



# Facility Improvement Grants

Information Manual – Sept 2025

Version 5

Provides funding support for capital improvement works to support changes to community facilities or assets that will help community members participate more in community life. Priority is to support community-led projects that increase community access and participation, demonstrate collaboration between groups and result in greater use of facilities.

Applicants must contribute at least 25 percent (25%) of the total project cost.

[Read the Community Grants Program Guidelines.](#)

All full applications must be fully costed and include detailed plans, permits, costing and timelines with evidence of the applicant's capacity to deliver the project.

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### Funding amount

Grants of up to \$40,000 can be considered

### Applications open

Expression of interests opens 1 August to 14 October 2025.

### Funding term

12 months; Project delivery

- 1 July 2026 – 30 June 2027 (round 2026/27)

### Outcome notification

Submissions will be considered at the Council meeting in May/June 2026.

### Who can Apply

- Be not-for-profit and managed by a volunteer board/committee of management,
- Be incorporated or auspiced by another incorporated organisation.
- Have adequate public liability insurance.
- Have no outstanding grant acquittals or outstanding debts owing to Council,

## Funding Priorities and Principles

Applications that meet one or more of the Funding Priorities, will score higher in the assessment process:

- The project supports Council's priority communities\* including:
  - Aboriginal and Torres Strait Islander communities,
  - Migrant and refugee communities,
  - People with disability,
  - Lesbian, Gay, Bisexual plus, Transgender and gender diverse, Intersex, Queer, Asexual and Aromantic communities (LGBTIQA+),
  - Women,
  - Youth,
  - Seniors,
  - Children.
- The project is planned and delivered by community groups and organisations that work together,
- The project has clear benefits for people living in Merri-bek,
- The project considers its environmental impact and tries to minimise it where possible.

\*Priority communities may change after Human Rights Policy is reviewed.

## Community Grants Objectives

The [objectives of this program](#) are aligned with the themes in the Council Plan and Community Vision 2025-2029 that has been shaped by the voice of the community:

- Care for nature and climate resilience
- Healthy and inclusive communities
- Beautiful and liveable city
- Thriving economy and culture
- Encouraging and responsible Council

Read the Council Plan 2025-2029 [here](#)

## Examples of what can be funded:

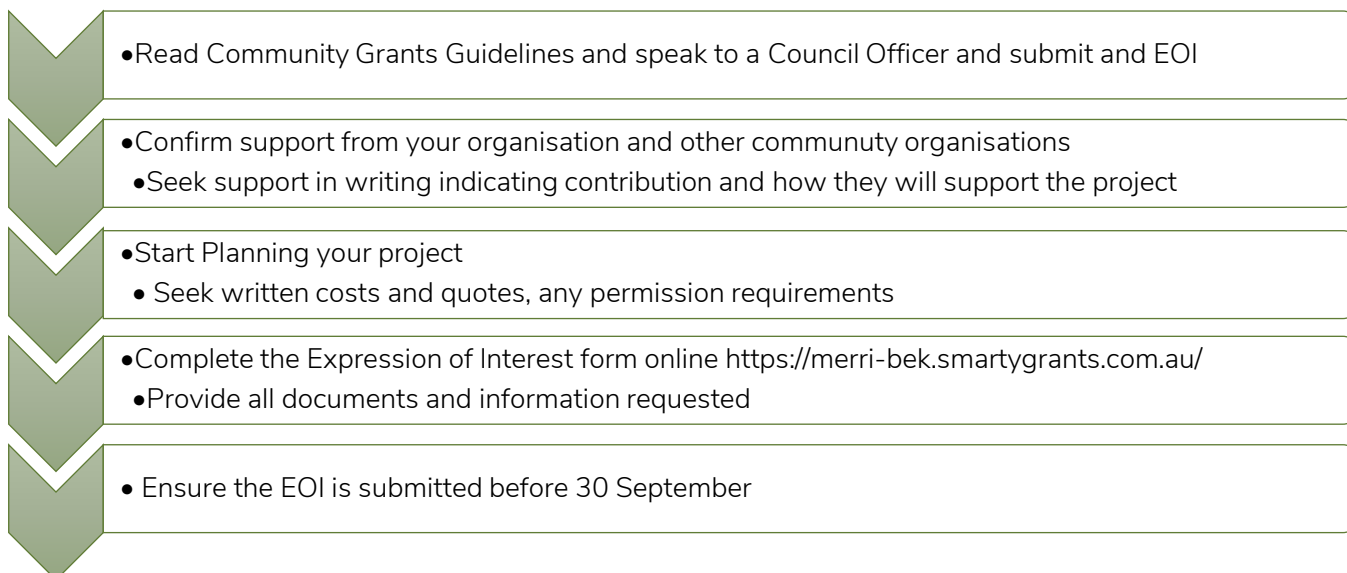
- Improvements to access of a community facility to comply with Disability Discrimination Act and [Disability Standards](#).
- Play spaces or youth recreation facilities.
- Community Gardens

- Multi-use recreation/meeting spaces and training facilities.
- Projects that result in energy or water efficiency.
- Establishment of public community areas with a clear identified need.

## What will not be funded?

- The purchase of land.
- Facilities where little or no public access is available.
- Applications that can be categorised as routine or cyclical maintenance works e.g. general painting, replacement of fixtures, spouting, roofing, doors. i.e. due to insufficient maintenance.
- Projects that are not ready to proceed.
- Purchase of equipment (except as part of facility fit out).
- Retrospective projects; or reimburse of costs paid before approval and funding start date.
- Where the facility is not located within Merri-bek
- Payment of wages or salaries associated with project management or administration unless an external person is appointed, or an internal staff member is appointed to the project management role as a separate position.
- Privately owned or-profit businesses i.e. A Privately Owned property or facility cannot be considered for a facility improvement grant.
- More information page 6 of overarching [Community Grants Guidelines](#).

## Steps to submit your application



## Expressions of Interest

- Expressions of Interest (EOI) must be submitted using Councils SmartyGrants platform online <https://merri-bek.smartygrants.com.au/>
- After you submit your EOI Community Grants Team will conduct a preliminary check for eligibility of the submitted form – i.e. facility located in Merri-bek, organisation is incorporated or auspiced, project benefits Merri-bek community
- The Community Grants Team will then assign an appropriate Council officer to conduct an onsite interview and provide more information to the group about the requirements for the full application.
- Your group should connect with assigned Council officers to arrange a mutual time to meet at your facility of proposed works. (onsite)
- The Officer will go through a pre-determined checklist at the interview that informs to the group the next steps required.
- The assigned officer will document information that was provided to the group.
- It is then the groups responsibility after the interview to complete all next steps and gather all the relevant permits, approvals and documents to submit their full application.

### Interview Checklist example for full application preparation:

Task	Completed
<b>Read</b> the Community Grants Guidelines <ul style="list-style-type: none"> <li>• ensure your group is eligible to apply and the project meets funding outcomes</li> </ul>	
<b>Discuss</b> your project proposal with the assigned Council officer	
Collect evidence of support for the project from your committee – financial and strategic	
<b>Community collaborations and partnerships</b> <ul style="list-style-type: none"> <li>• Conduct consultation with relevant stakeholders to establish need for project</li> <li>• Seek assistance and support with other Merri-bek community groups</li> <li>• Collect letters of support from other community organisations clearly indicating their contribution and how they will support the project</li> </ul>	
<b>Project Plan</b>	

<ul style="list-style-type: none"> <li>You are required to submit proposed facility works plans and specifications of your project. Please ensure these plans and designs adequately detail the works for adequate assessment of your proposal.</li> <li>Gain written approval from the landowner to undertake the works</li> <li>Ensure findings of consultations are considered in planning of project.</li> <li>Establish any building or planning permit requirements for the project</li> <li>Identify the different trades required for all works involved in your project</li> </ul>	
<p><b>Costs and specifications</b></p> <ul style="list-style-type: none"> <li>Obtain at least 3 (three) itemised quotes from contractors for all aspects of works to ensure project value for money and price validity in line with proposed facility designs</li> <li>Ensure your contractors supply product specification documentation with their quote where required, e.g. lighting, tapware, air conditioning units etc.</li> <li>Collect a quote for engagement of Registered Building Surveyor; the applicant must agree to engage in a Licensed Building Surveyor for the duration of the project</li> <li>Any in-kind contributions must be supported in writing by the contractor contributing the work free of charge to the project. Contributor must be fully qualified and experienced in the identified task/s.</li> </ul>	
<p><b>Financial and Legal Requirements</b></p> <ul style="list-style-type: none"> <li>Collect latest endorsed Financial Statements of organisation, as presented at recent AGM.</li> <li>Collect a current Bank Statement and that clearly identifies your organisation and their capacity to pay for the project.</li> <li>Evidence of organisations capacity to contribute funds towards project.</li> <li>Written evidence of applicant organisation to contribute as well as any other financial contributions towards project</li> <li>Collect your organisation ABN</li> <li>Collect your organisations Incorporation Number <a href="http://www.consumer.vic.gov.au">www.consumer.vic.gov.au</a></li> <li>Certificate of Public Liability Insurances certificates</li> </ul>	
<p><b>Landowner permission</b> is required for all proposed works – Written In principle permission must be submitted in stage 2 of the application process.</p>	

## Completing the full application

- On 1<sup>st</sup> January 2026, a full application form will be attached to your online SmartyGrants account that will need to be completed by 28<sup>th</sup> February 2026. Applications must be submitted using Councils SmartyGrants online <https://merri-bek.smartygrants.com.au/> platform via a form that will be added to your Expression of Interest in January 2026.
- The full application will require all of the documents and information as indicated at the interview that was part of the EOI process.
- Applications must be supported with relevant requested documentation. Incomplete applications will not be considered.

Questions we ask on the full application

### About the project

- Outline of proposed facility improvement works
- Who are the primary beneficiaries of this project/program? (Select up to 5 from predetermined list)
- In what capacity does your organisation occupy the facility? \*
- Who owns the land that the facility is on?
- Project deliverables indicate a detailed listing of the deliverables for the project i.e. List items to be installed, size and dimensions of build.

### Project Details

- Which of the grant objective/s does your project respond to? How will your project respond to the objective?
- Why does this work need to be done?
- Who will benefit from the project?
- How will people in Merri-bek benefit from this project?
- Identify the Funding Priority Groups
- Are you working with any other groups or organisations on the project?
- Which groups/organisations are you working with and how are you working together on the project?
- How will this project address environmental sustainability?

**Other considerations to include:**

**Community and Stakeholder engagement**

What consultation have you undertaken including other relevant community organisations?

Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on community amenity.

Evidence must include:

- How the community has been consulted / informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts).
- Community consultation findings and outcomes of any formal engagement (e.g. community consultation report,

**Increased participation**

Explain how the facility will be considered multi-use i.e. used by more people for a variety of purposes and more often and how the wider community will access the facility. How will the works improve the quality and range of programming outcomes at the facility?

**How will you carry out the project?**

How will the project be delivered? Who will you engage to deliver the project? Identify the project scope, methodology and how proposed outcomes can be completed within a prescribed timeframe. Outline any expected building or planning permit requirements after consultation with relevant Building Department and/or Urban Planning Units.

**Who will be involved and how you will collaborate with other community organisations?**

Who else will be involved in the project? Who has been and will be involved in the planning and implementation of the project? List any partners or other community groups involved and their contribution towards the project.

**Universal design, safety, risk and environmentally sustainable issues**

Demonstrate the extent to which the project encourages innovative approaches to address issues such as risk management, multi-use, Universal Design and Environmentally Sustainable Design.

Universal Design involves designing spaces so that they can be used by the widest range of people possible. Universal Design takes into account the full range of human diversity, including physical, perceptual and cognitive abilities, as well as different body sizes and shapes.

Ensure an access audit is undertaken to establish how well a building performs in relation to access and ease of use by a wide range of potential users. Submit a copy of the report with your application.

'Benefit to the wider community' includes the extent the project improves accessibility, removes barriers for people with disability and adopts principles of Universal Design.

**Budget**

- Includes all expected costs and expenditure for the duration of the proposed project.
- Itemise each component of your project
- Total Income must equal Total Expenditure
- Your contribution must be at least 25% of the Total Expenditure amount

**Income**

List each source of income expected and confirmed for the project and provide evidence to confirm all contributions. Examples: This Grant, Other grant funding (confirmed or not confirmed, Cash contribution from applicant, Cash donations, or Sponsorship contributions. Please indicate whether these sources of income i.e. funds are: Not Confirmed, Confirmed, Cash or In-kind.

## Expenditure

List each component of the project and the cost value for each part of the project. Ensure the list of expenses is cross referenced each of the preferred quote obtained. Ensure the itemised list is consistent with any listed deliverables outlined - e.g: Bench top, light pole, cabling, basin, sink, electrician, plumber etc. Please remember to include costing and evidence of engaging in a Qualified Building Surveyor.

Contingencies: cannot be included in the total project cost value or form part of the 25% applicant contribution amount.

## In-kind contribution

Applicants must describe the type of voluntary and/or in-kind support that is expected to be contributed to the project. Realistically value costed in-kind expenses and contributions such as voluntary labour and donated services and materials can be claimed in the project budget up to 25 per cent of the total project cost however must be evidenced in writing: i.e. a quote from the person/s contributing.

The contributor must submit qualifications and experience as part of this application and the value of the item if you had to pay for the good or services.

To demonstrate value validation a quote from a reputable external contractor equally experienced and qualified must be submitted as the second quote for that component of the works in line with proposal.

## Timelines

Detail the key milestones, accomplishments and tasks to be undertaken for the project to occur. Permits, Planning meetings, project committee meetings, individual tasks, including contractor engagement and include all completion dates and/or time-frames for each identified task.

You must factor into your timelines obtaining relevant permits prior to works and relevant completion certificates at the end of the project.

## Permits and Landowner Permission

You'll need to get written in-principle permission from the landowner to undertake any work. If Council owned speak with your Council lease

contact or refer to your lease. [Read more on Permits on page 10.](#)

## Kitchen Upgrades

Upgrades to canteen, kiosk and kitchen areas will need to contact Councils Public Health team to conduct a pre-inspection of the current kitchen space to form a basis of works requirements to Health Standards.

The applicant must submit evidence of approval of proposed kitchen plans by Council Environmental Public Health. The approved plans must form the basis of contractor quotations for kitchen upgrades.

The recipient must submit final approval / inspection of completed works as part of the project acquittal evaluation process.

## Lighting Upgrades

Lighting upgrades that improve participation and safety can be considered.

Lighting upgrades must be designed by a suitably qualified lighting consultant in accordance with the with the relevant recommendations in Australian Standard AS2560 and its various parts and should also minimise spill light in accordance with the relevant recommendations in Australian Standard AS4282. Only LED Lighting technology designs will be accepted.

## Design and Documentation

Schematic designs and plans must be scaled and labelled drawings of an agreed development option. This would include clear dimensions, measurement and scale and provide enough information to identify the project scope in sufficient detail to enable accurate project costings.

Design and documentation shall satisfy the requirement of all relevant statutory regulations, Australian Standard and Codes of Practice, including but not limited to;

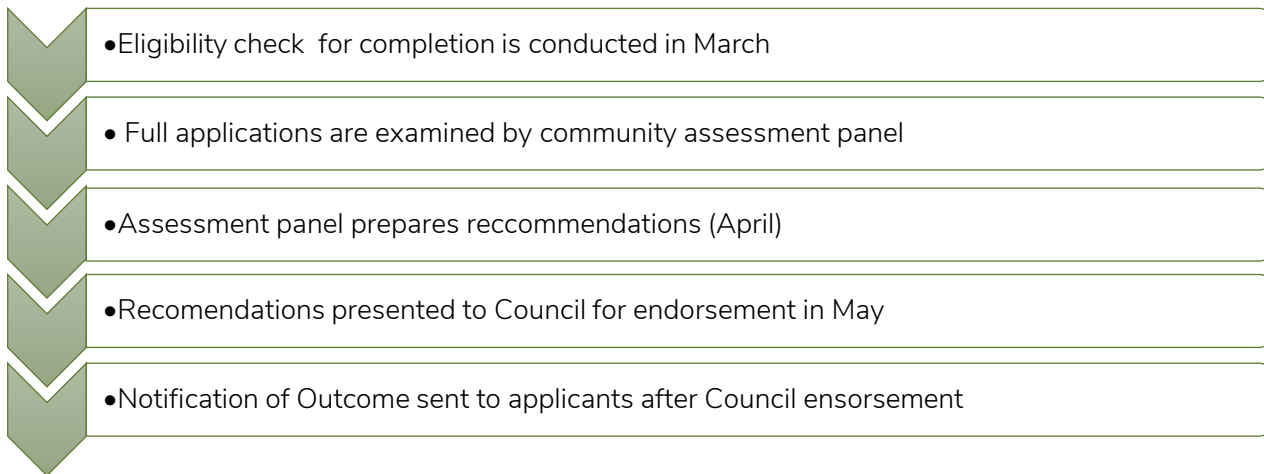
- i. Merri-bek City Council Planning Scheme
- ii. Code of Australia and approved by a licensed building surveyor
- iii. Victorian Government Regulations, including Health Acts
- iv. OHS (workplace) Regulations
- v. Disability Discrimination Act and associated regulations with AS1428 as minimum standard for access to premises.
- vi. relevant state Sporting Association facility guidelines.

## Mandatory Attachments

Applications must attach supporting evidence and recent quotes. Supporting evidence must include:

- Site specific schematics designs including clear dimensions measurements, scale
- Lighting upgrades must include Lux Charts that are site specific
- For projects upgrading accessibility, a copy of Access Audit report
- Written Evidence of any permit (building/planning/health) requirements for the project.
- Three sets of itemised quotes from contractors for all aspects of works.
- Quote for engagement of Licensed Building Surveyor.
- Evidence of Public Liability Insurance.
- Endorsed Financial statements of organisation.
- Evidence of capacity to contribute funds towards project i.e. a current Bank Statement.
- Evidence of successful external funding confirmation.
- Written in-principle approval for works from land owners / evidence of ownership.
- Non-Council land projects must submit a legally binding land use or lease agreement with landowner and endorsement of support for the project.
- Letter/s of support that will strengthen your application
- Evidence of community need for project
- Your organisations ABN
- Your organisations Incorporation Number [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

## Assessment process



## Assessment

Council Officers will determine the eligibility and assessment of each application based on the content of these guidelines.

Eligible applications are then examined in more detail against the assessment criteria and funding priorities. An independent community assessment panel will assess each application on its merits. Council will apply principles of impartiality, objectivity and fairness in all its decision making.

The panel will develop recommendations for funding which will be presented to Council for approval in May. Council will consider the following when assessing and reviewing applications

### Criteria

Once deemed eligible, grants will be assessed against the criteria set out below:

#### Supports Community Grants Objectives and Funding Priorities – 40%

- How does the application meet one or more of the Community Grants Objectives?
- To what extent does the project address the Funding Priorities?

#### Demonstrates community need 35%

- Why is the project needed?
- How many local people will benefit from the project?
- What benefits will the project have for the community?
- Has the applicant asked local people or groups if this project is needed?
- Is there anything else like this project in Merri-bek?

#### Has capacity to implement the project

- Is the project well planned and achievable within the timeframes?
- Does the organisation have the resources and experience to manage the program?
- Does the budget reflect value for money?
- Is there evidence of in-kind contribution?

## Successful Applicants



### Read funding agreement

You will receive a notification of successful funding and an agreement that must be signed and returned to Council.

- Payment of first instalment can only be made once you return your funding agreement to accept the terms of the funding and submit the "Documents for Approval" form.
- Adhere to all conditions of the funding agreement.
- Submit an evaluation and acquittal statement at the end of the project.

### Funding agreement

The recipient must read the agreement carefully as the organisation is entering into a legal agreement with Council.

The Funding Agreement outlines the specific payment and reporting timelines, performance measures and promotion of the funding.

The organisations authorised officer is required to read and provide written agreement to the terms set out in the agreement.

Once the authorised officer has completed the appropriate sections, the project contact will then need to upload a copy or scan of written acknowledgment to the funding agreement via formal e-mail or on letterhead and then upload the invoice to Council for payment.

### Payment of Funds

Before we can pay grant funds, the organisations authorised officer must accept funding and agree to the items and terms in the Funding Agreement and submit the Documents for Approval Form.

Project Implementation Documents Form requires the following items to be submitted Prior to initial payment of your funding, you are required to submit;

- Confirm the detailed listing of the deliverables for the project eg: list items to be installed, size and

dimensions of items to purchase and install, size and dimensions of build etc

- Confirmed project plans, final approved endorsed project schematic design / plans i.e. endorsed by relevant authorities.
- Submit evidence of engagement of contractor/s aligned with final designs
- Submit confirmed project delivery plan / program that has been agreed with the contractors.
- Evidence a planning/building permits request has been submitted to Councils relevant departments.
- Evidence of engagement of Registered Building Surveyor
- Any OHS and risk management documents
- Confirm your organisation project manager to act as liaison between contractors and Council.

### Payment by Installment conditions:

Initial instalment payment of 80% of funded amount will only be paid following these steps:

- a) Signing of Funding agreement;
- b) Council Officers have checked over and the submitted Implementation Documents are complete;

Final 20% of funded amount will only be remitted following completion of the project and the final financial Acquittal and Evaluation.

The Final 20% payment is conditional on the Recipient providing all documents and evidence of financial and in-kind expenditure to the total project cost amount and evidence of all documentation being compliant and certified by relevant contractors.

Note: Final payment amount may be re-calculated to ensure recipient has contributed at least 25% of total cost of project.

## Delivering your project

- Start Project works
- Take photos throughout the project and promote the project
- Obtain all permits for the project
- Submit Quarterly Progress Reports
- Maintain good record keeping throughout duration of project
- Speak to Council for approval of any variation to the project; timeline, budget, and deliverables
- Complete works obtain final completion certificates and inspections

The Recipient is required to: obtain any permits required and prior to the commencement of works, pay for all works and ensure all contractors are appropriately qualified and accredited for the work they are conducting.

### Project Management

The grant recipient must nominate a representative from the organisation as the Project Manager, to act as liaison between contractors and Council, coordinate any approved volunteer labour, and to oversee Occupational Health and Safety (OHS) issues.

The Project Manager must be nominated, and Council's grant administrator advised of their contact details, when the grant is accepted. The nominated Project Manager must be available throughout the duration of the project. Should the Project Manager changed throughout the duration of the project Council's grants administrator must be notified in writing.

The Project Manager is required to oversee the administrative requirements of the grant through SmartyGrants.

Where volunteer labour is approved as part of the grant (and documented within Council's letter of offer), the Project Manager will be required to document how all OHS requirements will be managed and monitored for the project.

### Building and Planning Permits

Planning and/or building permits are often required when works are performed at premises. Obtaining these permits is a separate process to this grant.

Council is responsible for issuing planning permits. These will take time to process, depending on the complexity of the project. Registered Building surveyors can issue building permits.

It is the responsibility of the applicant to investigate the requirement of any necessary planning/building permits through Council's planning/building departments. Costs associated with obtaining building/planning permits, may be included in the grant application.

Projects requiring planning/building permits that do not submit evidence of intention to seek a permit for approval of works will not be eligible for funding.

Applicants should note that any upgrades done within an existing building may require additional works be carried out to fulfil the requirements of the DDA or relevant building regulations. For example, if an interior part of the building is being upgraded, the principal entrance and the path to the newly upgraded part may also be required to be upgraded.

Applicants considering building upgrades should discuss whether this will apply to them with their Building surveyor or architect. Applicants who are not willing to carry out additional work that may be required will not be eligible for funding.

Prior to submitting an application form all applicants will be required to discuss proposed works in a pre-application meeting with Council's officers in the relevant planning/building branch. For further information contact Councils:

Building Permit:

<https://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-permits/>

Planning Permit:

<https://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/when-you-need-a-planning-permit/>

## Contractors

Only qualified registered commercial builders can be engaged to carry out building works.

All contractors and sub-contractors (including those providing work in-kind) are required to provide the grant recipient with the following:

- A Certificate of currency for Public Liability Insurance (minimum of \$20 million cover)
- WorkCover or Personal Injury Insurance
- Professional Indemnity Insurance (minimum of \$2 million cover) may be required

## Occupational health, safety and risk management

Works are to be undertaken by a registered commercial builder (or other suitable qualification to Council's satisfaction), who will provide copies of the following to Council:

- i. Copy of OH&S policy or Management System and copy of any OH&S certification;
- ii. A Risk Management Plan for the duration of the project.
- iii. Certificate of Currency for public liability insurance;
- iv. Workcover insurance;
- v. Certificate of Electrical Safety
- vi. Plumbing In Commission Compliance Certificate.
- vii. All other certificates required for the works and / or requested by Council.
- viii. Project Plan;
- ix. Provide a project plan that shows start and end dates and key project milestones.

## Record keeping and monitoring

Keeping good records throughout the duration of the project will assist with completing all Progress and Completion Evaluation and Acquittal reports. Please keep a detailed record of how your project is progressing and a running balance of funds expenditure. Create a separate folder or reporting tool that keeps copies of all receipts, invoices, bank statements schematic plans, fixtures and fittings.

## Financial monitoring

- Maintaining well-structured expenditure reports that relate to this project alone (it's important to be able to isolate the costs of your grant-funded project from other projects and general operating expenses)
- Tracking expenditure against budgets, and keeping detailed notes explaining any minor discrepancies

## Contractor and volunteers

- Maintain accurate records of contractor and volunteer's tasks that they are on track to meet deadlines as agreed.
- Maintain accurate records that identifies any changes from the approved plans or outcomes of the project. You must contact Council to discuss.
- Evaluate the impact of contractor or volunteering activity to ensure time is being effectively used and distributed throughout the project.

## Milestone monitoring

- Maintain accurate records significant project milestones and deliverables
- Review each milestone date to assess compliance and document any deviations (including reasons for the deviation). Reporting to Council as per agreement.

## Photographs:

- Maintain accurate photographic records before, during and after completion your project to show how successful the project was and submit these as part of your progress and evaluation reports.

## Recipient Contributions

Applicants are required to pay for all costs for the balance of the project. The project must be completed in full. The recipient must coordinate and ensure all payments contractors are remitted as agreed and coordination of in-kind and volunteer contributions are completed to relevant standards and compliance.

## Cash

The Recipient agrees to contribute and pay as least the cash contribution as specified in the submitted application budget and ensure all other cash contributions remain secured for the duration of the project as per application and funding agreement.

## In-Kind

In-kind contributions must be delivered to all relevant standards with appropriate evidence in writing:

- the contributor must indicate the value of the item if you had to pay for the good or services (i.e. not being provided free of charge)
- the contractor / contributor providing the contribution must be fully qualified and experienced in task with evidence of qualifications and experience must be submitted as part of the application.

Where the organisation is contributing the 25% mandatory contribution as in-kind, the documents

submitted to evidence in-kind contributions will be carefully assessed to ensure compliance with above.

### **Project changes / variations**

Any amendment to the project scope will require a formal variation request. This request is assessed and approval by the assessment panel. Any modification to the project scope will require a review of the grant amount and terms.

Any proposed changes to funded activity must be submitted via a Funding Variation Request form on SmartyGrants. Only one variation will be considered. You must request a variation form to be added to your submission. Discuss any proposed changes with the Grants Officer via [email](#) or phone.

A variation to a project can be requested to change how, when or the expenditure of a component of a funded project, while maintaining the outcomes of the project.

A variation proposal that requests significant changes to the scope and significantly impacts the outcomes approved by Council, may not be considered variations and may be viewed as a new project and may not be supported.

All changes will need to be agreed to in writing by with Council before changes can be undertaken. Do not make changes to your project without approval from Council. Please allow at least 14 days for Council to adequately assess your request and consider the proposed changes. You will be notified of the outcome.

### **Problems or issues**

Talk to us in the grants team if you encounter issues or problems with delivery of your project.

The earlier a problem is identified the easier it can be dealt with so any impacts on the project are minimised.

If you encounter a really significant issue, you will need to speak with us as we will assess the problem and arrange relevant discussions or meetings with relevant Council officers and the grants team, especially if it will affect your organisation's ability to meet deadlines or complete the project.

Council officers will respond positively to honest, and timely contact with organisations should major problems be encountered.

E-mail: [communitygrants@merri-bek.vic.gov.au](mailto:communitygrants@merri-bek.vic.gov.au)

### **Promotion of project**

Appropriate acknowledgement of Council's contribution on all printed and electronic material generated to publicise the project during and after completion of works.

Publications must contain the Council Capital works Partnership Grant logo to acknowledge support. All publications must be forwarded to Councils Grants team for approval at least five working days before they are finalised / sent to print.

Provide opportunity for a Council representative to speak and attend the launch or opening of the project. i.e. the Mayor or their nominee must be invited to speak and nominated individuals or organisations must be invited to attend the project launch as advised by Council.

The logo below must be used will be emailed to successful recipients.

This facility is being developed  
in partnership with the  
Merri-bek City Council  
Community Grants Program



## Financial and Project Acquittal Evaluation

- Gather all documents and paperwork for the project
- Evidence of payment to all contractors
- Evidence of any on-kind support
- Project is Complete Final Funding Payment remitted

### Monitoring and Acquittals

#### Payment Reporting Schedule:

Deliverable	Time - frame	Payment
Signing of funding agreement	May / June 2026	
Project Implementation Documents	June 2026	80%
Progress Report	30 October 2026	
Progress Report	28 February 2026	
Financial Acquittal and Project Evaluation	1-30 June 2027	20%

The Recipient must provide Council with the number of reports throughout the span of the project:

- Progress Reports - must be submitted to the Council as requested,
- A copy of the group's annual report (where requested)

### Acquittal Evaluation

The final Acquittal Evaluation will be assessed and if deemed complete by Council officers the final instalment payment of 20% for the grant can be processed. A full acquittal report must be submitted after completion of the project and must include the following;

#### Financial Acquittal

- Evidence that the funding was spent in accordance with the approved project budget and within scope
- Copies of **all receipts for payment** to service providers for the total value of the project.
- Written evidence of in-kind contribution. Refer to pages 4 & 9 for details.
- Evidence of income sources maintained throughout the project.

#### Works Completion evidence

- Copies of completion / compliance / occupancy Certificates from all service providers i.e. electrical, plumbing, building
- Any other Certificates of Completion requested by Council.

- Describe how the completed project is anticipated to benefit the wider community.
- Describe how many people overall participated in the planning and delivery of your project.
- How did the group encourage and get people involved the planning and delivery?
- Describe the methods used to promote your project (ie: radio, papers, fliers, TV, websites).
- How did you acknowledge Council's contribution to the project? Submit evidence of acknowledgment.
- Photographs of works (refer to page 9)

#### Project outcomes

- Describe the activities that took place as part of the funded project.

## Definitions

Term	Definition
Incorporated Association	Be not-for-profit and managed by a volunteer board/committee of management
Auspice Organisation	When an incorporated association applies for and receives funding on behalf of an unincorporated individual, group, or organisation, and is responsible for ensuring that the project or activity for which the funds have been granted is completed, acquitted, and the funds accounted for.
Capital development	Physical improvements to a facility that: <ul style="list-style-type: none"><li>- increase or maintain sport and recreation participation</li><li>- increase female and junior participation</li><li>- increase access to sport and recreation places</li><li>- improve safety, address risks and ensure compliant facilities</li><li>- provide innovative recreation and community facilities</li><li>- provide environmentally sustainable facilities</li><li>- provide universally designed facilities</li><li>- improves amenity.</li></ul>
In-Kind contributions	A non-financial contribution to the project i.e. good or a service.
GST payment principle	For there to be a GST consequence, the grant recipient needs to be registered for GST.
Multi-use facility	More participants and more use of a facility by a variety of organisations.
Universal Design	Universal Design involves designing spaces so that they can be used by the widest range of people possible. Universal Design considers the full range of human diversity, including physical, perceptual and cognitive abilities, as well as different body sizes and shapes.

## Useful links:

- [Overview of Universal Design \(SRV\)](#)
- Sport and Recreation Victoria – resources [www.sport.vic.gov.au/publications-and-resources](http://www.sport.vic.gov.au/publications-and-resources)
- Funding help sheets by Our Community [www.explore.fundingcentre.com.au/tools-resources/grants](http://www.explore.fundingcentre.com.au/tools-resources/grants)
- To search for your organisations Incorporation number, go the Consumer Affairs website at [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)
- To search or apply for an ABN go to the ABN Lookup website at [www.abr.business.gov.au](http://www.abr.business.gov.au)

### To find out more:

You must speak have met and discussed your project with a Council Officers prior to submitting your full application who will aim to assist with developing your idea and guidance on Council's priorities.

After submitting your Expression of Interest, Council Officers will be assigned to your group.

### Visit our website:

<https://www.merri-bek.vic.gov.au/>

### General Enquiries

[communitygrants@merri-bek.vic.gov.au](mailto:communitygrants@merri-bek.vic.gov.au)

### Call us

9240 1111

### Moreland Language Link

廣東話 9280 1910  
Italiano 9280 1911  
Ελληνικά 9280 1912

عربي 9280 1913  
Türkçe 9280 1914  
Tiếng Việt 9280 1915

हिंदी 9280 1918  
普通话 9280 0750  
ਪੰਜਾਬੀ 9280 0751

All other languages  
9280 1919

# Volunteer Contributions Worksheet

Organisation	
Project Name	

Goods/service to be provided	Organisation/Supplier	Number of Hours	Rate per hour	Total Value \$
	Total			

## Community engagement template

Community engagement is a process for finding out what community members think about a project or decision that impacts them. The key to good engagement is to carefully plan what you need to know and who you need to talk to before starting an engagement. This template will help you plan an engagement. There are several questions designed to get you thinking. View the [Community Engagement Policy](#) for Merri-bek at Councils and or visit Councils website [www.Merri-bek.vic.gov.au](http://www.Merri-bek.vic.gov.au) - My Council / Policies and Strategies

**Name of project:** \_\_\_\_\_

**Date of project:** \_\_\_\_\_

**Why is this project being undertaken?** Why now, why is this a priority? What has happened before that leads to this project? What has prompted the engagement?

**Why do you want to engage/ consult?** Think about what you want to know how the broader community can help improve your knowledge

**What do you want/ need to know?** Before you start to engage carefully consider what you want to know – only collect information that you need to know

**Who do you want/ need to engage?** Think about who might be impacted by your project both directly and indirectly remember to get a broad section of people, men and women, a range of ages and people from different cultures.

**How will you engage?** Think about what engagement methods you might use like surveys, interviews, posters or more innovative methods

**How will you record the results?** Consider a spreadsheet, a written report, a database

**Where and when will you do your engagement?** Think about where you might find the people you want to engage – e.g. at a sports match, in a park etc.

**How will you use the results of your engagement?** Think about how they will be used in your decision making

**How will you tell people about the results of your engagement?** Consider putting up a poster or reporting the results in a newsletter