



Frequently Asked Questions

Wyndham City Community Grants Program

Introduction

Wyndham's Community Grants Program enables Council to provide financial assistance to local community organisations and groups to undertake projects and activities that will:

- help Council to meet its strategic objectives; and
- build Wyndham's community capacity and contribute to community strengthening.

2019 – 2020 Grant rounds

To assist in planning your project, please refer to the following key dates for each of the grant rounds that are currently scheduled for 2019 – 2020:

Category	Opens	Closes
Community Pathways Scholarships	Ongoing	Fortnightly
Neighbourhood Grants	Ongoing	End of each month
Identity, Inclusion and Connection Grants	Round 1	Closed
Identity, Inclusion and Connection Grants	Round 2	TBA
Identity, Inclusion and Connection Grants	Round 3	TBA
Community Strengthening Grants	2 September	3 October (3pm)
Community Health Grants	2 September	3 October (3pm)
Community Environment Grants	2 September	3 October (3pm)

How can I apply for a community grant?

- Download a copy of the Program Guidelines from Council's grants homepage <https://www.wyndham.vic.gov.au/services/volunteering-grants/about-grants/community-grants-program> and apply online at www.wyndham.smartygrants.com.au.
- Alternatively, contact Council's Grants Team on 9742 0926 or 9742 8130 to have a copy of the guidelines and/or application form sent to you.
- If you get stuck completing your application, please contact Council's Grants Team for assistance on 9742 0926 or 9742 8130 or email funding@wyndham.vic.gov.au.

How do I know if my application has been received?

After submitting your application online you will receive an email confirming that your application has been received by Wyndham City.

What are the Community Grant categories?

The following table outlines all of categories that are currently offered as part of Wyndham City's Community Grants Program:

Grant Category	Maximum Funding	Purpose	Frequency
Community Pathways Scholarships	\$500 or \$1,000 if auspiced	To provide assistance to support young sportspeople, artists, community champions and students to pursue their field of expertise.	Fortnightly (always open)
Neighbourhood Grants	\$1,000	To build communities through local neighbourhood projects which develop networks and connections and improve shared spaces.	Monthly (always open)
Identity, Inclusion and Connection Grants	\$5,000	Projects are expected to contribute to a sense of community identity, inclusion and connectedness between Wyndham residents and to a resilient community that supports good mental health and emotional wellbeing.	Three times each year
Community Strengthening Grants	\$40,000	To strengthen the capacity of citizens and community groups to participate in community life and to increase community resilience that supports good mental health and emotional wellbeing.	Annual
Community Health Grants	\$40,000	To contribute to a wider Wyndham community that is educated and enabled to make changes to their lifestyle for physical and mental health and wellbeing.	Annual
Community Environment Grants	\$40,000	To contribute to the community being educated about environmental sustainability in day-to-day operations and decision making.	Annual

Can individuals apply for Wyndham City grants?

Only non-profit community groups or organisations can apply for an Identity, Inclusion & Connection Grant, a Community Strengthening Grant, a Community Health Grant or an Environmental Health Grant.

Individuals and unincorporated groups are, however, eligible to apply for Community Pathways Scholarships and Neighbourhood Grants of up to \$500.

What happens if my organisation is not incorporated?

You will need to be auspiced by an incorporated organisation in order to apply, unless you are applying for a Neighbourhood Grant up to \$500. As well as being incorporated, an auspice organisation must also be non-profit, have an ABN and appropriate insurance.

Do I need an Australian Business Number (ABN)?

It is important that either you or your auspice is registered for an ABN. If you don't provide an ABN, Council may be required to withhold the top marginal tax rate (i.e. 48.5%) from your grant payment.

Registering for an ABN is free. For further information please visit the Australian Business Register website <https://abr.gov.au/>.

Am I required to have an insurance certificate to apply for a grant?

Yes, unless you are applying for a Community Pathways Scholarship or Neighbourhood Grant as an unincorporated group or individual. You should independently determine if your activity requires insurance.

How are applications assessed?

Council's assessment process has a number of key stages, which vary between the monthly, quarterly and annual grant categories. Please review the program guidelines for more information about specific categories.

Generally speaking, however, applications that meet the eligibility criteria are assessed by a panel of Council officers against the assessment criteria that are outlined within the program guidelines.

Can I submit an application to run a project that Council has funded in the past?

In order to ensure that funds are distributed equitably, applications for new projects will typically be prioritised over those that seek repeat funding.

In addition, projects that have been supported in the past must demonstrate increased justification for grant funding in any subsequent funding applications. And no project will be eligible to be funded beyond three years.

How can I access support and assistance in writing an application?

All applicants are strongly encouraged to attend a Wyndham City Grant Information and/or Grant Writing session prior to submitting an application.

These FREE workshops are designed to provide potential applicants with detailed information and advice, as well as the opportunity to discuss their project ideas with Wyndham City staff.

The Program Guidelines also contain a wealth of useful information on how to access other types of assistance, including:

- multi-lingual services;
- information and training sessions; and
- one-on-one support from Wyndham City staff.

For more information about these sessions or to register for an upcoming workshop, please visit www.wyndham.vic.gov.au/grants.

How much money will I get?

This will largely depend on the grant category for which you are applying, and the total number of applications that have been received. Funding for Wyndham's Community Grants Program is not unlimited and applications will be viewed within the context of Council's overall budget.

Overall it is important for applicants to remember that this is a competitive process and not all applications will be funded. In some cases, applicants may also be offered partial funding to run a reduced or modified project.

How does the Community Grants program support diversity and emerging communities?

One of Wyndham City's key objectives is to create an inclusive city where diversity is valued. Indeed diversity and inclusion are both overarching principles of Wyndham City's Community Grants Program and all applicants must be able to demonstrate how their project will look to include the broader Wyndham community, particularly those who are at greater risk of exclusion.

What happens if I am successful?

All successful grant applicants are required to sign and complete a Funding & Service Agreement before any money will be disbursed.

All grants are paid by Electronic Funds Transfer (EFT) and successful applicants will be required to provide their banking details.

Once again, no grant funding will be released until all of the necessary paperwork is completed and returned to Wyndham City for processing.

What can I spend my grant funds on?

If your application is successful, all grant money must be spent as outlined within your signed Funding & Service Agreement. Please note that at the completion of the project, you will be required to submit a final report that includes evidence of how the grant money was spent.

In the event that you wish to alter your project in any way, you must first contact the Wyndham City Grants Team for approval on 9742 0926. Depending on the extent of the proposed changes, you may then be asked to sign a variation to your original Funding & Service Agreement.

Can I provide an incomplete budget or a budget that doesn't balance?

Showing that you have a well thought out budget that reflects value for money, and where the income matches the expenditure of course, is very important in order to secure a grant. As directed in the application, this includes placing an X next to the budget expenditure you are seeking the funds for. Applications with incomplete budgets do not get awarded funding.

Further information

For more information, please call Wyndham City's Grants Team on 9742 0926 or email funding@wyndham.vic.gov.au.