

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

### Before Applying

\* indicates a required field

#### Information

Before applying, please read the [2026/27 Darebin Community Grants Program's Information & Guidelines](#),

\*Note: **Individuals are not eligible to apply for this grant.** Only not-for-profit community groups and organisations can apply.

If your project includes one or more of the activities below, Council requests that you contact the Natural and Civic Spaces department at [darebinparks@darebin.vic.gov.au](mailto:darebinparks@darebin.vic.gov.au) prior to submitting your application. This early consultation will help confirm that the proposal is suitable for Council-managed land, appropriate, and aligned with Council priorities before submission.

#### **This applies where your project:**

- Will take place in public open space
- Is likely to impact public open space (either temporarily or permanently)
- Involves activities such as (but not limited to):
  - Tree or vegetation planting
  - Habitat creation or restoration
  - Earthworks or soil disturbance
  - Installation of infrastructure (e.g. signage, fencing, paths, artwork, etc)
  - Events or activities that may affect park users, vegetation or amenity

\*Public open space includes parks, reserves, creek corridors, and nature strips.

How are applications assessed?

Council assesses each application on its merits. Eligible applications will be assessed using the questions and criteria listed below. The percentage weightings are provided as a guide to the importance of each question in the assessment process:

#### **Criteria**

##### **Description**

##### **Weighting**

##### **Need**

Why the project is needed, important and justified.

Alignment with funding category and relevant focus area/s.

Evidence of community need and clear articulation of how project activities will lead to intended outcomes.

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

Demonstrated engagement with, and support of, the local community and partners.

25%

### **Benefit**

How the project will benefit the Darebin community and intended participants.

Demonstrated and measurable benefit to Darebin residents.

Clear evaluation plan outlining objectives, indicators of success and measurement methods and timelines.

Strength, scale and sustainability of outcomes over time.

Use of local suppliers.

25%

### **Delivery**

Skills and experience to deliver the project.

Clear and achievable project plan.

Clear and complete budget with quotes provided for expenses exceeding \$1,000.

Demonstrated organisational capability to deliver projects or programs of a similar scale to proposed activity.

Sustainability of the initiative and/or outcomes including plans to diversify funding and reduce reliance on Council grants.

25%

### **Equity and Inclusion**

#### **All projects**

Demonstration of how the project will promote gender equality and consider the different needs, interests, and circumstances of different genders.

Demonstration of how the project will consider Child Safety and meet legislated Child Safety requirements.

Demonstration of how the project will promote environmental sustainability and/or reduce the impact of climate change.

#### **Projects >\$3,000**

Demonstration of how the project will provide equitable access to priority groups as outlined in the Towards Equality Framework.

25%

Each year, we receive an increasing number of applications and Council is unable to fund all projects. **As such applications might be awarded an amount which is less than the amount requested** (please refer to the Financial Information section of this application form).

**Only one Grant application per community group/organisation is accepted in a grant round.**

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

**Closing date for applications is Sunday 16 August 2026 at 11.59 pm (end of day).  
Late applications cannot be accepted.**

### What grant categories are there?

There are 5 categories to choose from. Each category has a focus. Read each focus to choose a grant category that matches your grant project the best.

#### **Grant category**

##### **Focus area**

Aboriginal Culture and Knowledge

Support for Aboriginal-controlled organisations to deliver community programs

Story-telling, truth-telling, and local history initiatives

Cultural events, exhibitions, and language revitalisation

Knowledge-sharing between Elders, community, and younger generations

On-Country learning and cultural land management activities

Equity, Diversity and Inclusion

Projects/programs supporting multicultural, refugee and asylum seeker communities

Initiatives led by and for people with disability

LGBTIQA+ community safety and inclusion projects

Gender equity, prevention of family violence, and respectful relationships

Youth, family, and ageing-well initiatives

Projects that respond to the impacts of racism, Islamophobia, antisemitism, homophobia and transphobia, with a focus on safety, inclusion and belonging

Education, awareness-raising and capacity-building activities that challenge prejudice, misinformation and harmful stereotypes

Health and Wellbeing

Social connection and loneliness reduction initiatives

Community-led mental health projects

Food relief, security, nutrition and physical activity programs

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

Youth, family, and ageing-well initiatives

Projects that address priority health and wellbeing issues including social isolation; poor mental health; sexual and reproductive health issues; alcohol and substance use; tobacco use and vaping; gambling; healthy eating; food security; family violence; physical inactivity; and the health impacts of climate change

Climate Leadership and Response

Community climate action and advocacy projects

Urban greening, biodiversity protection, nature connection, and water-sensitive initiatives

Climate resilience planning for vulnerable communities

Repair, reuse, and circular economy initiatives

Education programs supporting behavior change and climate literacy

Vibrant Places and Economy

Arts, culture and creative industries initiatives

Place-making, festivals and local activation projects

Social enterprise and community business development

Skills, employment and pathways for young people and diverse cohorts

Strengthening local shopping strips and neighborhood hubs

What grant category are you applying for?

\*

- Aboriginal Culture & Knowledge
- Health and Wellbeing
- Equity, Diversity and Inclusion
- Climate Leadership and Response
- Vibrant Places and Economy

Venue hire support is available in any category you choose.

## ELIGIBILITY

\* indicates a required field

### ELIGIBILITY

**1. Are you a not-for-profit community group/organisation or social enterprise? \***

Yes

No

Other:

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

What is a not-for-profit organisation? An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it ends. A not-for-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to any of its members. Must be no more than 1 choice selected

**2. Does your community group/organisation operate in Darebin? \***

- Yes  No

**3. Are you able to demonstrate that your project/ program will benefit Darebin residents? \***

- Yes  No

**If you answered 'No' to any of the above questions, please call the Partnership & Grants Officer on 8470 8504 to discuss the eligibility of your group / organisation to apply to the Darebin Community Grants Program.**

**4. Does your community group or organisation receive any other funding from Darebin Council? \***

- Yes  No

**5. Has your community group /organisation received a grant from Darebin in the past? \***

- Yes  No

Please provide details of this funding

Acquitting past grants

**Has your community group /organisation submitted an acquittal report for the last Darebin grant? \***

- Yes  No  Unsure  Other:

- 6. Does your community group/organisation currently own or operate Electronic Gaming Machines (EGMs)? Promote gambling? Meet in a venue/s which operate EGMs? Or receive EGM generated**  Yes  No

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

### **funding or in-kind support? \***

Gambling through Electronic Gaming Machines (pokies) continues to be directly associated with the greatest harms to individuals, their families and the general community. *Between 1 July 2024-June 30, 2025, the Darebin community lost \$83,375,783 to EGMs.*

Any sporting club, community group, organisation, association or business that operate or own EGM, or receives sponsorship or grants (in-kind or cash) from poker machine revenue will be ineligible for community grants, financial assistance or in-kind support from Council.

Council have developed the [Darebin Electronic Gaming Machine Policy 2023—2027](#) and [Action Plan 2023—2027](#).

The Policy aims to make the City of Darebin free of the harm associated with Electronic Gaming Machines (EGM). It is Council's intention, through this policy, to support clubs, groups and organisations to be independent of any reliance on EGM generated funding or support.

*Darebin City Council will work with groups and organisations who agree to develop a transition plan in order to move away from venues operating Electronic Gaming Machines (EGMs) as well as from receiving sponsorship or support from EGM venues.*

If you have any questions about the EGM Policy, or in the process of developing a EGM transition plan, or have questions about your eligibility to access Council funding and resources, please contact [Community.Wellbeing@darebin.vic.gov.au](mailto:Community.Wellbeing@darebin.vic.gov.au).

### **Are you willing to work with Council to develop a transition plan to move away from EGM generated funding or support? \***

Yes  No

If the applicant answered 'Yes,' you will be contacted by the Partnership & Grants Officer to start the 'transition plan' process.

### **Please explain:**

### **Word count:**

Must be no more than 200 words.

The Partnership & Grants Officer may contact you to discuss how Darebin City Council may be able to assist you.

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

### Tell us about your group/organisation

\* indicates a required field

#### Applicant details

**7. Name of the community group/organisation \***

**8. Tell us briefly about your community group/organisation and how it benefits the local Darebin community \***

Word count:

Must be no more than 500 words.

Example: If someone asked you in the street about your group/organisation, what would you say? Tell us when the group/organisation was formed, What is your main focus? How many members? Why the community would support your group/organisation? Recent achievements or include your group's / organisation's website or facebook page link

**9. What is the group/organisation Primary Address? \***

Address

  

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

**9.1 If your group/organisation currently meets at an address different from the primary address, please provide details here \***

Address

  

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

**10. How many members are in your community group/organisation? \***

Must be a number

**10.1 How many of your members are Darebin residents? \***

Must be a number

**11. Is your community group/organisation registered as an incorporated association \***

Yes  No

(Groups must be incorporated if applying for more than \$2,000)  
If you responded 'No' to question 12, you can apply for the costs of becoming incorporated as part of this application. For more information on Incorporation, please refer the Community Grant Guidelines.

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

**12. Does your community group/ organisation have an ABN number? \***

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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**Please attach a copy of a certificate of incorporation or proof of registration \***

Attach a file:

### 13. Grant Project Contact Details \*

First Name

Last Name

### Position in community group organisation \*

### 13.1. Daytime phone number (Mobile or Landline number)

Must be an Australian phone number.

### 13.2. Email address: \*

Must be an email address

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

### 14. Is this application auspiced by another organisation? \*

Yes  No

An auspice organisation is an incorporated organisation that applies for a grant on behalf of a group, if the group is not incorporated.

### Auspice Organisation Details

The auspice organisation accepts responsibility for the grant management. If the application is successful, the auspice organisation will be required to enter into a funding agreement with Council and grant money will be paid directly to the auspice organisation.

#### 14.1. Auspice Organisation Name \*

Organisation Name

#### Auspice Contact \*

First Name

Last Name

#### Position \*

#### 14.2 I confirm that the applicant for this grant is distinct and independent from the auspice organisation. \*

Yes

#### 14.3 Auspice Primary Address \*

Address

  

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

#### 14.4. Please attach a support confirmation letter from auspice organisation: \*

Attach a file:

#### 14.5. Auspice Organisation 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

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

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 a valid ABN number.

## Public Liability Insurance

**15. Does your community group/organisation have public liability insurance? \***

Yes

No

All applicants are required to have a current Public Liability Insurance Certificate or a valid quote to purchase Public Liability insurance.

For information about Public Liability Insurance (PLI) please refer to the 2026/2027Community Grant Guidelines.

**Upload a quote or a copy of the Public Liability Insurance - this needs to be current to be eligible for Venue Hire Support as well . \***

Attach a file:

If your group / organisation does not have PLI and you intend to use this grant to apply for PLI, you are required to provide a quote for PLI from an insurance company. Please attach this quote. If either a current PLI certificate or a quote by an insurance company are not submitted, this application will not be assessed.

## Project Details -Tell us about your project

\* indicates a required field

**16. Project title: \***

**16.1 Description of the project: \***

Word count:

Must be no more than 500 words.

'Project' in this form also stands for activities, events, programs etc.

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

### 17. Tell us more about the grant category you have applied for?

\*

- Aboriginal Culture & Knowledge
- Equity, Diversity and Inclusion
- Health & Wellbeing
- Climate Leadership and Response
- Vibrant Places and Economy

#### \*Note for this grant category

**We can only accept applications from Aboriginal Community-Controlled Organisations and Aboriginal and Torres Strait Islander organisations (that are not Aboriginal Community-Controlled) provided they meet the following eligibility criteria:**

Under clause 44 of the National Agreement on Closing the Gap, an Aboriginal Community Controlled Organisation is an organisation that delivers services, including land and resource management, that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is:

- # incorporated under relevant legislation and not-for-profit
- # controlled and operated by Aboriginal and Torres Strait Islander peoples
- # connected to the community, or communities, in which they deliver the services
- # governed by a majority Aboriginal and Torres Strait Islander governing body.

*Aboriginal and Torres Strait Islander organisations (not an Aboriginal Community-Controlled Organisation)*

Eligible Aboriginal and Torres Strait Islander organisations that are not an Aboriginal Community Controlled Organisation must be:

- # incorporated under relevant legislation and not-for-profit
- # majority (51%) controlled and operated by Aboriginal and Torres Strait Islander peoples
- # connected to the community, or communities, in which they deliver the services
- # able to demonstrate how the grant activities will be community-led and endorsed.

(Criteria sourced from the Department of Social Services.18.12.2023)

#### **Which focus areas will your project address for Aboriginal Culture & Knowledge? \***

- Support for Aboriginal-controlled organisations to deliver community programs
- Story-telling, truth-telling, and local history initiatives
- Cultural events, exhibitions, and language revitalisation
- Knowledge-sharing between Elders, community, and younger generations
- On-Country learning and cultural land management activities

#### **Which focus areas will your project address for Equity, Diversity & Inclusion? \***

- Projects/programs supporting multicultural, refugee and asylum seeker communities
- Initiatives led by and for people with disability

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

- LGBTIQ+ community safety and inclusion projects
- Gender equity, prevention of family violence, and respectful relationships
- Projects that respond to the impacts of racism, Islamophobia, antisemitism, homophobia and transphobia, with a focus on safety, inclusion and belonging
- Education, awareness-raising and capacity-building activities that challenge prejudice, misinformation and harmful stereotypes

### **Which focus areas will your project address for Health & Wellbeing? \***

- Community-led mental health projects
- Social connection and loneliness reduction initiatives
- Food relief, security, nutrition and physical activity programs
- Youth, family, and ageing-well initiatives
- Projects that address priority health and wellbeing issues including social isolation; poor mental health; sexual and reproductive health issues; alcohol and substance use; tobacco use and vaping; gambling; healthy eating; food security; family violence; physical inactivity;
- The health impacts of climate change

### **Which focus areas will your project address for Climate Leadership and Response? \***

- Community climate action and advocacy projects
- Urban greening, biodiversity protection, nature connection, and water-sensitive initiatives
- Climate resilience planning for vulnerable communities
- Repair, reuse, and circular economy initiatives
- Education programs supporting behavior change and climate literacy

PLEASE NOTE: Council requests that in the design of your project plan, please ensure it is either: Suitable for Council Land and it is aligned with Council's Open Space Strategy. Or if it is an activity addressing Climate change and circular economy; please ensure your plan is aligned with the Climate Emergency Plan and Waste Strategy.

### **Which focus areas will your project address for Vibrant Places and Economy? \***

- Arts, culture and creative industries initiatives
- Place-making, festivals and local activation projects
- Social enterprise and community business development
- Skills, employment and pathways for young people and diverse cohorts

Is your project planned to be Public Art? If your project is a public art project, you must complete this [checklist](#).

### **Upload the completed checklist here:**

Attach a file:

### **18. Please explain how your project addresses one or more focus areas? \***

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

Word count:

Must be no more than 300 words.

### About the project

#### 19. Project start date: \*

Must be a date and no earlier than 1/10/2026.

#### 19.1 Project completion date: \*

Must be a date and no later than 30/6/2027.

#### 20. How does this project respond to community needs and how have you identified these community needs? \*

Word count:

Must be no more than 300 words.

#### 21. Who will benefit from this project? (select at least one) \*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Early Years Childhood (0 - 5yo) | <input type="checkbox"/> Aboriginal and/or Torres Strait Islander people                          | <input type="checkbox"/> People with a disability                 |
| <input type="checkbox"/> Children (6 - 12yo)             | <input type="checkbox"/> Culturally and Linguistically Diverse people                             | <input type="checkbox"/> Carers of people with a disability       |
| <input type="checkbox"/> Young people (12 - 20)          | <input type="checkbox"/> Lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people | <input type="checkbox"/> Migrants/Refugees /People seeking asylum |
| <input type="checkbox"/> Seniors (55+)                   | <input type="checkbox"/> People experiencing poverty, including intergenerational disadvantage    | <input type="checkbox"/> Recently arrived migrants                |

Women and girls

At least 1 choice must be selected.

Community priorities based on "Towards Equality - Darebin City Council's Equity, Inclusion and Human Rights Framework 2019-2029"

#### 21.1. How will the priority groups (above) be included in the design and implementation of the project? \*

Word count:

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

Must be no more than 300 words.

### **22. How will the project benefit the participants & the Darebin community? \***

Word count:

Must be no more than 300 words.

### **23. Tell us about your skills and experience to deliver the project: What is your basic project plan? \***

Word count:

Must be no more than 300 words.

Previous project delivery experience, partnerships with other community groups/organisations, demonstrated planning and management capability, understanding of permits, logistics and delivery, access and inclusion. and when this will happen?

### **24. How will your project promote gender equality and consider the different needs, interests, and circumstances of different genders in your project? \***

Word count:

Must be no more than 300 words.

When considering how your project might promote gender equality and meet the needs of different genders, it can be useful to ask yourself these questions: • Do women, men and gender diverse people have different participation, access or outcomes in the areas your project hopes to improve? If so, why could that be? • Will women, men and gender diverse people experience the benefits of the project equally? If not, how might you address this? • Will women, men and gender diverse people participate in decision-making equally? If not, how might you address this? • Does your project challenge gender norms and stereotypes? If not, can you think of any ideas that you could challenge norms and stereotypes? • Could your project inadvertently make existing gender gaps bigger or reinforce gender stereotypes? If so, how will you address this? • Will particular people or groups be affected differently or excluded from your project? If so, how will you address this? • Are there barriers to participation or access for particular people or groups (for example safety, racism, money, caring duties)? Can these barriers be removed?

### **25. How will the project will promote environmental sustainability and/or reduce the impact of climate change?**

Word count:

Must be no more than 300 words.

For example: Reduce energy use by households or businesses, Supports households and businesses to switch from gas to electricity, Help to prepare households and businesses for severe and extreme weather events such as heatwaves, Reduces waste going to landfill, Increase recycling and composting of waste, Plants trees and native plant species, Increase the number of people travelling by active and sustainable transport such as walking, public transport or bike riding

### **26. What suburb(s) of Darebin will the project be delivered? \***

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

- Alphington
- Bundoora
- Fairfield

- MacLeod
- Northcote
- Preston

- Reservoir
- Thornbury
- Other:

- Kingsbury

If your project will be carried out in a specific area of one of the above suburbs (e.g. East Preston) please choose 'Other' and specify your location.

### 27. How many people will participate in your project? \*

Must be a number.

If your project includes a performance/public event, please include your estimated audience as part of your participant numbers

### 27.1 What percent of the participants will be Darebin residents? \*

Must be a %

### 28. Is this project in collaboration or partnership with another organisation / group? \*

- Yes
- No

### 28.1 Please provide the name(s) of the group / organisation:

### Please attach evidence of collaboration/partnership: \*

Attach a file:

Letter of support from collaborating or partner organisation is required.

## Risk Assessment

### 29. How will you manage any other risks to safely manage this project? How do you plan to minimise these risks?

Word count:

Must be no more than 300 words.

For example: How will you manage: Falls/trips, Poor waste management, Food Management from volunteers or catering companies? Food poisoning, Overcrowding, Environmental hazards, Manual handling injuries, Medical emergency, Sickness and viral infections, etc.

### 30. Does this activity involve contact with children or youth? \*

- Yes
- No

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

Legal definitions of a Child means a child or young person under the age of 18 years & Youth up to 24 years of age. Darebin City Council has a commitment to the safety and wellbeing of all children and young people. Please note: If the funded activity involves contact with children, your group or organisation may be required to obtain a Working with Children (WWC) Check. To find out if you need a WWC Check or are exempt, visit the Working With Children website. <https://www.workingwithchildren.vic.gov.au/do-i-need-a-check>

### 30.1 Does your community group/organisation have Policies and Procedures for Safeguarding children and young people? \*

- Yes
- No

### 30.2 Can you please describe how your community group/organisation will safeguard children and young people from harm for this project?

## Financial Information - All applicants to complete

\* indicates a required field

### 31. What kind of funding are you applying for? \*

- Venue Hire Support only
- A grant only
- A grant and venue hire support

### 32.Total Amount Requested \*

Must be a whole dollar amount (no cents) and no more than 10000.

Include the cost of the project and include the cost of venue hire support here (if applicable)

### 32.1 If an amount recommended is less than what you have requested, are you prepared to go ahead with the project? \*

- Yes
- No

If you respond 'Yes,' your application may be recommended for an amount less than you have requested. If you answer 'No', your application may be declined.

### 32.2 If you responded 'Yes' to question 32 which item/s in the Budget (below) is/ are crucial to implementing the project? Please list these items in dot points:

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

This section is for **Venue Hire Support only. The maximum which can be approved for this grant is \$2,000 (In-kind support).**

Successful applicants will be granted subsidised use of one or two council venues (available venues are listed below).

The main aims of the Darebin Venue Hire Support Program are to:

- Encourage community access to and use of nominated Council owned facilities.
- Enable community organisations and groups to provide programs and activities at a reasonable cost.
- Maximise use of Council owned venues by residents of Darebin.

Please be advised that venues might not be available on the date(s) you want to book or may have a limited number of people allowed to attend the planned activity/event.

**It is a requirement to book your preferred venue/s before completing a Venue Hire Support Grants application.**

As part of the booking process, the venue's booking officer will provide you with a quote based on the number of bookings you request. This amount will be the amount requested from Council for **Venue Hire only**. Venue Hire Support Grants do not include costs associated with staffing costs required to facilitate the event, providing a bond or equipment hire provided by the venue(e.g. data projectors, sound system, portable stage etc).

**Council venues are highly sought after and Darebin City Council will try to accommodate as many requests as possible. However, funds for the Venue Hire Support Program are limited. Groups may be asked to make some contribution towards the cost of hiring the most popular venues.**

The following Council venues are available under the Venue Hire Support Program.

**\* Please call these venues directly for bookings & quotes to complete your application.**

Preston City & Shire Halls

8470 8649

Northcote & Preston Libraries Meeting Rooms

1300 655 355

Northcote Town Hall Arts Centre (\* See note below)

9481 9500

Darebin Arts Centre\*

(See note below)

8470 8280

Reservoir Community & Learning Centre

9496 1021 OR 8470 8110

Clyde Street Community Hall

8470 8110

Keon Park Childrens Hub

8470 8022

Donald Street Community Hall

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

8470 8110

Fairfield Community Room

8470 8110

G.E. Robinson Pavilion

8470 8110

\* **Note:** Venue hire support applications for use of the Northcote Town Hall Arts Centre & the Darebin Arts Centre are subject to specific eligibility criteria.

### Booking and Quotes

**Please note that being awarded a venue hire support grant does not guarantee your requested dates and times will be available at your preferred venue.**

**Bookings are only 'tentative' and need to be confirmed with respective booking officers after you receive notification of this application result.**

**If your application for venue hire support is approved for part-funding, you will have the choice to pay the difference or reduce the number of bookings you were quoted for.**

**33.1. Have you called and booked your preferred venue before completing this application? \***

- Yes  
 No

Please note that if you haven't booked and provided quotes for the selected venue(s) your application cannot be assessed.

Please select which of the following venues you have booked for your project

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Clyde Street Community Hall  | <input type="checkbox"/> G.E. Robinson Pavilion          | <input type="checkbox"/> Preston Library Meeting Room          |
| <input type="checkbox"/> Darebin Arts Centre          | <input type="checkbox"/> Keon Park Children's Hub        | <input type="checkbox"/> Preston City Hall                     |
| <input type="checkbox"/> Donald Street Community Hall | <input type="checkbox"/> Northcote Town Hall Arts Centre | <input type="checkbox"/> Preston Shire Hall                    |
| <input type="checkbox"/> Fairfield Community Room     | <input type="checkbox"/> Northcote Library Meeting Room  | <input type="checkbox"/> Reservoir Community & Learning Centre |

No more than 2 choices may be selected.

### Venue 1

**Venue Name**

**Booking start date**

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

Must be a date and no earlier than 1/10/2026.

### Booking end date:

Must be a date and no later than 30/6/2027.

### How often will you use the venue you have requested?

- Weekly
- Fortnightly
- Monthly
- Other:

### Total number of bookings:

Must be a number.

### Full cost quoted by venue staff:

Must be a dollar amount.

Only the hiring fees of the venue as quoted by the venue's booking officer.

### Please upload a quote from the venue \*

Attach a file:

### Venue 2 (optional)

### Booking start date

Must be a date and no earlier than 1/10/2026.

### Booking end date

Must be a date and no later than 30/6/2027.

### How often will you use the venue you have requested?

- Weekly
- Fortnightly
- Monthly
- Other:

### Total number of bookings:

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

Must be a number.

### Full cost quoted by venue staff:

Must be a dollar amount.

### Please upload a quote from the venue

Attach a file:

## 5. Budget - Total Income must equal Total Expenditure, including the amount sought from Council

A clear and well-developed budget shows that the applicant is capable to manage and implement the project / activity.

**Grant assessment panels will also recommend funding based on costs. Please ensure the budget is as realistic and as detailed as possible.**

To help you with the budget, some items are already listed in both the Income and Expenditure columns. Feel free to delete what doesn't apply to your project or add new items accordingly. Unnecessary rows can be left blank.

Please add items in the Expenditure section of the budget, including all the costs incurred to implement the project, i.e. volunteers contribution, Council's venue hire support is part of the proposal etc.

\*In-kind contributions from your organisation may include staff or volunteer time. Volunteer contributions are valued at \$41 per hour.

'Column 3: Income - Expenditure' should show a value of \$0. Please review costs of items in the budget if this is not a value of \$0.

Income and Expenditure totals will be automatically calculated (see below).

Income	\$	Expenditure	\$
Amount sought from Council	\$	Fees for temporary staff	\$
Venue Hire Support (If applicable)	\$	Printing	\$
Volunteer time	\$	Publicity & Promotion	\$
Organisation contribution (if any)	\$	Materials	\$
Other	\$	Public Liability Insurance	\$
	\$		\$
	\$		\$
	\$		\$

### 5.1 Budget Totals

Total Income Amount

Total Expenditure Amount

Income - Expenditure

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

\$

This number/amount is calculated.

\$

This number/amount is calculated.

\$

This number/amount is calculated.

### Project plan template

Applications of \$5,000 or more are required to include a detailed project & evaluation plan.

Tell us about the activities you plan to do. List one per row.

You can add one location for each activity. If you have one activity taking place in multiple places, you can either list each location as a separate activity. Example: (e.g. Breakfast Club #1; Breakfast Club #2, with a specific location attached to each), or you can list one activity with a generalised location (e.g. a suburb of Darebin).

<b>Activity ((List key activities/ tasks in order that they will be completed))</b>	<b>Person responsible (List who will be responsible for the completion of the task)(add as a single question)</b>	<b>Location</b>	<b>Start date</b>	<b>End date</b>	<b>Explanatory notes</b>
---	---	-----------------	-------------------	-----------------	--------------------------

One per row. Add more rows if you want to list additional activities.		Where will your activity occur? Leave blank if location is unknown or not relevant.	Leave blank if date is unknown or not relevant. Must be a date and no earlier than 1/10/2026.	Leave blank if date is unknown or not relevant. Must be a date and no later than 30/6/2027.	Add notes if you need to provide more context.

### Evaluation plan template

**Outcome Metric** is a measurement designed to help you determine whether progress towards an outcome is occurring or not, and quantify the extent to which it is occurring.

**Activity Metric** tells you how much of something you're doing or producing (*for example, outputs' are often Activity Metrics*). Put for example, at the beginning.

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to "ask one good question and answer it reliably" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

You can write your own metrics in the table below:

<b>Project objectives:</b> <b>(A specific statement outlining what the project aims to achieve within a set timeframe and with available resources. Objectives are concrete, measurable, and time bound.)</b>	<b>Proposed outcome(s):</b> <b>The observable and measurable change resulting from the program. Outcomes reflect changes in behaviour, knowledge, skills, or conditions.</b>	<b>Indicators of success</b>	<b>Measurement</b>	<b>Responsibility</b>
Example: Increase the participation rate of elderly residents in fitness classes by 20% within 1 year. (Add one per row. Add more rows if you want to list additional metrics.) Must be no more than 200 words.	'Activity metrics' measure an activity (e.g. 'Number of visitors'). 'Outcome metrics' measure the change experienced by a population group .Example: 80% of program participants will report an increase in their physical activity levels.	What indicators will you measure to assess if you have achieved your intended outcomes? Identify a target for the metric you have chosen - an estimated total for your project. Example: The number of participants Participants are reporting that they are more physically active since the beginning of the project.	How will you collect and verify the data? Example: Attendance records collected throughout the project. In-person survey of participants at the beginning of the project, mid-project and at the end of the project .survey, interviews/ case studies, focus groups, administrative data (e.g. case management data), observation/ estimation, government or public dataset (e.g. Census), other datasets.	Who is responsible for collecting, collating and assessing the measurements? Example: Facilitator responsible for collecting attendance records at each session. Project manager to do in-person surveys.

### Supporting Documentation

\* indicates a required field

### Application Checklist

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

**Please complete the checklist below and attach required supporting documentation in the next section if you have not already done so throughout the application process.**

**Information and supporting documentation that must be provided:**

- Current Public Liability Certificate or quote issued by an insurance company
- Certificate of Incorporation or an Auspice organisation's Certificate of Incorporation (as applicable)
- Quotes for budget items over \$1,000
- Project & Evaluation plan for activities more than \$5,000

If unable to attach any document please contact the Partnership & grants officer on 8470 8504

**Information and supporting documentation, optional: (Please note: we cannot accept letters of support from Darebin Council Staff for this grant application.)**

- Letter of confirmation from an Auspice organisation (as applicable)
- Letters of support from project partner.

If you are unable to scan and upload the supporting documentation, please contact the Partnership & Grants Officer via email at [darebingrants@darebin.vic.gov.au](mailto:darebingrants@darebin.vic.gov.au) or call 8470 8504 to arrange a time to bring your documentation to our Customer Service Office at 274 Gower Street, Preston.

**Supporting documentation \***

Attach a file:

For example: Quotes for budget items over \$1,000

## Declaration

\* indicates a required field

### Applicant Declaration

**I declare to the best of my knowledge that all details supplied in this application form and in any attached documents are true and correct. The application has been submitted with the full knowledge and agreement of the management of the applicant organisation/group. I have read the accompanying guidelines and information provided to applicants with this application form and in the website. I will contact the Darebin City Council immediately if any information provided in this application changes or is incorrect.**

**Name \***

First Name

Last Name

**Position in Community group /organisation \***

## PRIVACY COLLECTION NOTICE

# 2026/27 Community Grants Round 1 Application Form

## Form Preview

Darebin City Council (“Council”) collects, holds and manages personal information under the Privacy and Data Protection Act 2014 (Vic) (“PDP Act”). Your personal information is collected so that the Council can register and administer your Community Grant Application. The Council Department managing the Grants will use this personal information for the purposes of assessing your application on eligibility for the grant, process the grant if successful, contact you regarding the grant and internally report on submission metrics to assist with evaluation and future service planning.

The information provided in this form may also be used to send you newsletters and information and to ascertain your satisfaction with our services.

Please indicate whether you wish for your information to be used for this purpose.

**Regular updates and newsletters \***

Yes

No

**Satisfaction surveys \***

Yes

No

The Council may provide personal information to its agents, such as accountants or lawyers. At times, the Council may be legally required to disclose personal information, for instance to the police. If you choose not to complete the form, we may be unable to consider your application.

You can access the Council’s privacy policy by emailing [Privacy.Officer@darebin.vic.gov.au](mailto:Privacy.Officer@darebin.vic.gov.au) or from our customer centre. For further information on privacy matters please call Council’s Privacy Officer on 8470 8888 or email to [Privacy.Officer@darebin.vic.gov.au](mailto:Privacy.Officer@darebin.vic.gov.au). If you would like to gain access to your personal information, you can contact Council’s Freedom of Information officer on 8470 8888 or email to [foi@darebin.vic.gov.au](mailto:foi@darebin.vic.gov.au)

The Darebin Energy Upgrades Program can help you to electrify and improve the efficiency of your home or business to increase comfort, reduce energy bills and invest in a cleaner, safer future. Limited Darebin Council rebates of up to \$3,500 are available for eligible concession and low-income households. Visit [darebinenergyupgrades.org.au](http://darebinenergyupgrades.org.au) to find out more.