

# Wyndham City Community Strengthening Grants Program Guidelines

## **Acknowledgment of Traditional Custodians**

Wyndham City Council recognises Aboriginal and Torres Strait Islander peoples as the first Peoples of Australia. We acknowledge the Bunurong and Wadawurrung Peoples as Traditional Owners of the lands on which Wyndham City operates.

The Wadawurrung and Bunurong Peoples have and always will belong to the Werribee Yalook (river), creeks, stars, hills and red clay of this Country. We pay respect to their Ancestors and Elders who always have, and always will, care for Country and community today and for future generations.

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# 1. About this Community Strengthening Grants Program

The Wyndham City Community Strengthening Grants Program (hereby known as the Grants Program) provides funding to support projects that benefit the Wyndham community.

The Grants Program helps local people and organisations turn ideas into activities, programs, events, and opportunities that strengthen community life.

The Grants Program objectives are to:

- bring people together
- build community connection and participation
- improve wellbeing and inclusion
- celebrate culture, creativity, and diversity
- strengthen local skills, leadership, and networks.

The Grants Program supports the priorities of the *Wyndham City Council Plan 2025–2029*, which includes the Municipal Public Health and Wellbeing Plan. These plans guide how grants are assessed and help ensure funded projects create positive outcomes for the Wyndham community.

Applicants are encouraged to review ***Council Adopted Strategies and Plans | Wyndham City*** strategies when developing project ideas.



Wyndham City welcomes applications from groups and individuals representing the city’s diversity, including First Nations communities, people with disability, young people, culturally and linguistically diverse communities, and LGBTIQ+ communities.

## 2. Eligibility Criteria:

### 2.1. Who can apply:

**You can apply if you are:**

- An individual with an Auspice
- An Incorporated Association
- A Registered Charity with ACNC
- An Unincorporated group or association under the Auspice of an Incorporated Association or Registered Charity

**You can't apply if you are:**

- A current Wyndham City Councillor or staff member
- A for-profit business or commercial enterprise
- Agencies of departments of state or federal government

Specific requirements for each grant type are explained below:

Grant Type	Eligible Applicants			
	Individual	Unincorporated Group	Incorporated Association	Registered Charity
Grassroots Community Grants	<input checked="" type="checkbox"/> (with auspice)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Community Strengthening Grant - Medium	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (with auspice)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Community Strengthening Grant - Large	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (with auspice)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Community Strengthening Grant - Multi-Year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special Provision Grant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (with auspice)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 2.2. Eligibility requirements:

- Projects must:
  - take place within Wyndham municipality,
  - have a minimum of 80% Wyndham resident participants excluding Little River community projects,
  - align with the Charter of Human Rights and Responsibilities Act 2006 and the Victorian Equal Opportunity Act 2010,
  - comply with the Victorian Child Safe Standards and the Working with Children Check legislation,
  - conclude within 12 months from the project start date with the exception of Multi-year grants which are by agreement.
- Applicants must:
  - have no outstanding debts or overdue reports with Council,
  - supply quotes for items \$1,000 or more,
  - have Public Liability Insurance,
  - supply financial statements and information upon request.
- Each project can only be submitted under one Funding Stream at any one time.

## 2.3. What can be funded

The items below may be considered for funding:

- Minor equipment that is not fixed or permanent – will fund up to 20% of overall grant amount applied for,
- Food and catering when part of the project,
- Entertainment or activity hire,
- Project materials and supplies,
- Advertising, promotion and printing related to the project,
- Facilitator, artist, performer or creative fees and associated costs. Must be external to applicant organisation and have an ABN.

## 2.4. What will not be funded:

Council will not fund the following items:

- Day-to-day operational or core business expenses, including wages or salaries, project delivery staff, insurance, utilities, rent or lease payments, and other business-as-usual expenses,
- Travel, fuel, accommodation, project management fees, and payments for volunteers,
- Project budget items funded by another source,
- Capital works, building works or permanent structures including facility maintenance, extensions or upgrades,
- Projects delivered at venues that operate electronic gaming machines, in line with Council's gambling policy,
- Political party, discriminatory, or fundraising-only activities,
- Activities that are the responsibility of State or Federal Government,
- Fireworks or burning of materials,
- Gifts, vouchers, prizes, trophies, donations, honorariums, scholarships or other grant programs.
- Payments to individuals without an ABN,

- Projects that provide any financial benefit or profit to private individuals or businesses, related to the applicant.
- Projects that advantage the self-interest of an applicant or that promote the business of the applicant or their associates,
- Projects where the applicant is a committee/board member of a business that makes a commercial profit,
- Activities that do not comply with relevant legislation,
- Projects that duplicate an existing Council program,
- Projects that have already started or finished.

### 3. Assessment Criteria

The following criteria is used to assess applications to ensure alignment to Council priorities:

<b>Innovation (30%)</b>	<ul style="list-style-type: none"> <li>• Extent to which the project is new or meaningfully evolved from previously funded work, with clear improvements in sustainability, delivery, or community impact</li> </ul>
<b>Strategic Alignment &amp; Community Benefit (25%)</b>	<ul style="list-style-type: none"> <li>• Strength and clarity of alignment between the project and the objectives of the Community Strengthening Grants Program</li> <li>• Extent to which the project demonstrates strong, clear, and meaningful alignment with Council’s published priorities as expressed in strategies, plans, policies, and official communications</li> <li>• Clarity, coherence, and ease of understanding of the project description, activities, outputs, and intended outcomes</li> </ul>
<b>Community Need &amp; Impact (20%)</b>	<ul style="list-style-type: none"> <li>• Extent to which the project demonstrates a clear understanding of community need and delivers meaningful benefits for equity, access, and priority populations</li> <li>• Demonstration of community support for the project</li> <li>•</li> </ul>
<b>Project Readiness &amp; Feasibility (15%)</b>	<ul style="list-style-type: none"> <li>• Extent to which the project demonstrates a balanced, realistic, and complete budget that supports effective and achievable delivery</li> <li>• Extent to which the applicant demonstrates the capacity, capability, and readiness to successfully manage and deliver the proposed project</li> </ul>
<b>Partnerships, Reach &amp; Collaboration (10%)</b>	<ul style="list-style-type: none"> <li>• Extent to which the project demonstrates a clear and meaningful approach to engaging and collaborating with other groups or organisations</li> <li>• Extent to which the project demonstrates meaningful use of local businesses through procurement of goods/services contributing to local economic and community outcomes</li> </ul>

### 4. Auspice

An auspice organisation is an organisation that agrees to apply for, receive, and manage grant funding on behalf of an unincorporated group or individual.

The auspice organisation must:

- be an Incorporated Association or Registered Charity,
- meet all eligibility requirements,
- provide a letter signed by both parties that supports the application,
- sign the funding agreement,
- receive and manage the grant funds,
- ensure funds are used for the approved project,
- complete milestone and acquittal reports.

An organisation can auspice a maximum of two grants at any one time.

## 5. Choose the right Funding Stream

Wyndham City’s Community Strengthening Grants Program includes several Funding Streams. Each stream has different requirements, funding amounts, and assessment processes. The sections below explain what each stream supports and whether it’s the right fit for your project or idea.

### 5.1. Grassroots Community Grant

	<b>Grassroots Community Grant Details</b>
<b>What this stream supports</b>	Local, community-led ideas that are simple to deliver at the grassroots level and provide a clear benefit to people in Wyndham, designed to be accessible.
<b>Funding available</b>	Up to \$2,000
<b>How often you can receive funding</b>	Up to two Grassroots Community Grants per financial year Applicants must submit a satisfactory Acquittal Report prior to applying for a second Grassroots Community grant.

### 5.2. Community Strengthening Grants: Medium, Large, and Multi-Year

	<b>Community Strengthening Grant Details</b>
<b>What this stream supports</b>	<p><b>Medium:</b> Well-planned projects that build community capacity, improve wellbeing, increase inclusion, or strengthen local networks.</p> <p><b>Large</b> Complex or high-impact projects, or large community events.</p> <p><b>Multi-year</b> Complex or high-impact projects, major community events, and approved multi-year initiatives delivering long-term outcomes.</p>
<b>Funding available</b>	<p><b>Medium:</b> \$2,001 to \$15,000</p> <p><b>Large:</b> \$15,001 to \$40,000 for single-year projects</p> <p><b>Multi-year:</b> Multi-year is a three -year funding agreement. Up to \$40,000 first year Up to \$25,000 second year Up to \$15,000 third year</p>
<b>How often you can receive funding</b>	You can only apply for one grant per financial year from this stream.

### 5.3. Special Provision Grants

	Special Provision Grant Details
<b>What this stream supports</b>	Council-initiated or targeted funding to respond to emerging issues, urgent needs, or identified gaps not suited to standard grant rounds.
<b>Funding available</b>	Variable, depending on need and available funding.
<b>When applications open</b>	As required. Funding under this Grant Stream will be advertised on Wyndham City's website when available.
<b>Project length</b>	Varies depending on the project
<b>Eligible items</b>	Determined on a case-by-case basis

## 6. Co-Contributions

Council requires shared investment through co-contribution equivalent to the amounts in the table below. Co-contributions can be through co-funding such as cash or sponsorship or in-kind contributions such as venue hire, donated goods, or volunteer time per hour.

Council Funding Requested	Co-Contribution Requirement
\$0 – \$2,000	No requirement
\$2,001 – \$15,000	For every dollar requested 2:1 ratio of council funding to applicant contribution
\$15,001 – \$40,000	For every dollar requested 1:1 ratio of council funding to applicant contribution

Co-contributions must be shown in the budget. If an application does not provide details of the co-contribution in the application, the application will not be eligible for a community grant.

## 7. Key Dates

Different Funding Streams open at different times during the year. Opening and closing dates are published on the Wyndham City website.

## 8. How to Apply

Applications must be submitted through the Wyndham SmartyGrants portal. The application will ask you to:

- Describe your project,
- Explain how the community will benefit,
- Outline your project timeline,
- Provide a project budget – [click here](#) to view a copy of the budget Factsheet,
- Attach supporting documents such as quotes, insurance, and/or auspice letters,

Applications must be submitted before the closing date. Late or incomplete applications will not be considered.

Not sure if you're eligible? Contact the Community Grants Team before you apply at [Funding@wyndham.vic.gov.au](mailto:Funding@wyndham.vic.gov.au)

## 9. What Makes a Strong Application

Strong applications:

- Clearly explain the project idea,
- Demonstrate a clear community benefit,
- Show that the project is realistic and achievable,
- Include a clear and accurate budget with quotes,
- Demonstrate partnerships or community support.

## 10. How Applications Are Assessed

Applications go through several stages of approval.

- **Eligibility check**  
Council officers check that applications meet the program requirements.
- **Assessment**  
Eligible applications are assessed against the assessment criteria.
- **Decision**  
Funding recommendations are reviewed and approved under Council delegation.
- **Notification**  
All applicants are notified about the outcome of their application by email.

As there is a limited pool of funds for each Funding Stream, meeting eligibility criteria does not guarantee funding. The process is competitive and applications are weighted under the published Assessment Criteria to ensure a transparent process of selection. Council's outcome decisions are final.

## 11. If Your Application is Successful

Successful applicants will:

- Either sign a Letter of Offer or a Funding Agreement with Council depending on the Funding Stream,
- Use funds only for the approved purpose and budget,
- Acknowledge Wyndham City Council in all promotional materials for the Project,
- Submit permits and documents as per conditions of funding where applicable,
- Submit required reporting documents.

Failure to meet the terms and conditions of the Funding Agreement will result in recovery of funds and/or ineligibility for future grants.

### 11.1. Project Changes and Conditions

Grant recipients can make reasonable requests to vary a funding agreement, following the below conditions:

- All variations must be:
  - submitted through Smartygrants
  - be approved by Council prior to changes occurring
- Only one budget variation and one extension can be approved per project.
- Council will not accept requests for variation that create a "new project" unrelated to the approved one.

## 11.2. Reporting

Reporting is an important part of the grant process. Grant recipients must submit the following reporting:

- A milestone report halfway through their project – except for the Grassroots Streams.
- An acquittal report on the completion of the project which includes evidence of funded budget expenditure and receipts, community outcomes, photos, and evaluation reflections, refer to the **Acquittal Factsheet** for more information.

## 12. Quick Reference Checklist – Are You Ready to Apply?

- I've checked eligibility and meet all criteria.
- My project will take place in Wyndham and benefits local residents.
- I've confirmed the project type and items are eligible.
- I've prepared a realistic budget and co-contribution plan, where required.
- I've attached required documents e.g. quotes, insurance, auspice agreement.
- I understand the reporting and variation conditions.
- I'm aware of the gambling venue restriction.
- My project aligns with Wyndham City Council Plan, Vision, and key strategies.

## 13. Support for Applicants

The Community Grants Team offers:

- Information sessions and grant workshops.
- One-on-one support to discuss grant ideas.
- Tools, fact sheets, and resources are available on the Council website [here](#).
- Guidance on reporting and acquittals.

Wyndham City is committed to ensuring our grants process is accessible to everyone. If you need this information in another format such as large print, easy read, or translated, please contact the Community Grants Team.

### Community Grants Team

☎ 1300 023 411

✉ [funding@wyndham.vic.gov.au](mailto:funding@wyndham.vic.gov.au)

🌐 Community Grants – Wyndham City

## 14. Glossary of Key Terms

This glossary explains key terms used throughout the Community Grants Guidelines. It's designed to help applicants understand common words and phrases used in the grants process.

Term	Meaning
<b>Acquittal</b>	A short report provided at the end of a project outlining what was achieved, how funds were spent, and what impact was made. A template will be uploaded on SmartyGrants.
<b>Assessment Officer</b>	A Council Officer who reviews and scores applications against the assessment criteria, ensuring fairness and impartiality.
<b>Auspice</b>	An incorporated organisation that applies for and manages a grant on behalf of an unincorporated group or individual. The auspice is responsible for managing the funds and acquittal.
<b>Co-contribution</b>	A contribution made by the applicant to help deliver the project. This can include cash, sponsorship, or in-kind contributions.
<b>Community Grant</b>	A financial contribution from Wyndham City Council to support projects or activities that deliver positive outcomes for the Wyndham community.
<b>Funding Agreement</b>	A formal document outlining the grant's terms and conditions, including how funds must be used, reporting obligations, and timelines.
<b>Funding Stream</b>	A specific type of grant within the Community Grants Program, such as Grassroots Community Grants, Community Strengthening Grants: Medium, or Large. Each has a defined purpose.
<b>Incorporated Association</b>	A legally registered entity under the <i>Associations Incorporation Reform Act 2012</i> that can apply for grants and enter into legal agreements.
<b>Registered Charity</b>	A registered charity is an organisation registered with the Australian Charities and Not-for-profits Commission (ACNC)
<b>Individual</b>	A person applying for a grant in their personal capacity. Some streams may require an auspice arrangement.
<b>In-kind contributions</b>	A non-cash contribution such as volunteer time, donated goods, or free venue hire.
<b>Unincorporated Group</b>	A group without formal legal status that works together for community benefit. Must apply through an auspice.
<b>Operational Expenses</b>	Regular costs of running an organisation, also referred to as core business expenses. e.g. rent, insurance, utilities.
<b>Project</b>	A specific activity, event, or initiative for which a grant is requested. Must have clear goals, timelines, and measurable community benefit.
<b>SmartyGrants</b>	The online platform used by Wyndham City Council for submitting and managing grant applications.