

# Small Grant Application Form 23/24

## Form Preview

### Introductory Information

\* indicates a required field

Thank you for your interest in Council's Small Grants Program!

The Program is run on a monthly cycle with applications closing on the last calendar day of each month. Applicants should be notified of outcomes approximately four weeks after the round closes.

Before completing this application form, applicants are required to read the [Small Grants Program Guidelines](#). The Guidelines contain selection criteria and eligibility along with other useful information.

**I have read the Small Grant Program Guidelines. \***

☐ Yes ☐ No

**I confirm that I/my group have not received a Small Grant this financial year. \***

☐ Yes ☐ No

**As you have indicated that you/your group have already received funding during this financial year, unfortunately, you will not be eligible for funding in this Small Grants round.**

**We understand this may be a disappointing outcome for you, however, this ensures that our Small Grants program can be accessed by as many groups in our community as possible.**

**We encourage you to apply again in the new financial year and if you have any questions please don't hesitate to get in touch.**

**I confirm that my project has not already occurred and will not be occurring this month \***

☐ Yes ☐ No

**As you have indicated that your event has already occurred or will be occurring this month, unfortunately, you will not be eligible for funding in this Small Grants round.**

**We understand this may be a disappointing outcome for you, however, we require a minimum of eight weeks notice to ensure you receive your funding in time for your event.**

**We encourage you to apply for future rounds and if you have any questions please don't hesitate to get in touch.**

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### Which category under the Small Grants Program are you applying for? \*

- ☐ Connected & Vibrant Communities
- ☐ Youth Pathways
- ☐ Community relief and recovery (Covid 19, 2021 storm, other emergencies)

You may only select one category. Please note applicants for Sports Participation must be under 25 years of age.

Applicants in the Sports Participation or Youth Pathways categories must meet the following age restrictions:

- Sports Participation - aged 25 years or younger
  - For Sport Clubs or sport teams applications, all team members must be under 25 years of age
- Youth Pathways - aged 12 - 25 years

### Are you (individual applicant) or your team members (for Sport Clubs or Sport teams applications) aged 25 years or younger? \*

- ☐ Yes
- ☐ No

Please note that if the applicant completing the form is under the age of 18 a parent or guardian will need to sign the declaration at the end of the application form.

**Applicants in the Youth Pathways or Sports Participation categories must be aged 25 years or younger and residing in Yarra Ranges. As you have indicated that you do not meet this criteria, unfortunately, you are not eligible to apply for a Small Grant on this occasion.**

## Applicant Information

\* indicates a required field

### Applicant Details

If you are applying on behalf of an organisation or not for profit community group, select Organisation; if you are applying to receive the grant yourself, select individual.

#### Organisation Name \*

- ☐ Individual
- ☐ Organisation

Organisation Name

First Name

Last Name

What is your organisation or community group called?

#### Individual/Organisation Address \*

Address

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
Where is your organisation or community group located?

### Individual/Organisation Postal Address

Address

  

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

### Phone Number \*

(03)

Must be an Australian phone number.

What number should we call if we need to get in touch? Please specify the area code i.e. (03) 9294 6386.

### Applicant Primary Email \*

Must be an email address.

What email address do you check regularly?

### Primary Contact \*

First Name

Last Name

  

Who is the primary person responsible for your project?

### Primary Contact Position

What position do they hold in the organisation or community group?

### Primary Contact Phone Number \*

(03)

What number should we call if we need to get in touch? Please specify the area code i.e. (03) 9294 6386.

### Primary Contact Email \*

What email address does your project contact check regularly?

### Secondary Project Contact

First Name

Last Name

  

### Secondary Contact Position

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### Secondary Contact Phone Number

What number should we call if we need to get in touch? Please specify the area code i.e. (03) 9294 6386.

### Secondary Contact Email

What email address does your secondary contact check regularly?

### Briefly tell us about your organisation. What is your purpose? What achievements are you proud of? \*

Word count:

Aim for no more than 200 words.

### Is your organisation incorporated? \*

- ☐ Yes
- ☐ No
- ☐ We are a public institution (school, university, registered charity, government body)
- Please note your organisation is only considered a public institution if you are a formally recognised school, university, registered charity or government body.

### Incorporation Number \*

### Do you have an ABN? \*

- ☐ Yes ☐ No

### Does your organisation 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
Entity name

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

## Application Auspicing Requirements

If your organisation or community group is not incorporated or you are an individual artist, you will need to enter into an auspicing agreement with an incorporated body.

For example, this may be a neighbourhood house or not-for-profit body. It is recommended to establish whether public liability insurance will be covered by the auspicer for the project.

You are able to download an example of an [auspicing agreement](#) by clicking on the link.

Have a question on auspicing? Get in touch with the Community Partnerships Officer directly on 1300 368 333.

The following application types will **not** require an auspice:

- Applications from incorporated organisations
- Applications from public institutions (schools, universities, registered charities and government bodies)
- Sports Participation applications
- Youth Pathways applications

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

☐ Yes

☐ No

## Individual Artist & Non Incorporated Organisations must be auspiced

If you are an Individual Artist or a Non Incorporated Organisation, your application must be auspiced by a Not for Profit Incorporated organisation. Examples are Sporting Clubs, Neighbourhood houses, RSL. Please get in contact with an auspice directly who will then assist management your budget with you.

## Auspice Details

**Auspicing Organisation \***

Organisation Name

What is the name of the organisation that is auspicing your project?

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### Auspice Address \*

Address

  

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

### Auspice Postal Address \*

Address

  

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

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

### Auspice Contact \*

First Name

Last Name

  

Who is the primary contact from your auspicing body?

### Contact Position \*

What position do they hold in the organisation?

### Auspice Phone Number \*

(03)

What number should we call if we need to get in touch? Please specify the area code i.e. (03) 9294 6386.

### Auspice Email \*

### Incorporation Number

### Auspice 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
Goods & Services Tax (GST)
DGR Endorsed

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ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

### Council Ward

**Please nominate where your project will be delivered by Ward \***

- |                                 |                                   |   |
|---------------------------------|-----------------------------------|---|
| <input type="radio"/> Billanook | <input type="radio"/> Melba       | <input type="radio"/> Streeton          |
| <input type="radio"/> Chandler  | <input type="radio"/> O'Shannassy | <input type="radio"/> Walling           |
| <input type="radio"/> Chirnside | <input type="radio"/> Ryrie       | <input type="radio"/> All Council Wards |
| <input type="radio"/> Lyster    |                                   |   |

Please nominate where your project will be delivered by Ward. Select "All" if the project will be delivered across the whole of Yarra Ranges. You may want to invite your Ward Councillor to any events related to the project. Not sure of your Ward? Click the following link: <https://www.yarraranges.vic.gov.au/Places-events/Whats-happening-in-my-neighbourhood>

### Sports Participation

**Which of the following are you applying under? \***

- ☐ Achievement category (Individual) - \$250
- ☐ Achievement Category (Team) - \$500
- ☐ Inclusion category (Individual)- \$250
- ☐ Inclusion category (Sports Clubs only) - \$500

If you are unsure of the difference, please refer to page 6 on the Small Grant Program Guidelines

Individual applicants CANNOT select Achievement category (Teams) or Inclusion category (Sports Clubs only)

Achievement Category teams or Inclusion (Sports Clubs only) CANNOT select Achievement Category (Individual) or Inclusion Category (Individual)

**Sports Participation - Achievement category applicants are required to provide proof of residency in the Yarra Ranges. \***

Attach a file:

This could include a copy of a drivers license, student card or rates notice. Anything with a name and address on.

**Please provide a letter verifying selection by the accredited governing sporting association OR for those at a development level, a letter from the local club. \***

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Attach a file:

For example, if you have been selected to represent the state you would provide a letter from the squad reflecting your selection.

**Sports Participation - Inclusion category applicants are required to provide proof of residency in the Yarra Ranges. \***

Attach a file:

This could include a copy of a drivers license, student card or rates notice. Anything with a name and address on.

**Please provide evidence of what you're intending to spend the grant on e.g. uniform invoice, club fees. \***

Attach a file:

**Applicants are requested to demonstrate financial need. \***

Attach a file:

This could be an Australian Government Health Care Card, Youth Allowance, other valid means-tested concession card.

Please add individual team member details below for Sport Clubs applications. Note you may apply for a total of \$500.

Individual Team Member Name	Team Member Age

Please list below the names and ages of your team members who will be benefiting from the Small Grant. Please note, we only need the names of team members who live in Yarra Ranges Council.

Team Member Name	Team Member Age

**Sports Participation - Team category applicants are required to provide proof of residency in the Yarra Ranges for all team members covered by the application. \***



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Attach a file:

This could include a copy of a drivers license, student card or rates notice. Anything with a name and address on it. We recommend you put these into one document to dem

**Please provide a letter verifying selection by the accredited governing sporting association OR for those at a development level, a letter from the local club. \***

Attach a file:

For example, if you have been selected to represent the state you would provide a letter from the squad reflecting your selection.

## Youth Pathways

**Youth Pathways category applicants are required to provide proof of residency in the Yarra Ranges. \***

Attach a file:

This could include a copy of a drivers license, student card or rates notice. Anything with a name and address on.

**Please provide evidence of commitment to the opportunity e.g. proof of enrolment. \***

Attach a file:

## Project Scope

\* indicates a required field

### Project or Event Focus

**Who are the expected primary beneficiaries of this project/program? \***

Select your project's target audience. Who does it intend to engage and/or benefit? Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

To select which population groups will be engaged by the project, click on the white box and either browse the options available, or start typing the population group, such as:

- Children
- Young people
- Older adults
- Indigenous Australians
- Women/girls
- Men/boys

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- LGBTIQ (lesbian, gay, bisexual, transgender, intersex, and queer) community
- People with disabilities
- Culturally and linguistically diverse communities
- Social and economic barriers

Then select from the options available.

**Approximately how many people do you expect to reach through your project? \***

Must be a number.

**Where will your project have the most impact in Yarra Ranges? \***

- ☐ Across Yarra Ranges
- ☐ Urban
- ☐ Hills
- ☐ Upper Yarra
- ☐ Valley
- ☐ Other:

Where possible select a region.

**Will this project engage volunteers? \***

☐ Yes ☐ No

**Approximately how many volunteers will be engaged? \***

Must be a number.

## Project Brief

**Project or Event Name \***

What is your project or event called?

**Please provide a short description of your project. Make sure you include what the project will involve, when it will occur and any key partners. \***

Word count:

Must be no more than 300 words.

**Start Date \***

Must be a date

**End Date \***

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Must be a date

### Does your project meet the selection criteria relevant to your funding category? \*

☐ Yes ☐ No

If you are unsure of the selection criteria for your funding category please refer to pages 7-9 of the Small Grants Guidelines

### Please explain how it meets the selection criteria. \*

Word count:

Must be no more than 250 words.

Please respond to the selection criteria in the Small Grants Guidelines. In-kind applications can be strengthened by demonstrating alignment with the components of social inclusion outlined under the Connected and Vibrant Communities selection criteria (refer to page 7 of the Small Grants Guidelines)

**Please note, in order for your application to be considered, you must be able to meet the selection criteria outlined for your nominated funding category. As you have indicated your current project does not meet the criteria, unfortunately, your application will not be eligible at this time.**

**We understand this may be a disappointment to you and encourage you to get in touch with our Grants team to discuss your project and how it may be strengthened to meet the selection criteria.**

## In-Kind Support

Under the In-Kind Support category, you can apply for the following support:

- Hall or facility use **(up to \$300)**
- Waste management support **(up to 30 bins)**
- Both facilities and waste management **(collective value of \$1000 or less)**

If you are intending on applying for 'both' please get in touch with the Small Grants Team to discuss.

### What type of in-kind support are you applying for? \*

- ☐ Hall or facility use  
☐ Waste management support  
☐ Both facilities and waste management

## In-Kind Halls and Facilities

Please note, if your project or event requires the use of a Yarra Ranges Council Hall & Venue, Council Community Link or a Yarra Ranges Council Cultural Facility you will need to discuss this with the Halls & Venues Coordinator, the Community Link staff or the Cultural Facilities Team to confirm prior to submitting your application.

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When you speak to them you will need to confirm availability and cost. You will also need to inform them that your enquiry is related to a Small Grants application.

We will require a copy of the quote or invoice to be attached to the application.

**Halls & Venues** are Yarra Ranges Council buildings available for independent community use. A full list of Halls & Venues can be located [here](#). Enquiries can be made over the phone by speaking to the Halls & Venues Coordinator: 1300 368 333 or by using the [Halls and Venues online enquiry form](#) (available on the individual venue page under "booking information") or via email: [hallsandvenues@yarraranges.vic.gov.au](mailto:hallsandvenues@yarraranges.vic.gov.au)

**Community Links** are Yarra Ranges Council offices which have rooms available for community use. Community Links which have rooms available are located in Healesville, Monbulk and Yarra Junction. Enquiries can be directed to the team at the relevant location. You can reach them by phone: 1300 368 333.

**Cultural Facilities** are multi purpose arts centres which offer a variety of arts activities and events including film screenings, community performances, exhibitions and music programs. Community use of these centres is supported by Cultural Facilities team members. Locations include The Arts Centre, Warburton; The Memo, Healesville; Montrose Town Centre; and, Mooroolbark Community Centre. Enquiries can be made over the phone: 03 9294 6681 or by using the [Cultural Facilities online enquiry form](#).

### Which type of hall or venue will you be using for your project/event? \*

- ☐ Council Hall or Venue
- ☐ Council Community Link
- ☐ Cultural Facility

Please select one of the above. If you are unsure you can check which category your venue falls under by clicking the links above.

### Please select the hall or venue you are applying to use \*

- |   |   |  |
|---|---|--|
| <input type="radio"/> Belgrave Tin Shed           | <input type="radio"/> Lilydale Lake Community Room    | <input type="radio"/> Upwey Community Hall     |
| <input type="radio"/> Blue Hills Centre           | <input type="radio"/> Lilydale Senior Citizens Centre | <input type="radio"/> Wandin East Public Hall  |
| <input type="radio"/> Coldstream Community Centre | <input type="radio"/> Montrose Public Hall            | <input type="radio"/> Wandin North Public Hall |
| <input type="radio"/> Gary Cooper Pavilion        | <input type="radio"/> Mt Evelyn Public Hall           | <input type="radio"/> Yarra Glen Memorial Hall |
| <input type="radio"/> Hoddles Creek Public Hall   | <input type="radio"/> Silvan Public Hall              | <input type="radio"/> Yarraburn Centre         |
| <input type="radio"/> Kalorama Pavilion           | <input type="radio"/> Tapscott Milbourne Centre       | <input type="radio"/> Yellingbo Public Hall    |
| <input type="radio"/> Kilsyth Memorial Hall       | <input type="radio"/> The Patch Hall                  |  |

### Please select the Community Link you are intending to use \*

- ☐ Healesville Community Link
- ☐ Monbulk Living and Learning Centre
- ☐ Upper Yarra Family Centre

### Please select the cultural facility you are intending to use \*

- ☐ Arts Centre, Warburton
- ☐ The Memo, Healesville
- ☐ Montrose Town Centre
- ☐ Mooroolbark Community Centre

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### In-Kind Waste Management

Please note that before you fill out this section you will need to contact Council's Waste Management team using the [In-Kind Waste Enquiry Form](#) to confirm eligibility and your waste requirements.

### How many event participants are you anticipating? \*

☐ 0-1000      ☐ 1001-2000      ☐ 2001-3000

Please note that any event anticipating over 3000 participants is not considered 'small' and is therefore ineligible for Small Grant funding.

### Have you spoken with the appropriate team/s to confirm availability? \*

☐ Yes      ☐ No

You are required to speak with the appropriate team to confirm availability for in-kind support. Please refer to the instructions provided in this application for further information.

**Please note that in order for your In-kind Small Grant application to be eligible you must speak to the appropriate team prior to submitting your application. As you have indicated that you have not done so, unfortunately, your application is not eligible at this time.**

### Please upload the quote or invoice for hall/venue hire here. \*

Attach a file:

### Please upload a copy of written confirmation provided by the Waste Management Team. \*

Attach a file:

## Budget and Supporting Documentation

\* indicates a required field

### Budget

- All figures must be GST exclusive and should be written without commas i.e. \$1000 not \$1,000
- The 'income' column should detail funding that has been confirmed and applied for. Examples of income include grants, donations and membership fees
- The 'expenditure' column should clearly describe the items. Examples of expenditure include venue hire, catering, power and water
- Please note that public liability insurance is mandatory. If your project is being auspiced by an incorporated organisation you may be covered by the auspicing body

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- Supply estimates/quotes for expenses over **\$500**
- For an example of a correctly completed budget, [please click here.](#)
- Please note that should you be successful you will be required to keep receipts for purchases \$100 and over. Spot audits may be conducted.

**Make sure you crunch the numbers! Your budget must balance i.e. total income = total expenditure.**

**Make sure you include all project expenses. If total cost of project is more than the Yarra Ranges Small Grant requested, ensure you list all sources of income that will be used to pay for this project.**

### **Connected & Vibrant Communities, Community Planning, Economic Development or Community Relief Recovery funding available**

Please note, under these funding categories, you are eligible to apply for up to \$1000.

#### **In-kind funding available**

Please note, the following funding limits apply to in-kind applications:

- Hall or facility use - Up to \$300
- Both facilities & waste management - Collective value of \$1000

For budgeting purposes, we suggest the following estimates if you are applying for in-kind waste management:

- 0-1000 event participants - \$500
- 1001-2000 event participants - \$750
- 2001-3000 event participants - \$1000

#### **Sports Participation funding available**

Please note, the following funding limits apply to sports participation applications:

- Achievement category (Individual) - \$250
- Achievement Category (Team) - \$500
- Inclusion category (Individual)- \$250
- Inclusion category (Sports Clubs only) - \$500

#### **Youth Pathways funding available**

Please note, under this funding category, you are eligible to apply for up to \$250

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**Total Amount Requested**

\*

\$

What is the total financial support you are requesting in this application? Please refer to the notice above regarding the maximum funding available for your category.

### 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.

**Income**

**Confirmed funding**

\$

**Expenditure**

\$

Council Small Grant

No

\$

Venue hire

\$

Organisation funds

Yes

\$

Insurance\$

Sponsorship

No

\$

Promotion\$

Other grants

Yes

\$

**Income**

**Confirmed  
funding?**

\$

**Expenditure**

\$

Council Small Grant		\$		\$
		\$		\$
		\$		\$
		\$		\$

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		\$		\$
		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.

Please detail any in-kind support for the project that your group will be providing.

In-kind support refers to any non-cash assistance that covers aspects of the project. This could include donated materials or volunteer time. Volunteer time should be calculated at a rate of \$41.72 per hour i.e. 2 volunteers x 2 hours x \$41.72 p/h = \$166.88.

## In-Kind Contribution

### In-Kind

\$


## 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.

### Quotes for those expenditure items in the budget for items over \$500.

Attach a file:

### Any other supporting evidence you wish to include.

Attach a file:

This could include photos of previous projects, letters of support etc.

### Applications under the Community Planning category should note the relevant Community Plan and date created. \*

i.e. Coldstream Community Plan - March 2016

**Please upload a copy of your organisation's public liability insurance. \***



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Attach a file:

If you are in the process of purchasing public liability insurance please upload a note stating your intent. If the project is being auspiced, check if the auspicer's public liability insurance can be extended to cover you. If you have any questions regarding this, please contact the Small Grants team directly on 1300 368 333.

## 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](#).

As a Child Safe organisation, Council requires the following from all groups/organisations receiving Council funding where there is any contact with children.

All performers, facilitators, staff, volunteers and committee/board members involved in organising the event with direct/incidental contact with children at the event/activity will have a current Working With Children Check (WWCC) in place. [Home | Working with Children](#)

\*

☐ I agree

## 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 Grants for Community program.

**I am over the age of 18 \***

☐ Yes

☐ No

Please note that if the applicant is under the age of 18 a parent or guardian will need to sign the declaration at the end of the application form.

**I agree \***

☐ Yes

☐ No

Where appropriate it is advised that the group's president or member of the committee complete this section.

**Your Name \***

Title

First Name

Last Name

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**Position in Organisation**

\*

**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 Small Grants 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.

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.