

# 2027-31 Multi-Year Grant - Creative Communities - Application Form

## Form Preview

### Eligibility

\* indicates a required field

#### Multi-Year Grants Information

Thank you for your interest in the **Multi-Year Grants Program - Creative Communities stream**.

This grant funding was previously named the Partnership Program.

**Applications close: Monday 16 November 2026 at 12 Noon (AEST).**

Due to the competitive nature of the program, incomplete or late applications cannot be considered.

Before you begin your submission, please ensure you meet all eligibility criteria.

You can find eligibility requirements and selection criteria in the [Program Guidelines](#).

For eligibility enquiries, please contact your Key Council Contact or the Grants Team on 1300 368 333 or [grants@yarraranges.vic.gov.au](mailto:grants@yarraranges.vic.gov.au)

#### Confirmation of Eligibility

**I confirm that I, the applicant:**

- have read and understood the Program Guidelines and Selection Criteria;
- have discussed this application with the relevant Council Officer;
- can demonstrate how this project aligns with the aims of the Multi-Year Grants program; and,
- can demonstrate experience delivering Council-funded initiatives.

**and I also confirm that the submitting group/organisation:**

- has the appropriate type and level of insurance for the proposed activities;
- has no outstanding Yarra Ranges Council grant acquittals;
- is financially viable;
- is located in, and/or supplies services within, Yarra Ranges; and,
- is an incorporated, not-for-profit organisation with an ABN.
- If a group applying under the Creative Communities stream is an unincorporated not-for-profit group, they must have their application auspiced by an eligible incorporated organisation that is experienced in providing the auspice function.

**The above statements are true and correct \***

☐ Yes ☐ No

To be eligible, you must confirm that all statements above are true and correct.

#### Council Funding History

**Please select which Council Grants listed below your organisation/community group have received:- \***

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- ☐ 2023-27 Partnership Program
- ☐ Three consecutive yearly grants (Annual Grants or Grants for Community)
- ☐ None

To be eligible for this grant you must have a current 2023-27 Partnership Program participants, or have successfully delivered three consecutive Annual Grants funded by Council.

## Successful past grants

**Please list the successful application numbers below:- \***

Partnership App Number:- 2023/27PG-XXXX

Yearly Grants Number (Annual or Grants for Community Grants):-

## No past successful grants

You are not eligible to apply for a 2027-31 Multi-Year Grant. Please do not fill in the remaining application form as it will be ineligible.

## Council Officer Contacts

Before you submit your application, you are required to discuss your project with a relevant Council Officer. You can email the relevant Officer by clicking hyperlink below, or call 1300 368 333 if you'd prefer to discuss your application.

- [Arts & Culture](#) - Kelly Toghill
- [Festivals and Events](#) - Melinda Ballard
- [Public Art](#) - Yolande Pickett
- [Exhibitions](#) - Tyler Meredith
- [Heritage](#) - Sarah Sato
- [Disability Inclusion](#) - Rachael Giddens
- [Community Wellbeing](#) - Rachael Giddens
- [Indigenous Cultural Development](#) - Sam Piper

Not sure who to contact? Reach out to the Grants Team [grants@yarraranges.vic.gov.au](mailto:grants@yarraranges.vic.gov.au) or call 1300 368 333.

**Which Council Officer did you discuss your proposed project with? \***

This is an eligibility requirement.

## Funding Categories

### Community Led Festivals

- Up to \$15,000 per year for festivals staged annually.
- Up to \$10,000 per year for festivals staged every two years (\$20,000 per festival).

### Cultural & Heritage Development

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- Up to \$20,000 per annum.

### Which Funding Category are you applying for? \*

- ☐ Community Led Festivals
- ☐ Cultural & Heritage Development

### Frequency of festival/event

#### Please select how often your festival/event will be held.

- ☐ Annually - up to \$15,000 per year
- ☐ Every two years - up to \$10,000 per year for festivals staged every two years (\$20,000 per festival).

## Public Art Process

### Planning a public art or heritage project?

Outdoor public spaces are great places to present art and heritage activities. Cultural events and public art help enhance spaces by making them vibrant and interactive places for our community.

We support arts and heritage activities in public spaces, however before you start there are a few things to consider.

Please refer to the information found [here](#). You can also get in contact with Council's [Public Art Officer](#) via email.

You can register your public art or heritage project [here](#).

## Contact Details

\* indicates a required field

## Privacy and Information Management

Yarra Ranges Council (Council) is committed to protecting your privacy. In compliance with the *Privacy and Data Protection Act 2014 (Vic)* Council will use the Personal Information (name, address, phone number, email) collected in this form for the primary purpose of processing your grant application. Information is held securely and used solely by Council for this specific purpose and/or a limited directly related purpose, and will not be otherwise disclosed without your consent or as required or permitted by law. Your personal information is only accessed by authorised persons and may be stored in Yarra Ranges Council records management database, used for statistical research, information provision, promotion or evaluation of Council's grant programs. If your application is incomplete, Council will not be able to process your grant application.

By submitting an application you consent to Yarra Ranges Council publishing the Group/ Individual name, project description and amount funded on Council's public website.

You may access your information by contacting the Grants Team on 1300 368 333 or [grants@yarraranges.vic.gov.au](mailto:grants@yarraranges.vic.gov.au).

**More information:** See Yarra Ranges Council [Privacy Policy](#).

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### Applicant Organisation Details

#### **Applicant organisation or group name \***

Organisation Name

What is your organisation or community group called?

#### **Primary address \***

Address

  

Suburb State Postcode

Please provide a physical address.

#### **Postal address (if different to above)**

Address

  

Suburb State Postcode

We may send mail to this address.

**Please provide your organisation's website or a link to your primary online presence (e.g. Facebook page) if you have one.**

### Primary contact person

\*

First Name

Last Name

This is the person we will correspond with about this grant

#### **Position held in organisation \***

e.g. Manager, Board Member, Fundraising Coordinator

#### **Phone number \***

Must be an Australian phone number.

Please specify your area code i.e. (03) 9294 6386.

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### Email address \*

This is the address we will use to correspond with you about this grant.

### Secondary contact person

\*

First Name

Last Name

### Position held in organisation \*

e.g. Manager, Board Member, Fundraising Coordinator

### Phone number \*

Must be an Australian phone number.

Please specify your area code i.e. (03) 9294 6386.

### Email address \*

Must be an email address.

This is the address we will use for correspondence about this grant if we are unable to contact the primary contact person.

### Organisational Structure

#### Please select your organisational structure. \*

- ☐ Incorporated Not for Profit organisation/community group
- ☐ Unincorporated Not for Profit organisation (require auspice)

### Applicant Incorporation Number \*

Incorporated Association or Australian Corporation Number

### Do you have an active ABN?

- ☐ Yes
- ☐ No

### Are you registered for GST?

- ☐ 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

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## Form Preview

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

## Unincorporated NFP organisation

### Do you have an active 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.

## Auspice Details

Unincorporated organisations will need to be auspiced by an incorporated Not for Profit organisation with a current ABN.

The auspice will receive and manage grant money on your behalf.

An auspice agreement is required which outlines each parties' roles and responsibilities.

Please ask your auspice if their public liability insurance will extend to cover your project.

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### Name of auspicing organisation \*

Organisation Name

### Auspicing organisation's address \*

Address

  

Suburb State Postcode

Must be an Australian postcode.

Physical address

### Auspicing organisation's postal address (if different to above)

Address

  

Suburb State Postcode

Must be an Australian postcode.

### Auspicing organisation's website

Must be a URL.

### Primary contact person at auspicing organisation \*

First Name

Last Name

### Position held in organisation \*

eg. Manager, CEO

### Contact person's phone number \*

Must be an Australian phone number.

### Contact person's email \*

Must be an email address.

### Auspice Incorporation Number \*

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Incorporated Association or Australian Corporation Number

### Is the auspice registered for GST?

☐ Yes

☐ No

### 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                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main Business Location                            |                                  |

Must be an ABN.

Auspice letter of support or Memorandum of Understanding (MOU).

An editable example can be found [here](#).

### Please attach a copy of your auspice MOU. \*

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

## Safety of Children and Young People

\* indicates a required field

### Yarra Ranges Council Child Safety Commitment

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. More details on Council's Child Safety and Wellbeing Policy, and information on Child Safe Authorities, Information and Counselling are contained on the publicly available webpage, [Child Safety and Wellbeing Policy Yarra Ranges Council](#).

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The [Commission for Children and Young People \(CCYP\)](#) in Victoria is statutory office established with responsibility for promoting child safety, wellbeing, and in participation in decision affecting their lives. The Commission was established Child Safe Standards in Victoria in 2013, with new standards coming into effect on 1 July 2022.

### Applicant Organisation's Responsibility

Yarra Ranges Council is committed to creating environments where children and young people are safe, empowered and heard.

Organisations that are required to comply with the Victorian Child Safe Standards must meet all 11 Standards under the *Child Wellbeing and Safety Act 2005 and 2021 (Vic)*.

Applicants are responsible for determining whether the Child Safe Standards apply to their organisation and activities, and for meeting any applicable legal requirements.

You can find more information about the Victorian Child Safe Standards [here](#).

If your application is successful, you may be requested to provide evidence of your child safe practices, in accordance with the child safety clause in the grant funding agreement (see below). Specifically:

- If the Victorian Child Safe Standards apply to your organisation, you will be required to provide a copy of your child safety policy.
- **If your project involves children or young people aged 0 to 18 years**, you will be required to provide a signed Statutory Declaration confirming that every employee, contractor and volunteer (aged 18 years and over) involved in the project will hold a valid and current Working With Children Check for the duration of their involvement in the project. A template will be provided at the agreement stage.

### Expected Level of Contact with Children

Please indicate the general level of contact with Children the proposed activity is expected to have:

- **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

**Please Note:** If your application is successful, you will be required to complete a Child Safe Standards checklist, and associated documentation, as part of the agreement process.

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### Cultural Safety

\* indicates a required field

Council is committed to creating culturally safe, respectful and inclusive environments for Aboriginal and Torres Strait Islander peoples.

Multi-Year Grant recipient activities will recognise Traditional Custodians, respect cultural protocols, promote accurate and appropriate representation of Aboriginal cultures and histories and ensure that Aboriginal knowledge, stories, images, artwork and intellectual property are used only with appropriate consultation, consent and attribution.

### Aboriginal and Torres Strait Islander People and Cultural Materials

**Does your project involve Aboriginal and/ or Torres Strait Islander people or cultural content? \***

☐ Yes

☐ No

Please answer yes if any project staff, artists, or participants are Aboriginal or Torres Strait Islander, or any content engages with Aboriginal or Torres Strait Islander histories or communities.

### Brief Description and Supporting evidence

Protocols for using Aboriginal and/ or Torres Strait Islander Cultural and Intellectual Property in the Arts can be viewed [here](#).

**Please provide a brief description about how you will engage appropriately with Aboriginal and Torres Strait Islander people and/or cultural content. \***

Word count:

Must be no more than 100 words.

### Proposal

\* indicates a required field

**Project title \***

Your title should be short but descriptive

**Please provide a summary of your project, including responses to the prompts listed in the hint below. \***

Word count:

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Must be no more than 250 words.

Briefly summarise who the project is for (beneficiaries), what you will do (activities), and the changes or benefits you expect to achieve (outcomes).

### Which population groups will be engaged by the proposal? \*

- |                                                                                            |                                                                            |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> All community                                                     | <input type="checkbox"/> Women/girls                                       |
| <input type="checkbox"/> Children (aged 0-12)                                              | <input type="checkbox"/> Men/boys                                          |
| <input type="checkbox"/> Young people (aged 12-25)                                         | <input type="checkbox"/> Culturally and linguistically diverse communities |
| <input type="checkbox"/> Older adults (aged 60+)                                           | <input type="checkbox"/> People facing social and economic barriers        |
| <input type="checkbox"/> Indigenous Australians                                            | <input type="checkbox"/> Other: <input type="text"/>                       |
| <input type="checkbox"/> Gay, Lesbian, Bisexual, Transgender, Intersex and Queer community |                                                                            |

Select no more than 3 population groups. If your proposal targets the entire Yarra Ranges community select 'All community' only.

### What's the total number of people you expect to directly reach through your proposed work (during the 4 year project)? \*

Must be a number.

### What percentage (approximately) are Yarra Ranges residents? \*

Must be a percentage.

### How did you reach this number? \*

For example, it may be based on previous event numbers.

### Anticipated Event/Project Start Date (Year 1 only)

Must be a date and between 1/7/2027 and 30/6/2028.

If event/festival please place start date

### Anticipated event/project End Date ( (Year 1 only)

Must be a date and between 1/7/2027 and 30/6/2028.

If event/festival please place end date

### If you have selected a biennial event, please place the date of the event below

Must be a date.

### Please nominate where your project will occur (by Ward) \*

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

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

**Please list the town or suburb your project will take place in: \***

If you are targeting the whole region write 'Yarra Ranges'.

## Venue

If your project or event requires the use of a Yarra Ranges Council venue or open space, you may be eligible for in-kind support. This support is only available for most venues listed in the *venue bookings system* called [Bookable](#). If available this will be confirmed when you place your booking.

*Bookings can be made after August 2026 through [Bookable](#). Please nominate the date of event and proceed with including venue costs in the budget if booking confirmation can't be made before the grant deadline. If you require a cost of hire, an estimate of the cost can be obtained via [Community Halls & venues for hire Yarra Ranges Council](#).*

**Are you considering the use of a Yarra Ranges Council Venue.**

☐ Yes

☐ No

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

This includes the names of parks, reserves, playgrounds, sports grounds, community halls and venues or address if private land.

## Event Location

Grant projects from any funding stream may include an event. Council's website has a guide to assist with festival and event planning - [Planning a Festival or Event](#).

There are many well equipped public spaces and community halls across Yarra Ranges which are great locations for events.

If you're planning an event on **private land**, you may need a **Planning Permit**. Council funding cannot be provided unless all necessary permits are in place. To find a suitable venue or park/open space please refer to our website: [Parks & Recreation Yarra Ranges Council](#) or [Community Halls & venues for hire Yarra Ranges Council](#).

**Please select if your event is on 'Private' or 'Public' land?**

☐ Public Land

☐ Private Land

## Events on 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.

- You must check if you need a permit for your event, and you might need to register the event with Council. To avoid disappointment, complete our [Pre-Registration Approval](#)

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[& Permit Checker](#) (Quick Notification) as early as possible. Planning permits require 6-8 months to finalise.

- If you need to [register your event](#) this must be done **at least 12 weeks prior** to the event date.
- If you are successful in receiving grant funding for an event through Council's Annual Grant program, you'll be exempt from the event registration fee.
- 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.

## Events on 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.

If your event is on **private 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.

**A Planning Permit can take 6 to 12 months** to process, so choosing a public place for your event might be a better option. 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

## Community benefit (weighted 25% of overall score)

\* indicates a required field

### Why is this project needed? \*

Word count:

Must be no more than 350 words.

Dot points acceptable. Outline the need or issue to be addressed. Please include service data community consultation data and relevant research studies (eg Australian Bureau of Statistics data, Yarra Ranges ID profile reports).

### Please outline the expected benefits and steps/actions to achieve them. \*

Word count:

Must be no more than 300 words.

Please include how your project is informed by best practice and past practice.

### How will you measure the success of the project? \*

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Word count:

Must be no more than 150 words.

We understand that can be challenging to measure larger social change but encourage you to think about it. For more information on evaluation visit [Our Community](#)

## Project Plan

A good project plan is essential to running a successful project. Please provide your Project Plan.

If you are applying for a festival or event, please note the requirements that need to be lodged with Council such as event registrations and permits.

See a Project Plan Template [here](#)

**Please upload a detailed project plan. \***

Attach a file:

## Strategic alignment and response (weighted 25% of overall score)

\* indicates a required field

The [Creative Communities Strategy](#) aims to shape Yarra Ranges as a creatively vibrant place where participation in the cultural life of our communities is sustained as a seamless and deeply meaningful experience encountered in the street, our open spaces, our businesses and industry, our civic places, our schools and in our homes.

**Please select the most relevant goal/s from the Creative Communities Strategy that your project fits best. \***

☐ Priority Area 1: People & Experience - Greater and more meaningful participation from communities.

☐ Priority Area 2 : Production & Industry - Increase the economic size of the creative industries and expand its impact on both the local economy and vibrancy of our communities.

☐ Priority Area 3: Place & Environment - Develop vibrant and active public places particularly within our townships that express and celebrate our creativity and history.

At least 1 choice and no more than 2 choices may be selected.

If your proposal strongly aligns with only one of the goal areas this will not penalise your application.

**Priority Area 1:** People & Experience - *Greater and more meaningful participation from communities.*

\*

☐ Goal 1. Facilitate programming that puts audience experience and their participation at the centre

☐ Goal 2. Reflect a deep understanding of local people, history and culture

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☐ Goal 3. Engage more broadly with diverse local Indigenous communities and develop broad knowledge of Indigenous history, continuity and culture in Yarra Ranges

☐ Goal 4. Actively engage and develop community leaders to help shape our diverse cultures, infusing creativity, heritage and culture in our key institutions.

At least 1 choice must be selected.

Only select goal/s where there is strong alignment. If your proposal links strongly with only one goal, this will not penalise your application.

**Priority Area 2:** Production & Industry - *Increase the economic size of the creative industries and expand its impact on both the local economy and vibrancy of our communities.*

\*

☐ Goal 1. Back Yarra Ranges creative talent with specific opportunities and recognise local achievement

☐ Goal 2. Raise the profile, reach and impact of Yarra Ranges Indigenous artists and creative professionals

☐ Goal 3. Develop the sector by enhancing education pathways, professional development and employment opportunities

☐ Goal 4. Create an environment that fosters thriving creative industries

☐ Goal 5. Develop and maintain strategic partnerships with peak organisations that enhance and extend the experience of arts and heritage in Yarra Ranges

At least 1 choice must be selected.

Only select goal/s where there is strong alignment. If your proposal links strongly with only one goal, this will not penalise your application.

**Priority Area 3:** Place & Environment - *Develop vibrant and active public places particularly within our townships that express and celebrate our creativity and history.*

\*

☐ Goal 1. Ensure public visibility of contemporary and historical Indigenous culture

☐ Goal 2. Make visible the cultural, historical and artistic diversity of the region within townships

☐ Goal 3. Ensure major community and cultural facilities, recreation, play spaces and other council infrastructure is delivered with Yarra Ranges' creativity and culture at the centre.

☐ Goal 4. Encourage and broaden the base of artists and community cultural leaders to activate and engage townships

☐ Goal 5. Develop and maintain key policy and plans to support a balanced approach to protecting and celebrating our cultural heritage

At least 1 choice must be selected.

Only select goal/s where there is strong alignment. If your proposal links strongly with only one goal, this will not penalise your application.

**Explain how the project aligns with priority areas and goals you selected above and how it will contribute to achieving these priorities. \***

Word count:

Must be no more than 250 words.

Please include how your approach is informed by evidence and supports Councils strategic direction.

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**Explain the issue or need being addressed and the actions/approach to be taken to fulfill this issue/need.**

Word count:

Must be no more than 250 words.

## Organisational capacity (weighted 20% of overall score) inclusive of budget

\* indicates a required field

**Briefly describe your organisation or community group. \***

Word count:

Must be no more than 150 words.

**When was your organisation/community group established? \***

Must be a date

**How many members does your group have? \***

This can be approximate.

**Briefly describe your organisations capability and capacity to deliver the program or service. \***

Word count:

Must be no more than 150 words.

Please list skills and resources available to support delivery and include details of previous projects and partnerships.

**Over the next four years, how will your project adapt and respond to changing community needs? \***

Word count:

Must be no more than 150 words.

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### Governance documentation

Please upload any supporting documentation you have for your application below.

#### **Copy of your organisation's Public Liability Insurance. \***

Attach a file:

#### **Most recent Annual Report. \***

Attach a file:

If you are being auspiced, please provide the auspsicing bodies Annual Report.

#### **Most recent financial statement. \***

Attach a file:

Where possible audited statements are preferred, but not essential. If you are being auspiced, please provide the auspsicing bodies financial statement.

#### **Any other supporting documentation you wish to upload.**

Attach a file:

Here's the place to upload any other information, related to your proposal, that you would like to share with our independent assessment panel. This could be a detailed event management plan.

## Budget (forms part of the Organisational Capacity criteria 20%)

**\* indicates a required field**

This section provides Council with an overview of how your proposed activities will contribute to your project outcomes (goals). It also outlines how your activities will be spread over the four-year funding period and gives an indication of how funding will be allocated.

For successful applications, this Work Plan and Budget will be used as the basis for future reporting and acquittal requirements.

### **Budget**

Please complete the income and expenditure tables below to outline your project budget.

- **All figures must be GST exclusive** and entered without commas i.e. \$1000.
- The Income section should include all confirmed and/or pending funding sources, including:
  - grants
  - donations
  - ticket sales, and
  - organisation contributions.

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- Please include **In-Kind contributions** (non-cash support) such as donated materials, venue hire, in the allocated In-Kind section.
- The **Expenditure** section should clearly describe project costs (eg venue hire, catering, promotion).
- Your budget must balance: **total income = total expenditure**.
- Public liability insurance is mandatory, and if applicable, may be available through your auspice.
- Please provide **quotes** for expenditure items over **\$750.00 (Year 1 only)**.
- Volunteer time may be included as an in-kind contribution and calculated at \$52.19 per hour. *For further information about calculating volunteer contributions, please refer to the [Funding Centre](#).*
- For information about artist fees/hourly rates please visit [National Association for the Visual Arts](#).

### Total Amount Requested over 4 years \*

\$

Must be a dollar amount.

Please provide the total financial support you are seeking from this grant program over the 4 years.

### Overall Project Costs over 4 years \*

\$

Please include the total of all project costs, not only the amount sought from this grant program.

## Year 1 - 2027/28

Please note, you will **only need** to input your **first years budget** for this application. If successful, you will be required to input your next years' budget in your first year acquittal and so on for each year thereafter. (**Note:** If you are applying for a **biennial festival**, then you will be required to complete a budget for your **first and second year**).

### Please list the activities you plan to undertake in the first year of the project \*

Word count:

Must be no more than 200 words.

Activities are what you do to achieve the outcomes or goals of the program. E.G: activities could include things such as conducting musician workshops, installing public art or developing training material.

### Please list the outcomes you expect in the first year and how you will measure them.

Word count:

Must be no more than 200 words.

Outcomes are the (usually medium-term) effects that a project has on the people, community or environment by a particular intervention. Outcomes should be SMART (Specific, Measurable,

# 2027-31 Multi-Year Grant - Creative Communities - Application Form

## Form Preview

Achievable, Realistic, Time bound). Eg. 60% of the participants reported increased self-confidence at the end of the 3-month training. If you need help understanding what outcomes are, read the help sheets at [www.ourcommunity.com.au/evaluation](http://www.ourcommunity.com.au/evaluation)

### Amount Requested Year 1 \*

\$

Must be a dollar amount.

What is the amount (in dollars only) of the total requested funds committed in the first year?

Please provide a detailed budget for Year 1 of your proposed activities. Items listed below are examples only. Please include or delete as applicable.

| Income                               | Confirmed | Amount | Expenses                | Paid from YR Amount C Grant? |    |
|--------------------------------------|-----------|--------|-------------------------|------------------------------|----|
| Council (Multi Year Program funding) |           | \$     | Event Coordinator       |                              | \$ |
| Organisation Contribution            |           | \$     | Artist Fees             |                              | \$ |
| Exhibitor Hire                       |           | \$     | Marketing and Promotion |                              | \$ |
| Ticket Sales                         |           | \$     | Event catering          |                              | \$ |
| Other grants                         |           | \$     | Traffic Management      |                              | \$ |
| Sponsorship                          |           | \$     | Venue Hire              |                              | \$ |
|                                      |           | \$     | Insurance               |                              | \$ |
|                                      |           | \$     |                         |                              | \$ |
|                                      |           |        |                         |                              |    |

### Year 1 - Budget Total

Total Income

\$

This number/amount is calculated.

Total Expenses

\$

This number/amount is calculated.

Income - Expenses

\$

This number/amount is calculated.

### Year 2 - 2028/29

#### What are the main activities you plan to undertake in Year 2 of your project? \*

Word count:

Must be no more than 200 words.

Activities are what you do to achieve the outcomes or goals of the program. E.G: Activities could include things such as conducting musician workshops, installing public art or developing training material.

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**Please list the outcomes you expect and how you will measure them. \***

Word count:

Must be no more than 100 words.

Must be no more than 100 words. Outcomes are the (usually medium-term) effects that a project has on the people, community or environment by a particular intervention. Outcomes should be SMART (Specific, Measurable, Achievable, Realistic, Time bound). Eg. 60% of the participants reported increased self-confidence at the end of the 3-month training. If you need help understanding what outcomes are, read the help sheets at [www.ourcommunity.com.au/evaluation](http://www.ourcommunity.com.au/evaluation)

**Amount Requested Year 2 \***

\$

Must be a dollar amount.

What is the amount (in dollars only) of the total requested funds committed in the second year?

Please provide a high-level budget for Year 2 of your proposed activities.

| Income               | Confirmed            | Amount                  | Expenses             | Paid from YR C Grant? | Amount                  |
|----------------------|----------------------|-------------------------|----------------------|-----------------------|-------------------------|
| <input type="text"/> | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> | <input type="text"/>  | \$ <input type="text"/> |
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## Year 2 - Budget Total

**Total Income**

\$

This number/amount is calculated.

**Total Expenses**

\$

This number/amount is calculated.

**Income - Expenses**

\$

This number/amount is calculated.

**Please attach quotes for expense items above \$750 - Year 1 budget only (Include Year 2 quotes if applying for a Biennial event)**

Attach a file:

You can use this button to upload as many files as required.

# 2027-31 Multi-Year Grant - Creative Communities - Application Form

Form Preview

**Please attach details of grants or sponsorship listed in the budget (if applicable)**  
Attach a file:

## In-Kind Contribution

**Approximately how many volunteers will participate?**

Must be a number.

## Volunteer Calculator

Use this calculator to determine the monetary value of volunteer contributions for this project.

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

The current suggested volunteer rate is \$52.19 per hour. Further information can be found [here](#).

**Volunteer costs per hour**

Must be a dollar amount.

**Average number of hours per week**

Must be a number.  
How many hours combined do your volunteers work on average each week?

**Average number of weeks per year**

How many weeks of the year do your volunteers work on average?

**Total volunteer In-Kind contribution value**

This number/amount is calculated.

Please detail any In-Kind project support. In-kind support refers to any non-cash contributions such as donated materials, free venue hire, or volunteer time.

**List In-Kind Contribution**

**Amount**

| List In-Kind Contribution                                  | Amount |
|------------------------------------------------------------|--------|
| e.g. In-Kind Venue Hire and in Kind Volunteer contribution |        |
|                                                            |        |
|                                                            |        |
|                                                            |        |
|                                                            |        |
|                                                            |        |
|                                                            |        |
|                                                            |        |

**In-Kind Contribution Total**

# 2027-31 Multi-Year Grant - Creative Communities - Application Form

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This number/amount is calculated.

Due to the competitive nature of Multi Year Grants not all successful applicants will receive the full amount requested. A smaller amount may be granted if the project is still considered viable, based on the applicant's budget summary.

**If your project is offered a grant less than the amount requested, would you be able to proceed with your project? \***

☐ Yes

☐ No

**What changes will you make to the project if you receive less funding? \***

Word count:

Must be no more than 100 words.

## Partnership and collaboration (weighted 20% of overall score)

\* indicates a required field

**Please list the collaborating partner/s and/or artist/s and their role in the project.**

\*

Word count:

Must be no more than 250 words.

Partners may include other organisations, community groups, local artists, etc. Projects with strong partner support are considered favourably.

**Please upload any letters or evidence demonstrating partnerships here.**

Attach a file:

**Do the community/population groups engaged/impacted by this initiative support your proposal? \***

☐ Yes

☐ No

☐ Don't Know

**What evidence do you have that your proposal has community support?**

# 2027-31 Multi-Year Grant - Creative Communities - Application Form

## Form Preview

Word count:

Must be no more than 100 words.

**If you wish to provide evidence of community support, please upload here.**

Attach a file:

**How will the community be engaged and involved? \***

Word count:

Must be no more than 100 words.

Describe how they will participate or roles they will have.

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

☐ Yes

☐ No

**Approximately how many volunteers will participate (on an annual basis)? \***

Must be a number.

**How will volunteers be engaged and involved? \***

Word count:

Must be no more than 100 words.

Describe how they will participate or roles that they will take have.

**Will this work involve paid staff? \***

☐ Yes

☐ No

**How many paid staff? \***

Must be a number.

Number of equivalent full time

**How will they support the proposed work? \***

☐ Managing or coordinating implementation ☐ Leadership or oversight

☐ Supporting volunteers

☐ Other:

**Inclusion (weighted 10% of total score)**

# 2027-31 Multi-Year Grant - Creative Communities - Application Form

## Form Preview

\* indicates a required field

Yarra Ranges is an inclusive community where everyone can participate equally. We encourage applications from across the community, including:

- people with disability and unpaid carers
- people of all ages and life stages
- Aboriginal and Torres Strait Islander people
- migrant and refugee community members
- LGBTQIA+ community members
- women and girls
- those experiencing social, economic and geographic isolation.

**PLEASE NOTE:** We strongly encourage applicants to consider how their project will be accessible and inclusive of the diverse community of the Yarra Ranges.

You can also refer to Refer to [Disability Action Plan | Shaping Yarra Ranges](#) for more information.

**Please demonstrate how your project will be accessible and inclusive of the communities listed above. \***

Word count:

Must be no more than 200 words.

Outline ways your project address the needs of diverse communities in its design, promotion, and delivery.

## Gender Equity

Yarra Ranges Council is committed to creating a community where women, men and gender diverse people from all backgrounds are respected, included and treated fairly. Our grant recipients are important partners who will enable us to achieve this.

Women, men and gender diverse people face different expectations and challenges based on social conditioning, subtle biases and gender stereotypes. Consequently, treating all people as the same when designing or delivering a project does not necessarily result in equal impacts or benefits.

For more information and resources click [here](#).

**In what ways does your project support inclusive and equitable participation for individuals of all genders? \***

Examples of how to do this include: ensure diverse gender representation in project working groups and session facilitation, the time/location chosen for the event will be appropriate for people with caring responsibilities, communications and promotional material will include inclusive images and language, challenging gender norms, identifying a particular need for men/women/gender diverse people in community. Visit <https://whg.org.au/publications/strategic-plans/>

# 2027-31 Multi-Year Grant - Creative Communities - Application Form

## Form Preview

### Other

\* indicates a required field

### Sustainability

Yarra Ranges is renowned for its natural beauty and Council is committed to maintaining the health and significance of the region's environment.

All proposed projects are encouraged to incorporate activities that improve sustainable outcomes and minimise unnecessary environmental impacts.

**How will you/your organisation minimise negative environmental impacts of this proposal? \***

Word count:

Must be no more than 150 words.

E.G: • Promote zero waste activities (ie: reusable crockery, boomerang bags) • Provide active transport options for patrons (such as walking, bike etc) at events • Prioritise online marketing and promotion

### Yarra Ranges Council In-Kind Waste Support

**Does your project, festival or event require In-Kind Waste?**

☐ Yes ☐ No

How many bins will be required?

**Note:** Up to 30 Bins in total will be supplied in-kind.

Please also fill in the [In-Kind Waste enquiry request Form](#) to be considered.

#### New Question

- ☐ 0-1000 Pax (up to 10 bins)
- ☐ 1001-2000 Pax (up to 20 bins)
- ☐ 2001-3000 Pax (up to 30 bins)

### Certification and Feedback

\* indicates a required field

### Certification

**This section must be completed by an appropriately authorised person on behalf of the applicant organisation. May be different to the contact person listed earlier in this application form.**

- I certify that to the best of my knowledge the statements made within this application are true and correct.

# 2027-31 Multi-Year Grant - Creative Communities - Application Form

## Form Preview

- I understand that if Yarra Ranges Council approves my application, I will be required to accept the terms and conditions of the grant as outlined in the grant application and Funding Agreement. I consent for Council to disclose information contained in this application for to a third party to assist in the assessment process.
- I agree that Yarra Ranges Council will be notified immediately if any information provided in the application is incorrect or changes.
- I understand that the information collected in my application form will be used by Yarra Ranges Council for the purpose of administering and promoting Council grants programs.

**I agree to the above \***

☐ Yes

☐ No

**Name of authorised person \***

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Phone number \***

We may contact you to verify that this application is authorised by the applicant organisation

**Email \***

Must be an email address.

**Date \***

Must be a date

## Feedback

Council welcomes feedback about your Multi Year Program application experience. It helps us to improve our processes. Please take a few moments to provide some feedback.

**Please indicate how you found the online application process: \***

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

**Please provide any suggestions for the development of the Multi-Year Program. \***

Word count:

If you don't have any suggestions, please write N/A

**Would you like to receive information about other available grants and skills building workshops? \***

☐ Yes ☐ No ☐