

# Guidelines

## Melbourne Regional Landfill

### Community Benefit Fund \$50,000 Round 5



Cleanaway's **\$50,000 Melbourne Regional Landfill Community Benefit Fund** provides annual grants to community groups in **Caroline Springs, Deer Park and surrounding areas**, supporting programs that enhance liveability, sustainability, welfare support, environmental regeneration, waste reduction, sports participation, community inclusion and connectivity.

## Applications Process - Round 5 2024

### Advertising

Cleanaway will inform the broader community through online promotions and advertising:

1. Advertise for Expressions of Interest in local newspapers:
  - *Caroline Springs Community Update*
  - *Cairnlea Community Update*
  - *Melton and Moorabool newspaper*

2. Advertise and promote on social media.

### Eligibility

1. Applications for funding from \$2,000 up to \$10,000 will be available to not for profit organisations, environmental groups, welfare agencies, sports clubs or schools located in and around *Caroline Springs, Deer Park and surrounding areas*.
2. Examples of eligible funding projects include:
  - Environmental regeneration or enhancement programs.
  - Charity groups or welfare programs that support communities in need.
  - Sporting activities or community events that encourage community participation.
  - Construction of community garden or waste reduction initiatives.
  - Training or employment assistance schemes.
3. Project must align with the assessment criteria and/or provide tangible benefits to the community or the local environment.
4. Project must be completed within 12 months.

5. Eligible groups may only apply for one grant per financial year.

### Ineligibility

1. Project does not align with the funding criteria and/or guidelines provided.
2. Applications are not completed or submitted using the appropriate paperwork.
3. Commercial enterprises.

### Key Milestones

1. Call for Applications in local publications and social media – **15 March 2024**
2. Closing date for applications – **12 April 2024**
3. Applications assessed - **24 April 2024**
4. Applicants notified – **30 April 2024**
5. Funding Agreements signed – **10 May 2024**
6. Funds allocated - **31 May 2024**

## Assessment Process

### Review Panel

Applications for grants to be assessed by a panel consisting of:

1. One representative from Cleanaway
2. One Councillor representative from Melton Council
3. One Councillor representative from Brimbank Council
4. Two community representatives from Cleanaway's Melbourne Regional Landfill *Community Representative Group (MRLCRG)*

The review panel will assess all applications and submit its recommendations for final endorsement.

### Assessment Criteria

Applications will be assessed using the following criteria:

1. Clearly defined project aims.
2. Benefit to the local community.
3. Capacity of the applicant to deliver on project outcomes.
4. Alignment with grant funding objectives
5. Realistic budget including quotes.

### **Project idea? (20%)**

- What are the objectives and aims of the project?
- How does the project contribute to the objectives of the grant?
- How will the project's success be measured?

### **Potential to achieve improved sustainability or community well-being? (30%)**

- How will the project benefit the local community?
- How will your project assist to achieve positive environmental outcomes?
- How will the project be adopted within your area to ensure continuous behavioural change?

### **Longevity of project (20%)**

- What long term benefits will your project have on the local community or local environment?
- How long will the proposed system/improvement last?

### **Project innovation / non-duplication of existing service (20%)**

- Does your project offer a new initiative or opportunity?
- Does your project promote community well-being or sustainability?

### **Timeline and Budget (10%)**

- Has a detailed budget detailing all monetary and in-kind support been provided?
- Has a timeline that estimates when key objectives and tasks will be undertaken and completed by been provided?

### **Conditions**

- Successful applicants must enter into a Funding Agreement and adhere to all conditions outlined in the agreement.
- Recipients must provide quarterly updates outlining progress of funded project.
- A copy of your current Public Liability Insurance Certificate (minimum \$10 million) and/or other agreed insurance arrangements must be submitted as part of your application.
- A copy of your budget outlining the project.
- Any in-kind contribution in support of your project must be detailed in your application form.

### **For further information contact:**

**Olga Ghiri** - Stakeholder and Community Engagement Manager

Mobile: 0478 316 237

[olga.ghiri@cleanaway.com.au](mailto:olga.ghiri@cleanaway.com.au)