Monthly Grants - In-Kind Support
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.

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.

If you have any questions, please contact the Grants Team on 1300 368 333.

In-Kind Support

Under the In-Kind Support categories, you can apply for the following assistance:

- **In-Kind Council Venue Hire** *(up to $300)*
- **In-Kind Waste Management Support** *(up to 30 bins)*

If you wish to apply for both types of support, please contact the Grants Team on 1300 368 333 or via grants@yarraranges.vic.gov.au before submitting your application. We can then discuss the most appropriate way to support your event.

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

○ In-Kind Council Venue Hire
○ In-Kind Waste Management

You may only select one category. Please note applicants for Sports Participation for Young People and Pathways for Young People must be aged 25 years or under. Individuals applying under Connected & Vibrant Communities must be a professional artist and their project must relate to thei professional arts practice.

In-Kind Council Venue Hire
This category provides in-kind support through the use of a **Council-owned hall or venue for a single hire only**. These grants are not available for regular or ongoing hire costs. As this is an in-kind grant, payment will be made directly by Council on your behalf.

Important: When requesting a quote, please clearly state that you are applying for **In-Kind Council Venue Hire**.

To be considered for funding in this category, applicants must:

- Meet the Monthly Grants Program eligibility requirements outlined in the **Monthly Grants Program Guidelines**.
- View venue hire options on Council's **Community Halls & venues for hire** webpage. Once you have selected a venue, check availability and obtain a quote through the **Online Bookable** system.

Please note:

- If you wish to use a Council Cultural Venue, please contact the **Venue Activation Team on 1300 368 333** to obtain a quote at least **four weeks before** submitting your application.

- For venue availability, bookings and quotes, please refer to the **Online Bookable** service.

Please upload your Bookable quote *
Attach a file:

In-Kind Waste Management
This category provides in-kind support for waste management services at community events.

Before completing this section, you must contact Council's Waste Management Team using this link: In-Kind Waste Enquiry Form

Please complete the form before submitting your application.

Applicants must meet the Monthly Grants Program eligibility requirements outlined in the **Monthly Grants Program Guidelines**.

How many people do you expect to attend your event? *
○ 0-1000 ○ 1001-2000 ○ 2001-3000
Please note that any event anticipating over 3000 participants is not considered 'small' and is therefore ineligible for Monthly Grant funding.

Please upload a copy of your completed In-Kind Waste Enquiry Form. Link provided above. *
Attach a file:
The form must be submitted to Council's Waste Management Team before applying.

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?

Address *

Address

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

Postal Address (if applicable)
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

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
- ○ 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

Project Scope

* indicates a required field

Project Location

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, you must 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.

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.

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.

Project Brief

Project, Activity or Event Name *

What is your project or event called?

Please provide a short description of your project, activity or event. *

Word count:
Must be no more than 150 words.
Include what you are doing, who will benefit, any project partners, how the project responds to a community need or opportunity, and the benefit to the Yarra Ranges community.

Please upload any letters of support or evidence of project partnerships (if applicable).
Attach a file:

Project Start Date *

Must be a date. NOTE: Any event or project that takes place in the same month the application is submitted will be considered retrospective and therefore ineligible for funding.

Project End Date *

Must be a date. Must be a date. NOTE: Any event or project that takes place in the same month the application is submitted will be considered retrospective and therefore ineligible for funding.

Looking to promote your event?

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

Supporting Documentation

* indicates a required field

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/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 Publib 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

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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 *
Title | 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.

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?

Grants Skills Building E-Newsletter

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

○ 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

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.