# Monthly Grants - Not-for-Profit Business & Trader Groups
Form Preview

## Introductory Information & Eligibility

* indicates a required field

Thank you for your interest in Council's Monthly Grants Program.

Applications close on the last calendar day of each month. Applicants will be notified of outcomes approximately **four weeks after the round closes.**

Before completing the application form, applicants are required to read the **Monthly Grants Program Guidelines.** The Guidelines outline eligibility requirements, selection criteria, and other important information.

Do you have question about eligibility or require general guidance? Please contact the **Grants Team.**

If you would like assistance developing your project idea before submitting your application, please contact one of the relevant Council Officers below:

- **Arts & Culture** - **Renata Zimbarg**
- **Youth Development Team** **- Youth Development Officers**
- **Early Years** - **Early & Middle Years Development Officers**
- **Community Development (Hills) - Janette Scott** (Belgrave, South & Heights, Ferny Creek, Kallista, Kalorama, Macclesfield, Menzies Creek, Monbulk, Mount Dandenong, Narre Warren East, Olinda, Sassafras, Selby, Sherbrooke, Silvan, Tecoma, The Patch, Tremont, Upper Ferntree Gully, Upwey)
- **Community Development (Urban) - Santha Press** (Chirnside Park, Kilsyth, Lilydale, Montrose, Mooroolbark, Mount Evelyn).
- **Community Development (Upper Yarra) - Michael Goodrich** (Don Valley, Gilderoy, Gladysdale, Hoddles Creek, Launching Place, McMahons Creek, Millgrove, Powelltown, Reefton, Seville, Three Bridges, Wandin, Warburton, Wesburn, Woori Yallock, Yarra Junction, Yellingbo)
- **Community Development (Valley)** - **Kellie McPherson** (Badger Creek, Chum Creek, Coldstream, Dixons Creek, Gruyere, Healesville, Steels Creek, Yarra Glen)

**I have read the Monthly Grant Program Guidelines.** *

○ Yes ○ No

**Have you/your group received a Monthly Grant this financial year?** *

○ Yes ○ No

Please note eligible community groups and individuals can apply from $250 up to $1500 per financial year for projects meeting the criteria and eligibility requirements. This may be a combination of in-kind and grant funding up to $1500 per financial year, or some groups may have more than one project funded across the year, up to $1500. This enables fair access across groups and organisations in Yarra Ranges.

**If you have any questions, please contact the Grants Team on 1300 368 333 / grants@yarraranges.vic.gov.au**

## Funding Category

**Which category under the Monthly Grants Program are you applying for?**

○ Not-for-Profit Business & Trader Group Grants

Important: This category is for not-for-profit business and trader groups only. Community organisations should apply under Connected & Vibrant Communities instead.

## Not-for-Profit Business & Trader Group – Eligibility Criteria

To apply under the **Not-for-Profit Business & Trader Group Grants** category, applicants **must be**:

• A not-for-profit business or trader group.• Located within the Yarra Ranges.

**Examples include township trader groups, not-for-profit business associations and not-for-profit trader associations.**

**Important: This category is only for not-for-profit business and trader groups. Community groups, neighbourhood houses, sporting clubs, schools and other community organisations should apply under Connected & Vibrant Communities instead**.

**Are you a not-for-profit business or trader group located within the Yarra Ranges?** *

○ Yes ○ No

**Applicants for Not-for-profit Business & Trader Group Grants must be a not-for-profit business or trader group located within the Yarra Ranges. As you have indicated that you do not meet these requirements, unfortunately, you are not eligible to apply under this category on this occasion.**

**Please review the Monthly Grants Program Guidelines to determine whether you may be eligible to apply under a different category.**

**I confirm that my project has not yet commenced and will not commence within eight weeks following the end of this month.** *

○ Yes ○ No

**Unfortunately, as your event has already taken place or is scheduled to commence within eight weeks following the close of this grant round, it is ineligible for funding in this round.**

**We understand this may be disappointing; however, we require a minimum of eight weeks' notice to ensure funding can be provided in time for your event.**

**We encourage you to apply in future rounds. If you have any questions, please contact the Grants Team on 1300 368 333.**

## Applicant Information

* indicates a required field

### Applicant Details

Applications must be submitted on behalf of an eligible **not-for-profit business or trader group**. Examples include township trader groups, not-for-profit business associations and not-for-profit trader associations.

**Important: This category is only for not-for-profit business and trader groups.** Community groups, neighbourhood houses, sporting clubs, schools and other community organisations should apply under **Connected & Vibrant Communities** instead.

**Individuals cannot apply under this category.**

**Organisation** *
Organisation Name

What is your organisation or community group called?

**Organisation Address** *
Address

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

**Organisation Postal Address**
Address

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

**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**

**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?

**Is your organisation incorporated?** *

○ Yes ○ No

**Incorporation Number** *

**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 |
| ABN Status |
| Entity Type |
| Goods & Services Tax (GST) |
| DGR Endorsed |

| | |
|---|---|
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main Business Location | |

Must be an ABN.

## 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.

For more information on Auspicing click **here.** You are able to download an example of an **aupicing 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

## Non-Incorporated Organisations must be auspiced

If you are a non-incorporated organisation, your application must be auspiced by a not-for-profit incorporated organisation (for example, sporting clubs, neighbourhood houses, or RSLs). Please contact a suitable auspice organisation directly, as they will assist you in managing your budget.

## Auspice Details

**Auspicing Organisation** *

Organisation Name

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

**Auspice Address** *

Address

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

**Auspice Postal Address** *
Address

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

**Auspice Email** *

Must be an email address.

**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 | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |

Main Business Location

Must be an ABN.

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

Word count:

Must be no more than 200 words.

## Project Scope

* indicates a required field

**Which population groups will be engaged by the project?**

- ☐ All community
- ☐ Children (aged 0-12)
- ☐ Young people (aged 12-25)
- ☐ Adults (25-60)
- ☐ Older adults (aged 60+)
- ☐ Indigenous Australians
- ☐ Gay, Lesbian, Bisexual, Transgender, Intersex and Queer community
- ☐ Women/girls
- ☐ Men/boys
- ☐ Culturally and linguistically diverse communities
- ☐ People facing social and economic barriers
- ☐ Aboriginal and/or Torres Strait Islander people
- ☐ People with disability
- ☐ Carers
- ☐ Other:

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

Must be a number.

## Volunteers

**Will this project engage volunteers?** *

- ○ Yes
- ○ No

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

Must be a number

## Event Location

**Where will your project occur in Yarra Ranges?** *

- ☐ Across Yarra Ranges

☐ Urban (Chirnside Park, Kilsyth, Lilydale, Montrose, Mooroolbark, Mount Evelyn)
☐ Hills (Belgrave, South & Heights, Ferny Creek, Kallista, Kalorama, Macclesfield, Menzies Creek, Monbulk, Mount Dandenong, Narre Warren East, Olinda, Sassafras, Selby, Sherbrooke, Silvan, Tecoma, The Patch, Tremont, Upper Ferntree Gully, Upwey)
☐ Upper Yarra (Don Valley, Gilderoy, Gladysdale, Hoddles Creek, Launching Place, McMahons Creek, Millgrove, Powelltown, Reefton, Seville, Three Bridges, Wandin, Warburton, Wesburn, Woori Yallock, Yarra Junction, Yellingbo)
☐ Valley (Badger Creek, Chum Creek, Coldstream, Dixons Creek, Gruyere, Healesville, Steels Creek, Yarra Glen)
☐ Other:

Where possible select a region.

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

This includes the name of a parks, reserves, playgrounds, sports grounds, community halls and venues.

## Events

**An event is considered any planned activity, gathering or occasion that is open to the public or a defined audience and is delivered within the municipality, including festivals, sporting events, concerts, markets, parades and commemorative activities.**

**Does your project involve an event?** *
○ Yes ○ No

## New Section

If your project involves an event, please complete the **Pre-Registration Approval & Permit Checker (Quick Notification)**. This process is required and should be completed as early as possible to avoid disappointment.

Please note that planning permits typically take 6–8 months to finalise.

For further details, please refer to Council's **Planning a Festival or Event** information.

For additional assistance relating to the **Pre-Registration Approval & Permit Checker (Quick Notification)** or **Event Registration process**, please contact: **Festivals@yarraranges.vic.gov.au**

**Is your event on public or private land?** *
○ Public ○ Private
Note: Permit requirements vary depending on the type of activity and whether it is held on public or private land.

## 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.**

**A Planning Permit can take 6 to 12 months** to process, so **choosing a public place for your event might be a better option.** There are many well-equipped public spaces and community halls across Yarra Ranges that make excellent event locations.

To find a suitable venue or park/open space, please refer to our website:

- **Parks & Recreation Yarra Ranges Council**
- **Community Halls & Venues for Hire – Yarra Ranges Council**

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

**Do you, or the venue you are using, have all required permits and approvals in place for your project or event? Note: Planning permits may be held by either the event organiser or the property owner.** *

○ Yes ○ No

Note: Permit requirements vary depending on the type of activity and whether it is held on public or private land.

## Application Ineligible

Without the required permits, this application is ineligible. If you decide to apply for a Planning Permit (this can take 6-12 months), please allow enough time to work through this before applying for a grant.

Click here to find out more or call a Planning Duty Officer on 1300 368 333.

## 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.

If you need to **register your event** this must be done **at least 12 weeks prior** to the event date.

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.

## Project Brief

**Project or Event Name** *

What is your project or event called?

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

Word count:
Must be no more than 150 words.
This Idea template may assist in telling us about your project.

**Does your application demonstrate evidence of local community partnership, respond to an identified community need or opportunity and deliver benefit to a Yarra Ranges community?** *

○ Yes ○ No

**Please upload any letters of support or evidence of partnership and project support here.**
Attach a file:

**Project Start Date** *

Must be a date. Note: events must not commence within eight weeks following the end of this month.

**Project End Date** *

Must be a date

**Looking to promote your event?**

You can add your activity to the **Yarra Ranges Council Event Calendar.**

## Selection Criteria

**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 the Monthly Grants Guidelines

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

Word count:
Must be no more than 250 words.
Please note that in order for your application to be considered, you must meet the selection criteria outlined for your nominated funding category. Please respond to the selection criteria in the Monthly Grants Guidelines

## Budget and 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 'income' column should detail funding that has been confirmed and applied for. Examples of income include grants, donations and ticket sales
- The 'expenditure' column should clearly describe the items. Examples of expenditure include specific equipment, auspice fees, marketing/promotion, venue hire costs (for one-off events) etc.
- 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
- Supply estimates/quotes for expenses over **$500**
- Do not include in-kind contribution amount in the budget, please list in the In-Kind Contribution section.
- 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 $500 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 Monthly Grant requested, ensure you list all sources of income that will be used to pay for this project.**

**Please Note: Not-for-Profit Business & Trader Group Grants applications are up to $1500.**

**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.

## Example Budget (for guidance only)

The example below shows how to complete your budget table.

Some common income and expenditure items are included as a guide. You may use these to help you think about your own project income and expenses before completing the table. **Total income and total expenditure must balance (i.e. be the same amount).**

**Note:** Equipment purchases are capped at **$750** for Monthly Grants.

If you require assistance with your budget, please contact the Grants Team on **1300 368 333** or **grants@yarraranges.vic.gov.au**.

| Income | Confirmed Funding $ | Expenditure | $ |
|---|---|---|---|
| Monthly Grant | No $1500<br>Yes $300 | Equipment (paint, brushes) | $750<br>$300 |

| | | | |
|---|---|---|---|
| Organisation Contribution | Yes $200 | Promotion/advertising | $75 |
| | No $225 | Auspice fees | $400 |
| Donations | | Refreshments | $700 |
| Ticket Sales | **$2225** | Venue Hire (1 day) | **$2225** |
| **Total Income** | | **Total Expenditure** | |

## Complete Your Budget Below

**Add or remove rows as required.**

| Income | Confirmed funding? | $ | Expenditure | $ |
|---|---|---|---|---|
| Monthly 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.

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 $52.19 per hour i.e. 2 volunteers x 2 hours x $52.19 p/h = $208.76. Further information can be found here.

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

## In-Kind Contribution

| In-Kind | $ |
|---|---|
| | |
| | |

| | |
|---|---|
| | |
| | |
| | |

## Supporting Documentation

Different types of supporting documentation are required depending on the category you are appling 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.

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

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.
- **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

## Direct Contact

**Do 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?** *
○ Yes ○ No

**Please upload your Child Safe Policy/Public Statement of Commitment to Child Safety or equivalent** *
Attach a file:

Please refer to the Commission for Children and Young People for more information.

## Incidental Contact

**Please upload your Public Statement of Commitment to Child Safety or equivalent** *
Attach a file:

Please refer to the Commission for Children and Young People for more information.

## Working With Children Check

Please refer to the Victorian Government website if any performers, facilitators, staff, volunteers and committee/board members require a Working with Children's Check.

# 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 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** *
First Name Last Name

**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.

## Grants Skills Building E-Newsletter

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

**New Question**
○ 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

## Feedback

We would value any feedback you may have regarding our Monthly Grants program application process.

**Please indicate how you found the application process:** *
○ Very easy ○ Easy ○ Neutral ○ Difficult ○ Very difficult

**Do you have any suggestions to improve this application form or 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.