

Grants Lingo @ Knox

Grant Lingo @ Knox has been developed to assist community groups when applying for grants. If you require further detail about any of the items below or an application for a Community Development Fund grant please don't hesitate to contact our Community Partnership team on 9298 8000 or email cdf@knox.vic.gov.au

ACQUITTAL – PROJECT OUTCOME REPORT

At the end of each project, grant recipients must complete a project outcome report in line with the requirements provided by Council. This report tells the story of your project and provides details to Council about how the grant money was spent. Failure to return acquittals may result in future grant requests being denied.

ALIGNMENT WITH COUNCIL OBJECTIVES

Council's strategic objectives and priorities are captured in the Knox City Council Community and Council Plan 2017-2021. This Plan sets a vision for the City of Knox and identifies our eight community and council goals that will drive Council activities over the next four years

ASSESSMENT CRITERIA

The key points against which the grant will be score. It is important for all applications to address the assessment criteria in order for applications to be assessed by our panel members.

AUSPICING BODY

Your group will need an auspicing body if you do not have the required legal status or governance structure e.g. Incorporated association. An auspice organisation can receive the money on your organisation's behalf and is legally responsible for the project. For more information on auspicing: www.nfplaw.org.au/auspicing .

BENEFICIARIES

The people/group who your project/event will help or benefit. Projects and events must be conducted within the boundaries of the City of Knox and have significant participation of Knox residents.

CAPITAL OR FACILITY MAINTENANCE WORKS

Capital works projects are considered to be those that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities. Examples: permanent fixed play structures, major structural building improvements etc.

CERTIFICATE OF CURRENCY

A Certificate of Currency is the document provided by your insurer to confirm the details and currency of your insurance policy. This document is confirmation that you have the appropriate insurance coverage. You should receive this after the policy has been defined and the payment made and will need to provide it to Council with your grant application (see also 'Public Liability Insurance').

COLLABORATION

Working together with other organisations and services, sharing resources within the community, and involving volunteers in planning and delivery.

COMMUNITY CONNECTEDNESS

Community connectedness refers to positive interactions that a person or a group of people have with others in their local community. This is recognized as an important contributing factor to individual and community wellbeing.

CONCISE APPLICATIONS

Projects with well defined, clearly communicated aims and outcomes, along with clear and simple explanation about how the project will be implemented. Make your application easy to read by anyone and don't rely on too much technical or professional jargon.

DEMONSTRATED COMMUNITY NEED

A community need can be described as:

- Something that is essential, or very important, to the community's health and wellbeing; and/or
- Something that requires some course of action, to improve the community's health and wellbeing.

Submitting organisations must provide evidence of the community need within their application, i.e: what you have observed/measured/recorded to demonstrate the potential benefit of your project proposal.

ESTABLISHED ANNUAL COMMUNITY EVENT

An established annual community event that has been held for at least 3 years. The event must be open to the wider community to attend, i.e. membership of any particular group is not a condition of entry, etc. (link Knox Community Events <https://www.knox.vic.gov.au/communityevents>)

EVENT MANAGEMENT PLAN

An Event Management Plan is the optimal way to coordinate your event as it should cover all safety and organisational aspects of your event. It may include a detailed task list, timeframe and allocation of work to team members and will serve as a referral tool that can be used leading up to and on the day. (link Knox Community Events <https://www.knox.vic.gov.au/communityevents>)

FINANCIAL NEED

Demonstrating that your organisation has no other resources available to fund a project. Submitting organisations must provide their most recent annual financial statements including a profit and loss statement and a balance sheet. Annual reports can indicate where surplus or reserved funds may already be committed.

FUNDING AGREEMENT

A formal agreement to ensure that both parties are clear about their roles and responsibilities. The agreement will specify terms and conditions to foster effective project delivery and protection of public funds.

FUNDRAISING

For example, but not limited to: purchase of raffle prizes, purchase of items for auction or resale, direct contributions to charity organisations, payment for facilitators and prizes for fundraising events such as trivia nights, movie nights, karaoke night, fashion parades etc.

GOVERNANCE STRUCTURE

The arrangements your organisation has established to take responsibility for carrying out its purpose and to ensure this happens in a transparent and accountable way (see also 'Legal Status').

IN-KIND CONTRIBUTION

Non-financial support provided for the project, which would otherwise had to be paid for. This can include hours contributed by volunteers Examples: staff/volunteer labour, venue hire, promotion.

LEGAL STATUS

Provides your organisation with an identity of its own. This enables the organisation (and not individuals within) to carry out activities in its own right, e.g. have a bank account, purchase items, enter contracts, etc.

Examples of Legal Status are;

- A co-operative society;
- A company limited by guarantee;
- An incorporated association under the *Associations Incorporation Reform Act 2012* (Vic); and
- An incorporated association or council under the *Corporations (Aboriginal and Torres Strait Islander) Consequential, Transitional and Other Measures Act 2006* (Commonwealth).

OPERATIONAL EXPENSES

Day-to-day expenses incurred in carrying out the usual business of the submitting organisation, e.g. salaries, insurance, utilities, rent, etc.

OUTCOME

Something that the project plans to achieve, usually in the long term, e.g. increased number of volunteers willing to participate in the committee by making roles easier.

PUBLIC LIABILITY INSURANCE

Public Liability Insurance protects your organisation for personal injury or property damage claims from a third party. In the event that your organisation is deemed liable for personal injury or property damage, the Public Liability policy is designed to pay compensation to the third party (see also 'Certificate of Currency'). Public Liability insurance is considered to be a basic annual operational expense for any incorporated association.

RETROSPECTIVE FUNDING

A CDF grant may not be used to reimburse an organisation for expenses already paid, i.e. if money has been spent on the project or event prior to the organisation receiving grant approval, grant monies may not be allocated to this expense.

RISK MANAGEMENT PLAN

Required for grant proposals to document any identified risks that may have a negative impact on the project or event and to demonstrate how any such risks will be managed, e.g. safety for volunteers/participants, effect of weather, security and storage of equipment, as appropriate. (see Risk Management template)

SMARTYGRANTS

SmartyGrants is Australia and New Zealand's most widely used online grants management system. Your organisation will need to register to use SmartyGrants to apply for Knox City Council grants. To find out more please contact the Community Partnerships team at cdf@knox.vic.gov.au or 9298 8000.

STATE OR FEDERAL GOVERNMENT RESPONSIBILITIES

Projects that are considered to be the responsibility of State or Federal Government, i.e. curriculum-based activities for schools.

STATEMENT BY SUPPLIER DECLARATION

When a payer makes payments to suppliers for goods or services, those suppliers generally need to quote an Australian Business Number (ABN). They can quote their ABN on an invoice, or some other document that relates to the goods and services they provide.

If a supplier does not provide its ABN, the payer may need to withhold an amount from the payment for that supply – this is referred to as 'no ABN withholding'.

Certain suppliers are not required to quote an ABN to a payer. In these cases, the suppliers can use the form Statement by a Supplier to justify the payer not withholding from the payment to the supplier.

You can download a Statement by Supplier declaration from the Australian Tax Office at:

<https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>

**Please note Council staff are not able to advise organisations regarding the completion of a Statement by Supplier declaration.*

TIME FRAME

Projects and events must have a definitive start and finish date. It is preferable that the project start and finish within the 12 month funding period. If the project time frame is longer than 12 months applicants must contact the Community Partnership Team.

Important: *Funding beyond the initial grant for projects over twelve months cannot be guaranteed.*