



Community Grants Program Guidelines

2021/22

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Community Grants Program 2021/22 Guidelines

Acknowledgment of country

Council respectfully acknowledges the Yaluk-ut Weelam Clan of the Boon Wurrung. We pay our respect to their Elders, both past, present and emerging. We acknowledge and uphold their continuing relationship to this land

Introduction to program

The City of Port Phillip recognises that its Community Grants Program, Subsidy Schemes and Donations provide a strategic opportunity to work in partnership with community groups, organisations and individuals to strengthen community capacity and create and promote an inclusive, liveable, sustainable and vibrant City of Port Philip. The Community Grants Program is based on [Council's Community Funding Policy](#).

Program Objectives

The City of Port Phillip Community Grants Program aims to:

- Strengthen and leverage the capacity of local community groups and networks.
- Enable access to inclusive and accessible events, programs and services particularly:
 - for older people, people who identify as LGBTQI+, people with disability, people from multicultural backgrounds, Indigenous people, people at risk of or experiencing homelessness, and persons experiencing social and economic disadvantage
- Build social connections, value diversity and address health and wellbeing inequities in our communities
- Promote volunteering whilst enhancing the provision of community services, programs and support
- Foster sustainability initiatives that maximise reuse and recycling opportunities and supports the circular economy
- Support programs and projects that are innovative and or address local emerging needs within our community

Council Priorities

Applications are invited for projects that enhance diversity, enable community participation and decision making, and contribute to the building of healthy, strong and inclusive communities.

Applicants must demonstrate consistency with Strategic Direction One of the [Council Plan 2021-31](#) and respond to the Community Grants Program priorities:

Inclusive Port Phillip - a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities.

- Port Phillip is more accessible and welcoming for people of all ages, backgrounds and abilities.
- Port Phillip is a place where people of all ages, backgrounds and abilities can access services and facilities that enhance health and wellbeing through universal and targeted programs that address inequities.
- People are supported to find pathways out of homelessness.

Sustainable Port Phillip - Port Phillip has a sustainable future, where our community benefits from living in a bayside city that is cleaner, greener, cooler and more beautiful. The importance of action in this area is emphasised by Council declaring a Climate Emergency in 2019.

Community Grants Funding Categories

There are five categories of funding for the Community Grants Program in 2021/22:

Funding Category	Purpose	Maximum Amount
Program Support	Supports small groups to initiate and run their activities	Up to \$1000
Diversity and Ageing Support	Supports seniors and CALD groups to initiate and run activities	Up to \$1000
Toyota Community Foundation/City of Port Phillip Equipment Fund	Funding for the purchase of equipment that is essential to project or service success	Up to \$1000
Social Inclusion Partnerships	Supports projects that involve two or more organisations working in partnership to increase social inclusion	Up to \$5000

Community Strengthening	Supports projects/program that strengthen community and organisational capacity	Up to \$10,000
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Table 1: Community Grants Funding Categories

Organisations can apply for multiple projects under the Program Support, Diversity and Ageing Support, Social Inclusion Partnerships and Community Strengthening categories. A separate application form must be submitted for each project. A limit of one application per organisation applies to the Toyota Equipment Fund.

The Community Grants Program is a competitive process and limited by the amount of funds available. Applicants are not guaranteed funding, nor can any applicant be guaranteed full funding. Successful projects funded previously cannot be guaranteed funding in future years. These limitations require consideration when developing a project application. Detailed information on each grant category follows:

Category 1: Program Support

Maximum funding per project: \$1,000

This program recognises that many small groups require financial support to initiate and run their activities. These activities are not necessarily project based but form an important part of people’s lives and the wellbeing of the broader community. For example: social activities such as community choir, group outings or physical activities such as walking and fitness groups.

Category 2: Diversity and Ageing Support *

Maximum funding per project: \$1,000

This program recognises that many seniors and/or culturally and linguistically diverse groups require financial support to initiate and run their activities. These activities are not necessarily project based but form an important part of people’s lives and the wellbeing of the broader community. Examples of activities that may fit into this category are events and social activities (e.g. cultural celebrations /significant religious days, group excursions) or physical activities (e.g. dance programs, walking groups).

Category 3: Toyota Community Foundation/ City of Port Phillip Equipment Fund

Maximum funding per application: \$1,000 (one application per organisation)

Not for profit organisations may apply for up to \$1,000 for the purchase of equipment that is essential to the success of a project or service. This does not include building works, facility management or landscaping works. Please refer to page 7 for exclusions.

Applications that include in kind contributions will be viewed favourably.

Category 4: Social Inclusion Partnerships

Maximum funding per project: \$5,000

The Social Inclusion Partnerships Program provides funding to:

- Community organisations and groups to partner to develop and deliver projects and activities that increase social inclusion in the community.
- Engage residents who, for various reasons, may not otherwise have the opportunity to participate in or contribute to broader community life.

Category 5: Community Strengthening

Maximum funding per project: \$10,000

The Community Strengthening program funds projects that:

- Strengthen and leverage the capacity of the local community and/or local community sector supporting their ongoing sustainability.
- Are designed to meet the existing and emerging needs of local residents and encourage participation, social connection and value diversity..
- Contribute to the health and wellbeing of the community and addressing health inequities.
- Support environmental sustainability and circular economy.
- Projects that demonstrate plans for long term sustainability will be viewed favourably.

Program Timeframes

Activity	Scheduled Date
2020/21 Applications Open	Monday 5 July 2021
Information Session 1	Tuesday 13 July 10:00am - 11:00am
Information Session 2	Thursday 22 July 6:30pm – 7:30pm
Grant Writing Workshop 1	Thursday 15 July 9.30am - 11.30am
Grant Writing Workshop 2	Tuesday 27 July 6.30pm - 8.30pm

Activity	Scheduled Date
2020/21 Applications close	Monday 16 Aug 2021 at midnight Late applications will not be accepted
Applications assessed	August - October 2021
2020/21 Grant Recipient Acquittal Reports due	Wednesday 1 December 2021
Recommendations presented to Council	Mid November 2021
Applicants emailed application outcome	Late November
Funds issued to successful 2021/22 applicants	December 2021 – January 2022

Table 2: Community Grants Program Timeline 2021

Applying for a Community Grant

Eligibility

To be eligible for Community Grants Program funding applicants must:

- Be a 'Not-for-Profit' community group, organisation or club
- Be incorporated under the Associations Incorporation Act or supported by an Incorporated Association that is deemed to be non-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the Income Tax Assessment Act 1936)
<https://www.legislation.gov.au/Details/C2013C00040>
- Have Public Liability Insurance or an Auspice Organisation Public Liability Insurance with a minimum of \$20 Million.
- Have complied with all terms and conditions including the submission of a satisfactory project status and acquittal reports for all previous City of Port Phillip Grants.
- Provide an ABN or an Auspice Organisation ABN
- Organisations must be located within, or offer projects within, the City of Port Phillip municipality.
- Diversity and Ageing Support Grants applicants must also represent older residents or residents from a culturally and linguistically diverse background

What can be funded?

The following will be considered for funding, but is not an exhaustive list:

- Fees for temporary training costs or sessional program staff employed to implement the project/activity.
- Costs incurred in hiring a venue (excluding costs associated with the rental of business premises).
- Project administration costs.
- Costs associated with encouraging participation.
- Materials and other items essential to the project/activity.
- Printing, advertising, translations and promotional costs.
- Transport costs.
- Research costs.
- Limited catering costs essential to the provision of the project.

What can't be funded (exclusions)?

Community Grants are not for:

- Items that are part of an organisation's core business or normal operating expenses e.g. insurances (such as public liability), utilities, rental of business premises etc.
- State wide projects
- Projects that do not align with Council's principles and values as identified in the [Council Plan 2021-31](#).
- Projects that are the funding responsibility of other levels of government
- Projects that duplicate other local service responses unless need, coordination and cooperation is evident
- Projects that could be funded from other sources e.g. fees, sponsorships
- Projects that have already started or have been completed
- Private profit-making organisations
- Individuals (unless auspiced by an organisation)

Toyota Community Foundation/City of Port Phillip Equipment Funds are not for:

- New building projects, capital works, significant capital equipment (\$1,000 or more) or facility maintenance.
- Equipment that is not transferrable or portable.
- Equipment that has already been purchased
- Preventative maintenance.

Assessment Process

After you have submitted your grant application:

- You will receive an email confirming receipt of your application and a PDF copy of your application for your records
- An eligibility check including initial assessment is conducted by Council Officers. Applicants that do not meet eligibility criteria will not continue for further assessment and applicants notified by email.
- An assessment panel consisting of Councillors, Council endorsed community members and Senior Council Officers will review each application against the assessment criteria and make recommendations to Council for endorsement.
- Recommendations are presented to Council November 2021 and applicants are notified by email.
- Recipients will be listed on the Council's website and may be published in Council's Annual Report.

Assessment Criteria

Community Grants Program Assessment Panel will assess all applications against the following assessment criteria:

Category 1 & Category 2: Program Support & Ageing & Diversity Support

Council Priorities / Program Objectives (weighting 35 per cent)

- To what degree does the project address Council priorities?
- Does the grant application meet one or more of the objectives of program?

Community need / Target Population (weighting 30 per cent)

- Has a need for the program been clearly demonstrated?
- How effectively will the program meet this need?
- What benefits will the program deliver to the community?
- Who are the participants?
- What benefits will the program deliver to the community?
- How many City of Port Phillip participants will benefit from the program?

Planning & Management (weighting 25 per cent)

- Does the organisation have the necessary resources and experience to successfully manage the program?
- Does the budget reflect value for money?
- Is there evidence of in-kind contribution?

Sustainability (weighting 10 per cent)

- How have you considered environmental sustainability in the project design and implementation?

Category 3: Toyota Community Foundation/ City of Port Phillip Equipment Fund

Community Need (weighting 25%)

- Has a need been clearly demonstrated?

Target population (weighting 25%)

- Who will benefit from the funding?

Sustainability (weighting 25%)

- How will the equipment add to the ongoing viability of the organisation or activity?

Budget (weighting 25%)

- Does the budget reflect value for money?
- Is there evidence of in-kind contribution?

Category 4 & Category 5: Social Inclusion Partnerships & Community Strengthening

Council Priorities / Program Objectives (weighting 35 per cent)

- To what degree does the project address Council priorities?
- Does the grant application meet one or more of the objectives of program?

Community need / Target Population (weighting 35 per cent)

- Has a need for the program been clearly demonstrated?
- How effectively will the program meet this need?
- What benefits will the program deliver to the community?
- Who are the participants?
- What benefits will the program deliver to the community?
- How many City of Port Phillip participants will benefit from the program?

Planning & Management (weighting 25 per cent)

- Does the organisation have the necessary resources and experience to successfully manage the program?
- Does the budget reflect value for money?
- Is there evidence of in-kind contribution?
- Genuine partnership is demonstrated in the Social Inclusion Category
- What steps have you taken to make your project financially sustainable?

Sustainability (weighting 15 per cent)

- How have you considered environmental sustainability in the project design and implementation?

Support Documentation Required

Applicants are required to provide the required documentation with their application.

Incorporation

Applicants must be incorporated or hold another legal entity status. Incorporation is the most common way to provide a community group status as a legal entity.

If you are not incorporated and would like to become incorporated, you may contact the Office of Consumer Affairs Victoria on 1300 558 181 or visit the [webpage](https://www.consumer.vic.gov.au/) for more information (<https://www.consumer.vic.gov.au/>).

If your group is not incorporated and does not wish or is unable to become incorporated, you may apply through an auspice organisation.

Auspice organisation

An auspice is any organisation that is incorporated, holds current public and products liability insurance and agrees to take responsibility for your grant. Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation or individual. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant.

A letter confirming the auspice arrangement must be attached to your funding application. Any auspice fees can be included in your grant budget. Examples of an auspice include:

- Local neighbourhood houses
- A community organisation you have worked or partnered with
- A peak body or governing association of your field
- Organisations with a similar mission and purpose

Public and Products Liability Insurance

City of Port Phillip requires applicants to hold current Public and Products Liability Insurance to the value of \$20 Million to protect themselves against legal liability for third party's injury, death and/or damage to property caused by an occurrence in connection with the applicant's activities. This is proven by providing a valid Certificate of Currency for Public Liability Insurance.

Applications may be submitted without current Public Liability Insurance on the condition that it is purchased, and a certificate of currency is provided once the grant is successful.

You may apply through an auspice organisation if your group does not wish to purchase insurance.

Quote for equipment (Equipment Fund only)

If your group is applying for the Equipment Fund (grants category 3), you will also be required to provide a quote for any equipment being requested.

Support Provided by Council

Grants information sessions

All applicants are strongly encouraged to attend an information session before applying for a Community Grant.

To rsvp for an information session: [Information Session Registration¹](#)

Interpreters for Auslan and languages other than English are available upon request. If you have any access or support requirements to enable equitable participation in these information sessions, please contact the Community Grants and Funding Officer, on phone: 03 9209 6777 or email: grants@portphillip.vic.gov.au

Community Grants Information Sessions	Event Details
Session 1	Date: Tuesday 13 July 10:00 - 11:00am Location: Online
Session 2	Date: Thursday 22 July 6:30 - 7:30pm Location: Online

Table 3: Grants Information Sessions

Funding Principles

Funding Principles	Funding Principles Example
Child Safe Standards	Meet obligations in relation to keeping children and young people safe
Inclusion & Accessibility	Be free from discrimination and enable equitable participation for all community members

¹ Full weblink to information sessions and grant writing workshops [community grants webpage \(http://www.portphillip.vic.gov.au/community_grants.htm\)](http://www.portphillip.vic.gov.au/community_grants.htm).

Funding Principles	Funding Principles Example
Equity	Address disadvantage and offer equal opportunity to all by recognising the individual needs of different community members
Responsiveness	Consult with participants and service users to respond to community needs.
Efficiency & Effectiveness	Maximise use of community and council resources to achieve project goals.
Accountability	Maintain transparent governance and reporting processes.
Sustainability	Model environmental, social and economic sustainable practice.

Access and Inclusion

Interpreters for Auslan and languages other than English are available upon request. If you have any access or support requirements to enable equitable participation in this program, please view the Accessibility and Disability Inclusion Fact Sheet on this webpage.

Council has also provided an Accessibility and Disability Inclusion Fact Sheet to support applicants ensure that their projects are inclusive for all participants.

Ensuring a child safe City of Port Phillip

The City of Port Phillip has zero tolerance for child abuse, and we are a committed Child Safe organisation. Our commitment is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip.²

All grant applications that work directly with children and young people are required to comply with legislation and regulations relating to child safety including, but not limited to, the Working with Children Act 2005 and the Working with Children Regulations 2016 and the [Victorian Child Safe Standards \(CSS\)](#)

Sustainability

² Full web link to Council's Child Safe Standards: <http://www.portphillip.vic.gov.au/child-safe-standards.htm>

The City of Port Phillip has committed to improving sustainability and reducing waste through its strategies, [Act and Adapt and Don't Waste It!](#) Applicants are advised to avoid the following:

- Balloons
- Single use plastic bags and straws
- Single use crockery and cutlery that cannot be recycled

Applicants are encouraged to consider how they can reduce their impact on the environment by implementing the following:

- Avoiding the use of disposable decorations
- Reducing power consumption
- Utilising e-ticketing
- Promoting public transport, walking and cycling
- Sharing resources with other organisations or project supporters
- Washing crockery and cutlery rather than using disposable items
- Encouraging reusable coffee cups
- Providing drinking water to reduce the use of plastic bottles
- Composting organic waste

For advice about making your event more sustainable, contact Lisa Paton, City of Port Phillip Sustainable Programs, on phone 03 8563 7734 or email

Lisa.Paton@portphillip.vic.gov.au

Lobbying

Canvassing or lobbying of councillors, employees of the City of Port Phillip or assessment panel members in relation to any grant, subsidy and sponsorship applications is prohibited.

More information

The City of Port Phillip is committed to providing equitable participation and engagement. If you have any accessibility or support requirements to complete your grant application, please contact the Grants and Funding Officer, phone: 03 9209 6777 or email:

grants@portphillip.vic.gov.au

Checklist: Preparing your grant application

Task	Notes
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Read the 2021/22 Community Grants Program Guidelines	
Familiarise yourself with the City of Port Phillip Council Plan 2021-2031	For details about the Council Plan see: Council Plan 2021- 2031 ³
<p>Check eligibility for a Community Grant:</p> <ul style="list-style-type: none"> • Is your organisation a not-for- profit? • Are you an incorporated legal entity? • Does your organisation operate within the Port Phillip municipality or are you able to demonstrate that the program benefits residents in the municipality? • Have complied with all terms and conditions including the submission of a satisfactory acquittal report for all previous City of Port Phillip Grants • Are you able to demonstrate financial viability? • Do you have appropriate insurance for this project? 	<ul style="list-style-type: none"> • Please note: individuals or commercial organisations are not eligible to apply. • Please refer to Appendix A for Definitions • Please refer to Appendix B for map of Port Phillip municipality • Please refer to Appendix C for Terms and Conditions
<p>If you are being auspiced, obtain from your auspice organisations the following:</p> <ul style="list-style-type: none"> • Incorporation number • GST status • ABN • Financial statement • Current Public Liability Insurance • Letter of support 	For details about auspicing arrangements see: https://www.nfplaw.org.au/auspicing ⁴
Visit the City of Port Phillip website for a list of previous grants recipients	For details of Previous Grant Recipients ⁵

³ For full web link to Council Plan 2017-2017:
http://www.portphillip.vic.gov.au/council_plan_budget.htm

⁴ For full web link to Justice Connect auspicing details: <https://www.nfplaw.org.au/auspicing>

⁵ For full link to Previous Grant Recipients:
http://www.portphillip.vic.gov.au/community_grants.htm

Attend an information session and/or grant writing workshop.	Community Grants Information Sessions and Grant Writing Registration ⁶
Speak to the relevant Council Officer/s. It is important that you talk through your project ideas with the officer responsible for the Funding Stream before applying. The Council Officer can give you advice on how to shape your application to give it every chance of success.	Contact details of the Council Officers can be found in Appendix D .
Successfully acquit all previous grants from City of Port Phillip to ensure that you have no outstanding debts.	Acquittal reports for Community Grants 2020/21 due 1 December 2021.
Select the appropriate stream and category to apply under	There are five categories of/funding for the Community Grants Program in 2021/22: <ul style="list-style-type: none"> • Program Support • Diversity and Ageing Support • Toyota Community Foundation/ City of Port Phillip Equipment Fund • Social Inclusion Partnerships • Community Strengthening
Login in/Register with Smarty Grants to create your application	To login to the City of Port Phillip Smarty Grants page: SmartyGrants Registration ⁷¹
Consider accessibility and sustainability	Access Sustainability
Review the Assessment Criteria	Assessment Criteria
Complete budget and include any in-kind contributions.	Remember budget income must equal expenditure.

¹⁰ For web link to information and grant writing session registration:

http://www.portphillip.vic.gov.au/community_grants.htm

¹¹ Full web link to Smarty Grants Registration: <https://portphillip.smartygrants.com.au/>

<p>Obtain all mandatory supporting evidence and submit with your application:</p>	<p>Current Public Liability Certificate</p> <p>Recent annual report or annual statement/ financial statement submitted to Consumer Affairs)</p> <p>Quote for equipment (if applying for Equipment Fund</p> <p>If you are auspiced by a NFP, you will also need provide a support letter from the organisation who have agreed to manage your funds</p>
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Table 6: Checklist - Preparing Your Application

Appendix A – Definitions

ABN (Australian Business Number): The Australian Business Number is a number used to identify a business or organisation for tax and Australian Government purposes. An ABN for the organisation or for the Auspice organisation must be provided in the grant application.

Auspice: Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation or individual. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant.

Acquittal Report: An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An acquittal report usually consists of a written report that summarises project outcomes in relation to project objectives. It also provides a financial statement detailing how the funds were spent. All acquittal reports are summarised and presented to Council one month after the due date. Organisations that do not submit their acquittal report will be listed and may not be eligible for further funding from the City of Port Phillip.

Community: For the purposes of the Community Grants, 'community' refers to people living, working, visiting and studying within the City of Port Phillip.

Community Grants Assessment Panel: City of Port Phillip has two Community Grant Assessment Panels responsible for assessing Community Grant Applications. Each Panel consists of two Community Representatives, a Councillor and a Council Officer. Care is taken to ensure that representatives do not have a conflict of interest in assessing and recommending Grants for funding.

Conflict of Interest: A conflict of interest occurs if a member of the grant assessment panel has something to personally gain from the grant application. It also extends to providing family and close friends with preference.

Council: The City of Port Phillip is defined as a geographical area and also the entity which has the authority to make decisions on behalf of the City of Port Phillip.

Funding Deed: A Funding Deed is a formal document stating the purpose of the funding, the financial amount, and the conditions attached to the grant. It also defines the rights and responsibilities of the grant recipient and Council. Once signed, recipients are under a legal obligation to comply with the stated terms and conditions. A Funding Deed will be issued to successful applicants for amounts over \$2000.

Grant: A grant is a sum of money awarded to an organisation for a specified purpose.

GST (Goods and Services Tax): Organisations are strongly encouraged to establish their responsibilities in relation to their GST status and indicate on the application form what that status is. Successful organisations with an ABN and registered for GST will receive a Recipient Created Tax Invoice, for their grant, plus 10% GST. Successful organisations with an ABN and not registered for GST will not receive a Recipient Created Tax Invoice or 10% GST for their grant. These organisations will receive only their grant amount.

In-kind Contributions: An in-kind contribution is the 'non cash' contribution made by the applicant that can be allocated a financial value, i.e. volunteer services. Applications with in-kind contribution will be viewed favourably.

Incorporated Organisation: An organisation that is a legal entity and has a legal structure. The organisation must be registered with Consumer Affairs Victoria. For more information please contact Consumer Affairs Victoria or phone 1300 558 181

Non-compliant: An applicant (this includes organisation and/or individual) may be deemed non-compliant in the circumstances that the recipient;

- failed to meet terms and conditions of funding deed
- is insolvent
- is under legal investigation
- failed to lodge a satisfactory acquittal (a satisfactory acquittal demonstrates that the selection criteria of the program were met, and the financial expenditure of the project was spent appropriately and/or unspent funds returned to Council)
- did not complete the project and failed to lodge an acquittal
- completed the project and failed to lodge an acquittal

Not for Profit (NFP) Organisation: An NFP is an organisation that does not distribute any profit to an individual, its members and or shareholders. Any profit from the organisation will be directed back into the organisation and its activities.

Objectives / Aims: An objective/ aim states the overall goals of the project.

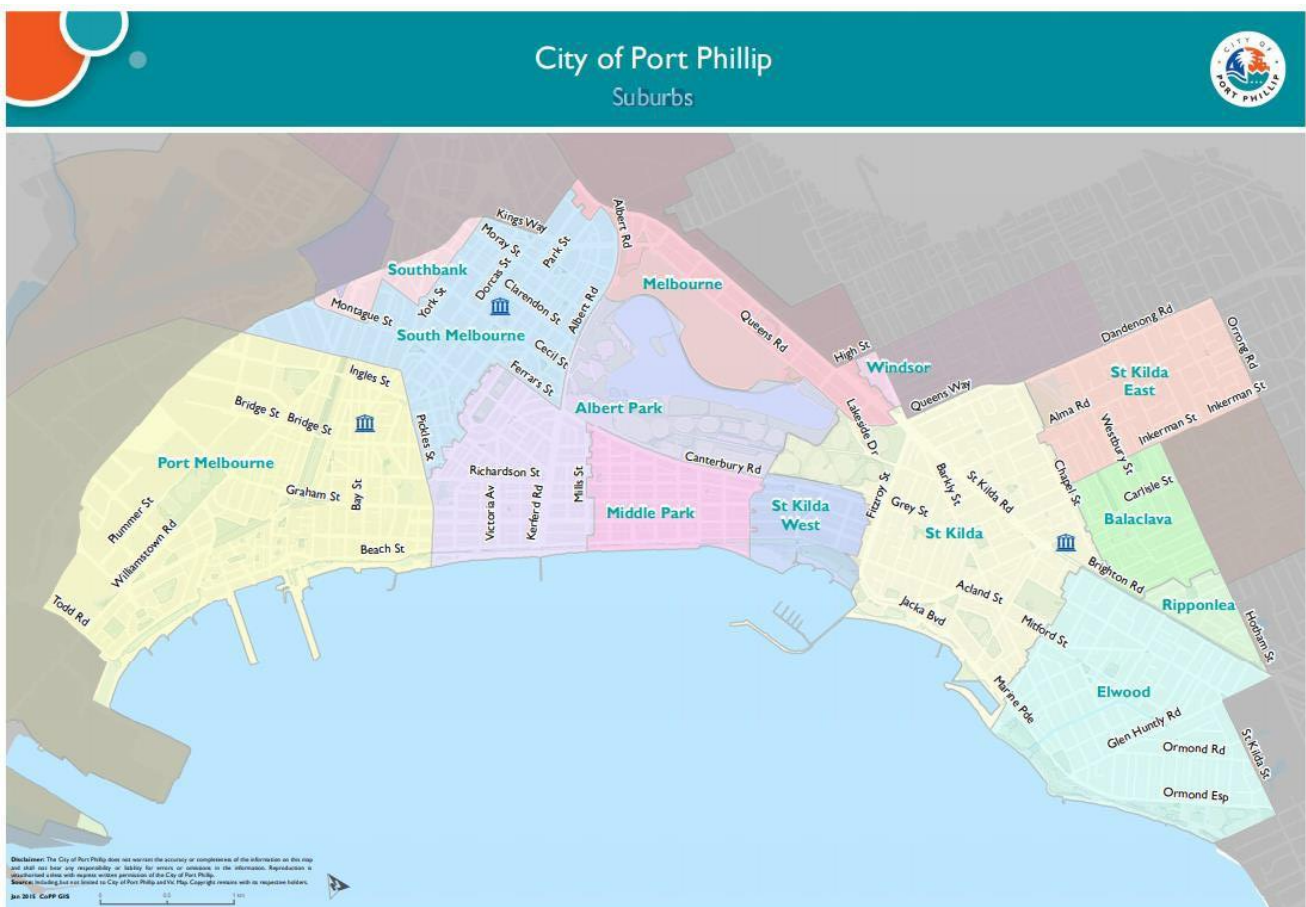
Outcomes: Outcomes describe the specific results of the project.

Project Status Report: An online Project Status Report must be submitted if the Acquittal Report has not been submitted by 06 March 2020.

Project Variation Report: A Project Variation Report is to be submitted ONLY if there is to be a substantial variation or change to the project from the initial project application. Funded organisations wishing to submit a Project Variation Report must first contact the Community Grants and Funding Officer on 9209 6694 or grants@portphillip.vic.gov.au

Appendix B – City of Port Phillip Map

If you would like to access a digital map of Port Phillip, please view [here](#)



Appendix C – Grant Terms and Conditions

- If your application is successful you will be required to sign and return the Conditions of Funding Agreement.
- Funded organisations must provide a Project Acquittal Report 4 weeks after completion of the project or before 1 December 2022 by which time all projects should be completed unless otherwise approved in writing by Council. All reports are to be submitted online via <https://portphillip.smartygrants.com.au/>.
- Organisation's holding a launch or event for the project for which they have been funded and are planning to invite the Mayor/Councillors and/or Council Officers, are required to ensure their invitation is sent at least 4 weeks prior to the event. The relevant Council officer must be notified of this invitation.
- Funded organisations are required to acknowledge the City of Port Phillip in all promotional or publicity material for the funded project. The presentation of the logo should match the involvement and relative importance Council had in the project or activity. A jpg and gif format logo along with City of Port Phillip's style guide will be provided with the notification letter to successful applicants.
- Funding from the Community Grants Program requires compliance with specific conditions prior to payment and verification of ABN and GST status.
- The funded organisation must comply with all relevant laws and conditions. Significant State and Commonwealth legislation includes:
 - Carer Recognition Act 2012
 - Consumer Affairs Victoria
 - Charter of Human Rights and Responsibilities Act 2006
 - Child Safe Standards
 - Disability Discrimination Act 1992
 - Equal Opportunity Act 1995
 - Fair Work Act 2009
 - Privacy and Data Protection Act 2014
 - Public Liability Insurance
 - Racial and Religious Tolerance Act 2001
 - Child Safe Standards
 - Victorian Disability Act 2006
 - Volunteer Personal Accident Insurance
 - WorkSafe Victoria

Appendix D - Access Council's advice

Applicants are strongly encouraged to contact council staff when planning projects. Staff can offer assistance and advice in a range of planning and project management matters. Please contact the most appropriate person for your project:

General Grants Enquiries:

Melissa Findlay – Community Grants & Funding Officer

E: grants@portphillip.vic.gov.au or T: 8563 7400

Diversity & Inclusion Projects:

Including multicultural, LGBTIQ+, multifaith

Ewa Zysk - Diversity Officer

E: Ewa.Zysk@portphillip.vic.gov.au or T: 03 9209 6694

Older People

Cathy Horsley – Team Leader Community Building

E: Cathy.Horsley@portphillip.vic.gov.au or T: 03 9209 6260

People with Disability

Kelly Armstrong - Community Access & Engagement Officer

E: Kelly.Armstrong@portphillip.vic.gov.au or T: 03 9209 6829

Social Inclusion Projects:

Karen Watson – Access & Support Officer

E: Karen.Watson@portphillip.vic.gov.au or T: 03 9209 6384

Children Services:

Wendy Morris-Smith – Coordinator Children Services

E: Wendy.Morris-Smith@portphillip.vic.gov.au or T: 03 9209 6534

Family Services:

Sonia Hernandez - Coordinator Family Services

E: Sonia.Hernandez@portphillip.vic.gov.au or T: 03 8563 7881

Environmental Projects:

Lisa Paton – Coordinator Sustainable Programs

E: Lisa.Paton@portphillip.vic.gov.au or T: 03 9209 6690

Health & Wellbeing Projects:

Teresa Parsons - Head of Integrated Community Service Planning and Review

E: Teresa.Parsons@portphillip.vic.gov.au or T: 03 9209 6373

Indigenous Projects:

Todd Condie – Indigenous Policy Officer

E: Todd.Condie@portphillip.vic.gov.au or T: 03 9209 6818

Public Housing/ Rooming Houses Projects:

Kate Incerti – Team Leader Housing & Homelessness

E: Kate.Incerti@portphillip.vic.gov.au or T: 03 9209 6367

Sport & Recreation Projects:

Miles Davine – Sport and Recreation Club Development Officer

E: Miles.Davine@portphillip.vic.gov.au or T: 03 9209 6348

Youth Projects:

Sarah Schaefer Rivilla - Coordinator Middle Years and Youth Services

E: Sarah.SchaeferRivilla@portphillip.vic.gov.au or T: 03 9209 6348

Gender Equity:

Kate Greenwood - Social Policy and Gender Equity Advisor

E: Kate.Greenwood@portphillip.vic.gov.au or T: 03 8563 7493
