

# Multi Year Grant Program Application Form 2026/27

## Form Preview

### Before Applying

Before applying applicants are encouraged to read the [Multi Year Funding Grant Guidelines](#)

**This form is only for applications for the Multi Year Grant Funding Program.**

The purpose of the Multi-Year Funding Grants is to provide access to grant funding to support community organisations to deliver sustainable, high-impact programs and projects for Darebin residents that contribute to the delivery of the [Darebin 2041 Community Vision](#) and the [Our Darebin Plan 2025-2029](#). The strategic directions of the Our Darebin Plan are shown in Appendix 1 of the guidelines

The program is designed to:

- Enable community organisations to plan and deliver discrete, stand-alone programs/projects.
- Support longer-term community benefit and impact, recognising that complex social, cultural, environmental and wellbeing outcomes require time to achieve.
- Provide opportunity to develop mechanisms to ensure the sustainability of the program/project beyond the funding period.

Key features of the program includes:

- Funding that is project-based. It is not organisational or operational funding.
- Funding is not guaranteed beyond the approved period.
- All organisations must reapply through a competitive process for future funding. (If funding for the same project is sought in additional periods, organisations must show how the project has matured or broadened, and demonstrated progress towards sustainability since the previous.)
- Funding rounds are offered annually on a rolling three-year cycle. Successful applicants receive funding for a three-year period, with a new funding round announced each year.

**This program has 4 grant streams with maximum annual application limits:**

Arts (up to \$15,000 per year)

Environment & Sustainability (Up to \$14,000 per year)

Equity& Wellbeing (up to \$25,000 per year)

Youth (up to \$14,000 per year)

**Successful applicants will receive approved funding each year for 3 years.**

**Note:** Total funding available per stream is set annually and is subject to Council budget .

**Eligible applicants include:**

- Incorporated, not-for-profit organisations able to demonstrate a proven track record in the provision of quality programs and services within the City of Darebin.
- Aboriginal and/or Torres Strait Islander community-controlled organisations operating in Darebin.
- Social enterprises with a demonstrated community benefit operating in Darebin.

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- **Individuals are not eligible to apply.**

Applicants must also:

- Operate within or deliver benefit to the Darebin municipality.
- Hold appropriate insurance (including Public Liability Insurance cover of at least \$20 million).
- Be financially viable and compliant with governance requirements.
- Have a proven record of delivering projects of a similar value and scale.
- Have no outstanding debts to Council.
- Provide the organisation's most recent annual report and audited financial statement
- Proof of Incorporation/ ACNC registration.

**Please note:** Organisations with existing funding or partnership arrangements with Council remain eligible to apply for grants, However Council may consider the overall distribution of Council funding when assessing applications and, where applications are of comparable merit, may prioritise organisations that do not currently receive Council funding to support broader and more equitable access to grant opportunities across the community.

### **ALLOCATED FUNDING:**

Funding **may** be used to pay for costs associated with delivering the multi-year project including:

- All operational costs associated with the project including wages directly related to the project delivery.
- Materials, equipment,, catering, and resources.
- Advertising and promotion.
- Monitoring and evaluation costs.

Funding **may not** be used for:

- Projects that are inconsistent with Council strategic directions or Multi-year Funding Program categories.
- Projects are the responsibility of other levels of government (e.g. State, Federal).
- Ongoing core operational costs (including staffing, rent and utilities) with no defined project outcomes.
- New building projects, capital works, and facility maintenance projects.
- Projects that have a religious or political purpose which seeks to promote core beliefs and religious functions.
- Projects that are already receiving Council funding
- Activities that duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need.
- Payment of outstanding loans and debts.
- Projects that have already commenced or where the organisation has committed expenditure prior to the grant notification date
- Activities that occur and/or benefit people outside the municipality.
- Activities that have a primary purpose to raise funds.
- Core school curriculum activities (kindergarten, primary or secondary schools).Only applications that demonstrate a broader community partnership approach and benefit will be considered.
- Gift vouchers, prizes and trophies.
- Any project also funded (cash or in-kind) through EGM revenue, including sponsorship or venue hire.
- Any project that operates in a venue with EGMs or any project that promotes gambling.

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### PLEASE NOTE:

Applicants assess their eligibility before contacting the Partnership and Grants Officer  
T [+613 84708504](tel:+61384708504) or email [darebingrants@darebin.vic.gov.au](mailto:darebingrants@darebin.vic.gov.au) to arrange a phone call or meeting to discuss proposed project.

Only one grant application per organisation will be accepted.

Applications may be awarded an amount which is less than the amount requested.

### How will applications be 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.

#### **Need 30 %**

(Why the project is needed, important and justified.)

- Alignment with funding category and Our Darebin Plan.
- Evidence of community need and clear articulation of how project activities will lead to intended outcomes.
- Demonstrated engagement with, and support of, the local community and partners.

#### **Benefit 35%**

(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.
- 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.
- Demonstration of inclusive design and equitable access for priority populations as outlined in the Towards Equality Framework.

#### **Delivery 35%**

(Skills and experience to deliver the project.)

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- 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.
- Compliant financial management - evidenced by most recent annual audited financial statement.

## ELIGIBILITY

\* indicates a required field

### ELIGIBILITY

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

☐ Yes

☐ No

☐ Other:

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 organisation operate in Darebin? \***

☐ Yes

☐ No

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

☐ Yes

☐ No

**4. Does your organisation currently own or operate Electronic Gaming Machines (EGMs)? Promote gambling? Meet in a venue/s which operate EGMs? Or receive EGM generated funding or in-kind support? \***

☐ Yes

☐ No

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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).

## Tell us about your group/organisation

\* indicates a required field

### Applicant details

#### 5.Name of the organisation \*

#### 5.1 Organisation Postal Address \*

Address

  

Suburb State Postcode

Must be the applicant address and not the Contact persons address

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**5.2. Is your organisation registered as an incorporated association/ social enterprise or Registered with the ACNC? \***

☐ Yes

☐ No

☐ Other:

**5.3 If you responded 'Yes' , please attach the certificate of incorporation or proof of registration \***

Attach a file:

**5.4 Does your 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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

**6. Please outline evidence that demonstrates your organisation's track record and capacity to develop and deliver services / programs / projects within the last three years? \***

Word count:

Must be no more than 500 words.

**6.1 Please upload your most recent annual report \***

Attach a file:

Grant Project Contact Details

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### 7. Grant project contact \*

| Title                | First Name           | Last Name            |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

### Position held: \*

### Daytime phone number (Mobile or Landline number): \*

Must be an Australian phone number

### Email address: \*

Must be an email address

### 7.1 Is this application being auspiced by another organisation? \*

- ☐ Yes  
☐ No

## 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.

### 7.2. Auspice Organisation Name \*

Organisation Name

### Auspice Contact \*

| First Name           | Last Name            |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

### Position \*

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

- ☐ Yes

### Postal address of auspice organisation: \*

Address

  

Suburb   State   Postcode

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.

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

Attach a file:

**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                                        |                                  |
| 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

**8. Does your organisation have public liability insurance? \***

☐ Yes

☐ No

All applicants are required to have a current Public Liability Insurance Certificate (see below).

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

**8.1 Please upload a copy of the Public Liability Insurance \***

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.

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### Project Details -Tell us about your project

\* indicates a required field

#### 9. Project title: \*

#### 9.1 Description of the project: \*

Word count:

Must be no more than 500 words.

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

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

\*

- ☐ Arts
- ☐ Environment & Sustainability
- ☐ Equity & Wellbeing
- ☐ Youth

#### Which focus areas will your project address for Council's strategic direction for Equity & Wellbeing ? \*

☐ Projects/programs supporting multicultural, refugee and asylum seeker communities ☐ Social connection and loneliness reduction initiatives

Initiatives led by and for people with disability

☐ LGBTIQA+ community safety and inclusion ☐ Community-led mental health projects

☐ Gender equity, prevention of family violence, and respectful relationships

☐ Youth, family, and ageing-well initiatives

☐ Food relief, security, nutrition and physical activity programs

☐ 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;

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

#### Which focus areas will your project address for Council's strategic direction for the Environment & Sustainability priorities in Darebin? \*

- ☐ Community climate action and advocacy projects
- ☐ Urban greening, biodiversity and water-sensitive initiatives
- ☐ Climate resilience planning for vulnerable communities

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- ☐ Repair, reuse, and circular economy initiatives
- ☐ Education programs supporting behavior change and climate literacy
- ☐ Contribute to the protection, restoration or enhancement of the natural environment and biodiversity, and promote stronger connection with nature.
- ☐ Build new or enhance existing inter-generational and intercultural partnerships and collaborations between diverse communities.

### **Which focus areas will your project address for the Arts in Darebin? \***

- ☐ Advancing equity, inclusion and access in the arts
- ☐ Arts, culture and creative industries initiatives
- ☐ Participation and social connection through arts and creative activity
- ☐ Place based and community embedded creative practice
- ☐ Place-making, festivals and local activation projects

### **What action area does your project address in the Darebin Families, Youth and Children Strategy?**

- ☐ Essentials for life
- ☐ Health & wellbeing
- ☐ Inclusion & belonging
- ☐ Learning
- ☐ Safety & independence

### **What Essentials for life priorities does your project address?**

- ☐ Supporting all children, young people and families to have their basic needs met, particularly those experiencing poverty and facing cost of living pressures.
- ☐ Supporting young people to access secure and rewarding employment and career pathways.

### **What Health & Wellbeing priorities does your project address?**

- ☐ Supporting physical activity for health, wellbeing and connection.
- ☐ Improving mental health and wellbeing, and strengthening mental health supports.
- ☐ Connection to nature and access to thriving natural environments that support wellbeing.
- ☐ Affordable and accessible health services and supports.

### **What Inclusion & belonging priorities does your project address?**

- ☐ Making Darebin a community where everyone feels included, valued and connected.
- ☐ Welcoming and inclusive places and services for all.
- ☐ Opportunities to participate and connect. Clear

### **What Learning priorities does your project address?**

- ☐ Ensuring access to inclusive, safe, supportive and high-quality learning opportunities for all.
- ☐ Increasing active participation and engagement in learning across the lifespan.
- ☐ Supporting children and young people through their education journeys including through critical transition points.
- ☐ Preparing children and young people for the future.

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### What Safety & independence priorities does your project address?

- ☐ Physical, cultural, emotional and psychological safety in all settings and services.
- ☐ Preventing family violence and keeping children safe from abuse and harm.
- ☐ Respecting and supporting young people's independence, self determination and right to make choices and take risks in order to learn, grow and build resilience.
- ☐ Safe streets and public spaces for all children, young people and families.

### 11. Please explain how your project addresses the focus area? \*

Word count:

Must be no more than 300 words.

### About the project

### 12. Project start date: \*

Must be a date and no earlier than 1/11/2026.

### 12.1 Project completion date: \*

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

### 13. What community needs does this project respond to and what evidence are you able to provide to justify this? \*

Word count:

Must be no more than 300 words.

### 14. 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"/> LGBTIQ+ people (Lesbian, gay, bisexual, transgender, gender diverse, intersex, queer, asexual, and those who |                                                                   |

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☐ Seniors (55+)

use identity terms beyond those listed).

☐ People experiencing poverty, including intergenerational disadvantage

☐ 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"

### 15. How will your project ensure an inclusive design and equitable access for the people you have chosen to benefit? \*

Word count:

Must be no more than 300 words.

How will you make the project culturally safe and accessible?

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

Word count:

Must be no more than 300 words.

### 17. How will you engage the local community and partners to deliver this project?

Word count:

Must be no more than 300 words.

Will this also include local suppliers?

### 18. 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

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to participation or access for particular people or groups (for example safety, racism, money, caring duties)? Can these barriers be removed?

### 19. 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

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

- |                                                |                                    |                                                      |
|------------------------------------------------|------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Across all of Darebin | <input type="checkbox"/> Kingsbury | <input type="checkbox"/> Reservoir                   |
| <input type="checkbox"/> Alphington            | <input type="checkbox"/> MacLeod   | <input type="checkbox"/> Thornbury                   |
| <input type="checkbox"/> Bundoora              | <input type="checkbox"/> Northcote | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Fairfield             | <input type="checkbox"/> Preston   |                                                      |

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.

### 21. 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

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

Must be a %

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

- ☐ Yes  
☐ No

### 22.1 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.

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### Risk Assessment

**23. 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.

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

☐ Yes

☐ No

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>

**24.1 Does your organisation have Policies and Procedures for Safeguarding children and young people? \***

☐ Yes

☐ No

**24.2 Please upload a copy of the Child Safe Policy/ Plan \***

Attach a file:

**24.3 Can you please describe how your organisation will safeguard children and young people from harm for this project?**

### Volunteer Involvement

**25. Will volunteers be involved in the design and implementation of this project? \***

☐ Yes

☐ No

**25.1 How you will support volunteers in the implementation of the project? \***

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### Financial Information - All applicants to complete

\* indicates a required field

#### 26.Total Amount Requested \*

Must be a whole dollar amount (no cents).

#### 27. What is the sustainability of the project and/or outcomes of this project? \*

#### 28. Tell us how the project is financially viable? \*

#### 29. What are your plans to diversify funding and reduce reliance on Council grants ? \*

#### 30.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.

#### 30.1 If you responded 'Yes' to question 30 which item/ Please list these items in dot points:

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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 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.

'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 | \$ |
|                                    | \$ |                            | \$ |

## Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

## Project plan template

Tell us about the activities to demonstrate sound management.

This template gives Council an opportunity to see how your proposed activities support your overall project aim/s.

The template also demonstrates how your activities will be spread over the three year funded period.

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You can stipulate 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 (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. "Melbourne CBD").

| Activity                                                              | Location                                                                            | Start date                                                      | End date                                                        | Explanatory notes                                                                                                            |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 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. | Leave blank if date is unknown or not relevant. Must be a date. | Add notes if you need to provide more information or include the person responsible for the completion of the task) context. |
|                                                                       |                                                                                     |                                                                 |                                                                 |                                                                                                                              |
|                                                                       |                                                                                     |                                                                 |                                                                 |                                                                                                                              |
|                                                                       |                                                                                     |                                                                 |                                                                 |                                                                                                                              |

## Evaluation plan template

What you will undertake in order to create change over the 3 year period?

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring.

You may add your own metrics here.

There are two types of metrics. An '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. An 'Activity Metric' tells you how much of something you're doing or producing ('outputs' are often Activity Metrics, for example.)

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

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- 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.

**Project / program goal**   **Project / program objectives**   **Proposed outcome(s) knowledge, skills, or conditions**   **Indicators of success**   **Measurement**   **Responsibility**

|                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                          |
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| A broad statement that describes the long-term expectation of what should happen as a result of your program or project. Goals are general and aspirational. Example: Improve the quality of life for elderly residents in the community by providing access to age-appropriate fitness classes. (Use a new row for each goal - although you may only have one goal) | A specific statement outlining what the program aims to achieve within a set timeframe and with available resources. Objectives are concrete, measurable, and time bound. Example: Increase the participation rate of elderly residents in fitness classes by 20% within two years. (Use a new row for each objective) | The observable and measurable change resulting from the program. Outcomes reflect changes in behaviour, knowledge, skills, or conditions. Example: 80% of program participants will report an increase in their physical activity levels. 'Activity metrics' measure an activity (e.g. 'Number of visitors'). 'Outcome metrics' measure the change experienced by a population group (e.g. 'Number of young people gaining employment'). | 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 can you measure those indicators? What tools will you use? When will you measure indicators? Example: Attendance records collected at baseline and throughout the project. In-person survey of participants at baseline, mid-project and at the end of the project. How will you collect and verify the data? E.g. 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 and entering them into central database. Project manager to undertake in-person surveys. |
|                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                          |
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Supporting Documentation

# Multi Year Grant Program Application Form 2026/27

## Form Preview

\* indicates a required field

### Application Checklist

**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
  - ☐ Certificate of Incorporation or an Auspice organisation's Certificate of Incorporation (as applicable)
  - ☐ Quotes for budget items over \$1,000
  - ☐ Project plan & an Evaluation Plan
  - ☐ The most recent annual audited financial statement.
  - ☐ The most recent annual report
- If unable to attach any document please contact the Partnership & grants officer on 8470 8504

**Information and supporting documentation, optional:**

- ☐ 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 Corporate & Community 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.

**Please provide a copy of your organisation's most recent annual Audited Financial Statement \***

Attach a file:

**Supporting documentation \***

Attach a file:

For example: Quotes for budget items over \$1,000, Project reports from similar projects.

## 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

# Multi Year Grant Program Application Form 2026/27

## Form Preview

**Position in organisation/  
group \***

## PRIVACY COLLECTION NOTICE

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

Interested in getting an energy upgrade? We have solar, hot water heat pumps and split cycle air conditioners in our program. To find out more and to register your interest visit [darebin.vic.gov.au/solar](https://darebin.vic.gov.au/solar) or email Darebin's Solar Saver team at [solar@darebin.vic.gov.au](mailto:solar@darebin.vic.gov.au)

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)