

Seniors Citizens Grant Program Application Form

Form Preview

Introductory Information

* indicates a required field

Thank you for your interest in Council's Senior Citizens Grant Program!

Applications open on 1st June 2026 and closes 3pm on 13th July 2026. Applicants should be notified of outcomes approximately four weeks after the round closes.

Before completing this application form, applicants are required to read the Senior Citizens Grant Program Guidelines. The Guidelines contain selection criteria and eligibility along with other useful information. If you don't have a copy of the Guidelines, please contact seniors@yarraranges.vic.gov.au.

I have read the Senior Citizen's Grant Program Guidelines. *

Yes No

Have you/your group received any other grants from Council this financial year? *

Yes No

Who can apply?

Yarra Ranges Senior Citizens Centres or Clubs *previously funded by Council* on behalf of the Victorian and Federal Government.

Grant applicants must meet all of the following eligibility criteria:

Important: Please review the eligibility criteria carefully. If you select "No" to any of the questions below, your club or centre is **not eligible** for this grant and your application may not proceed.

Was your Centre or Club previously funded by Council on behalf of the Victorian and/or Federal Government? *

Yes No

Does your Senior Citizens Centre/ Club have a majority of members (90% or more) aged 60 years and over? *

Yes No

Does your Senior Citizens Centre/Club have at least 15 financial members? *

yes No

Will your Senior Citizens Centre/Club deliver activities within Yarra Ranges at a suitable venue (not a private residence)? *

Yes No

I confirm that my Senior Citizens Centre/Club meets ALL of the eligibility requirements listed above and is eligible to apply for this grant. *

Yes No

Funding Details

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The **Senior Citizens Grant Program** has three categories that centres and clubs can apply for.

1. Category 1 - Senior Citizens Social Participation Grant (**\$1,500**).
 - All eligible centres and clubs can apply for the Social Participation Grant
2. Category 2 - Senior Citizens Centre for facility management (**\$3,500**).
 - Only for eligible Senior Citizens Centres who have overall management and responsibility for a Senior Citizens Centre..
3. Category 3 - Senior Citizen Club for room hire (**up to \$3,500**).
 - Only for eligible Senior Citizens Clubs for Room Hire for their regular meetings.

For Category 1 & 2, invoices/receipts are required to be provided for each expense item that exceeds \$500 (only for expense items requested as part of this grant).

For Category 3, all room hire invoices/receipts must be supplied at acquittal.

You may only apply for two categories. Category 1 and/or category 2 or 3. You cannot apply for both category 2 and 3.

Note: The maximum grant allowance is \$5,000 in any financial year.

Which category under the Senior Citizens Grants Program are you applying for?

- Category 1-Senior Citizens - Social Participation Grant (\$1,500)
- Category 2-Senior Citizens - Centre Management Grant (\$3,500)
- Category 3-Senior Citizen - Club Room Hire Grant (up to \$3,500)

You can select up to 2 categories

Applicant Information

* indicates a required field

Senior Citizens Centre or Club

Are you applying on behalf of a Senior Citizens Centre or Club? If so, please provide the name of your Centre or Club."

Senior Citizens Centre/ Club Name *

Organisation Name

What is your Senior Citizens Centre or Club called?

Senior Citizens Centre/Club Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.
Where is your Seniors Citizen Centre or Club located?

Senior Citizens Centre/Club Postal Address

Address

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On occasion we may need to post something out. Where would we reach you?

Senior Citizens Centre/Club Email (Primary contact email for all grant correspondence - a central club or centre email address is required)

Must be an email address.

Important: This email will be used for all grant correspondence, including funding outcomes and important updates. Personal email addresses are not accepted, as they may result in missed communications.

Senior Citizens Centre/Club Contact Phone Number

Must be an Australian phone number.

President Contact Details *

First Name

Last Name

Who is the primary person responsible for your Senior Citizens Centre /Club?

President Contact Phone Number

Must be an Australian phone number.

President Contact Email *

What email address does your President check regularly?

Vice President Contact

First Name

Last Name

Vice President Contact Phone Number

Must be an Australian phone number

Vice President Contact Email

What email address does your Vice President check regularly?

Secretary Contact

First Name

Last Name

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Secretary Contact Phone Number

Must be an Australian phone number.

Secretary Contact Email

Must be an email address.

: What email address does your Secretary check regularly

Treasurer Contact

First Name

Last Name

Treasurer Contact Phone Number

Must be an Australian phone number.

Treasurer Contact Email

Must be an email address.

: What email address does your Treasurer check regularly

Combined Senior Citizens Network Representatives

Please nominate your two representatives for the Combined Senior Citizens Network. These representatives may attend meetings on behalf of your club or centre.

All network communications will be sent to the **club or centre email address provided in this application**, and it is the responsibility of the organisation to share information with its representatives.

Representative 1

First Name

Last Name

Representative 2

First Name

Last Name

Emergency Contact 1 *

First Name

Last Name

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Emergency Contact 1 Phone Number *

Must be an Australian phone number.

Emergency Contact 1 Email *

Must be an email address.

Emergency Contact 2 *

First Name

Last Name

Emergency Contact 2 Phone Number *

Must be an Australian phone number.

Emergency Contact 2 Email *

Must be an email address.

Is your Senior Citizen Centre/Club incorporated?

- Yes
 No

Please Note; Incorporated means your club is formally registered as a not-for-profit entity under state law.

Incorporation Number *

Do you have an ABN? *

- Yes No

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN

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Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Membership Information

* indicates a required field

Which population groups will be engaged by your program who are over 50 years of age? *

- | | |
|--|--|
| <input type="checkbox"/> Gay, Lesbian, Bisexual, Transgender, Intersex and Queer community | <input type="checkbox"/> Male |
| <input type="checkbox"/> Culturally and linguistically diverse communities | <input type="checkbox"/> Female |
| <input type="checkbox"/> People facing social and economic barriers | <input type="checkbox"/> Veterans |
| <input type="checkbox"/> Aboriginal and/or Torres Strait Islander people | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> People with disability | |

Membership

Briefly tell us about your organisation. *

Word count:

Must be no more than 200 words.

How many members pay a membership fee? *

How many members regularly participate? *

Club/Centres Activity Timetable

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Please fill out timetable form and upload when your club meets for meetings or activities.

Attach a file:

Timetable Form

Budget Details & Supporting Documentation

* indicates a required field

Budget

- All figures must be **GST inclusive** and should be written without commas i.e. \$1500 not \$1,500
- The 'expenditure' column should clearly describe the items. Examples of expenditure are listed under each category.
- Please note that public liability insurance is mandatory.
- Supply estimates/quotes for expenses over **\$500**
- Please note you will be required to keep receipts for expenses paid with this grant funding. These will need to be included in the acquittal report at the end of the financial period.

Total Amount Requested

*

Please include the funding amount for all categories you are applying for.

Budget

Some suggestions of income and expenditure items are included in the example below. You can use these to start thinking about your own income and expenses before completing the table. Please add any other income/expenses that relate to your project. More lines can be added if needed.

Example of expenses for each Category:

Category 1: Senior Citizens Social Participation Grant can contribute to costs associated with providing activities that enhance members' participation in the community, reduce social isolation, and/or loneliness. This could include expenses for outings, catering, guest speakers, activity equipment, etc., aimed at promoting social participation and inclusion

Category 2: Senior Citizens Centre Management Grant is for clubs who have overall management and responsibility for a Senior Citizens 'Centre' leased from the Council, where the Council does not already cover these costs. This may include expenses for repairs, cleaning, centre equipment, utilities, and rates

Category 3: Senior Citizens Club Room Hire Grant is for existing clubs that hire rooms for their regular meetings (Not to be used for special functions or event facility hire).

NOTE: You must attach estimates/quotes for any single expense items over \$500 with this application . At the end of the year, you must provide receipts for all acquitted items over \$300

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Income	\$	Expenditure	\$
Category 1- Social Participation Grant	\$		\$
Category 2 - Centre Management Grant	\$		\$
Category 3 - Club Room Hire Grant	\$		\$
	\$		\$
	\$		\$
	Must be a dollar amount.		Must be a dollar amount.

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Supporting Documentation

Different types of supporting documentation are required depending on the category you are applying under. Please review the options below and upload the necessary documents.

Please upload a copy of your Annual Report and Financial Statement *

Attach a file:

What was the date of your AGM?

Must be a date.

Does your Senior Citizen/Centre have public liability insurance ? *

Yes

No

Certificate of Currency (Public Liability Insurance)

Attach a file:

Certificate of Currency (Public Liability Insurance)

Child Safe Standards

Yarra Ranges Council is committed to a zero-tolerance approach to child abuse, through actively promoting child safety and ensuring compliance with the Victorian Child Safe Standards.

Council's Child Safety and Wellbeing Policy and **Statement of Commitment** are available [here](#).

Council takes this opportunity to inform grant funded organisations and individuals of our responsibilities under the Victorian Child Wellbeing and Safety Act (2005 and 2021) including new Child Safe Standards, which came into effect on 1 July 2022.

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Organisations that deliver services/programs and/or activities for/ or involving contact with children, must comply with these Standards.

Further information on the new Standards is available from the [Commission for Children and Young People \(CCYP\)](#)

Project activities will fall into three contact categories:

- **Direct Contact:** Activities/Projects that involve direct care, supervision or engagement with children or young people (under the age of 18 years). It also includes storing information and data about children and/or their families.
- **Incidental Contact:** Activities/ Projects that involve incidental level interaction with children (under the age of 18 years). Contact includes face-to-face, physical, written, verbal or electronic contact, whether supervised or not. **Please consider: Do grandchildren occasionally participate in your activities? Are children or teenagers (ages 0 to 18) present at any events you host or facilitate?**
- **No Contact:** The grant funded project or service involves no contact with children or young people (under the age of 18 years).

Note: If your Senior Citizens Club/Centre is successful in receiving an Senior Citizens Grant you will be required to complete a Child Safe Standards checklist, and associated documentation, as part of the Funding Agreement process.

Does your centre/club involve contact with children? *

Direct Contact Incidental Contact No Contact

Our Committee members are equipped with the knowledge, skills and awareness to keep children and young people safe and maintain this knowledge through ongoing education and training

Yes No

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct. I understand that if Yarra Ranges Council approves my application, I will be required to accept the terms and conditions of the grant. I agree that Yarra Ranges Council will be notified immediately if any information provided in the application is incorrect or changes. I understand that information collected in my application form will be used by Yarra Ranges Council for the purpose of administering and promoting the Monthly Grants program.

I declare that the information in this application is true and correct, and that the grant will be used for the approved U3A purpose if funding is awarded.

Yes No

Name of authorised person

First Name

Last Name

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Position in Senior Citizens Club/ Centre

Email

Must be an email address.

Date *

Must be a date

Privacy Notice

In compliance with the Information Privacy Act 2009 (the Act) personal information on this form may be stored in Yarra Ranges Council records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles Yarra Ranges Council's financial transactions and may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act.

Feedback

We would value any feedback you may have regarding our Senior Citizens Grant program application process.

Please indicate how you found the application process: *

- Very easy Easy Difficult Very difficult

Please provide us with any suggested improvements or changes that you think we need to consider through the grant application form and process:

Review

Congratulations, you have now come to the end of the application form!

Once your form is submitted you cannot make any further changes, so please take some time to review your responses carefully. You may wish to ask someone who wasn't involved to review your application to check for errors and make sure that everything is clear.

Your application will not be processed until you hit the **SUBMIT** button on the next and final page. You will not be able to successfully submit our form until all the required fields are completed.

If you do not receive a confirmation email your application has not been successfully received.

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Once your application form has been submitted you will be able to log in to your SmartyGrants account and view your application at any point.