

## What is the Community Development Fund (CDF)?

The Community Development Fund is an annual grant program for not-for-profit community groups in Knox to support projects, programs, equipment, or events that enhance, and support identified needs in the Knox community.

Funded projects/activities will provide benefit to the Knox community and help meet Council's objectives. Co-operation and collaboration between groups will be encouraged.

## Why does Knox City Council fund community groups?

Grant applications should respond to one or more of the key directions in the Knox Community Plan 2021-31. These are:

- **Opportunity and innovation**

Knox strives to be a city of opportunity, providing local learning and employment opportunities for all.

- **Neighbourhoods, housing and infrastructure**

Our housing and infrastructure will meet the changing needs of our community.

- **Natural environment and sustainability**

Our natural environment is protected and enhanced to ensure sustainability for future generations.

- **Connection, resilience and wellbeing**

Our community is strong, healthy and we support and respect each other.

- **Civic engagement and integrity**

Ensuring all voices are heard.

## What grants are available?

There are four categories available through the CDF grants. These are allocated annually for projects taking up to 12 months to complete;

- *Category 1 – General projects, programs, activities, or equipment - \$3,000-\$20,000*
- *Category 2 – Equipment - \$3,000 to \$20,000*
- *Category 3 – Community Festivals and Events<sup>1</sup> – up to \$15,000*
- *Category 4 – Community Functions<sup>1</sup> – up to \$5,000*

<sup>1</sup> A community festival or event that is open to the wider community to attend, i.e. membership of any particular group is not a condition of entry. The event usually attracts over 200 people, and is typically held fully or partially outdoors.

## How do the grants work?

- Applications open 1 April 2024 and close 6 May 2024.
- These are typically grants for a specific project. Projects cannot be funded for more than three consecutive years unless significant community need can be demonstrated.
- Organisations may submit up to 3 applications for separate and distinct projects or events. A separate application form is required for each application.
- Funded projects must be completed within 12 months from November 2024.

## Who can apply for Community Development Fund grants?

- Not-for-profit community groups with a committee of management, or similar, and its own legal identity.
- If a group is not incorporated, it can be auspiced (or managed) by another not-for-profit organisation with its own legal identity.
- Applications prepared by professional grant writers or artificial intelligence will not be accepted.

## Projects/Events that could be funded

To be eligible for funding, projects and annual community events **must** meet the following requirements;

- Must have a definitive start\* and finish date (\* no earlier than 1 November 2024).
- Align with at least one of the Key Directions in the Knox Community Plan 2021-2031.
- Aim to meet a demonstrated need within the Knox community.
- Benefit Knox residents.

### Here are some examples of the range of projects that could be considered

Equipment purchases for community groups.

Developing recreation, leisure and/or social support activities to keep people connected.

Cultural events and/or activities to celebrate diversity and encourage a sense of belonging and inclusion.

Developing collaboration & partnership amongst community organisations to share resources and build community connection.

Implementing strategies that assist people with a disability.

Supporting and celebrating the contribution of volunteers.

Encouraging participation in lifelong learning and skills development in Knox.

Assisting in community safety strategies through community information and involvement.

## Who cannot apply for Community Development Fund grants?

- Individuals or profit-making businesses.
- Organisations that owe money to Council that has not been paid by the due date.
- Organisations that have outstanding acquittal documentation, *i.e. the report for a previous grant has not been submitted by the agreed due date and/or to a satisfactory standard, in line with the Funding Agreement and relevant grant procedure.*

## The following types of projects cannot be funded

- Fundraising.
- Capital or facility maintenance works.
- State or Federal government responsibilities.
- Retrospective funding (projects that have already commenced before funding period begins).
- Projects that have been funded by the CDF for 3 consecutive years (other than Community Festivals and Events, or projects which demonstrate an ongoing significant community need).
- Fireworks or amusement rides.
- Camps or other activities involving overnight accommodation for children aged under 18 years.
- Operational expenses (e.g. insurance, utility bills, maintenance etc).

Grant funding cannot be used for the purchase of alcohol (including items that support the sale or storage of alcohol), or for any activities that take place in a venue with electronic gaming machines.

## Before you apply

Before applying for a CDF grant, Council recommends organisations do the following:

- Ensure all relevant people within your organisation are informed and committed to applying for the grant, carrying out the project and reporting on the outcomes.
- Ensure your organisation and project or event meet the eligibility criteria.
- Discuss your application with Council's Community Partnerships team.
- Attend a Knox City Council grants program information workshop.

## Pre-application discussion

Whether community organisations have previously received a CDF grant, or the organisation is submitting for the first time, community organisations are strongly advised to discuss their proposed application with Council's Community Partnerships team. Contact the team on 9298 8000.

The Community Partnerships team can also provide advice about other relevant Council staff and stakeholders who may be able to provide appropriate information on service delivery and/or alternative approaches in relation to a proposed project.

**If you are applying under Category 3 (Events), you will also be required to register your event at [www.knox.vic.gov.au/communityevents](http://www.knox.vic.gov.au/communityevents)**

### How to apply

Applications open 1 April 2024 and close 6 May 2024. Applications are completed online via the user-friendly SmartyGrants system. To access the application form please visit:

[knoxcouncil.smartygrants.com.au](http://knoxcouncil.smartygrants.com.au)

We suggest you do not leave electronic lodgment of your application to the last moment to avoid any unanticipated technical difficulties or unforeseen errors with your application form that will prevent submission.

**Late applications will not be accepted.**

**Incomplete or unclear applications may disadvantage you in the assessment process.**

### Assessment and approval

Assessment of all eligible applications will be undertaken by the Community Development Fund Assessment Panel in June and July 2024.

The Panel will make recommendations for Council to consider at its September Council meeting.

Applications are assessed on the following criteria:

- clear demonstration of community need and proposed project objectives (30%).
- the capacity of the applying organisation to deliver the project and manage the grant (25%).
- the degree to which the project is shown to have a clear financial need, is feasible and is financially viable (20%).
- the level of benefit to Knox residents (15%).
- demonstration of consultation and/or partnership with others (if applicable) (10%).

### When will we know the outcome of our application?

All submitting organisations will be notified of the outcome of their applications by the end of September 2024.

Unsuccessful groups are encouraged to seek feedback and make further applications in the future.

The decision of Council is final however, if you have any questions about the outcome of your grant application, you are encouraged to contact the Community Partnerships team.

### Funding agreements

Successful applicants will be required to enter into a formal funding agreement consistent with the approved grant to ensure that both parties are clear of their roles and responsibilities. The agreement will clearly define accountability of the funded organisation for the achievement of agreed outcomes and will specify terms and conditions to foster effective project delivery and protection of public funds.

Where an organisation is auspiced for the purposes of the grant, the auspice organisation is also required to sign the funding agreement. The period of the funding agreement will be for a maximum of 12 months.

Funded organisations may be required to supply the following documentation:

- Insurance Certificate of Currency.
- Statement by Supplier Declaration.
- Evidence of Current Incorporation Status.
- Evidence of Current Registration for a Company Limited by Guarantee.
- Compliance with Child Safety Standards.

### Payment of grants

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation, or their auspice organisation, if applicable. Receipt of a grant payment is subject to the provision of a signed funding agreement, compliance with any specific grant conditions and, if applicable, satisfactory reporting of previous grants. GST will be included with grant allocations if applicable. Grant recipients are encouraged to attend a grant celebration event at the Knox Civic Centre in November.

### Monitoring and Evaluation

At the conclusion of the project a Project Acquittal Report must be completed, including a financial statement and a brief report about the project's outcomes. Acquittal reports will be due within 3 months of your nominated project completion date, or no later than January 2026 (whichever comes first). The information will assist Council to understand the impact of the Community Development Fund on the Knox community and its focus in future funding rounds. If \$5,000 or more is spent on a single purchase/piece of equipment and its use is no longer required after a period of time, Council must be consulted in regard to possible redistribution to another community group/organisation.

### Help and advice

This document should be used in conjunction with the Grant Lingo @ Knox and the Project Budget Information sheets and other resource documents available through the Community Development Fund web page. If you need any help or advice, contact the Community Partnerships team: [cdf@knox.vic.gov.au](mailto:cdf@knox.vic.gov.au) or call 9298 8000.

### Privacy of Information

As part of the Information Privacy Act Statement of Consent, Council collects information from CDF Grants applicants for the purpose of registering and administering grant applications for the specified funding period. The information may also be used to send you relevant, associated information and to ascertain satisfaction with our services. The information will not be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes.