



# *Merrifield Community Grants*

INFORMATION PACK  
& ELIGIBILITY CRITERIA 2017

**merrifield**





## MERRIFIELD COMMUNITY GRANTS PROGRAM

The MCGP provides grants to:

*Individuals, community groups, organisations  
and businesses of up to \$10,000.*

&

*Business start-ups of up to \$20,000*

that are committed to providing a direct benefit  
to the Merrifield community.

Applicants can submit up to 3 applications  
pending each one is under a different category.

GST:

- Applications from individuals or community groups need to be inclusive of GST.
- Organisations, businesses and start-up businesses able to provide an ABN can claim GST in addition to the grant amount.

M C G P

## WHO CAN APPLY?

### An individual may apply for funding if they can provide evidence that:

- They are a local resident in Merrifield, or will be a future resident within the next 2 years.
- The activity or project will directly benefit the Merrifield community.
- The activity or project will address a community need (see Identified Community Needs).
- The individual is not currently involved in any legal proceedings or any illegal activities which will put the Merrifield project at risk.
- The individual is able to present a Working with Children Check if the project or initiative involves children under the age of 18.

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

- The group is or will be not-for profit.
- The group / organisation has representation of residents from Merrifield either as clients or members.
- The activities of the group / organisation directly benefits Merrifield.
- The activity or project will address a community need (see Identified Community Needs).
- The group / organisation is able to present a Working with Children Check if the project or initiative involves working with children under the age of 18.

### Businesses or business start-ups may apply for funding if they can provide evidence that:

- The business idea has been thoroughly planned and thought through.
- The business owner is a current Merrifield resident, or will be a future resident within the next 2 years.
- The business will address a community need (see Identified Community Needs).
- The business idea will directly benefit the Merrifield community.
- The business has a strategy in place for sustainability beyond the grant.
- The business is able to provide an ABN.
- The individual/s involved with the business are not engaged in any illegal activities which will put the Merrifield project at risk.
- The individual is able to present a Working with Children Check if the project or initiative involves children under the age of 18.
- In the case of a new / start-up business application under the 'Opportunity' category, a full business plan must be submitted.

*Additional consideration will be given to individuals, community groups / organisations and businesses that are able to demonstrate a financial contribution outside the MCGP for the project / activity. This may be directly, or via grants received through another program.*



### APPLICATIONS TIMELINES

**Applications will be accepted between 9am on 1 August 2017 and 5pm on 31 August 2017.**

Grant recipients will be notified of the outcome of their application within 4 weeks of the closing date.

## ELIGIBLE ITEMS

- Costs associated with establishing a community group or business such as incorporation costs, and public liability.
- Materials and equipment.
- Marketing and promotion.
- Small capital works items i.e. sheds, pergolas or other storage / shade structures.
- Social media costs including website design.
- Associated staff / volunteer expenses.

## INELIGIBLE APPLICATIONS

Applications will not be considered for funding if:

- The project / activity / group is of a political nature.
- The project / activity does not meet a community need.
- The project / activity does not directly benefit Merrifield residents.
- There are any criminal charges or illegal activities which would deem the project / activity a risk to Merrifield and its project partners.
- The application is incomplete, or submitted after the due date.



*Categories and  
grant ranges*



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## CULTURE

Picture a truly living city where people work, learn and play and make their streets and public spaces a place where everyone wants to be.

This category is open to projects and initiatives that will add to the culture and sense of place that is Merrifield, and could include such activities as music, arts, festival and events.

Grants range  
\$500 - \$10,000



## OPPORTUNITY

From the office spaces of the City Centre to the innovation hub that is Merrifield Business Park, the opportunity to accomplish great things is yours to pursue.

This category is open to new and start-up businesses wanting to locate in Merrifield. A maximum of two grants will be awarded from this category annually.

Grants range  
\$5,000 - \$20,000\*

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\*In addition to the application form, a full business plan including financials is required (see Business Plan template). Businesses that are not 'new' or 'start-up' businesses are not eligible for this category and are encouraged to apply under another relevant category.

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## HEALTH

Merrifield's vision of the integrated life encompasses not just urban conveniences, but the active promotion of health and wellbeing.

With a number of indoor sports facilities, as well as ovals, fields, playgrounds, tennis courts, an aquatic centre, scattered fitness stations, picnic areas and an array of wetlands, Merrifield will foster many opportunities for the promotion and pursuit of positive mental and physical health.

This category is open to projects and initiatives that will add to the health and wellbeing of the Merrifield community, and could include such activities as walking groups, sporting activities, fitness programs, community gardening and other related activities.

Grants range  
\$500 - \$10,000

## CONNECTED

Merrifield's location places it in easy reach not just to Melbourne, but also to range of vibrant services, programs and infrastructure that help grow and sustain our community.

Only 5 minutes from Donnybrook Train Station, Merrifield will provide an integrated public transport system to ensure employment, opportunity, and an achievable work-life balance is all in within arm's reach through accessible infrastructure. In this, we are committed to connecting people to the essential day-to-day services and support they need to live a fully integrated life.

This category is open to projects and initiatives that will provide a range of community services and programs that meet community needs i.e. Education and Learning, Community Support Programs, and Initiatives and Community Outreach activities.

Grants range from  
\$500 - \$10,000

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# Identified Community Needs

In April 2017, Merrifield undertook a resident survey and facilitated a community feedback session that identified the top services and activities Merrifield residents would like to see.

Projects that seek to address any of the needs identified through this community consultation process will be given additional consideration:

**Sporting Programs and Facilities**

**Entertainment and Cultural Activities**

**Market/Retail Experiences**

**Community Support Programs**

**Community Health and Safety**

## SMART

Merrifield is more than just a development. It's a smarter model for the wider region, offering a holistic picture of all the elements needed for a vibrant and fully integrated community, including lifelong learning and an emphasis on innovation and sustainability.

This category is open to projects and initiatives that seek to add and contribute to Merrifield's status as a 'Smart City'. These could include activities such as learning / training programs, environmental groups and initiatives, waste management and recycling initiatives, and / or any innovative idea or project that can provide value to the Merrifield masterplan.

Grants range from  
\$500 - \$10,000

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## CONDITION OF MCGP

- There is no guarantee of funding. There are always more applications than funds generally allow.
- The grants will be determined by the Merrifield Community Grants Assessment Panel and will be considered final.
- Funding will only be awarded where the 'Conditions of Grant' document has been signed and returned.
- Funding must only be used for the purposes identified in the 'Conditions of Grant' document.
- Merrifield reserves the right to withdraw funding if the eligibility criteria or conditions of funding are breached, in which event any expenses incurred will be borne by the recipient.
- All unspent funds must be returned to Merrifield.
- All funded projects must have adequate public liability insurance.
- An acquittal must be completed 12 months from formal approval notification, demonstrating how funds were spent and documenting the direct benefit to the Merrifield community.
- All successful grant recipients must be prepared to allow Merrifield to showcase the project / activity and local benefits on its Facebook page, associated websites, newsletters and other relevant marketing collateral.



## APPLYING FOR A GRANT

Please ensure that you have read and understood the information contained within this information pack, including all eligibility criteria, as well as the 'MCGP Terms and Conditions' document available on the Merrifield website.

Similarly, please ensure that your group is able to meet all the eligibility criteria prior to submitting, and is able to comply with the 'Conditions of Grant' should your application be successful.



Applications can be submitted via the Application Form or online via the Merrifield website.

[merrifieldmelbourne.com.au](http://merrifieldmelbourne.com.au)

## CONTACT

For further information, assistance with your application or to post your completed application form, please contact:

Merrifield Community Development Manager

Phone: 8681 2247

Email: [community@merrifieldmelbourne.com.au](mailto:community@merrifieldmelbourne.com.au)

Postal address: PO Box 7657 St Kilda Road, Melbourne VIC 8004