

# New and Emerging Groups Grants Program

## Application Guidelines

**Council Offices**  
25 Ferres Boulevard  
South Morang VIC 3752  
  
Locked Bag 1  
Bundoora MDC VIC 3083

**Tel** 03 9217 2170  
**Fax** 03 9217 2111  
**TTY** 133 677 (ask for 9217 2170)  
**Email** [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)  
[www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au)

 **Free Telephone Interpreter Service**

عربي	9679 9871	Hrvatski	9679 9872
廣東話	9679 9857	Ελληνικά	9679 9873
Italiano	9679 9874	Türkçe	9679 9877
Македонски	9679 9875	Việt-ngữ	9679 9878
普通话	9679 9876	Other	9679 9879

If you have any questions, please contact:

**Community Development Grants Officer**

Phone: (03) 9217 2397

Email: [commgrants@whittlesea.vic.gov.au](mailto:commgrants@whittlesea.vic.gov.au)

Website: <https://www.whittlesea.vic.gov.au/newandemerging>

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## What is the City of Whittlesea New and Emerging Groups Grants Program (NEGGP)?

The City of Whittlesea NEGGP provides financial assistance of up to \$1,000 (ex GST) to community groups that are in the process of becoming established.

### Application Timelines

Applications open at **9am 1 July** each year and remain open until all funds are expended for the financial year or until 31 May (whichever comes first).

### Who Can Apply?

Community groups and organisations may apply for funding if they can provide evidence that:

- The group is 'not-for-profit'.
- The group has been meeting on a regular basis for at least six months at the time of application.
- The group has a minimum of six members.
- A minimum of 50% of members resides in the City of Whittlesea.
- The group holds its meetings and is established in the City of Whittlesea with the group to benefit residents in the City of Whittlesea.
- The group has Rules of Association or a Statement of Purpose or a Mission Statement.
- The group has a bank account which is registered in the group's name.

### Ineligible Applications

Applications will not be considered for funding if:

- They are submitted by an individual.
- The group is of a political nature.
- The group has already been incorporated for 12 months at the time of application.
- The group has been funded previously under a NEGGP.
- The application is incomplete.

## Eligible Items

Groups can apply for the following establishment costs:

- Public Liability Insurance to cover organisation/group.
- Incorporation costs.
- Materials and equipment to support organisation set-up.
- Group promotion and member recruitment.
- Costs for regular meeting venues.
- Costs to set up a webpage.
- Facilitators to support development of strategic plans, governance systems.

## Assessment Criteria

If your group meets the eligibility criteria, your application will be considered according to how well your group meets each of the assessment criteria:

1. Group's ability to benefit City of Whittlesea residents.
2. Group's ability to support community activities and connectedness.
3. Group's potential to meet a demonstrated need.

If your group has formed due to irreconcilable differences within an existing group, the application will be given a lower priority.

## Budget Information

You must list all items you wish to spend the grant on. Any item costing \$500 (ex GST) or more requires a quote.

An example budget is provided below:

Item to be purchased	Amount in dollars (\$)
Public Liability Insurance	\$700
Teardrop Banner	\$175
Website development	\$50
First Aid Kit	\$75
<b>Total:</b>	<b>\$1,000</b>

## How to apply

1. Ensure you have carefully read the guidelines and that your group meets the eligibility criteria before completing your application.
2. Applications are submitted online at: <http://whittlesea.smartygrants.com.au>  
Please note: to apply online you will need an email address.
3. If you cannot access the internet, contact the Community Development Grants Officer.

## Glossary

### **Incorporations**

A legal process that makes a group a single entity with certain rights and legal protection as well as some additional obligations. Incorporating separates the individual person from the entity. If your group would like to become incorporated, contact the Office of Consumer Affairs Victoria on 1300 558 181 or visit <https://www.consumervic.gov.au>.

### **Not-for-profit**

An organisation whose constitution or governing documents state that any profits or surpluses must be used to further the objectives of the organisation rather than benefit its individual members.

### **Public Liability**

Public liability insurance provides community groups and organisations with protection against legal and court costs (i.e. legal liability) in the event that someone is injured, or has their property damaged while the group or organisation is providing a service to them.

You can purchase public liability insurance from any provider deemed appropriate for the project described in your application. The Municipal Association of Victoria recommends Local Community Insurance Services who can be contacted on 1300 853 800 or by visiting <https://www.localcommunityinsurance.com.au>