

2024/25 Medium Community Grants -Creative Projects Application Form

Form Preview

Before Applying

Information

1. Before applying, please read the 2024/2025 Darebin Community Grants Program's Information & Guidelines, available at: [Darebin Council Community Grants Program](#)

2. This form is for applications for **Creative Projects - Artist Led Initiatives**. This grant supports individual artists and creative organisations to engage in projects that enable innovative collaborations between artists and community. The maximum amount available for this grant is \$15,000 ***Applicants applying for \$7,000 or more are required to submit a detailed Project Plan.**

3. Individual artists and not-for profit incorporated groups and organisations can apply.

4. Applicants can be based outside Darebin, but must be engaging Darebin communities in an artistic capacity through their work. It is imperative that the Darebin community are at the centre of the initiative, and that this drives the work.

5. Is your project planned to be Public Art?

If your project is a public art project, you must contact the Art & Collections team via bundoorahomestead@darebin.vic.gov.au or call them on 03 9496 1060 prior to submitting your application, **no later than May 17, 2024** with information on your proposal including site/s, duration, permits that potentially need to be obtained and potential install/de-install details.

6. The main aim of this program is to support initiatives that:

- Are consistent with the aims of the 2021-2025 [Council Plan](#)
- Encourage participation and social connection through art
- Support creative industries, making Darebin a significant art and creative centre
- Contribute to equity within the community and recognising and celebrating the diversity of the Darebin community
- Address local priorities and engage local community through new, innovative and creative approaches
- Contribute towards the overall wellbeing of our residents through activation and animation, across the city.
- Support the development of artists' practice and the generation of creative projects in Darebin
- Engage with communities who have been identified as 'at risk' of discrimination or exclusion:
 - Aboriginal and/or Torres Strait Islander people
 - People with a disability and their carers
 - Culturally and Linguistically Diverse (CALD) communities
 - Women
 - Young people
 - Older adults
 - LGBTIQ+ people
 - Asylum seekers and refugees
 - Darebin residents on low incomes or experiencing socioeconomic disadvantage

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7. How will the application 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:

Community benefit (30%)

- Does the application support the priority areas?
- Has the application appropriately engaged with the local community?
- Clearly identify activity locations within the Darebin municipality.
- Clearly explain how the organisation currently engages or plans to engage community members, including priority groups.
- Does the proposal identify the expected outputs and outcomes?

Organisational capacity and planning (40%)

- Is the application well planned and achievable within the timeframe?
- Does the application include clear evaluation processes and methods?
- Does the budget accurately reflect the scope and scale of the application?

Artistic merit (30%)

- How does the work/project activate Darebin as a creative city?
- How does the project progress the artistic practice of artists and/or community collaborators?
- Why is the project important to you as an artist and to the community in Darebin as audiences and/or as collaborators?

8.Each year, we receive an increasing number of applications and Council is unable to fund 100% of 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).

9. Only one Creative Projects - Artist Led Initiatives application per organisation/ individual artist will be accepted. Eligible applicants may also choose to apply for a Venue Hire Support Grant (Refer to Community Grants Guidelines 2024/2025).

Closing date for applications is Friday May 31 2024 at 11.59pm (end of day). Late applications will not be accepted.

ELIGIBILITY

* indicates a required field

1.Are you an individual artist or a not-for-profit organisation/group?

2. Do you or your group/ organisation operate in the Darebin Municipality and are you able to demonstrate that the

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project will benefit Darebin residents? *

3. Is this your first ever application to Darebin Council? *

☐ Yes ☐ No

4. Have you or your group/organisation submitted an acquittal report for all grants previously received by Council? *

☐ Yes
☐ No
☐ Not Applicable

5. Does the applicant currently own or operate Electronic Gaming Machines (EGMs)? Promote gambling? Meet in venue/s which operate EGMs? Or receive EGM generated funding or in-kind support? *

☐ Yes
☐ No

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 2022 and 30 June 2023, the Darebin community lost \$85,837,107 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.

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5.1 If 'Yes', is the applicant willing to work with Council to develop a transition plan to move away from EGM generated funding or support? *

- ☐ Yes
☐ No

If the answer is 'Yes', you will be contacted by the Corporate & Community Grants Officer to begin the development of a transition plan.

5.2 If the answer to Question 5.1 is 'No', please explain:

Word count:

Must be no more than 300 words.

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

About the Applicant -Tell us about you / your community group/ organisation

* indicates a required field

Artist or Organisation Contact Information

1. Name of Artist or Organisation / Group: *

- ☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Daytime phone number: *

Must be an Australian phone number with area code.

Mobile number:

Email address: *

Must be an email address

Applicant Postal Address: *

Address

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Suburb State Postcode

Must be the applicant address and not the Contact person address

2. Please provide brief details of the organisation/group or Artist's biography *

Word count:

Must be no more than 500 words.

If the applicant is an organisation/group , please describe its artistic practice, focusing on key people, highlights and key achievements

3.Do you/ your group/organisation have an ABN number? *

☐ Yes ☐ No

3.1. If YES, please provide the ABN number:

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

Organisation Details

Grant project contact

Title First Name Last Name

Position held:

Are you / your group/organisation registered as an incorporated association? *

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☐ Yes

☐ No

☐ Not applicable

This question applies only to applicant organisations. You can apply for the cost of becoming incorporated as part of this application.

If you responded 'Yes' please attach the certificate of incorporation

Attach a file:

If unable to attach the document, please send a hardcopy to the Community Grants Officer.

If 'No', applicants can apply for the costs of becoming incorporated as part of this application. For Incorporation information, please see our 2024/2025 Community Grant Guidelines

Is this application auspiced by another organisation? *

☐ Yes

☐ No

Applicant's Support Documentation required

4. Do you or your group/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 2024/2025 Community Grant Guidelines. 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.

4.1. Please attach a current Public Liability Insurance Certificate or a quote issued by an Insurance Provider

Attach a file:

5. Bank account name for you or the group/organisation or auspice organisation *

Must be the Applicant or Auspice Organisation's Account Name - Not the name of the bank.

BSB Number: *

Account Number: *

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Payments of approved grants are paid directly to your account. Please make sure that BSB and Account numbers are correct.

5.1 Please attach copy of most recent Bank Statement or bank slip showing the Account Name, BSB and Account numbers: *

Attach a file:

The account name must be of the Applicant or of the Auspice Organisation. If you unable to scan and attach the document, please contact the Corporate & Community Grants Officer on 8470 8504

Auspice Organisation Details

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

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.

Auspice

Organisation Name

Contact person:

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position

I confirm that the applicant for this grant is distinct and independent from the auspice organisation:

☐ Yes ☐ No

Postal address of auspice organisation:

Address

<input type="text"/>
<input type="text"/>

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please attach confirmation letter from auspice organisation: *

Attach a file:

If unable to attach the document, please call the Grants Officer on 8470 8504.

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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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be a valid ABN number.

Please attach a copy of the Auspice Organisations Certificate of Incorporation. *

Attach a file:

Project Details -Tell us about your project

* indicates a required field

1. Are you applying for less than \$7,000? *

- ☐ Yes
☐ No

2. Is this a new project? *

- ☐ Yes ☐ No

A new initiative for the applicant organisation or artist(s) not undertaken before.

3. Project name *

4. Is your project planned to be Public Art? *

- ☐ Yes ☐ No

If your project is a public art project, you must contact the Art & Collections team via bundoorahomestead@darebin.vic.gov.au or call them on 03 9496 1060 prior to submitting your application, no later than May 17, 2024 with information on your proposal including site/s, duration, permits that potentially need to be obtained and potential install/de-install details. please make contact & share your public art plan with the Bundoora Homestead Arts public art team in advance of submitting this application. Contact the team on : 03 9496 1060 Email: bundoorahomestead@darebin.vic.gov.au

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Name of staff member of the Bundoora Homestead Arts public art team

Date of contact with the Bundoora Homestead Arts public art team

Must be a date.

5. Description of project

*

Must be no more than 500 words.

e.g. projects, activities, events, performances etc.

6. Please select which of the following priority/priorities (from the 2021-2025 Council Plan) your project relates to?

- ☐ Encourage participation and social connection through art.
- ☐ Support creative industries, making Darebin a significant art and creative centre.
- ☐ Contribute to equity within the community and recognising and celebrating the diversity of the Darebin community

If you are not sure which Priority area/s to select, please contact the Community Grants Officer on 8470 8504

6.1. Please provide details about how the project contributes to the priority area/s selected above

*

Word count:

Must be no more than 300 words.

7. Project start date:

*

Must be a date and no earlier than 1/8/2024.

8. Project completion date:

*

Must be a date and no later than 30/5/2025.

9. In which of the following suburb(s) 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 listed suburbs (e.g. East Reservoir), please choose 'Other' and specify your location.

10. Why is the project needed?

*

Word count:

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Must be no more than 300 words.

E.g. Please specify if your initiative addresses a specific community needs?

11. Who will benefit from this project? (select at least one) *

- | | | |
|---|--|---|
| <input type="checkbox"/> Early Years Childhood (0 - 5 years old)) | <input type="checkbox"/> Aboriginal and/ or Torres Strait Islander people | <input type="checkbox"/> People with a disability |
| <input type="checkbox"/> Children (6 - 12 years old) | <input type="checkbox"/> Culturally and Linguistically Diverse (CALD) people | <input type="checkbox"/> Carers of people with a disability |
| <input type="checkbox"/> Young people (12 - 20 years old) | <input type="checkbox"/> LGBTIQ+ people | <input type="checkbox"/> Refugees / People seeking asylum |
| <input type="checkbox"/> Seniors (55+) | <input type="checkbox"/> Darebin residents on low incomes or experiencing socioeconomic disadvantage | <input type="checkbox"/> Recently arrived migrants |
| <input type="checkbox"/> Women and girls | | |

12. 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 18-24 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 or youth, your group/ 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>

12.1 If yes, do you/your group/organisation have Policies and Procedures for Safeguarding children and young people? *

- ☐ Yes
☐ No
☐ Not applicable

12.2 If you answered yes to question 12, can you please describe how your group/organisation will safeguard children and young people from harm for this project?

13. How many people will participate in your project? *

f your project is a performance/event, the estimated audience should be included as part of your participant number

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14. How many of the participants do you expect will be Darebin residents? *

Must be a number

15. Tell us a bit more about the project. Who will be delivering the activity? *

Word count:

Must be no more than 300 words.

16. What steps will you take to deliver the project? *

Word count:

Must be at least 300 words.

17. What are the expected outcomes of your project?

18. How will you evaluate the project? *

Word count:

Must be no more than 300 words.

19. Please tell us how you will manage COVID-19 and other risks to safely manage this project? *

Word count:

Must be at least 50 words.

How will you manage COVID-19 & adhere to DHHS Guidelines?

<https://www.betterhealth.vic.gov.au/coronavirus-covid-19-victoria>

20. Will this project design apply a gender-lens? *

☐ Yes ☐ No ☐ Don't know

Answer 'Yes' if your proposal is specifically designed to improve opportunities for women, girls and people who identify themselves as gender diverse or you think this may occur as a side-benefit to your initiative.

20.1 If 'YES', please outline how this will be applied.

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For example : Outline the community groups you are planning to reach with a breakdown by gender. A description of how the project will consider the different needs, interests, and circumstances of different genders. An explanation of how the program will address gender-based inequities? Refer to Gender Impact Assessments for further guidance. <https://www.genderequalitycommission.vic.gov.au/gender-impact-assessments>

*** Applicants applying for \$7,000 or more are required to submit a detailed Project Plan. Please attach this document here.**

Attach a file:

See Annex A - Project Plan Examples (for Medium Grants of \$7,000 or more) in the 2024/25 Community Grant Guidelines

Financial Information

*** indicates a required field**

FINANCIAL INFORMATION - All applicants to complete

Financial Information for the Current Grant Application

1. Amount requested from City of Darebin: *

\$

Must be a dollar amount.

2. If an amount less than what you have requested is recommended, is the applicant able to go ahead with the project? *

☐ Yes ☐ No

If you answer 'Yes', your application may be recommended an amount less than what you've requested. If you answer 'No', your application will either be recommended the full amount requested or be declined.

2.1 If 'YES', which item/s in the Budget Expenditure is/are crucial to implementing the project? Please list items in dot points.

3 Are you also applying for a 2024/ 2025 Venue Hire Support grant for this project? *

☐ Yes
☐ No

If you have answered Yes to this question, you must complete a Venue Hire Support Grant Application Form.

4. Have you applied for funding sources other than Darebin City Council for this project? *

☐ Yes
☐ No

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4.1 If 'YES', please provide details below:

Funding Source

Amount requested

Must be a dollar amount.

When will application results be known?

Must be a date.

5. Budget

Please ensure the budget is as realistic and detailed as possible.

The Total Income should equal the Total Expenditure, including amount sought from Council. The budget should result in a \$0 value in the third column below (Income - Expenditure). Please review items' amounts if this is not the case.

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 initiative or add new items accordingly.

* Volunteer 'costs' may include in-kind staff support/time. Standard rates for volunteer contributions is \$41hr. Here is a [link](#) for volunteer rate calculations.

Add more rows as needed. Unnecessary rows can be left blank.

Please start to list items in the Expenditure column of the budget, including all the costs incurred to implement the project, i.e. volunteers contribution, Council's venue if it is part of the proposal etc.

In the Income columns, please include Amount Requested from Council.

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

Income	\$	Expenditure	\$
			Must be a dollar amount.
Amount requested from Council	\$	Staff costs	\$
Applicant contribution	\$	Materials	\$
Volunteers time contribution	\$	Equipment hire	\$
Granted free use of a Council venue?	\$	Non-Council venue hire	\$
Other	\$	Public Liability Insurance	\$
	\$	Advertising and promotion	\$
	\$	Council venue hire subsidy (if applicable)	\$
	\$	Volunteers time contribution	\$

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5.1 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.
This number should be 0.

5.2. Which item/s of expenditure will the amount requested from Council be used for? *

Word count:

Must be no more than 300 words.

This information will be used to inform the acquittal report if your application is successful.

Supporting Documentation

* 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 or quote from an insurance provider.
- ☐ Current Bank Statement or bank slip which shows banking details: Account Name, BSB and Account Numbers.
- ☐ Certificate of Incorporation (for organisations only) or an Auspice organisation's Certificate of Incorporation

Information and supporting documentation, for grant applications of \$7,000 or more:

- ☐ Project Plan

Information and supporting documentation, optional:

- ☐ Letter confirming support from an Auspice organisation (as applicable)
- ☐ Relevant promotional brochures or advertising material
- ☐ Examples of your previous work
- ☐ Letters of support from Community / project partners
- ☐ Quotes for budget items

SUPPORTING DOCUMENTATION

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Project Plan (including risk assessment and management plan) If you would like to upload any other documentation to support this application, please do so here. Quotes for items over \$1,000 will need to be included here.

Supporting documentation *

Attach a file:

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 or call 8470 8504 to arrange a time to bring your documentation to our Customer Service Office at 274 Gower Street, Preston.

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 (if applicable). I have read the accompanying guidelines and information provided to applicants with this application form and in the 2024/2025 Information & Guidelines published in the Council's website. I will contact the Darebin City Council immediately if any information provided in this application changes or is incorrect.

Name *

Title

First Name

Last Name

Position in organisation/group *

If you are applying as an Individual Artist please type Artist

Digital signature (If available)

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.

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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

Thinking of getting solar? To find out more and to register you interest visit darebin.vic.gov.au/solar or email Darebin's Solar Saver team at 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 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. 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