

Community-Led Projects

Guidelines for application



Mornington
Peninsula Shire

Objective ref #00000

Day Month Year



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1. Introduction

1.1 Purpose

These Guidelines provide practical direction for community groups, organisations and individuals seeking to deliver Community-Led Projects in partnership with Mornington Peninsula Shire Council (Council). The document supports the implementation of the Community-Led Projects Policy and outlines the requirements, processes, responsibilities and expectations for applicants.

The Guidelines aim to:

- Support community understanding of Community-Led Projects
- Promote transparency, accountability and good governance
- Ensure projects align with Council's strategic priorities and legislative obligations
- Provide clarity around eligibility, classifications, funding and approvals
- Assist applicants in successfully planning and delivering projects

2. What is a community-led project?

A Community-Led Project is a project initiated and delivered by a community group, organisation or individual, with support from (or in partnership with) Council to foster community innovation, energy and strengthen partnerships.

Projects may involve:

- Community infrastructure improvements
- Public space enhancements
- Environmental or sustainability initiatives
- Community programs and activities
- Arts, culture and heritage projects
- Recreation and wellbeing initiatives
- Partnerships between community, government and external organisations

Community-Led Projects are typically supported through various funding arrangements including grants, fundraising, philanthropic support, sponsorship, self-funding or Council contributions.

2.1 Roles and Responsibilities

Applicant responsibility	Council responsibility
Developing the project concept	Provide advice and guidance
Coordinating fundraising and funding applications where required	Assess applications against eligibility and feasibility criteria
Managing volunteers and contractors	Support governance and compliance requirements
Obtaining required documentation and approvals	Allocate a Project Manager or Council Officer
Delivering the project in accordance with approved conditions	Facilitate approvals and oversight where required
Meeting reporting and compliance obligations	Maintenance and ownership of asset post project

3. Eligibility

3.1 Eligibility Requirements

To be eligible for consideration, projects should:

- Deliver a clear community benefit
- Align with Council's adopted plans, policies and strategies
- Be located within the Mornington Peninsula Shire or provide benefit to the community
- Have demonstrated community support
- Be feasible and achievable with resources from the group and Council
- Meet relevant legislative and compliance obligations
- Demonstrate appropriate risk management
- Avoid duplication of projects already planned or funded by Council

Applications may not be supported where:

- The project conflicts with Council policy, legislation or standards
- The project presents unacceptable risk for the community and/or Council
- Funding or resources are unavailable
- The project duplicates existing Council programs, endorsed masterplans or other infrastructure plans

4. Funding scenarios

Community-Led Projects may be funded through one or more sources.

Council Funding

Community Investment fund

Biolink Support Grants | Community Events Grants | Community Support Grants | Flexi Grants | Placemaking Grants | Local Area Community Capital Infrastructure Grants

External Grants

State Government grants;
Federal Government grants;
Foundations and trusts;
Corporate sponsorships;
Philanthropic organisations.

Community Fundraising

Community fundraising activities;
Donations;
Sponsorship;
Crowdfunding campaigns.

Self-Funded Projects

Projects may be fully funded by the applicant or community organisation.
Self-funded projects must still comply with all Council approvals, permits and risk management requirements.

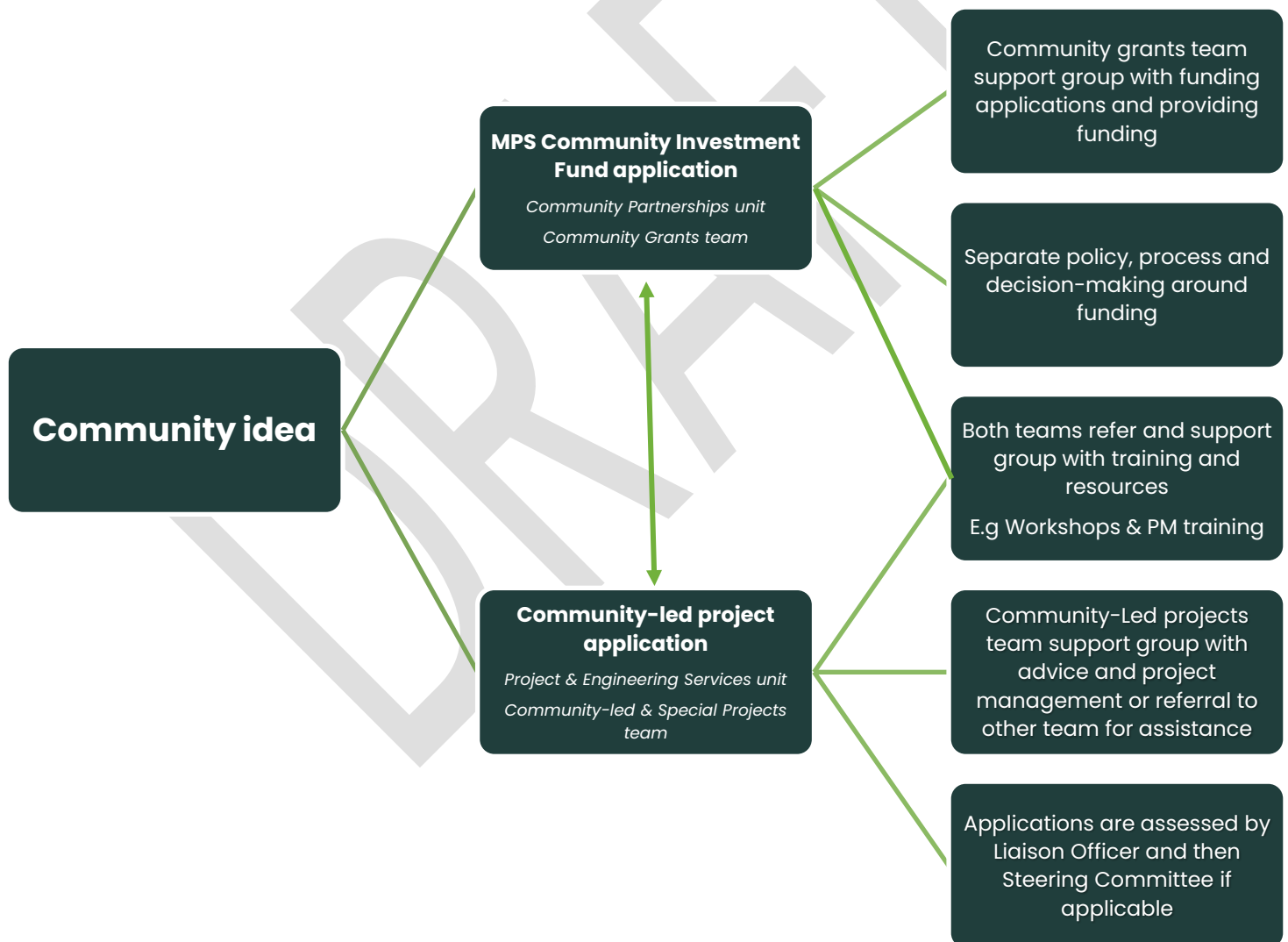
Applicants must obtain Council approval before applying for grants relating to Council-owned land or assets. Applicants are also responsible for ensuring that any fundraising activities undertaken as part of the project comply with all relevant legal, financial and regulatory obligations.

Many Community-Led Projects involve a combination of funding sources, including grants, fundraising, sponsorship and community contributions. As part of the assessment process, applicants may be required to demonstrate confirmed funding contributions, financial capacity to deliver the project, any proposed co-contributions, and the long-term sustainability of the project and its ongoing outcomes.

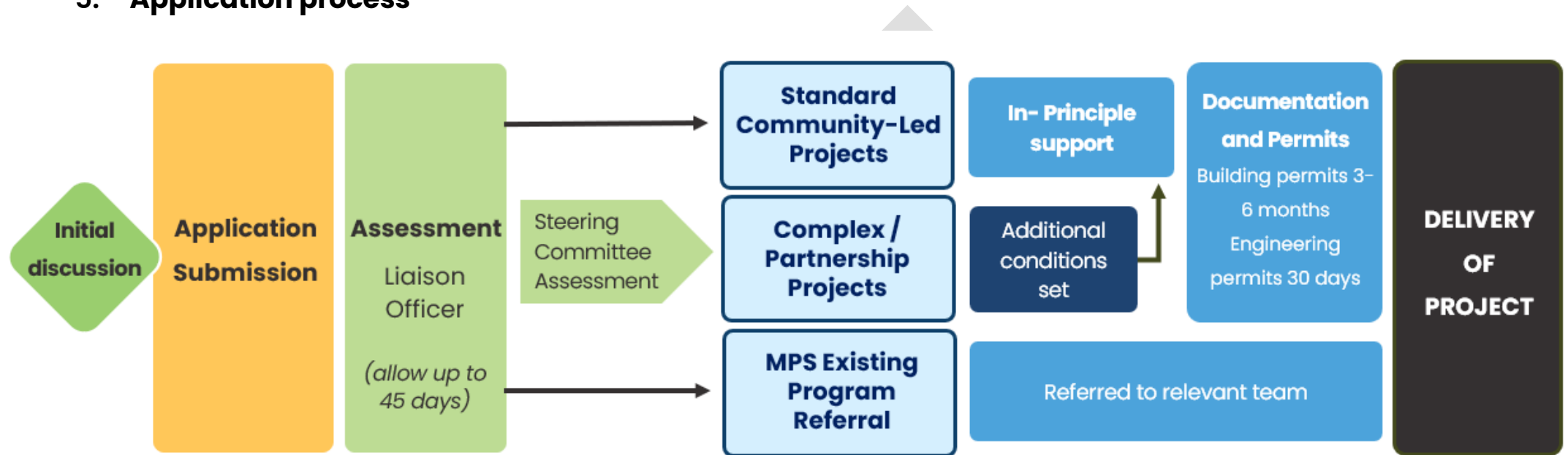
Community-led Projects X Community Investment Funding

It is important to note the difference between the grants that Mornington Peninsula Shire offers and the decision-making process, vs the Community-Led Projects program and the decision-making for support.

These are completely different teams and frameworks for delivery.



5. Application process



Standard Community-Led Projects are community-driven projects where applicants lead planning, funding, delivery and compliance with Council guidance and support.

Complex/Partnership Projects also respond to community needs but require greater collaboration due to factors such as infrastructure, approvals, funding, stakeholders, land ownership, risk or ongoing maintenance.

MPS Program Referral is used where the request is primarily Council's responsibility and is better considered through an existing Council service, program, capital works, maintenance or strategic planning process rather than as a community-led project.

5.1 Initial Discussion

Applicants will benefit from an initial enquiry with the Council Liaison Officer or relevant Council department prior to developing an application to discuss their project idea and understand relevant requirements. Early engagement can help identify key considerations such as project scope and objectives, land ownership, funding sources, risk and compliance obligations, permits and approvals, and expected delivery timeframes. Applicants can contact Council directly at ourproject@mornpen.vic.gov.au.

5.2 Application Submission

Applications are required through the Council website [Community Capital Infrastructure Projects \(Our Project\) – Mornington Peninsula Shire](#)

All projects must be submitted via this completed application form to be included in the system for the assessment processes. It is recommended to also include the following supportive information if available:

- Concept plans or drawings
- Project quotes and budget
- Evidence of community support
- Proposed funding sources
- Risk assessment
- Project timelines

5.3 Assessments process

All applications are initially reviewed by the Community-Led Projects Liaison Officer. Depending on project complexity and risk, applications may then be referred to the Community-Led Projects Steering Committee. Outcomes from the project assessment will be communicated back to the applicant.

It is important to note that this process can take time depending on the complexity of the project and required internal feedback. Council will aim to provide feedback and progress updates when possible. The assessment criteria includes but is not limited to the following:

Criteria	Requirement
Community Benefit	Demonstrates a clear benefit to the community
Strategic Alignment	Doesn't impact or conflict with Council plans, strategies or priorities
Community Capability	Applicant has demonstrated capacity to deliver the project
Community Need	Consideration of other groups or users of the Council land or assets proposed to be a part of the project
Landowner Consent	Appropriate landowner approvals obtained or capable of being obtained
Lease/Licence Compliance	Any relevant lease or licence agreements are current and compliant
Financial Viability	Project budget is realistic and funding sources identified and in progress
Safety & Risk	Risks can be appropriately managed
Legislative Compliance	Able to meet planning, environmental and regulatory requirements

In-principle support means that Council is satisfied that the project can be supported but may also set additional conditions around that support. This could include further community engagement, risk assessments, planning advice, agreements set in place.

5.4 Documentation and Permits

Once applications have received 'in-principle support' it is the responsibility of the applicant to organise all the additional documentation required by Council, which could include but is not limited to:

- Planning permits
- Building permits
- Engineering approvals
- Asset owner consent
- Traffic management plans
- Cultural heritage approvals
- Environmental approvals
- DEECA or MACA approvals
- Contractor documentation
- Safe Work Method Statements (SWMS)
- Risk Management Plans

Applicants are responsible for all costs associated with permits, approvals and documentation unless otherwise agreed by Council. No works may commence until all approvals are obtained.

The permit and documentation process can be lengthy depending on the complexity of the project or the volume of permits required. Council can support first-time applicants where possible to advise on this process.

6. Delivering a project

The applicant is responsible for delivering the project in accordance with Council requirements and approved documentation.

No project can commence until all relevant agreement documentation has been signed by both applicant and Council. See section 8 for Agreement Types.

6.1 Insurances

Applicants and all contractors must maintain appropriate insurance coverage for the duration of the project. This will be advised during the assessment process and will need to protect contractors, volunteers, community members and Council. Depending on the project, this may include:

- Public Liability Insurance
- Volunteer Insurance
- Workers Compensation Insurance
- Professional Indemnity Insurance

6.2 Auspice Arrangements for individuals

What is Auspicing?

Auspicing is an arrangement where an incorporated organisation (the "auspicator") agrees to support an individual, unincorporated group or community organisation (the "auspicee") to deliver a project.

In most cases, the auspicator receives grant funding or enters into agreements on behalf of the project, while the auspicee is responsible for delivering the project activities. Applicants should consider auspicing where:

- The applicant group does not have incorporation status
- The project requires grant eligibility through an incorporated body
- The group lacks experience in managing grants or compliance requirements
- The project would benefit from mentoring or operational support
- The project is temporary or exploratory
- The applicant is an individual that requires auspice for insurance purposes

Applicants can find out more about Auspice arrangements on the Council website.

6.3 Contract Management

Where contractors are engaged in a project applicants are responsible for ensuring:

- Procurement processes are fair and transparent
- Contractors hold appropriate licences and insurances
- Contractor Safety Management requirements are met
- Contracts comply with Council requirements
- Appropriate supervision and quality control is undertaken

Council may require review and approval of contractor documentation before works commence and have the right to refuse contractors that are not on the approved list whenever necessary.

6.4 Project Management

Applicants are responsible for day-to-day project coordination, with support from the allocated Council Project Manager or Officer.

Project management responsibilities should be considered prior to applying for a Community-Led Project. These include but are not limited to:

- Managing budgets and funding;
- Coordinating stakeholders and volunteers;
- Monitoring timelines;
- Managing risks and issues;
- Ensuring compliance with permits;
- Providing progress updates to Council.

6.5 Volunteers

Volunteers play an important role in the successful delivery of Community-Led Projects. Applicants are responsible for ensuring volunteers are appropriately inducted, supervised and supported throughout the project, and that they understand their roles and responsibilities.

Volunteers must operate within a safe environment, be covered by appropriate insurance where required, and comply with all relevant safety and behavioural expectations. Projects involving volunteers should align with Council's Volunteering Policy and applicable occupational health and safety requirements.

7. Handover of Project

Once completed, applicants can work with their allocated Project Manager / Officer to close off the project and handover any assets to Council asset management team if required.

Completed projects are also subject to potential media opportunities that may be organised by Council.

8. Agreement types

Successful applicants may be required to enter into formal agreements with Council. Depending on the project, agreements include:

Memorandum of Understanding (MOU) for minor projects to ensure all parties are clear on roles and responsibilities with the project.

Risk agreement for any minor or major projects that has an elevated level of risk that needs to be considered when works are being carried out without a full Council presence.

Asset responsibility agreement for an infrastructure (natural or built) that remains under the ownership of Council. Council must approve the new asset or equipment prior to use.

Contribution/funding agreement in relation to transparency around all contributions and proof of funds including agreeing on the terms if the project goes over budget.