

Frankston City Council's Community Grants Program

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Urgent Grants

Urgent Grant provides one-off funding to provide assistance to not-for-profit community groups to support the delivery of activities in response to unforeseen issues or unexpected opportunities.

We aim to:

- Empower community groups by supporting unforeseen community initiatives that require immediate assistance from Council.
- Aid organisations in launching new programs, projects or small events that cannot wait until the next round of Annual Community Grants.
- Address urgent or unforeseen needs outside of regular operational requirements.

This grant is **not** available for applicants who

- have received other Council funding for the same program, project or events in the same financial year.
- are 2024/25 recipients of the Annual Community Grants or Emergency Relief Fund (unless exempted).

Community Grants Policy All grants under the Community Grants Program are governed by Frankston City Council's Community Grants Policy. Copies are available from Council's [website](#) or request a copy by emailing communitygrants@frankston.vic.gov.au

Grant Conditions

- Eligibility for funding does not guarantee an application will be granted. Council has full discretion on funding decisions and these are final
- The Urgent Grants is limited to the amount of funds allocated in Council's annual budget
- Allocation of funds to an applicant for any purpose in any year must not be taken as a commitment by Council for funding in a subsequent year
- Only one application per financial year, per applicant, will be accepted
- Each application will be considered on its own merits and assessed according to the assessment criteria outlined in the Urgent Grant guidelines
- Council's contribution will be limited to the amount granted. All other costs associated with the proposed activity will be covered by the applicant
- All applicants and recipients of the grants under the Community Grants Program must abide to the Council's [Community Grants Policy \(open in a seperate tab\)](#)

Successful applicants (or successful applicant's auspice organisation as applicable) must:

- Invoice Council for the awarded amount by 30 June of that same financial year. Invoices not received prior to June 30 will be forfeited
- Spend funds for the agreed purpose by June 30
- Report on the spending of funding received (grant accountability form) 12 months after funding was received, or prior to submission for the next round of the same grant. Accountability form must provide information that the grant was expended in line with

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the requested expenditure. Council *may* accept extension for the above requirement on a case by case basis. Request for extension must be sent in writing to the applicable Council officer, outlining the reason for the extension and any substantial changes to their funding activity throughout the funding period. Council may impose other special conditions on any successful applications

- Notify Council of any substantial changes to their funding activity throughout the funding period. Any significant variation of funding spend must be approved in writing by the Manager Community Strengthening
- Assist Council with publicity/promotion regarding the funded activity, as required. Recipients Permission will be given for local media to contact you directly regarding the activity. Council reserves the right to publicise any aspect of the activity associated with its Annual Community Grants.
- Give prior notice and invite to participate in any public relations activities associated with the activity.
- Comply with Federal, State or local laws and regulations while undertaking the funding activity
- Return to Council any unspent or contractually uncommitted funds by the completion of the financial year for which the grant was given, where such funds equal 5% or more of the original grant provided and total \$50 or more. Unexpended or uncommitted funds of less than \$50 will be foregone by Council.
- Not reallocate unexpended or uncommitted funds to new activities unrelated to the original purpose of the grant in the same funding period, or into the subsequent financial year without prior approval by grant's delegate

Child Safety Commitment

Everyone in the community has a responsibility in ensuring the health, safety and wellbeing of children. All grant recipients must, at minimum, commit to proactively keeping children safe and reporting any concerns of child safety.

Grant recipients are required to comply with all relevant child safety legislation which may include, but is not limited to, The Victorian Child Safe Standards (2022) and The Child Wellbeing and Safety Act (2005). Council *may* request evidence of compliance. If you are unsure about your responsibilities in relation the Victorian Child Safe Standards visit <https://ccyp.vic.gov.au/child-safe-standards/> **(open in a seperate tab)**.

If you would like further information about Council's approach to child safety please email childsafefrankston@frankston.vic.gov.au

Cancellation of Grant

Grants will be cancelled and requested to be returned to Council if Council has made an allocation with:

- False or misleading information, as provided by the applicant;
- The applicant withdraws from the activity;
- Is not undertaking the activity as applied; and, or
- The activity has been cancelled

Do you accept these terms and conditions of the grant? *

- Yes
- No

To apply for this grant, you must accept the grant conditions written above.

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Please contact the Community Grants Officer on 9784 1035 or [email](#) before continuing.

Organisation Information

* indicates a required field

Is the organisation not-for-profit? *

- Yes
 No (ineligible)

This grant is for not-for-profit community groups or organisations.

Ineligible

Unfortunately, the answer you've provided on this form have indicated that you may be ineligible for this grant.

This grant is for not-for-profit organisations or community groups. Not-for-profit organisations provides services or undertake activities for the community's benefit and does not operate to make a profit of its members / clients.

Please refer to the grant guidelines for more information regarding eligibility or contact the Community Grants Officer by [email](#) or calling (03) 9784 1035 before continuing.

If you are a business, please find business related grants and opportunities at <https://www.frankston.vic.gov.au/Business/Business-opportunities-grants-and-programs>

Organisation Name *

Organisation Name

Please provide an short summary of what your organisation does and what services they provide *

Word count:

Must be no more than 100 words.

Activity contact person: *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Committee Position: *

Phone *

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Mobile

Email *

2nd Contact name (other committee member):

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Committee Position:

Phone

Please include area code e.g 03 5555 5555

Mobile

Email

Organisation's location *

- Own property Church Other:
- Council owned property Leasing a premises

Address of organisation

Address

Applicant's Postal Address (if different from above)

Address

Is the organisation either *

- Located in Frankston City and hosting proposed activity within Frankston City

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- Located outside of Frankston City but hosting proposed activity within Frankston City for 1000 people or more
- None of the above (ineligible)

Ineligible

Unfortunately, the answer you've provided on this form have indicated that you may be ineligible for this grant.

To be eligible for this grant you must either

- Located within the geographical boundaries of Frankston City
- If located outside of Frankston City, your activity must be servicing a significant number (over 1000) of Frankston City residents

Please refer to the grant guidelines for more information regarding eligibility or contact the Community Grants Officer by [email](#) or calling (03) 9784 1035 before continuing.

Is the community group or organisation either:

*

- Incorporated under the Associations Incorporation Reform Act 2012 or commenced the process of incorporation
- Endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30.15 of the Income Tax Assessment 1997
- Auspiced (sponsored or supported) by another incorporated or DGR covered Item 1 organisation that will accept legal and financial responsibility for the project or activity
- None of the above (ineligible)

Ineligible

Unfortunately, the answer you've provided on this form have indicated that you may be ineligible for this grant.

To be eligible for this grant the organisation must either be

- Incorporated under the Associations Incorporation Reform Act 2012 or commenced the process of incorporation (evidence will be required)
- Endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30.15 of the Income Tax Assessment 1997
- Auspiced (sponsored or supported) by another incorporated or DGR covered Item 1 organisation that will accept legal and financial responsibility for the project or activity

Please refer to the grant guidelines for more information regarding eligibility or contact the Community Grants Officer by [email](#) or calling (03) 9784 1035 before continuing.

Incorporated Organisation Supporting Information

* indicates a required field

Incorporation Number

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Please provide the incorporation number of your organisation *

Must be incorporated under the Associations Incorporation Reform Act 2012 or have commenced the process of incorporation. PLEASE NOTE: This number is not the ABN.

Please attach a copy of the Certificate of Incorporation: *

Attach a file:

Certificate must demonstrate incorporation under the Associations Incorporation Reform Act 2012 or evidence of commenced process of incorporation.

ABN Status

What is your organisation's ABN or ACN / GST status *

- No ABN/ACN and not registered for GST
- ABN/ACN but not registered for GST.
- ABN/ACN and registered for GST.
- Currently applying for ABN / ACN / GST registration (provide evidence)

Please choose one.

If you are currently applying for ABN / ACN / GST Registration, please attach evidence *

Attach a file:

Please provide the Australian Business Register (ABN) of the organisation? *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Supporting Documentation

Most Recent Annual Financial Statements *

Attach a file:

Must include annual profit/loss and asset/liabilities statements to be eligible for funding. If you cannot supply this years statements, please provide last years.

Most Recent Annual General Meeting Minutes or Annual Report *

Attach a file:

If you cannot provide the AGM minutes for this year, please provide last year's AGM minutes.

Public Liability Insurance Certificate of Currency *

Attach a file:

PLEASE NOTE: Expired Public Liability Insurance will not be accepted.

If you are unable to attach your documents please contact the Community Grants and Networks Officer on 9784 1035 or [email](#).

Please note that scanning and printing is available at [Frankston City Libraries](#)

DGR Endorsed Organisation

* indicates a required field

Please provide the Australian Business Register (ABN) of the organisation? *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	

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Tax Concessions

Main business location

Must be an ABN.

Copy your organisation's endorsement as a Deductible Gift Recipient (DGR) Item 1 issued by the ATO * *

Attach a file:

Supporting Documentation

Most Recent Annual Financial Statements *

Attach a file:

Must include annual profit/loss and asset/liabilities statements to be eligible for funding. If you cannot supply this years statements, please provide last years.

Most Recent Annual General Meeting Minutes or Annual Report *

Attach a file:

Public Liability Insurance Certificate of Currency *

Attach a file:

PLEASE NOTE: Expired Public Liability Insurance will not be accepted.

If you are unable to attach your documents please contact the Community Grants and Networks Officer on 9784 1035 or [email](#).

Please note that scanning and printing is available at [Frankston City Libraries](#)

Auspice Organisation's Information

* indicates a required field

Is the auspice organisation: *

- Incorporated under the Associations Incorporation Reform Act 2012 or commenced the process of incorporation
- Endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30.15 of the Income Tax Assessment 1997
- None of the above (ineligible)

Auspecting organisation must be incorporated under the Associations Incorporation Reform Act 2012 or endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1

Ineligible

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Unfortunately, the answer you've provided on this form have indicated that you may be ineligible for this grant.

To be eligible for this grant the organisation must either be

- Incorporated under the Associations Incorporation Reform Act 2012 or commenced the process of incorporation (evidence will be required)
- Endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30.15 of the Income Tax Assessment 1997
- Auspiced (sponsored or supported) by another incorporated or DGR covered Item 1 organisation that will accept legal and financial responsibility for the project or activity

Please refer to the grant guidelines for more information regarding eligibility or contact the Community Grants Officer by [email](#) or calling (03) 9784 1035 before continuing.

Auspice Organisation Name *

Organisation Name

Auspice Contact Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Auspice Office Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Auspice Office Phone Number *

Auspice Office Email *

Must be an email address.

Evidence of Auspice

Auspicing Agreement is a legal contract where the auspicing body (the incorporation) takes on the legal and financial responsibilities of the individual or community, without carrying out any of the duties of the project. Through an auspicing agreement both parties agree to work together to meet the terms and conditions outlined by the grant provider. The auspicing body acts on the applicant's behalf to manage and disperse grant funds, sign agreements with grant providers and provide insurance cover. The applicant is responsible for carrying out the activity for which funding is provided, and ensuring they work within the parameters of the funding agreement, however overall accountability falls to the auspicing body.

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Please attach evidence of your auspicing agreement *

Attach a file:

ABN Status of Auspice Organisation

Please advise your auspicing organisation's ABN / GST status?

Please advise your auspicing organisation's ABN / GST status? *

- No ABN and not registered for GST
- ABN but not registered for GST
- ABN and registered for GST

Auspice Organisation's ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice Organisation's Incorporation Details

Please provide the incorporation number of your auspicing organisation *

Must be a number.

Auspicing organisation must be incorporated under the Associations Incorporation Reform Act 2012 or have commenced the process of incorporation. PLEASE NOTE: This number is not the ABN.

Please attach a copy of the Certificate of Incorporation: *

Attach a file:

Certificate must demonstrate incorporation under the Associations Incorporation Reform Act 2012 or evidence of commenced process of incorporation.

Auspice Organisation's DGR Endorsement Details

Copy your organisation's endorsement as a Deductible Gift Recipient (DGR) Item 1 issued by the ATO * *

Attach a file:

Auspice Supporting Documentation

Auspice Organisation's Most Recent Annual Financial Statements *

Attach a file:

Must include annual profit/loss and asset/liabilities statements to be eligible for funding. If you cannot supply this years statements, please provide last years.

Auspice Organisation's Most Recent Annual General Meeting Minutes or Annual Report *

Attach a file:

If you cannot provide the AGM minutes for this year, please provide last year's AGM minutes.

Auspice Organisation's Public Liability Insurance Certificate of Currency *

Attach a file:

PLEASE NOTE: Expired Public Liability Insurance will not be accepted.

If you are unable to attach your documents please contact the Community Grants and Networks Officer on 9784 1035 or [email](#).

Please note that scanning and printing is available at [Frankston City Libraries](#)

Activity Information

* indicates a required field

This section of the application discussing the service, program, project or event you would like the Urgent Grant to fund

Title of Activity *

This may be the same as your organisation name. Must be no more than 10 words.

Please describe what you are doing or going to do (about your

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service, program, project) *

Word count:
Must be no more than 100 words

What current or emerging community need or issue does your activity address? (What is the need and what are you doing about it?) *

Word count:
Must be no more than 250 words.

Estimate timeframe or frequency (one-off, weekly service, annual program) *

Where will or do you provide this activity? *

Tell us the reason your application needs to be funded urgently and cannot wait until the next round of Annual Community Grant *

Word count:
Must be no more than 250 words.

What is the total financial support you are requesting in this application? *

\$
Must be a dollar amount.

Is the activity taking place on public land? *

Yes
 No
Public land is land that is owned and taken care of by the government (local council, state or federal).

Do you have permission to use the public land for activity is taking place on? *

- Yes
 No
 Unsure

Public land is land that is owned and taken care of by the government (local council, state or federal).

Please attach a letter of support from the relevant authority for on-ground activities / programs / projects on public land: *

Attach a file:

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Public land is land that is owned and taken care of by the government (local council, state or federal). If unsure whether you have permission to use the public land your activity / project / event is on, please contact the Community Grants Officer by [email](#) or calling 9784 1035.

Community Benefit (Weighting 35%)

As a funding provider, Council needs to ascertain what impact your project has within the community and how the community will benefit from it. Determining who benefits directly and indirectly is dependent on the nature of your activity **Number of Frankston City residents benefitting specifically from the activity?**

Volunteers *

Must be a number only. If none, please put 0

Paid Staff *

Must be a number.
If none, please put 0

Participants / Clients / Members *

Must be a number only

Indirect

Must be a number.
Indirect refers to the people who will still benefit from the activity/project/event but have no direct involvement in it. E.g. families of participants, other community groups and/or local businesses

Optional: Explain how the INDIRECT numbers were calculated

Total number of Frankston residents who will benefit from the activity

This number/amount is calculated.

Does your activity assist any marginalised, vulnerable or disadvantaged groups directly?

- Yes
 No

Value Add Criteria

Please indicate any marginalised, vulnerable or disadvantaged groups you will be or are assisting directly

People with disability

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- Aboriginal and Torres Strait Islander
- Culturally and linguistically diverse or recently arrived refugees
- LGBTIQ+
- Low Socio Economic
- People experiencing domestic violence
- Disengaged youth
- Elderly
- Other:

How are you directly assisting the selected groups above? (e.g. program is targeted at specific cohort, free or discounted fees etc)

Word count:

Must be no more than 250 words.

Management (30%)

Please outline your organisation's capacity, skills and experience to deliver the activity in Frankston City *

Word count:

Must be no more than 250 words.

Please provide some risks you have considered and the steps to reduce them.

What are the risks involved?

Ways to reduce the risk.

What are the risks involved?	Ways to reduce the risk.
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Funding and Budget Details

* indicates a required field

Funding Details

Please list what the requested funds will be used for if approved (e.g. catering, hall hire, hiring a facilitator, staff wages etc.) *

Word count:

Must be no more than 250 words.

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Please attach supporting evidence of the costs of the item such as a quote / website screenshot / copy of utility bill / fee table etc

Attach a file:

Total Budget - income and expenditure

Budget - Tell us the **total cost annually** to run your service / program / project in detail.

Expenditure

\$

	\$
	\$
	\$
	\$
	\$
	\$
	\$

Income - Have you sought or acquired funding for this activity from other sources:

Please enter \$0 if not applicable (please do not delete rows)

Income

\$

Your contribution:	\$
Funds from other government (State or Federal)	\$
Funds from other organisations or community groups	\$
Funds from other businesses	\$
Other (please specify):	\$
	\$

Declaration and Feedback

* indicates a required field

Declaration

I declare the information in this application and any attachments is true and correct and I am authorised to submit the application on behalf of the organisation/community group.

Name of authorised person *

First Name

Last Name

Date of declaration *

Must be a date

Privacy Statement

The personal information on this application form is collected by Frankston City Council for the purposes of assessing eligibility for funding and for the management of any community grants funding provided. Council may also use the personal information to distribute mail of interest such as: events, information and other funding opportunities. Applications for some grants may be provided to a panel with community members for assessment. Information about awarded grants, including the amount and the project name, is made public. Personal information about individuals is not made public, except for the names of artists receiving Artists Projects Grants. Personal information will otherwise only be used as authorised by law. For further detail about how Council handles personal information, or to access your information, see Council's privacy policy at www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.

Feedback

You are now nearing the end of this form. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you hear about Frankston City Council's Community Grants Program? *

- Community Grants Email Alert
- Council website
- Frankston News (newspaper)
- Frankston e-newsletter
- Let's Be Frank e-newsletter
- Social Media
- Other:

How satisfied were you with the application process: *

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied

Please select any Council support you used to apply for this grant (optional)

- One-on-one support session with the Community Grants Officer
- Information session
- Other:

Any additional feedback (optional)

