



# **GUIDELINES**

## **Community Meals Subsidy Program 2012/2013**

### **Community Services Grants**

#### **About the program**

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The City of Port Phillip is committed to supporting and encouraging all members of the community to take an active role in their city. Community members play an important role in the City of Port Phillip and we are committed to ensuring they remain active and engaged within the community.

Community Meals Subsidy grants are awarded to organisations and groups that promote inclusive social opportunities, an active and healthy lifestyle and create opportunities for positive living in the City of Port Phillip.

Successful groups are required to submit a monthly report detailing the dates of their meetings and number of people in attendance.

Successful organisations are required to submit an accountability report every six months.

Groups receive funding biannually in the financial year.

Organisations receive a one off grant for the financial year

#### **Submitting applications**

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Submit an application by the online application process

Refer to [http://www.portphillip.vic.gov.au/council\\_funding\\_opps.htm](http://www.portphillip.vic.gov.au/council_funding_opps.htm)

Opening Monday 20 February 2012 and closing 30 March 2012.

#### **Contact for assistance**

**Julie Rooney**  
**Team leader Food Services**  
Diversity and Ageing  
St Kilda Town Hall  
City of Port Phillip  
Private Bag No 3  
PO St Kilda, Victoria 3182

- Applicants requiring further information and assistance should contact Julie Rooney on 9209 6441 or email [jrooney@portphillip.vic.gov.au](mailto:jrooney@portphillip.vic.gov.au)



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#### **Important Dates**

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<b>Applications open</b>	<b>Monday 20 February 2012</b>
<b>Applications Close</b>	<b>Friday 30 March 2012</b>
Applicants receive letter of receipt	Week of 16 April 2012
Council assessment process	May 2012
Report to Council for endorsement	June 2012
Applicants notified of outcome via letter	Late June 2012
Applicants receive grant	July 2012

#### **General Conditions**

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To be eligible to apply for a grant with the City of Port Phillip Community Meals Subsidy program, applicants must meet the following criteria:

- Applications must comply with Community Meals Subsidy guidelines, conditions and criteria, including individual grant category guidelines, conditions and criteria.
- A single project, event, activity or program can only be considered for one grant program/category.
- As part of the selection criteria, groups and organisations must meet in the City of Port Phillip.

#### **Exclusions**

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The City of Port Phillip will not fund:

- Activities, projects, programs and events that have already been funded through other City of Port Phillip programs or activities, another grant and sponsorship program, or through an existing funding agreement with the City of Port Phillip.
- Activities, projects, programs and events that have a political purpose, or applications made by political organisations.
- City of Port Phillip owned or run activities, projects, programs and events.

#### **Your Privacy**

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The City of port Phillip is committed to protecting your privacy. Any personal information provided to the City of Port Phillip on the application will only be used in relation to the 2012 Community Meals Subsidy Program. It will not be disclosed to any external party unless required or authorised by law. If you wish to alter any personal information you have supplied to the City of Melbourne, please telephone 9209 6441 or access our privacy statement at [www.portphillip.vic.gov.au](http://www.portphillip.vic.gov.au).



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#### **2012 Community Meals Subsidy Program**

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##### **Objective**

Community meals are a part of the City of Port Phillip's integrated meals services for older and/or disadvantaged people. Consumer meal choice and a focus on social and active lifestyles and the provision of culturally appropriate meals in the community are a key component of the meals services.

The City of Port Phillip provides a subsidy for the provision of meals to community groups and organisations supporting seniors and disadvantaged people. Community Meal Subsidies are available in 2012 for organisations and groups that meet and share a meal on a regular basis. Priority is given to groups and organisations that:

- Provide a healthy and affordable meal option.
- Offer a culturally appropriate meal if providing a meal for culturally and linguistically diverse seniors.
- Provide a range of activities or services that enhance social opportunities and support an active and healthy lifestyle.

##### **Conditions**

- Subsidies will be provided for a maximum of 12 community meal sessions.
- A subsidy of \$3.71 per person per meal session is provided to Community Groups and \$1.52 to Community Organisations.
- Successful applicants will be funded for the period July 2012 to June 2013.
- The subsidy must only be used for the meals as outlined in the application.
- Successful applicants will receive their subsidy by Electronic Funds Transfer.
- Successful applicants will be required to provide the City of Port Phillip with an acquittal report due end of June 2013.
- Successful applicants may be contacted by City of Port Phillip to discuss any issues or concerns that may arise during the period of the funding.

##### **Eligibility**

- Be not-for-profit, constituted body, such as an incorporated association, or be sponsored by one (unless you are requesting a subsidy grant worth less than \$2,000 a year).
- Provide a regular healthy meal service in a community setting to participants that are aged 60+.or to younger people who are disadvantaged, on a disability pension, homeless or at risk of homelessness.
- Offer the monthly meal at a venue located within the City of Port Phillip municipality.
- Have acquitted previous City of Port Phillip grants and have no outstanding debts to the City of Port Phillip.



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#### **Assessment**

Assessment of the Community Meals Subsidy is based on applicants meeting the objectives of the Community Meals Subsidy Program and the eligibility criteria. Recommendations are presented to Council in June 2012 for endorsement. The subsidy is dependent on the number of applications received.

If there are budget constraints partial funding may be recommended. Organisations that best meet the Council's objectives for this program will be prioritised.

#### **Additional Information about the Meals Subsidy Program**

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#### **Quality Food**

The *Victorian Food Act 1984* requires you to maintain food safety standards. Additionally in accordance with the Department of Human Services - Home and Community Care Guidelines, the subsidised meals must be nutritious, wholesome and include a vitamin C supplement (fresh fruit or fruit juice).

#### **Meal Provision**

There are two main methods by which organisations can provide meals:

- **Contract Catering**

Under this arrangement you may contract a caterer to prepare and deliver the meals to the meeting venue or nominate to eat out at a local restaurant. The contracted food provider must be registered with Council and adhere to a food safety program and standards.

Where tasks such as reheating and serving are not undertaken by the contractor, the members of the group will undertake these tasks. If your organisation is undertaking further food preparation including reheating, portioning, and serving the meal, then you are required to have the premises registered by the City of Port Phillip.

- **Self Catering**

Under this arrangement members of the group prepare the meals and do all the associated tasks of shopping, cooking, cleaning and serving. Access to kitchen facilities must be available and the premises must meet the requirements stipulated in the Food Act including registration with the City of Phillip's Health Services.