connected community
- Liveable neighbourhoods
- Strong local economy
- Sustainable environment and
- High performing organisation.

Community Grants offer funding opportunities to a wide range of community groups across the municipality with funding available all year round. The grants are assessed after the ‘close’ date of each round except for Emergency Grants which are assessed upon receipt of the application.

The key highlights of the program are:

- year-round grants with approval rounds being conducted on a monthly or quarterly basis
- funding opportunities to individuals and unincorporated groups
- emergency grants to support community organisations and businesses requiring immediate assistance
- supporting organisations and groups to deliver programs and events aligned to our Community Action Plan.
- a centralised and transparent process for receiving and assessing community grant applications which allows us to develop outreach/ awareness programs where necessary, to ensure funding is shared among a wider range of groups and individuals in the City of Whittlesea.

Council approves the funding for the Community Grants Program annually through a Budget process. Grants will be assessed by officers in accordance with these Guidelines and a recommendation will be made to the Grant Management Steering Group for decision. Quarterly reports on the Community Grants Program (including approved allocations) will be provided to Council for noting.

Council will continue to honour existing agreements and partnerships with groups who are delivering community services through Annual Grants including;

- Community Based Emergency Services provided to CFAs and Brigades,
- Neighbourhood Houses and
- Registered Seniors Clubs.



Who is eligible to apply?

The City of Whittlesea is offering grants to individuals, unincorporated groups, not-for-profit groups, incorporated groups, social enterprise and businesses that all meet the following mandatory eligibility requirements;

- are located in the City of Whittlesea or will deliver a project or event in the City of Whittlesea
- have no outstanding debts to Council
- have successfully acquitted all completed events or projects offered through Council grants
- where a City of Whittlesea staff member is a volunteer with the group applying for a grant, the staff member declares a conflict of interest and is completely removed from the grant assessment process.
- the application aligns to Council 2040 Vision
- meet all relevant Commonwealth and Victorian State Legislation and Council policies. For example, Child Safety Standards, Gender Equity and Fair Access Policy.

There are specific requirements per grant type noted further below. The following table provides a summary of the eligible applicants for each grant type.

Who is not eligible to apply?

1. Councillors, and members of their household, immediate family or close friend are ineligible to apply for all grants
2. Businesses owned or operated by Council staff or Councillors.
3. Political Organisations or groups
4. Groups, projects or events and organisations applying with discriminatory views against person or group’s Protected Characteristics as identified in the Victorian Government’s *Equal Opportunity Act 2010* including but limited to the following;
 - a. age
 - b. disability
 - c. race, including colour, national or ethnic origin or immigrant status,
 - d. sex, pregnancy, marital or relationship status, family responsibilities or breast feeding
 - e. sexual orientation, gender identity or intersex status
 - f. religious beliefs
5. Organisations with a current Service Agreement with Council.
6. Groups who have not complied with acquittal conditions from previous Council grants.

Grant type	Eligible applicants					
	Individuals	Unincorporated groups	Not-for-profits	Incorporated groups	Social enterprise	Business
Unincorporated groups	✗	✓	✗	✗	✗	✗
Individual	✓	✓	✗	✗	✗	✗
Small	✗	✗	✓	✓	✓	✓
Medium	✗	✗	✓	✓	✓	✓
Large	✗	✗	✓	✓	✓	✓
Emergency grant	✗	✗	✓	✓	✓	✓

When is funding available?

To ensure community are supported all year round, the timing for each of the grant types below will allow time to deliver these grants and ensure community have the opportunity to apply for grants specific to their needs.

The following table provides a summary of the grant type, maximum amount per grant available, timing of when these grants are offered and the opening and closing dates.

Grant type	Maximum amount	Timing	Open date	Close date
Individual	\$1,000	Monthly	1st each month	Last day of each month
Small	\$5,000	Monthly	1st each month	Last day of each month
Medium	\$20,000	Quarterly	Q1 – 1 July	Q1 – 30 September
Large	\$40,000	Quarterly	Q2 – 1 October	Q2 – 31 December
			Q3 – 1 January	Q3 – 31 March
Unincorporated groups	\$1,000	Quarterly	Q4 – 1 April	Q4 – 30 June
Emergency grant		On needs basis		

For example:

To allow you enough time to plan an event, we encourage you to apply at least six months in advance. Once the quarter is closed, it will go through the assessment process. It can take up to 6 weeks until you are notified on the outcome of your grant application.

Auspices

An auspice organisation is an incorporated organisation that can receive and manage a group’s grant money on their behalf. The auspice organisation will sign the ‘Conditions of Grant’ agreement and will take responsibility of the expenditure of funds and make sure the project or event is successfully completed or delivered.

- 1. Date (not more than 12 months old)
- 2. Auspice organisation name and ABN
- 3. Applicant name
- 4. Grant type
- 5. Project or event name
- 6. Grant amount applied for and
- 7. Signed by the correct delegate in the auspice organisation (with their contact details included).

The auspice group or organisation will be required to meet all eligibility requirements for the grant, except the co-contribution requirements if your organisation is a not-for-profit or incorporated association. That is, if you agree to auspice another group, you do not need to meet the co-contribution requirements unless you are a business.

If the application is approved for funding, the auspice will be required to sign the Conditions of Grant to agree to manage the grant funds and accept legal accountability for the funds ensuring the funds are spent for the purpose of the grant. The auspice will also be required to meet all reporting requirements. An auspice organisation is limited to auspice a maximum of four other applicants throughout the year.



Individual grants	
Individual grants allow artists, sports people, environmental champions and emerging leaders an opportunity to elevate their interests and participation through this grant stream. Do you need studio space? Are you representing your sport at the state or national level? Is there something you'd like to do to improve the environment in your area? Or do you want to get accreditation to complement your leadership in the community? Then consider applying for an Individual Grant.	
Eligibility	- All applicants must apply at least two months prior their activity start date to allow for grant assessment and processing time. For example, if you require the grant for attendance to a leadership workshop in October, you must apply by at least the close of the August round. - One successful application per individual per financial year. - Parents/guardians must apply for individuals under 18 years old Arts and culture - Creative performers, artists Community leadership - Attending leadership development opportunities to support their community Sports and recreation competitions - Individuals of representing at the State or National level in a sporting competition or - Enabling increased participation and access to local sporting clubs registered the City of Whittlesea, to support people with accessible barriers (for example, people with disability and or experiencing financial hardship). Sustainable environment initiatives - All individuals.
Grant amount	\$1,000
Timing frequency	Monthly
Eligible items	- Creative costs or expenses - Registration fees - Course fees delivered by a Registered Training Organisation - Travel and accommodation – up to \$500 per application - Clothing or uniforms, up to \$250 per application - Materials and equipment, up to \$500 per application
What won't be funded	- Computer equipment - School, TAFE or Uni fees - Local travel related costs (for example, petrol) - No grant will be funded retrospectively.

Individual grants	
Supporting documents	It is essential for your application to have supporting documents as priority will be given to applicants with all supporting documentation. In addition, Council staff will contact third parties to verify details of your application where required Arts and culture - Artist’s CV and/ or a statement of artistic or creative experience - Evidence of the opportunity relevant to their art or cultural practice Community leadership - A demonstrated history of volunteering, participation and taking leadership in the community/ community group - Evidence of the leadership development opportunities to support their community - Courses that are delivered by a Registered Training Organisation Sports and recreation competitions - Evidence of financial hardship (e.g. Healthcare card holder or disability support payment) - Evidence of pending selection in the event/competition – payment will be made upon confirmation of selection - Evidence of registration pending membership payment with a local sporting club - The list of costs to participate Sustainable environment initiatives In line with the Sustainable environment vision, the applicant must complete: - A project plan of the initiative they want to achieve - Clear objectives of the plan - Impact of the initiative - List of costs

Individual grant assessment criteria

Explanation of Opportunity – 50%
How the grant will help the applicant and the wider community (if applicable).

Evidence of Financial Need – 40%
If evidence of financial need was provided (eg Healthcare card, Disability card etc).

Budget – 10%
If the budget matches the grant application and if quotes were provided for budget items \$500 and above.

Unincorporated group grants If you are a newly established group and not yet incorporated, this grant may assist with costs towards public liability and incorporation costs.	
Eligibility	- The group has been meeting on a regular basis for at least six months at the time of application - The group has a minimum of six members - A minimum of 50% of members reside in the City of Whittlesea - The group is established in the City of Whittlesea - The group has Rules of Association or a Statement of Purpose or a Mission Statement - Unincorporated groups can only apply once for this grant
Grant amount	\$1,000
Timing frequency	Quarterly
Eligible items	- Public Liability Insurance to cover organisation/group - Incorporation costs - Materials and equipment to support organisation set-up - Group promotion and member recruitment - Costs for regular meeting venues - Costs to set up a webpage - Facilitators to support development of strategic plans, governance systems - Costs for activities associated with starting up a social/business enterprise
What won't be funded	- Groups of a political nature - Groups already incorporated - Incomplete applications - Consumer Affairs Victoria Incorporation fees and charges - Costs for meeting venues that are located in a place promoting gambling or serve alcohol
Supporting documents	- Quotes for costs associated with setting up your group - List of members including their residential suburbs - Group Rules of Association or Statement of Purpose or Mission Statement - A business plan showing the proposed start up social/business enterprise - Evidence supporting your proposed business plan or project could include (but not be limited to) minutes of a meeting confirming proposed move to start up social/business enterprise

Unincorporated group grant assessment criteria

Community Group Benefit – 40%

The group demonstrates how the group will benefit City of Whittlesea residents. This may include demonstrating how the group meets a need identified in the community.

Creating social cohesion – 40%

The group is to benefit members by increasing a sense of belonging.

Budget – 20%

The budget must align to setting up the organisation to obtain incorporation. Items requested in the budget clearly demonstrates the group will seek incorporation over the next 12 months.

Emergency grants This grant is designed to assist your organisation or group to continue delivering an event or continue operational needs that may have no other option other than cancellation due to unforeseen circumstances. For example, if your equipment shed is broken into and there is a tournament on, this grant is designed to support your group to still participate. If your organisation is flooded due to excess rain and you require equipment to dry out flooring in order to continue operations the next day, this grant might help your organisation through purchase of equipment and materials to address the issues and allowing ongoing operation.	
Eligibility	Not-for-profit community groups, incorporated organisations, social enterprises and businesses
Grant amount	\$1,000
Timing frequency	As received
Eligible items	- Reduce financial impact of emergency and unforeseen events - Enable eligible applicants to continue to operate or quickly return to normal operations
What won't be funded	- Emergency initiatives already delivered in community by other key community organisations or the State and Commonwealth - Insurance excess for covered event
Supporting documents	- Quotes - Evidence of current financial status - Other documents relevant to the proposed emergency project or activity
Assessment	Impact on the normal operations of the applicant Applicants need to show evidence of how the event occurred and its detrimental effect on normal operations Financial hardship or risk the fee will create for the applicant Applicants need to describe how the fees incurred due to the emergency event will create financial hardship or risk. Applicants will need to provide evidence of their financial status by means of bank statements, proof of loss, recent copy of financial accounts or letter of current standing from a financial accounts How the community will be impacted if normal operations are interrupted Applicants need to describe how their normal services/activities help their local community

Emergency grant assessment criteria

Community Impact – 30%

Applicants need to describe how their normal services/activities help their local community.

Financial hardship or risk the fee will create for applicants – 30%

Applicants need to describe how the fees incurred due to the emergency event would create financial hardship or risk.

Impact on normal operations – 30%

Applicants must show evidence of how the event occured and its detrimental affect on normal operations.

Budget – 10%

Applicant must demonstrate how the budget items requested will support the application to continue despite the emergency arising.

Small, medium and large grants

The small, medium and large grants offer support to social enterprises, not-for-profit community groups, organisations and businesses to undertake activities that demonstrate a broader community benefit.

Eligible applicants are encouraged to apply for grants to deliver projects and events that have a broad community benefit in line with the Whittlesea 2040 vision:

- **Connected Community through:**
 - a. social cohesion
 - b. physical activity
 - c. safety in public areas and
 - d. civic participation
- **Liveable Neighbourhoods:**
 - a. use of town centres
 - b. access to services and facilities
- **Strong Local Economy:**
 - a. increased local employment
 - b. education opportunities for all
 - c. successful and innovative local businesses
- **Sustainable Environment:**
 - a. valued natural landscapes and biodiversity
 - b. climate ready
 - c. leaders in clean, sustainable living
- **High Performing Organisation**
 - a. driving better community outcomes.

All small, medium and large grants have three sub-categories:

- **Projects**

Community groups, social enterprises and businesses have the opportunity to apply for grants to deliver projects that meet any of the Whittlesea 2040 vision noted above.
- **Events and/or festivals**

To celebrate our diverse community eligible applicants are encouraged to apply to run events or festivals that celebrate who you represent in the City of Whittlesea. Applications for events must ensure it meets all the festival and events requirements including:

 - a. traffic management strategy
 - b. health and safety considerations and permits where applicable
 - c. risk management strategy
 - d. communications and/or media plan.
- **Building projects or capital works**

To support community groups and organisations that own property in the City of Whittlesea, grants are available for the type of works that include:

 - a. permanent fixtures
 - b. extensions,
 - c. capital improvements such as installation of heating and cooling systems, shade sales, solar panels, portable buildings, safety rails or accessibility upgrades.

The grant is not available for maintenance of building projects or capital works.

Applicants are encouraged to apply six months in advance for their proposed event to ensure it meets all requirements for the Festival and Events approval. Events applied for must be delivered in the following quarter. For example, an applicant has an event in August. The application must be submitted by end of April quarter.

Eligibility

Eligible Groups or Entities

- be a registered not-for-profit classified by the Australian Tax Office
- be an incorporated group with evidence of incorporated association number,
- be a social enterprise, business or
- be a school or university.

Eligibility Conditions

All applicants must have at a minimum the following;

- a current Australian Business Number (ABN)
- public and professional liability insurances covering the project or event with a minimum of \$20 million coverage
- provide all supporting documentation to support your application including quotes for budgeted items \$500 and over.
- applications submitted with a event or project start date in the notification period of the grant applied, will not be considered.

Co-contributions

To enable equitable distribution and consideration for all groups who are applying for these grants the following requirements for co-contribution is mandatory for all applicants as follows:

Co-contribution will be required for small, medium and large grant categories only with the following requirements per entity type:

1. Not-for-profit groups and organisations

Applicants with an annual turnover or gross income of \$300,000 or more per year, must match the grant amount applied for dollar for dollar. This can be in the form of:

- a. cash contributions
- b. grants from other funding bodies
- c. in-kind support (venue, donated goods, services)
- d. volunteer hours.

2. Businesses and social enterprise

Businesses that apply or auspice other applicants for grants must invest and match the same amount of funding they are applying for dollar for dollar. For example, if an event company agrees to auspice a not- for-profit group, then the business with a commercial gain must agree to match the funding amount requested by the not-for-profit group dollar for dollar.

3. Schools, Universities and other Educational Institutions

Co-contribution must match dollar for dollar in the form of;

- a. cash contributions,
- b. staff time towards the initiative,
- c. grants from other funding bodies,

4. Groups that do not include a profit or loss statement

will be required to meet co-contributions according to their entity type.



What can be funded

The list below shows some examples of what can be funded. What can be funded is not limited to these items, as long as the items don't fall under 'What won't be funded' or are ineligible.

1. Venue Hire for non-Council facilities and venues

Eligible for 30% of the grant amount up to a maximum of \$1,500.00, whichever amount is lower

Please note, groups and organisations currently receiving a discounted venue hire with Council are not eligible to apply for venue hire towards Council venues and facilities

2. External Facilitator or Presenter Fees

3. Portable Equipment – not fixed or permanent Purchases for equipment are eligible for 50% up to \$5,000, whichever amount is lower. For example: if you apply for a \$20,000 grant, you may be approved for a maximum of 50% of the equipment requested, up to \$5,000 (whichever amount is lower). If your application includes equipment that is \$15,000 you may be funded up to \$5,000 of the purchase price. Or if you apply for a grant for a project and are purchasing a speaker and microphone that cost \$1,500, your grant would only cover 50% of the purchase cost

4. Entertainment Hire

5. Project Materials

6. Advertising and Printing

7. Artists and Creative fees and costs

8. Pilot for new projects or services

9. Building projects, capital works

Permanent fixtures, extensions, capital improvements (such as heating or cooling systems, shade sails, solar panels, portable buildings etc)

****** Due to the limited pool of funding, priority will be given to organisations or incorporated groups only operating and delivering services in the City of Whittlesea******

****Key Tip – Grants are not for ongoing operational expenses****



What won't be funded

The following are activities, projects or events Council will not fund across small, medium and large grants:

- 1. Day to day operational expenses** Includes core business that are part of the applicant's everyday expense or business as usual. For example, salaries or wages, insurances, electricity, lease or rent payments etc. This includes salaries to deliver the program or event under this grant application
- 2. Regular activities** For example, if a group applies for morning tea for their group who meet regularly, this is not a new project or event. However, groups can apply for events that are may be for a day of significance, for example: Australia's Biggest Morning Tea, cultural celebrations or for a Neighbour Day initiative
- 3. Requests for building projects, capital works or facility maintenance to Council owned buildings or properties**
- 4. Gambling or alcohol** In line with Council's Gambling Strategy and Action Plan, grant applications for projects or events held in venues that have both an electronic gaming machine license and liquor license will not be funded.
- 5. More than two approved applications per applicant per year** To ensure a fair and equitable distribution of grants, organisations are limited to two approved applications per year. Organisations can apply as many times as they would like but will only be approved for 2 grant applications per year
- 6. Auspice organisations supporting more than four other applications**
- 7. Political activities** Council Grants can not be used by or for political party activities or initiatives
- 8. Projects or events already completed**
- 9. Projects or activities that are the responsibility of the State or Federal Government** Applicants can include State or Federal government funding as co-contribution in their application. For example, if a School or University apply for a grant, they must make transparent aspects of the project covered through their own contributions
- 10. Catering not integral to the project or event** Applicants applying for catering not linked to the purpose of the event cannot be funded. For example, catering for a group who meet regularly to cover morning tea is not integral, however, community groups meeting to share a meal due to Ramadan or other significant cultural event would be considered integral to the event
- 11. Fireworks and burning of materials**
- 12. Travel expenses or accommodation**
- 13. Gifts, vouchers, prizes, trophies, scholarships, donations, other grant programs**
- 14. Activities, events or projects that do not comply with relevant Federal, State and Local government legislation**
- 15. Activities that duplicate an existing Council Program**
- 16. Events, activities or projects that are not open to the public**

Assessment Criteria Overview

Grants offered through Small, Medium and Large Grants are selected through a competitive process against the following assessment criteria and weighting of each criteria as follows;

- 1. Council’s 2040 Goals - 40%**
Applications must align to at least one of the Whittlesea 2040 goal outcomes.
- 2. Budget – 20%**
The budget identifies how the grant will assist the applicant to meet their proposed initiative and the Whittlesea 2040 goals identified. Applicants can also record their own in-kind contributions (for example, staff salaries they allocate to the project or event) volunteer hours and associated costs the grant will assist in meeting their initiative.
- 3. Innovation and Creativity – 15%**
In line with Council’s Creative Plan, applicants will be required to demonstrate how the project or event will enable creativity by using spaces, voices and experiences.
- 4. Sustainability – 10%**
We consider how the proposed project or event will continue beyond the funding period.
- 5. Target Audience and Location – 10%**
We prioritise supporting population groups that may experience higher incidences of disadvantage or discrimination, in addition to location according to areas of lower socio-economic disadvantage.
- 6. Previous Years Funded - 5%**
To ensure we offer opportunities to new and emerging groups we will prioritise new groups by considering when an applicant was last funded for a grant.



Assessment Criteria explained

Grants offered through Small, Medium and Large Grants are selected through a competitive process against the following assessment criteria and weighting of each criteria as follows;

Whittlesea 2040 Goals – 40%

Whittlesea 2040: A place for all is our long-term vision for the City of Whittlesea, guiding everything we do, from daily operations to future partnerships with the community and others. There are five main goals we are adopting to make this vision a reality. We ask the community to partner with us on this journey by aligning their funded activity to these goals.

Applicants will be required to select an outcome and provide detail on how the activity will address the outcome(s) selected. Responses will be scored as the average across all the individual outcomes selected. A good response will provide a clear understanding of the grant need and how the activity will address that need.

Case Study

An incorporated group are applying to deliver a project for their group which is open to the community.

The 2040 Goal selected is ‘Connected Community’ and the outcome selected is “All members of our community feel that they belong, are valued and respected”. The applicant indicates how they will meet this 2040 Goal;

- We will meet this aim by doing x, y, z to ensure that participants feel welcomed and supported as they attend our program.
- We will create opportunities for meaningful engagement with the wider community by....
- Through these initiatives, we aim to build a community where all members feel...
- With support from this grant, we will...
- The skills acquired through this project/event can lead to... to benefit members and the wider community.

Budget – 20%

The budget is an important part of any grant application. It demonstrates how money will be spent to achieve the project or event goals. It includes details on costs for equipment, supplies, personnel and other necessary expenses and will need to match the project or event that is outlined in the application.

A good budget will:

- clearly list budget items and how they relate to the 2040 Goal
- include quotes – quotes from local businesses (within the City of Whittlesea) will attract a higher score
- provide realistic estimates based on current market costs
- comply with the guidelines, taking into account what can and can’t be funded by the grant
- provide details of other funding, matching fund or in-kind contributions.

Any budget items valued at \$500 and above must submit a quote. Quotes submitted must include:

- ABN details of the organisation or company providing the quote
- an itemised break-down of what is included in the quote
- online quotes are accepted as long as the website address (URL) and the name of the business are included so that the information can be verified
- budgeted items costing **\$1,500 and over** must provide a minimum of 3 quotes demonstrating comparative market costs.

Creativity and Innovation – 15%

In line with Council’s Creative Plan, applicants will be required to demonstrate how the project or event will enable creativity by using spaces, voices and experiences.

- Spaces – how you utilise Council’s venues and facilities for arts and culture
- Voices – how will your project or event enable creative engagement and expression of the community,
- Experiences – how will your project or event positively impact the community?

Applicants will be assessed according to how they would meet at least one of the following measures;

- Improve efficiency, utilise technology, boost productivity, optimise resource use and lower costs.

For example, distributing costs by working in partnership with another organisation to deliver the applicant’s project or event.

Sustainability – 10%

You must demonstrate how your proposed event, project or outcomes from delivering your project or event continue beyond the grant on offer. For example, for events, will your event or project support continuing outcomes you identify in the Whittlesea 2040 goals you select?

Scoring of the above selection criteria are rated 1 – 5 as follows;

Rating Score	Score Justification
5	Application meets criterion at a high level. There is clear understanding of how the applicant will meet the criterion.
4	Application meets criterion well but lacks clear or specific details.
3	Application meets criterion, however there are still questions regarding the answer to the criterion.
2	Application largely fails to meet the criterion.
1	Application completely fails to meet the criterion.

Target Audience and Location – 10%

To actively support and empower population groups that may experience multiple barriers and, to promoting equity and inclusion this assessment criteria will include weighting across target population groups and locations according to lower socio-economic disadvantage.

- First Peoples Communities
- Children & Young People
- Culturally & Linguistically Diverse communities
- Gender Based Groups,
- LGBTIQ+ Communities,
- People living with a disability and carers
- Place Based Groups. For example, eligible new or emerging groups in an area
- Seniors
- Veterans

Scoring of Target Audience & Locations is only applied when one of the target is selected and then according to the location of the group. For example, if applicant selects seniors and they are located outside of the City of Whittlesea, they would only get a point for the target audience. If the applicant is in the City of Whittlesea and they target seniors, then they would be scored both for the target audience and location of their group accordingly.

Not previously funded – 5%

As identified earlier, organisations that have not previously been funded by City of Whittlesea grants will receive higher weighting than those that have been funded more recently.

This is to encourage new groups, innovation and unique projects or events.

Rating Score	Score Justification
5	Has never been funded as an applicant or individual
4	Last received a grant 4 years ago
3	Last received a grant 3 years ago
2	Last received a grant 2 years ago
1	Last received a grant 1 year ago
0	Received a grant in the current year.



Notification Dates

To assist you in planning your grant application, the following dates outline when to expect notification of the decision made regarding your application for a grant according to the date you submit your application.

Small and Individual Grants (Monthly)

Applications submitted each month will be considered and notified by at least six weeks after the end of month in which an application was submitted. The following table confirms the dates of notification for monthly grants. For dates that fall on a public holiday, notifications will occur the day after the public holiday.

Monthly Applications	Notification Due By Date
January	14 March
February	11 April
March	12 May
April	11 June
May	12 July
June	11 August
July	11 September
August	12 October
September	11 November
October	12 December
November	11 January
December	11 February

For example, if you apply on the 31 March, you can expect your grant notification by 12 May, allowing the six week notification period.

Medium, Large and Unincorporated Group Grants (Quarterly)

Application Dates	Notification Due By Date
1 January to 31 March	12 May
1 April to 30 June	11 August
1 July to 30 September	11 November
1 October 31 December	11 February

Mandatory conditions

To ensure fair and equitable consideration towards all applications submitted, **all grant types** will have the following **mandatory** conditions included:

1. Declaration of Conflict of Interest

To ensure fairness and transparency a Declaration of a Conflict of Interest must be completed by all applicants who are affiliated with Council with any of the following roles:

- a. Councillor
- b. Council staff
- c. Volunteer
- d. appointed to Committee or working group
- e. contractor or consultant.

2. Acknowledge Council support

All grant recipients are required to acknowledge Council for their support. Acknowledgement requirements will be set out in the ‘Conditions of Grant’ once a grant is approved and offered.

3. Grant Acquittals summary

Grant acquittals are the last step of the grant process where you have completed your project or event and you provide a report on how the grant money was spent and how successful your activity was. This is also a great opportunity to showcase your activity through photos, videos and other media. Acquittals must be completed to:

- capture the great initiatives delivered across City of Whittlesea through grants
- be sure successful grant recipients use the grants for the intended purpose applied for
- show the impact of your project or event to the community through stories, photos, media and other means (eg web links, Youtube links, posts etc).
- confirm how you used the grant money, provide receipts and return any unspent funds.

4. Consent

Through the eligibility check and assessment process, Council will seek consent to contact third parties noted in your application in order to verify details where required.

To facilitate delivering all year grants that are open and competitive, if consent is not provided at the application stage and we cannot verify information on your application, priority will be given to applicants who have provided all information and consent to liaise with third parties.

Contact with third parties noted in your application will be to verify only details specific to your application for the grant, where required.



Minimum requirements for Supporting Documents

It is essential for your application to have supporting documents as priority will be given to applicants with all supporting documentation.

Quotes

Any quotes provided must have the following details:

- ABN details of the organisation or company providing the quote
- an itemised break-down of what is included and costs
- screen shots of online quotes with the website address included in the screen shot and name of business
- budgeted items costing \$1,500 and over must provide a minimum of 3 quotes demonstrating comparative market costs.

Letters of support

Any letter of support you provide must have the following details:

- provided on letterhead or email from supporting group
- acknowledgement of the support for your:
 - group name
 - grant type and grant event or project title you are applying for
- the reason they support your grant
- signed off by the authorised contact of the support group or organisation and their contact details.



How do I apply

All applications for our grants will be on-line through SmartyGrants. You will require an email address to apply for the grants. This email address will be the main form of communication for any details regarding your application, conditions of grant, grant variations and acquittal.

How to complete the application form

On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving your draft application

If you want to save an application and return to it later, press 'save and close' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download PDF' button located at the bottom of the last page of the application form.



“We see a lot of great applications come through and unfortunately are made ineligible due to not attaching the required or supporting documents with their applications.”

Submitting your application

You will find a Review and submit button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top or bottom of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

Attachments and support documents

You may need to upload/submit attachments to support your application. This requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

Completing an application in a group/team

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

Confirmation of Submission

You should receive an email confirming your grant application was submitted. If you do not receive a confirmation email, check your spam or junk email folder. If you can't find the email, your application is not submitted, double check in Smarty Grants.

Need some help?

✉ community.grants@whittlesea.vic.gov.au

☎ 9217 2170



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Whittlesea**

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(ask for 9217 2170)

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