Monthly Grants - Grants for Young People
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:

- **Youth Development Team - Youth 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 received a Monthly Grant this financial year? *
○ Yes ○ No

Please note eligible individuals can apply for up to $250, or sports teams up to $500, per financial year for projects meeting the criteria and eligibility requirements. Individuals may have more than one project funded across the year, up to $250. This enables fair access across the Yarra Ranges.

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

I confirm that my project, activity or opportunity has not already started and will not begin within eight weeks of this month's grant closing date. *
○ Yes ○ No

Council requires a minimum of eight weeks to assess applications and notify applicants of the outcome.

Unfortunately, your project, activity or opportunity is not eligible for funding in this grant round because it has already taken place or is scheduled to start within eight weeks of the grant round closing date.

We understand this may be disappointing. However, Council requires a minimum of eight weeks to assess applications and notify applicants of the outcome before funded activities can commence.

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

Which Youth grant are you applying for?

○ Sports Participation for Young People
○ Pathways for Young People

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.

Sports Participation for Young People Eligibility

Applicants in the **Sports Participation for Young People** category must meet the following age requirements:

- **Sports Participation for Young People:** Applicants must be aged **25 years or younger**.
- **Sport club or team applications:** All participating team members must be **25 years or younger**.

Are you (for an individual application), or all team members (for a sport club or sport team application), 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.

Pathways for Young People Eligibility

Applicants in the **Pathways for Young People** category must meet the following age requirements:

- **Pathways for Young People:** Applicants must be aged **12 to 25 years** (inclusive).

Are you aged 12 - 25 years old (inclusive) *

○ 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 Sports Participation for Young People categories must be aged 25 years or younger and reside in the Yarra Ranges. As you have indicated that

you do not meet these criteria, unfortunately, you are not eligible to apply for a Monthly Grant on this occasion.

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

Applicants in the Pathways for Young People category must be aged between 12 and 25 years old and reside in the Yarra Ranges. As you have indicated that you do not meet these criteria, unfortunately, you are not eligible to apply for a Monthly Grant on this occasion.

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

Sports Participation for Young People

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 the Monthly Grant Program Guidelines.

Please ensure your selection matches your application type.

• Individual applicants can apply for **Achievement (Individual)** or **Inclusion (Individual)**.• Teams can apply for **Achievement (Team)**.• Sports Clubs can apply for **Inclusion (Sports Clubs only)**.

Sports Participation for Young People - Achievement category applicants must provide proof that they live in the Yarra Ranges. *
Attach a file:

This could include a driver's licence, learner permit, student card, school document, or another document showing your address. If you are under 18, you may provide a document showing your parent or guardian's address.

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.

Sports Participation for Young People - Inclusion category applicants must provide proof that they live in the Yarra Ranges. *
Attach a file:

This could include a driver's licence, learner permit, student card, school document, or another document showing your address. If you are under 18, you may provide a document showing your parent or guardian's address. If you do not have access to these documents, please contact the Grants Team to discuss alternative proof of residency.

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

Applicant Information

* indicates a required field

Applicant Details

If you are applying for funding as an individual (Pathways for Young People or Sports Participation for Young People - Individual), please select **Individual**.

If you are applying on behalf of a team or incorporated sports club (Sports Participation for Young People), please select **Organisation**.

Applicant *
○ Individual ○ Organisation
Organisation Name

First Name Last Name

Address *
Address

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

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?

Please provide a secondary contact in case we are unable to contact you regarding your application. This could be a parent, guardian, coach, teacher, mentor, support worker, family member, friend, or another trusted contact.

Applicant Secondary Contact *

First Name Last Name

Applicant Secondary Contact Primary Phone Number *

(03)

Must be an Australian phone number.

Applicant Secondary Contact Primary Email *

Must be an email address.

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	

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 *

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

Non-incorporated organisations 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	

Pathways for Young People

Please provide proof that you live in the Yarra Ranges. *
Attach a file:

This could include a driver's licence, learner permit, school document, student card, or another document showing your address. If you are under 18 and do not have proof of address in your own name, you may provide a document showing your parent or guardian's address.

Please provide evidence that you are participating in, or have been accepted for, this opportunity. *
Attach a file:

Examples include proof of enrolment, a registration confirmation, a letter from a mentor or organiser, or an acceptance or invitation letter.

Project Scope

* indicates a required field

Project, Activity or Opportunity Name

Name of the project, activity or opportunity *

Video/Audio Application Option

Will you provide your responses via video/audio instead of written responses? *

○ Yes ○ No

Project Brief

Tell us about the opportunity you are seeking support for and how it will help you develop your skills, education, career goals or personal potential. *

Word count:
Must be no more than 150 words.
Need help answering this question? SIMPLE TEMPLATE: "I would like funding to support my participation in (opportunity/event/activity). This opportunity will help me develop (skills, experience, knowledge, education or career goals). The funding will be used for (registration fees, equipment, course costs, uniform, etc.)".

Project Brief

Tell us about the sporting opportunity, event or activity you are seeking funding for. Please explain what the funding will be used for and why this opportunity is important to you. *

Word count:
Must be no more than 150 words.
Need help answering this question? SIMPLE TEMPLATE: "I would like funding to support my participation in (opportunity/event/activity). This opportunity will help me develop (skills, experience, sporting participation). The funding will be used for (registration fees, equipment, course costs, uniform, etc.)".

Video or Audio Submission Option

If you prefer, you may provide a **short video or audio response instead of a written response.** Please record your video or audio and upload it to YouTube, Vimeo, Dropbox, OneDrive, Google Drive or another file-sharing platform. Then paste the link below. **If you choose to submit a video or audio response, you do not need to repeat the same information in the written response fields.** Please include:

1. A brief description of the opportunity, activity, project, event or sporting opportunity you are seeking funding for, including when it will take place (1-2 minutes)
2. How this opportunity will benefit you and how the funding will support your participation, personal development, education, career aspirations or sporting goals (1–2 minutes).

Videos and audio recordings do not need to be professionally produced. We are interested in hearing about your opportunity in your own words. **Please provide a direct link to your video or audio recording.** Ensure the sharing permissions allow assessors to access the file. If your recording is password protected, please provide the password below.

Video URL / Link to your video submission *

Must be a URL.

Video password (if applicable)

I have checked that anyone with the link can view the recording. *

○ Yes

Tip: Test your link before submitting to make sure it can be viewed by someone who is not logged into your account.

Project Timing

Please provide the date(s) your opportunity, activity, project or event will take place.

Note: Any event, activity, project or opportunity that takes place in the same month the application is submitted will be considered retrospective and is not eligible for funding.

Project Start Date *

Must be a date.
When does your opportunity, activity, project or event begin?

Project End Date *

Must be a date.
When does your opportunity, activity, project or event finish?

Pathways for Young People prioritises applications from young people experiencing financial disadvantage. If this applies to you, please upload a current Australian Government Health Care Card, Youth Allowance documentation, or another valid means-tested concession card.
Attach a file:

Budget and Supporting Documentation

* indicates a required field

Budget

- Include all income and expenses related to your opportunity, activity, project or event.
- Enter amounts **including GST**.
- If your project costs more than the grant amount requested, please include any other funding sources or personal contributions.
- **Total income must equal total expenditure.**
- Quotes are required for any individual expense over **$500**.
- Funding requests are capped at:
  - **$250** for Pathways for Young People and Sports Participation (Individual)
  - **$500** for Sports Participation (Teams and Sports Clubs)

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.

Your total income and total expenditure must be the same amount.

If you need help completing your budget, please contact the Grants Team on **1300 368 333** or **grants@yarraranges.vic.gov.au**.

Income Source	Confirmed? Amount ($)		Expense Item	Amount ($)
Monthly Grant	No	$250	Registration Fee	$250
Personal Contribution	Yes	$100	Uniform	$100
Total Income		**$350**	**Total Expenditure**	**$350**

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.

Supporting Documentation

Please upload any additional supporting documents relevant to your application.

Quotes or invoices (if applicable). Upload quotes, invoices or estimates for any budget items over $500.
Attach a file:

Additional supporting documents (optional)
Attach a file:

Examples may include: letters of support, proof of enrolment, event information, photos, or other relevant documents.

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.

Are you 18 years of age or older? *
○ Yes ○ No
Applicants under 18 years of age must have a parent or guardian complete the declaration below.

I have read and agree to the above declaration. *
○ 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.

Feedback

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

How easy was it to complete this application? *

○ Very easy ○ Easy ○ Neutral ○ Difficult ○ Very difficult

Do you have any suggestions to improve this application 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 reached the end of the application form.

Before submitting, please review your responses carefully. Once submitted, you will not be able to make changes to your application.

Your application will not be submitted until you click **SUBMIT** on the next page.

You will receive a confirmation email once your application has been successfully submitted. If you do not receive a confirmation email, please contact the Grants Team at grants@yarraranges.vic.gov.au or call 1300 368 333.

You can log in to SmartyGrants at any time to view your submitted application.