

# 2027 Annual Grants Application Form

## Form Preview

### ELIGIBILITY

\* indicates a required field

**Online applications close Monday 13 July 2026 at 3pm.** Late applications will not be considered.

If you would like help with this application, please contact the Grants Team ([grants@yarraranges.vic.gov.au](mailto:grants@yarraranges.vic.gov.au) or 1300 368 333) or the Council Officers listed below.

When preparing your application ensure you:

- Read the [2027 Annual Grant Guide](#) for the funding stream relevant to your application.
- Check that you meet the eligibility requirements.
- Speak with a relevant Council Officer.
- Allow adequate time to obtain quotes for expenses over \$750 and obtain letters of support.
- Have appropriate type and level of insurance (\$20 Million Public Liability) for this grant application.
- Check you have acquitted all completed projects funded by Yarra Ranges Council.
- Secure an auspice well in advance (for heritage researchers, artists and not-for-profit unincorporated community group).
- Allow two weeks if you are requiring a quote for use of Council's venues and open spaces.
- Allow adequate time to complete this application.

### Funding Stream

There are three funding streams in the Annual Grants Program: Community Development, Arts & Heritage and Festivals and Events.

**Which Annual Grant funding stream are you applying for? \***

- Community Development    Arts & Heritage    Festivals & Events

### Council Officer Contacts

Before you submit your application, you are required to discuss your project with a relevant Council Officer. You can email the relevant Officer (by clicking hyperlink below) or call 1300 368 333 if you'd prefer to discuss your application.

- [Arts & Culture](#) - Renata Zimbarg
- [Festivals and Events](#) - Melinda Ballard
- [Public Art](#) - Yolande Pickett
- [Exhibitions](#) - Kelly Toghill
- [Heritage](#) - Sarah Sato

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- [Community Development \(Hills\)](#) - Janette Scott
- [Community Development \(Urban\)](#) - Anne Tuke
- [Community Development \(Upper Yarra\)](#) - Michael Goodrich
- [Community Development \(Valley\)](#) - Kellie McPherson
- Disability Inclusion - [Amanda May](#) or [Jenna Hepburn](#)
- [Community Mental Wellbeing](#) - Rachael Giddens
- [Indigenous Cultural Development](#) - Sam Piper
- [Early and Middle Years](#) - Loren Hedger
- [Youth Development](#) - Dudu Orman
- Healthy & Active Ageing - [Ellie Thompson](#) or [Melissa Mansfield](#)
- Sustainability & Environment - [Chelsea McNab](#) or [Amanda Smith](#)

Not sure who to contact? Reach out to the Grants Team [grants@yarraranges.vic.gov.au](mailto:grants@yarraranges.vic.gov.au) or call 1300 368 333.

### Which Council Officer/s did you discuss your project idea with? \*

This is an eligibility requirement.

## Confirmation of Eligibility

### I am/We are

- - an **incorporated** not-for-profit community group/organisation with an ABN; OR
  - an **unincorporated** not-for-profit community group/organisation, [auspiced](#) by an incorporated organisation; OR
  - an **individual artist/heritage researchers**, (*Arts & Heritage funding category only*) [auspiced](#) by an incorporated organisation;
  - located in (and/or supplies services to) Yarra Ranges.

### The above statements are true and correct. \*

Yes  No

To continue with this application, all statements above must be true and correct.

## Ineligible

If you answered "No" to the above, you are ineligible for the Annual Grants Program. Please contact [grants@yarraranges.vic.gov.au](mailto:grants@yarraranges.vic.gov.au) to discuss if needed.

## CONTACT DETAILS

\* indicates a required field

## Privacy and Information Management

Yarra Ranges Council (Council) is committed to protecting your privacy. In compliance with the *Privacy and Data Protection Act 2014 (Vic)* Council will use the Personal Information

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(name, address, phone number, email) collected in this form for the primary purpose of processing your grant application. Information is held securely and used solely by Council for this specific purpose and/or a limited directly related purpose, and will not be otherwise disclosed without your consent or as required or permitted by law. Your personal information is only accessed by authorised persons and may be stored in Yarra Ranges Council records management database, used for statistical research, information provision, promotion or evaluation of Council's grant programs. If your application is incomplete, Council will not be able to process your grant application.

By submitting an application you consent to Yarra Ranges Council publishing the Group/ Individual name, project description and amount funded on Council's public website.

You may access your information by contacting the Grants Team on 1300 368 333 or [grants@yarraranges.vic.gov.au](mailto:grants@yarraranges.vic.gov.au). For more information, see Council's [Privacy Policy](#).

## Applicant Details

### Applicant \*

Individual  Organisation

Organisation Name

First Name

Last Name

Select "organisation" if project is being delivered by a community group. Select "individual" if project is being delivered by an individual/artist applying in the Arts & Heritage funding category.

### Applicant (Physical) Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

If your organisation operates in multiple locations, please pick one as your primary address.

### Applicant Postal Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

We may send mail to this address.

### Your primary phone number \*

Must be an Australian phone number.

Please specify your area code i.e. (03) 9294 6751.

### Your primary email address \*

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Must be an email address.

This is the address we will use to correspond with you about this grant.

### Primary contact person \*

First Name

Last Name

This is the person best placed to discuss the project and send correspondence to e.g: a project coordinator

### Position held in organisation \*

e.g. Manager, Board Member, Fundraising Coordinator

### Primary contact person phone number \*

Must be an Australian phone number.

Please specify your area code i.e. (03) 9294 6751.

### Primary contact person email address \*

Must be an email address.

This is the address we will use to correspond with you about this grant.

### Secondary contact person \*

First Name

Last Name

### Position held in organisation \*

e.g. Manager, Board Member, Fundraising Coordinator

### Secondary contact person phone number \*

Must be an Australian phone number.

Please specify your area code i.e. (03) 9294 6751.

### Secondary contact person email \*

Must be an email address.

This is the address we will use to correspond with you about this grant.

### Emergency contact person \*

First Name

Last Name

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### Position held in organisation \*

e.g. Manager, Board Member, Fundraising Coordinator

### Emergency contact person phone number \*

Must be an Australian phone number.  
Please specify your area code i.e. (03) 9294 6751.

### Emergency contact person email \*

Must be an email address.  
This is the address we will use to correspond with you about this grant.

### Please select your structure. \*

- Incorporated Not for Profit organisation (with an ABN)
- Unincorporated Not for Profit organisation
- Individual Artist/Heritage Researcher (Arts & Heritage funding category only)
- Other:

Unincorporated organisations or individual/artist (Arts & Heritage steam only) must be auspiced by an incorporated organisation.

### Applicant Incorporation Number

If you have one, this will be an Incorporated Association or Australian Corporation Number

### Do you have an active ABN? \*

- Yes  No

### Are you registered for GST? \*

- 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
Entity name
ABN status
Entity type

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

## Auspiced Applications

Unincorporated not-for-profit organisations/community groups/individual artists or heritage researchers will require an auspice (an incorporated body, with a current ABN). For example a Neighbourhood House or an Incorporated Arts Organisation. For more information on Auspicing click [here](#).

**Will this application be auspiced? \***

Yes

No

## Auspice Organisation Details

**Name of auspicing organisation \***

Organisation Name

**Auspicing organisation's primary (physical) address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Auspicing organisation's postal address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Auspicing organisation's website**

Must be a URL.

**Primary contact person at auspicing organisation \***

First Name

Last Name

  

We may contact this person to verify that this auspicing arrangement is valid and current.

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**Position held in organisation \***

e.g. Manager, CEO

**Auspice contact phone number \***

Must be an Australian phone number.  
Please specify your area code i.e. (03) 9294 6751.

**Auspice contact email \***

Must be an email address.

**Please note:** Unincorporated groups or individual/artist or Heritage Researcher (Arts & Heritage stream) will require an auspice to meet eligibility requirements.

Auspice letter of support or Memorandum of Understanding (MOU).

An editable example can be found [here](#).

**Please attach a copy of your auspice letter of support \***

Attach a file:

This document should include an outline of the agreed upon roles and responsibilities of each party for the duration of the project.

**Incorporation Number of auspicing organisation \***

Incorporated Association or Australian Corporation Number

**Is the auspice registered for GST?**

Yes  No

**ABN of auspicing organisation \***

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
Entity name
ABN status
Entity type

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

## ORGANISATIONAL CAPACITY

\* indicates a required field

Organisational Capacity is a key assessment criteria and contributes 15% to your overall score

**What is your organisation's purpose? \***

Word count:

Must be no more than 200 words.

For organisations this is your mission statement or aims & objectives.

**How long have you (individual artist/heritage researchers) or your organisation/ community group been operating? \***

Less than one year

1-5 years

6 years or more

**Approximately how many members does your organisation/community group have?**

Please note: Individuals are not required to answer this question.

**If available, please provide your website or social media page URL.**

**Please provide a short summary of your past experience and capacity to deliver the proposed project. \***

Word count:

Must be no more than 200 words.

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Organisational capacity is how ready an organisation is to do its work and reach its goals, with what it has. It's about having the right people, skills, resources, and systems to get things done. Note if have you worked on similar projects before, what skills/partnerships/resources/volunteer time and experience do you/your project team bring to this work? For eligible artists/heritage research applicants, please comment on your own capacity to deliver the project.

## PROJECT INFORMATION

\* indicates a required field

**Has this festival/event been held in the Yarra Ranges before? \***

Yes

No

**If yes, when and where has this festival/event been held previously?**

Word count:

Must be no more than 100 words.

**What key learnings from your previous event will inform the design, delivery and/or risk management of this proposed event?**

Word count:

Must be no more than 200 words.

**What type of event is this? (Select all that apply)**

- Festival
- Cultural event
- Street party
- Show
- Children's activity
- Sporting event
- Parade/march
- Exhibition
- Other:

**Project Title \***

Your title should be descriptive, but succinct. For Festivals & Events, it should be the name of the event.

**Anticipated start date \***

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Must be a date and between 1/1/2027 and 31/12/2027.

### Anticipated end date \*

Must be a date and between 1/1/2027 and 31/12/2027.

### Which town or suburb will your project occur in? \*

List 'Yarra Ranges' if targeting the entire region.

### How will your project be delivered?

- Exhibition
- Public Art
- Heritage
- Performance/s
- Workshop/s
- Festival/Event/s
- Other:

## Event Location

Grant projects from any funding stream may include an event. Council's website has a guide to assist with festival and event planning - [Planning a Festival or Event](#).

There are many well equipped public spaces and community halls across Yarra Ranges which are great locations for events.

If you're planning an event on **private land**, you may need a **Planning Permit**. Council funding cannot be provided unless all necessary permits are in place. To find a suitable venue or park/open space please refer to our website: [Parks & Recreation Yarra Ranges Council](#) or [Community Halls & venues for hire Yarra Ranges Council](#).

### Does your project include an event? \*

- Yes  No

Examples of event include festivals, theatre productions, workshops etc.

## Venue

If your project or event requires the use of a Yarra Ranges Council venue or open space, you may be eligible for in-kind support. This support is only available for most venues listed in the *venue bookings system called [Bookable](#)*. If available this will be confirmed when you place your booking.

*Bookings can be made after August 2026 through [Bookable](#). Please nominate the date of event and proceed with including venue costs in the budget if booking confirmation can't be made before the grant deadline. If you require a cost of hire, an estimate of the cost can be obtained via [Community Halls & venues for hire Yarra Ranges Council](#).*

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### Are you considering the use of a Yarra Ranges Council Venue? \*

- Yes  No

This includes Yarra Ranges Council parks, reserves, playgrounds, sports grounds, community halls and venues.

### Please list the venue/s or location/s of your project/event? \*

This includes the names of parks, reserves, playgrounds, sports grounds, community halls and venues or address if private land.

### Is your event venue on 'Private' or 'Public' land? \*

- Private  Public

## Events on Public Land

- Please refer to the [Planning a Festival or Event](#) page on Council's website to establish if you need to [register your event](#). You'll also find the [Event Quick Guide](#), packed with helpful information to support your event planning.
- You must check if you need a permit for your event, and you might need to register the event with Council. To avoid disappointment, complete our [Pre-Registration Approval & Permit Checker](#) (Quick Notification) as early as possible. Planning permits require 6-8 months to finalise.
- If you need to [register your event](#) this must be done **at least 12 weeks prior** to the event date.
- If you are successful in receiving grant funding for an event through Council's Annual Grant program, you'll be exempt from the event registration fee.
- If your event is on public land, you may need a PoPE (Place of Public Entertainment) Permit. When you register your event, we'll let you know if this is required.

## Events on Private Land

If your event is being held on **private land**, a **Planning Permit** is likely to be required, and you will be referred to Council's Planning team to check if you can hold the event on the proposed site. We suggest you get advice before you make a grant application by calling the Planning Duty Officer on 1300 368 333.

If your event is on **private land**, you may need a PoPE (Place of Public Entertainment) Permit. When you register your event, we'll let you know if this is required.

**A Planning Permit can take 6 to 12 months** to process, so choosing a public place for your event might be a better option. If you decide to apply for a Planning Permit, please allow enough time to work through this before applying for a grant.

Click [here](#) to find out more

## PROJECT OUTCOMES

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\* indicates a required field

Project Outcomes are key assessment criteria and contributes 30% to your overall score.

Outcomes are the changes and benefits you expect to occur for the project participants. That is, what will be different as a result of the project you are proposing.

**How many people do you expect to attend/participate? \***

E.g. Include those attending if a festival/event or number participating if the project involves workshops/training sessions.

Tell us about your project

This [Idea template](#) may assist in telling us about your project.

**Tell us about your project and what you plan to do. \***

Word count:

Must be no more than 100 words.

Hint: Example: "Youth Action Inc in partnership with Backyard Youth Services would like to present 'ART ATTACK', a community arts event supporting young people from migrant or refugee backgrounds, living in the Yarra Ranges. The project will include digital storytelling workshops that will culminate in an outdoor exhibition, showcasing young people's ideas about belonging and connection to place."

**Why is the project needed and why now? \***

Word count:

Must be no more than 200 words.

Please include any evidence gathered to support your need for the project in the community.

Priority Area: Creative Communities

The Creative Communities strategy aims to shape Yarra Ranges as a creatively vibrant place where participation in the cultural life of our communities is sustained as a seamless and deeply meaningful experience encountered in the street, our open spaces, our businesses and industry, our civic places and in our homes.

This application should indicate how you see your project addressing Council's Creative Communities strategy .

Applicants can find out more by exploring [Council's Creative Communities Strategy](#).

**Which of the following outcome/s will your project meet? \***

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- People & Experience - • Deepen community understanding of local people, history and culture. • Broaden knowledge of Aboriginal and Torres Strait Islander history, truth telling and continuity and culture in Yarra Ranges. • Facilitate programming that puts audience experience and their participation at the centre. • Facilitate active community involvement in shaping events at every stage of delivery. • Strengthen wellbeing in local communities through the opportunity to connect. • Develop a sense of place and increase the experience of belonging.
- Production & Industry - • Provide opportunities for our local creative talent. • Raise the profile, reach and impact of Yarra Ranges Aboriginal and Torres Strait Islander artists and creative professionals. • Supports the development and reach of our creative industries.
- Place & Environment - • Increase public visibility of contemporary and historical Aboriginal and Torres Strait Islander culture. • Increase visibility of the cultural, historical and artistic diversity of the region within townships • Activation of community and cultural venues, recreation areas, play spaces and other public spaces through creative and cultural engagement.

## Priority Area - Community Development

### Which priority area will your project address? \*

- Children & Families
- Environment
- Health & Wellbeing
- Young People
- Healthy & Active Ageing
- Indigenous Reconciliation

Select one category that is the primary focus for your project.

## Priority Area: Health and Wellbeing

The Health and Wellbeing Plan considers health issues for residents, examines the evidence about how to improve health and outlines what Council intends to do to support healthier communities.

In this category, grant projects that increase social connection and a sense of belonging are of high value for health and wellbeing.

A key action in the new Strategy is to: Promote community-led projects supporting belonging, creativity, and cultural participation. Council encourages locally focused applications that respond to health and wellbeing issues. We invite strength-based projects that tap into local skills, knowledge, and energy, to meet needs and take up opportunities to build more connected and vibrant communities. For example: Yarra Ranges residents can increase their social connection through participation in group activities. This can be particularly important for people who may be more vulnerable or isolated.

To view the priorities of the Health and Wellbeing Plan please see [YRC Health and Wellbeing Plan](#).

### Which of the following outcome/s will your project meet?

\*

- Build and enable mental wellbeing by supporting strong and sustainable social connections.
- Promote and support physical health.
- Nurture thriving local communities.

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- Build our food system, increasing access to healthy food and skills to grow and cook food.
- Build respect and inclusion.
- Increase participation of people living with disability.
- Welcome people from all backgrounds.
- Build disaster resilience by strengthening social connection and networks, and increasing knowledge, skills, and planning for emergencies.
- Include people from diverse cultural backgrounds, Aboriginal and Torres Strait Islanders and LGBTQIA+ community members.

### Priority Area: Indigenous Reconciliation

Council is committed to the ongoing process of Indigenous Reconciliation. This category is designed to strengthen the relationships between our Indigenous and non-Indigenous communities.

Applicants can find out more by exploring [Innovate Reconciliation Action Plan 2024-2026](#).

Projects in this category will increase awareness, understanding and celebration of Aboriginal and Torres Strait Islander cultures and histories across Yarra Ranges.

Applicants applying for projects that focus on Reconciliation must first speak with the Indigenous Development team. Please contact Indigenous Development - Garry Detez [g.detez@yarraranges.vic.gov.au](mailto:g.detez@yarraranges.vic.gov.au) Or Arts focused Indigenous projects - Sam Piper [s.piper@yarraranges.vic.gov.au](mailto:s.piper@yarraranges.vic.gov.au).

**Priority will be given to applications that address one or more of the following. Please select which outcome/s will your project meet?**

\*

- Celebrate and protect Aboriginal and Torres Strait Islander culture and heritage.
- Break down stereotypes and discrimination.
- Increase understanding of Aboriginal and Torres Strait Islander ways of knowing, being and doing.
- Enhance community driven initiatives that contribute to community wellbeing, economic participation, and cultural strengthening.
- Projects determined by Aboriginal and Torres Strait Islander communities that strengthen culture, respond to local priorities, and build strong, connected communities.

### Priority Area: Young People

This category provides funding opportunities for young people or groups working with people between the ages of 12-25 years. Youth-led projects or projects co-designed with young people will be considered favourably. Programs that engage young people in diverse locations of Yarra Ranges will be prioritised. These include Warburton, Healesville and other small towns across the region.

Applicants applying for projects that focus on Youth Development must first speak with the Youth Development team. Please contact Dudu Orman [d.orman@yarraranges.vic.gov.au](mailto:d.orman@yarraranges.vic.gov.au) or 03 9294 6134.

Applicants can find out more by exploring [The Key Life Stages Plan \(2025-2029\)](#) which focuses on projects that support people at different ages and stages of their life.

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Note: Child Safe Standards compliance is essential. Council does not fund overnight camps / activities for children and young people. For more information about Child Safe Standards see [here](#).

### Which of the following outcome/s will your project meet?

\*

- Promote opportunities for young people to engage in their community, build social connections, and elevate the voices of young people in decision making.
- Target culturally diverse, Aboriginal and Torres Strait Islander, neurodivergent young people, young people with disability and LGBTQIA+ community members.
- Strengthen respectful relationships and focus on building resilience and promoting gender equality.
- Increase soft skills and pathways to employment for young people.

### Priority Area: Early Years, Middle Years & Families

This category is designed to encourage innovative projects that enhance the wellbeing and resilience of children and young people 0-14 years, and their families living in the Yarra Ranges.

Applicants applying for projects that focus on Early or Middle Years must first speak with the Early or Middle Years team. Please contact Loren Hedger [l.hedger@yarraranges.vic.gov.au](mailto:l.hedger@yarraranges.vic.gov.au) or 03 9294 6470. Applicants can find out more by exploring [The Key Life Stages Plan \(2025-2029\)](#) which focuses on projects that support people at different ages and stages of their life.

Note: Child Safe Standards compliance is essential. Council does not fund overnight camps / activities for children and young people. For more information about Child Safe Standards see [here](#).

### Which of the following outcome/s will your project meet?

\*

- Children, young people and their families have access to initiatives that are culturally safe and support connection.
- Design and deliver initiatives with a focus on improving wellbeing outcomes and promoting access to supports for children, young people and their families.
- Design and provide opportunities for children, young people and families to actively engage in their community and be involved in decision making.

### Priority Area: Environment

This category is designed to support ideas that engage and empower the community in environmental sustainability at the local level.

Projects that help achieve the goals of the [Liveable Climate Plan 2030](#) and [Nature Plan 2024-34](#) are invited.

Applicants can find out more by exploring Council's [Environmental Strategy](#).

Applicants applying for projects with a focus on Environment must first speak with the Environment team. Please contact Amanda Smith [amandasmith@yarraranges.vic.gov.au](mailto:amandasmith@yarraranges.vic.gov.au) or Sarah Bond [s.bond@yarraranges.vic.gov.au](mailto:s.bond@yarraranges.vic.gov.au).

### Which of the following outcome/s will your project meet?

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\*

- Nature Conservation: projects that restore, protect and enhance local biodiversity.
- Environmental Stewardship: initiatives that raise community awareness about environmental issues, fostering conservation and sustainability understanding.
- Climate Resilience: projects that improve community resilience and adaptation to climate change and extreme weather.
- Water Resource Management: initiatives that conserve water, improve water quality, and/or protect freshwater ecosystems.
- Innovative Sustainability: projects that use innovative tech and practices for sustainability, such as waste reduction, energy efficiency and sustainable transport, with clear impact measurement outcomes.

### Priority Area: Healthy and Active Ageing

The Healthy Ageing category aims to promote innovative activities and initiatives that support individuals aged 50 years and over living in Yarra Ranges. This category is designed to support ideas that engage and empower Healthy and Active Ageing.

Applicants can find out more by exploring [The Key Life Stages Plan \(2025-2029\)](#) focuses on projects that support people at different ages and stages of their life.

Applicants applying for projects that focus on Healthy and Active Ageing must first speak with the Healthy Active Ageing team. Please contact Ellie Thompson [e.thompson@yarraranges.vic.gov.au](mailto:e.thompson@yarraranges.vic.gov.au) or Melissa Manfelds [M.Manfelds@yarraranges.vic.gov.au](mailto:M.Manfelds@yarraranges.vic.gov.au).

#### Which of the following outcome/s will your project meet?

\*

- Provide opportunities for people aged 50 years and over to actively engage in their communities of choice.
- Support Aboriginal and Torres Strait Islander, culturally diverse, LGBTQIA+, people living with dementia and people with disabilities and unpaid carers.
- Address issues of ageism.
- Improve outcomes for individuals experiencing social isolation and loneliness.

#### How will your project deliver these outcomes? \*

Word count:

Must be no more than 200 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others

#### How will you know if you have achieved your outcomes and how will you measure them? \*

List three things that describe what success looks like to you and explain how you will show evidence of that success. Examples of ways to measure outcomes include survey, anecdotal feedback, social media posts, reviews from participants, number of tickets sold and/or number of people attending,

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data, photos/video footage etc. This will help you with your reporting process and enhance your chances for future promotions.

### Promotion

**Promotion is an important part of any project or event. You can add community events to the Yarra Ranges Council [event calendar](#).**

**Please select how you will promote your project. \***

- Social media
- Flyer
- Word of mouth/networks
- Radio
- Newspaper Ad
- Newsletter
- Website
- Yarra Ranges Council event calendar event calendar.
- Community noticeboard
- Other

You can add community events to the Yarra Ranges Council [event calendar](#).

See **Marketing Plan Template** [here](#) as a guide to use for your project.

**Please upload your Marketing Plan (if you have one)**

Attach a file:

### Project Plan

A solid plan is essential to running a successful event.

Please provide the Project Plan for your festival or event. Please note the following essential requirements that need to be lodged with Council.

See a Project Plan Template [here](#)

**3 months out: \***

Register your event

Traffic Management Plan

**2 months out: \***

Event Management Plan

**1 month out: \***

Risk & Emergency Plan

**Please upload the Project Plan for your festival or event.**

Attach a file:

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### PARTNERSHIP & COLLABORATION

\* indicates a required field

Partnership and Collaboration are key assessment criteria and contributes 25% to your overall score.

#### Aboriginal and Torres Strait Islander People and Cultural Materials

**Does your project involve Aboriginal and/ or Torres Strait Islander people or cultural content? \***

Yes  No

Please answer yes if any project staff, artists, or participants are Aboriginal or Torres Strait Islander, or any content engages with Aboriginal or Torres Strait Islander histories or communities.

#### Brief Description and Supporting evidence

Protocols for using Aboriginal and/ or Torres Strait Islander Cultural and Intellectual Property in the Arts can be viewed [here](#).

**Please provide a brief description about how you will engage appropriately with Aboriginal and Torres Strait Islander people and/or cultural content. \***

Word count:

Must be no more than 100 words.

**Please demonstrate that you have discussed the project with local Indigenous leaders and have consent/confirmation of their involvement. \***

Word count:

Must be no more than 150 words.

**Please upload evidence that supports the above.. \***

Attach a file:

Examples of evidence may include: A letter of support A video testimonial A PDF of email exchanges shared with permission Meeting minutes detailing confirmation of participation

#### Collaborating Partner/s & Artist/s

**Will your project involve collaborations with any partner/s or artist/s? \***

Yes  No

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**Please list the collaborating partner/s and/or artist/s and their role in the project. Partners may include other organisations, community groups, local artists, etc. \***

Word count:

Must be no more than 100 words.

Projects with strong partner support are considered favourably.

**Please upload confirmation of partner/s and/or artist/s**

Attach a file:

A maximum of 4 files may be attached.

**How will the community participate in the project? \***

Word count:

Must be no more than 150 words.

For example, describe how the community will participate or roles that community groups will manage i.e. event manager, volunteer coordinator, fundraising committee.

**Please upload letters of support or other evidence of project support.**

Attach a file:

A maximum of 8 files may be attached.

Please allow adequate time to obtain letters of support

## DIVERSITY & INCLUSION

\* indicates a required field

Diversity and Inclusion are key assessment criteria and contributes 15% to your overall score

Yarra Ranges is an inclusive community where everyone can participate equally. We encourage applications from across the community, including:

- People from diverse cultural groups
- People of all ages
- People of all sexual orientations
- People of all gender identities
- People with disability

**PLEASE NOTE:** We strongly encourage applicants to consider how their project will be accessible and inclusive of the diverse community of the Yarra Ranges.

# 2027 Annual Grants Application Form

## Form Preview

**Which population groups will be the focus for your project? Please select no more than 3 groups. \***

- |  |  |
|--|--|
| <input type="checkbox"/> All community   | <input type="checkbox"/> Men/boys  |
| <input type="checkbox"/> Children (aged 0-12)  | <input type="checkbox"/> Culturally and linguistically diverse communities |
| <input type="checkbox"/> Young people (aged 12-25)   | <input type="checkbox"/> People facing social and economic barriers        |
| <input type="checkbox"/> Adults (25-60)  | <input type="checkbox"/> Aboriginal and/or Torres Strait Islander people   |
| <input type="checkbox"/> Older adults (aged 60+)   | <input type="checkbox"/> People with disability                            |
| <input type="checkbox"/> Gay, Lesbian, Bisexual, Transgender, Intersex and Queer community | <input type="checkbox"/> Other: <input type="text"/>                       |
| <input type="checkbox"/> Women/girls   |  |

If your project targets the entire Yarra Ranges community, select 'All community.'

## Disability Inclusion Newsletter

Please contact [Jenna Hepburn](#), Council's Disability Inclusion Officer on 1300 368 333 to assist with consultation and or promotion through the Yarra Ranges Disability Inclusion newsletter. If you would like to sign up to the newsletter, you may do so [here](#).

You can also refer to Refer to [Disability Action Plan | Shaping Yarra Ranges](#) for more information.

**In what ways does your project address the needs of diverse communities in its design, promotion, and delivery? Please select any applicable actions from the list below: \***

- Promotional material reflects cultural diversity and inclusion.
- Cultural performances and a range of food offerings
- Ensuring physical access
- Budget for live captioning, interpreter/translation services
- Consulting with people with disabilities
- Invite people from diverse communities to be part of a working group/committee/event volunteer
- Ensure readable font size and colour for people with low vision on promotion material
- Yarra Ranges Disability Inclusion newsletter.
- Other:

Refer to [Council's Disability Action Plan|Shaping Yarra Ranges](#) and [Disability Support Services](#).

**How will you know if you have been successful in doing this? \***

Word count:

Must be no more than 100 words.

## Gender Equity

# 2027 Annual Grants Application Form

## Form Preview

Yarra Ranges Council is committed to creating a community where women, men and gender diverse people from all backgrounds are respected, included and treated fairly. Our grant recipients are important partners who will enable us to achieve this.

Women, men and gender diverse people face different expectations and challenges based on social conditioning, subtle biases and gender stereotypes. Consequently, treating all people as the same when designing or delivering a project does not necessarily result in equal impacts or benefits.

For more information and resources click [here](#).

### **In what ways does your project support inclusive and equitable participation for individuals of all genders? \***

Word count:

Must be no more than 100 words.

Examples of how to do this include: ensure diverse gender representation in project working groups and session facilitation, the time/location chosen for the event will be appropriate for people with caring responsibilities, communications and promotional material will include inclusive images and language, challenging gender norms, identifying a particular need for men/women/gender diverse people in community. Visit <https://whg.org.au/publications/strategic-plans/>

## OTHER

\* indicates a required field

### Sustainability

Yarra Ranges is renowned for its natural beauty and Council is committed to maintaining the health and significance of the region's environment.

All proposed projects are encouraged to incorporate activities that improve sustainable outcomes and minimise environmental footprint.

### **In what ways will you minimise the environmental footprint of your project? \***

- Promote zero waste activities (i.e.: reusable crockery, boomerang bags)
- Provide active transport options for patrons (such as walking, bike etc) at events
- Prioritise online marketing and promotion instead of print
- Use FOGO Bins
- Use recycled materials
- Collect and recycle eligible containers through the Container Deposit Scheme (CDS)
- Other:

### Yarra Ranges Council In-Kind Waste Support

### **Does your project, festival or event require In-Kind Waste? \***

- Yes
- No

# 2027 Annual Grants Application Form

## Form Preview

How many bins will be required?

**Note:** Up to 30 Bins in total will be supplied in-kind.

Please also fill in the [In-Kind Waste enquiry request Form](#) to be considered.

\*

- 0-1000 Pax (up to 10 bins)    1001-2000 Pax (up to 20 bins)    2001-3000 Pax (up to 30 bins)

## BUDGET

\* indicates a required field

Budget is a key assessment criteria and contributes 15% to your overall score.

**Have you or your organisation/community group received funding from Yarra Ranges Council (YRC) within the last two years? \***

- Yes    No

For example: Partnership Grants, Annual Grants or Monthly Grants received between 2022-2024

**Select from the list below \***

- Monthly Grant Program in the past two years  
 Annual Grant in 2025 or 2026  
 2023-27 Partnership Program  
 Other:

## Budget Tips/Information

- Please include GST amounts where quoted.
- Figures should be listed without commas i.e. \$1000.
- Detail income that has been confirmed and/or applied for. Examples are grants, donations, ticket sales.
- The 'Expense' section should describe expenses for the project: this may include venue hire, catering, promotion, artists or performer fees, coordination.
- Public liability insurance is mandatory (if your project is auspiced this may be available through your auspice).
- Please refer to the [NAVA](#) code of practice for guidelines on payment rates for artists/practitioners.
- Artists' fees should be inclusive of all wage requirements e.g. superannuation.
- 
- Supply estimates/quotes for YRC Grant expenses over **\$750** (this is mandatory).
-

# 2027 Annual Grants Application Form

## Form Preview

Do not include in-kind contribution amount in the budget, please list in the In-Kind Contribution section.

- 'Total Project Income' must equal 'Total Project Expenses'.

### Total Annual Grant Request \*

\$

Up to \$10000 & Up to \$15000 for larger Festivals

### Project Budget (Income)

e.g. YRC Grant, Bendigo Bank Grant, Other Grants, Organisational Funds, Ticketing, Vendor fees etc

Income description	Confirmed/Unconfirmed in square below	Income amount
--------------------	---------------------------------------	---------------

Income description	Confirmed/Unconfirmed in square below	Income amount
Provide a clear description for each budget item. Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'.		Enter the actual amount of income from this funding source that has will be received. Must be a dollar amount.
2027 YRC Annual Grant Amount		\$
		\$
		\$
		\$
		\$
		\$

### Total Project Income

#### Total Project Income

\$

This number/amount is calculated.

### Project Budget (Expenditure)

Please provide a complete list of project expenses. Indicate which expenses will be paid for by this grant funding (if successful) by selecting Yes or No.

Expense description	Paid from YRC Grant?	Expense amount
---------------------	----------------------	----------------

Expense description	Paid from YRC Grant?	Expense amount
Provide clear descriptions for each budget item. Examples of expenses could include 'onsite power & water for 6 months',		Enter the total amount expended on this budget item to-date. Must be a dollar amount.

# 2027 Annual Grants Application Form

## Form Preview

'office supplies', 'part-time staffer x 40 hours'.		
		\$
		\$
		\$
		\$
		\$
		\$

### Total Project Expenses

\$

This number/amount is calculated.

### Quotes

**Please attach quotes for YRC expense items above \$750.**

Attach a file:

You can use this button to upload as many files as required.

### In-Kind Contribution

**Approximately how many volunteers will participate? \***

Must be a number.

### Volunteer Calculator

Use this calculator to determine the monetary value of volunteer contributions for this project.

The volunteer amount \$ does **NOT** need to be included in the budget above. Please list it in your In-Kind Contribution list below.

The current suggested volunteer rate is \$52.19 per hour. Further information can be found [here.](#)

**Volunteer costs per hour**

\$52.19

Must be a dollar amount.

**Average number of hours per week**

Must be a number.

How many hours combined do your volunteers work on average each week?

**Average number of weeks per year**

Must be a number.

How many weeks of the year do your volunteers work on average?

**Total volunteer In-Kind contribution value**

\$

This number/amount is calculated.

# 2027 Annual Grants Application Form

## Form Preview

Please detail any In-Kind project support. In-kind support refers to any non-cash contributions such as donated materials, free venue hire, or volunteer time.

List In-Kind Contribution	Amount
e.g. In-Kind Venue Hire and in Kind Volunteer contribution	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

### In-Kind Contribution Total

\$

This number/amount is calculated.

### Partial Funding

The Annual Grants Program is competitive, and applicants may receive partial funding where their project is considered viable based on the budget submitted.

**If your project is offered partial funding, would you still be able to proceed? Please note that Council does not expect you to deliver the full scope of your project with reduced funds. \***

Yes  No

Please note: The independent assessment panel will carefully consider how the budget relates to the project as part of their decision-making process.

**What changes to your project will you make if you receive less funding? \***

Word count:

Must be no more than 150 words.

## SUPPORTING DOCUMENTATION

\* indicates a required field

### Insurance

**Please attach a copy of your Public Liability Insurance. \***

Attach a file:

# 2027 Annual Grants Application Form

## Form Preview

Public Liability Insurance coverage of \$20 Million is required. If you do not have current cover but will arrange if successfully funded, please upload a note to let us know. If the project is being auspiced, check if the auspices public liability insurance can be extended to cover your project.

### Annual Report and Financial Statements

**Please provide your most recent Annual Report (weblink or file upload).**

**If your project is being auspiced, this can be a copy of your auspicing body's Annual Report.**

If you do not produce an annual report, please provide us with your most recent financial statements (may include a Profit and Loss Statement/Statement of Financial Performance and a Balance Sheet/Statement of Financial Position).

**Upload files**

Attach a file:

or

**Provide web link:**

Must be a URL.

### Additional Information

**If you would like to share additional information to support your application, (eg video, photographs, promo reels or comments), please include below.**

Word count:

Must be no more than 200 words.

Attach a file:

Size limit 25MB - for larger size files, please include the Vimeo, YouTube links in the above additional information

### 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 potential Partner organisations 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.

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:*

# 2027 Annual Grants Application Form

## Form Preview

- **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.
- **No Contact:** The grant funded project or service involves no contact with children or young people (under the age of 18 years).

**Does your project involve contact with children? \***

- Direct Contact                       Incidental Contact                       No Contact

**Please Note:** If you are successful in receiving an Annual Grant, you will be required to complete a Child Safe Standards checklist, and associated documentation, as part of the Funding Agreement process.

## CERTIFICATION & FEEDBACK

\* indicates a required field

### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**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 as outlined in the grant application and Funding Agreement. I acknowledge by ticking the below box I give consent for Council to disclose information contained in this application to a third party to assist in the assessment process.**

**I agree that Yarra Ranges Council will be notified immediately if any information provided in the application is incorrect or changes.**

**I understand that the information collected in my application form will be used by Yarra Ranges Council for the purpose of administering and promoting Council grants programs.**

**I agree \***

- Yes     No

**Name of authorised person \***

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

# 2027 Annual Grants Application Form

## Form Preview

Position held in applicant organisation (e.g. CEO, Treasurer)

### Contact phone number \*

Must be an Australian phone number.

Please specify your area code i.e. (03) 9294 6751. We may contact you to verify that this application is authorised by the applicant organisation

### Contact email \*

Must be an email address.

### Date \*

Must be a date.

## Applicant Feedback

Council welcomes feedback about your Annual Grants experience.

Before you click the **SUBMIT** button please provide feedback to help improve the process.

### How did you hear about the Annual Grants Program? \*

- Council Website  Council Publication (i.e: Yarra Ranges Local, Grants Newsletter)   
 Council staff member  Word of Mouth  Flyer/Poster in public place  Through my  
local community group  Social Media such as Facebook or Instagram  Other

### Completing the application form was: \*

- Very easy  Easy  Neutral  Difficult

### Approximately how many hours did it take to complete this application? \*

Please include time taken to gather data/resources/input information/review etc.

### If you have any suggestions about how we can improve the application process, please comment below.

Word count:

### Are you happy to be contacted to discuss your feedback? \*

- Yes  No

## Grants Skills Building E-Newsletter

Get funding opportunities and skills-building workshops delivered to your email inbox every month.

\*

# 2027 Annual Grants Application Form

## Form Preview

- Yes, sign me up please       No, thank you       I'm already a subscriber
- By signing up you agree with Yarra Ranges Council's Privacy Policy

**Do you agree to receive Grant related information? \***

- Yes       No