Monthly Grants - Connected & Vibrant Communities (2026/27)
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.

Funding Category

Which category under the Monthly Grants Program are you applying for?
○ Connected & Vibrant Communities

Connected & Vibrant Communities – Eligibility Criteria

To be eligible to apply under the **Connected & Vibrant Communities** category, applicants **must be one of the following**:

• **A not-for-profit community group or organisation**This includes registered charities, incorporated not-for-profit organisations, and unincorporated community groups.Unincorporated groups must have their application **auspiced by an eligible incorporated organisation** through an Auspice Agreement*. *Note:* An ABN is not required but strongly encouraged (see Applying for an ABN | ABR).

• **A professional artist**Professional artists are the **only individuals** eligible to apply under this category, and their project must directly relate to their **professional arts practice**.Individual artists who are not incorporated must have their application **auspiced by an eligible incorporated organisation**, as above.

Are you a not-for-profit community group/organisation or a professional artist? *
○ Yes ○ No
Unincorporated groups and individual artists must be auspiced by an eligible incorporated organisation.

Applicants for Connected & Vibrant Communities funding must be a not-for-profit community group or organisation, or a professional artist. As you have indicated that you do not meet these criteria, 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

If you are applying on behalf of a not-for-profit organisation or community group, select **Organisation**.

If you are an artist applying to receive the grant yourself, select **Individual**.

Applicant *
○ Individual ○ Organisation
Organisation Name

First Name Last Name

What is your organisation or community group called?

Individual/Organisation Address *
Address

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 *

Secondary Contact Phone Number *

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.

Secondary Contact Email *

Must be an email address.
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:
Must be 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	
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.

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

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 (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, 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	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

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.

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

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.
Need help answering this question? SIMPLE TEMPLATE: "Our project/event is called (project name). We will (activities). The project will take place (when and where). The project is for (who will benefit). We are working with (partners, volunteers or organisations)." 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 Connected & Vibrant Communities selection criteria? *

○ Yes ○ No

Please note that, in order for your application to be considered, you must meet the selection criteria outlined for your nominated funding category. 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.
Need help answering this question? SIMPLE TEMPLATE: "Our project will provide opportunities for (community/group) to (connect, participate, learn, volunteer or contribute). The project will help strengthen (social connection, belonging, inclusion, community strengths or resilience). The project will benefit (who) by (how). As a result, the project will (community outcome)."

Budget and Supporting Documentation

* indicates a required field

Budget

Budget Information

- All figures must be **GST inclusive** and entered **without commas** (e.g. **$1500**, not **$1,500**).
- The **Income** column should include all confirmed and applied-for funding sources, such as grants, donations and ticket sales.
- The **Expenditure** column should clearly describe each item, such as equipment, auspice fees, marketing and promotion, and venue hire for one-off events.
- **Public liability insurance is mandatory**. If your project is auspiced by an incorporated organisation, you may be covered by the auspicing body.
- Please provide **quotes or estimates for any expense over $500.**
- Do not include **in-kind contributions** in your budget. These should be listed in the **In-Kind Contributions** section.
- For an example of a correctly completed budget, please click here.
- If your application is successful, you will be required to **retain receipts for purchases of $500 or more**. Council may conduct spot audits.
- Your budget **must balance: Total Income = Total Expenditure.**

Please ensure you include **all project expenses.** If the total project cost exceeds the amount requested from the Yarra Ranges Monthly Grant Program, you must identify all other income sources that will contribute to the project.

Please Note: Connected & Vibrant Communities 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	Equipment (paint, brushes)	$750
Organisation Contribution	Yes $300	Promotion/advertising	$300
Donations	Yes $200	Auspice fees	$75
Ticket Sales	No $225	Refreshments	$400
		Venue Hire (1 day)	$700
Total Income	**$2225**	**Total Expenditure**	**$2225**

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

Please upload any necessary supporting documents below.

Please upload quotes for all budget expenditure items valued 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 **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/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 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

We welcome your thoughts and feedback on the Monthly Grants Program application process below.

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.