

2024/25 Medium Grants - Equity, Inclusion & Wellbeing 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 **Equity, Inclusion & Wellbeing**. **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. **Individuals are not eligible to apply for this grant.** Only incorporated not-for-profit groups and organisations can apply.

4. The main aim of this program is to support projects and activities that:

- Are consistent with the aims of the 2021-2025 [Council Plan](#).
- Address local priorities through new, innovative and creative approaches.
- Have direct or indirect benefits for Darebin residents.
- Promote active participation of Darebin residents, especially those who have been identified as 'at risk' of exclusion such as people from Culturally and Linguistically Diverse (CALD) backgrounds, women, young people, older adults, Aboriginal and/or Torres Strait Islander people, people with a disability, Darebin residents on low incomes or experiencing socioeconomic disadvantage, recently arrived migrants, refugees, and people seeking asylum, LGBTIQ+ people
- Building an age friendly Darebin
- Reducing harm of Electronic Gaming Machines
- Improving gender equity
- Improving access and inclusion for the benefit of people with a disability and the broader community
- Improving the wellbeing of Aboriginal and/or Torres Strait Islander communities
- Addressing disadvantage and promoting inclusion of CALD communities including refugees and asylum seekers
- Addressing health inequity and discrimination across Darebin's diverse communities

5. How the application will 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 need (20%)

- Does the application support the priority areas?
- What evidence is there to support the need?
- Does the project address the community need?
- Has the application appropriately engaged with the local community?

Community benefit (25%)

- Does the proposal engage group/s who are 'at risk' of discrimination or exclusion?
- Does the application address issues of social exclusion or barriers to participation?

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- Does the proposal focus on an area/s that experiences disadvantage or in a public housing estate?

Equity and Inclusion (30%)

- Does the proposal identify the expected outputs and outcomes?
- Is there a clear link between the need, the outcomes and the activities that will be delivered?

Organisational capacity and planning (25%)

- 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

6. 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).

7. Only one Medium Grant application per organisation is accepted. Eligible applicants may also apply for the venue hire support grant (refer to the 2024/2025 Community Grants Guidelines)

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

ELIGIBILITY

* indicates a required field

1. Are you a not-for-profit group/organisation? *

- Yes
 No

Must be no more than 1 choice selected

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.

2. Does your group/organisation operate in the Darebin Municipality and are you able to demonstrate that the program will benefit Darebin residents? *

- Yes
 No

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3. Has your group/ organisation submitted an acquittal report for all grants previously received by Council? *

- Not Applicable
- Yes
- No

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

4. Does the applicant 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

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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4.1. If you responded 'Yes' to question 4, 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 applicant answered 'Yes,' you will be contacted by the Grants Officer to start the 'transition plan' process.

4.2 If you responded 'No' to question 4.1 please explain:

Word count:

Must be no more than 200 words.

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

About the Applicant- Tell us about your group/organisation

* indicates a required field

Applicant details

Where this form refers to "the applicant" this refers to the not-for-profit group applying for funding, not the individual who is filling out the form.

1. Name of the group/organisation *

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

Word count:

Must be no more than 500 words.

If someone asked you in the street about your group/organisation what would you say? Tell us why the community would support your club. What is your main focus? How many members? Recent achievements etc. You might like to include your group's /organisation's website or facebook page link in this too.

3. Is this the first time your group/organisation applied for a grant through Darebin City Council? *

- Yes No

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4. Does your group/organisation have an ABN number? *

- Yes
 No

4.1. If you responded 'Yes' to question 5, 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

5. Group/organisation Postal Address *

Address

Suburb State Postcode

Must be the applicant address and not the Contact persons address

6. If your group/organisation currently meets at an address different from the postal address, please provide details here

Address

Suburb State Postcode

7. How many members are in your group/organisation? *

Must be a number

7.1 Approximately how many are Darebin residents? *

Must be a number

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8. Is your group/ organisation registered as an incorporated association? *

- Yes No
(Groups must be incorporated if applying for more than \$2,000)

8.1. If you responded 'Yes' to question 8, please attach the certificate of incorporation:

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.

If you responded 'No' to question 8, the applicant can apply for the costs of becoming incorporated as part of this application. For more information on Incorporation, please refer the Community Grant Guidelines.

9. Is this application auspiced by another organisation? *

- Yes No

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.

9.1. Auspice Organisation Contact Name *

Organisation Name

9.2. Position *

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

- Yes

9.4. Postal address of auspice organisation: *

Address

Suburb State Postcode

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

9.5. Please attach a support confirmation letter from auspice organisation:

Attach a file:

9.6. 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.

9.7. Please attach a copy of the auspice organisation's Certificate of Incorporation:

Attach a file:

Applicant Organisation Contact Details

10. Grant project contact *

Title First Name Last Name

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

Position held: *

11. Daytime phone number (Landline number):

Must be an Australian phone number with area code.

11.1. Mobile number:

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12. Email address: *

Must be an email address

Applicant's Support Documentation

13. Does 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.

13.1. Please attach a copy of the applicant's PLI Certificate of Currency or a quote by an Insurance Company:

Attach a file:

14. Bank account name of 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: *

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

Project Details -Tell us about your project

* indicates a required field

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

Yes

No

Applicants applying for \$7,000 or more are required to submit a detailed project plan.

Equity, Inclusion & Wellbeing

2. Project title: *

3. Description of the project: *

Must be no more than 500 words.

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

4. Which of the following Priority Area(s) does the project meet? *

- Building an age friendly Darebin
- Reducing harm of Electronic Gaming Machines
- Improving gender equity
- Improving access and inclusion for the benefit of people with a disability and the broader community
- Improving the wellbeing of Aboriginal and/or Torres Strait Islander communities
- Addressing disadvantage and promoting inclusion of CALD communities including refugees and asylum seekers
- Addressing health inequity and discrimination across Darebin's diverse communities

At least 1 choice must be selected.

For further details about Priority Areas, please refer to the Darebin Council Plan 2021-2025 and the Darebin Health & Wellbeing Profile

5. Please explain how your project contributes to the priority / priorities selected above: *

Word count:

Must be no more than 300 words.

About the project

6. Is this project in collaboration or partnership with another organisation / group? *

Yes

No

6.1 If you responded 'Yes' to question 6, please provide the name(s) of the group / organisation:

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6.2. If you responded 'Yes' to question 6.1, please attach evidence of collaboration/partnership:

Attach a file:

Letter of support from collaborating or partner organisation is required.

7. Project start date: *

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

7.1 Project completion date:

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

8. 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 suburbs (e.g. East Preston) please choose 'Other' and specify your location.

9. Why is the project needed? *

Word count:

Must be no more than 300 words.

10. What community needs does this project respond to and how have you identified these community needs? *

Word count:

Must be no more than 300 words.

11. What is the aim of the project? *

Word count:

Must be no more than 300 words.

12. What are the expected outcomes of your project? *

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Word count:

Must be no more than 300 words.

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

Word count:

Must be no more than 300 words.

14. How will you monitor and report on the project? What process and impact measures will be included? *

Word count:

Must be no more than 300 words.

15. 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

Risk Assessment

16. Will your project involve supplying food for participants? *

- Yes
 No

16.1 If you responded 'Yes' to question 16, will the food be provided by volunteers or by a commercial caterer?

Risk Assessment continued.

16.2 How will you manage COVID-19 and other risks to safely manage this project? How do you plan to minimise these risks?

Word count:

Must be no more than 300 words.

How will you manage COVID-19 & adhere to DHHS Guidelines? <https://www.betterhealth.vic.gov.au/coronavirus-covid-19-victoria>

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Who will benefit from this project?

17. 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 (CALD) people | <input type="checkbox"/> Carers of people with a disability |
| <input type="checkbox"/> Young people (12 - 20) | <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 | | |

At least 1 choice must be selected.

18. How will this project support one or more of the above priority groups? *

Word count:

Must be no more than 200 words.

18.1. How will the priority groups (above) be included in the design and implementation of the project? (co-design) *

Word count:

Must be no more than 300 words.

19. 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

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

Must be a number

20. Do you expect people from Culturally and Linguistically Diverse (CALD) backgrounds to be involved in the project? *

- Yes No

20.1. If you responded 'Yes' to question 20, please specify their background:

For example: Chinese, Sudanese, Somali etc.

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

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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>

21.1 If yes, does your group/organisation have Policies and Procedures for Safeguarding children and young people?

Yes
 No

If you answered yes to question 21.1, can you please describe how your group/organisation will safeguard children and young people from harm for this project?

Volunteer Involvement

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

Yes
 No

22.1. If you responded 'Yes' to question 22, please outline how you will support volunteers in the implementation of the project? *

Word count:

Must be no more than 300 words.

If you answered 'No' above, please type N/A

23. 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 gender diverse people, or you think this may occur as a side-benefit to your initiative.

23.1 If you responded 'Yes' to question 21, please outline how this will be applied?

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>

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Financial Information - All applicants to complete

* indicates a required field

Financial Information for the Current Grant Application

1. Amount requested from Darebin City Council in this application: *

\$

Must be a dollar amount.

This amount should match the amount in the budget grid below: Amount sought from Council

2. If an amount less than what you have requested is recommended, is the applicant prepared 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 you responded 'Yes' to question 2, which item/s in the Budget (below) is/are crucial to implementing the project? Please list these 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. Has your group/organisation applied for funding sources other than Darebin City Council for this project? *

Yes

No

4.1 If you responded 'Yes' to question 6, please provide details below:

4.2. Funding Source

4.3. Amount requested

Must be a dollar amount.

4.4. When application's results will be known:

Must be a date.

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

The budget page is the most important part of the application. A very well developed budget shows that the applicant is capable to manage and implement the project / activity.

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 if it 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 Grant (If applicable)	\$	Printing	\$
Volunteers	\$	Publicity & Promotion	\$
Organisation contribution	\$	Materials	\$
Other	\$	Public Liability Insurance	\$
	\$		\$
	\$		\$
	\$		\$

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.

5.2 Volunteer Value Calculator

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

Volunteer costs per hour

Must be a dollar amount.

Number of hours per week

Must be a number.

Number of weeks per year

Must be a number.

Total Volunteer Value

This number/amount is calculated.

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Please include this number in your budget below.

5.3 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 issued by an insurance company
- Current Bank Statement or bank slip which shows banking details: Account Name, BSB and Account Numbers.
- Certificate of Incorporation or an Auspice organisation's Certificate of Incorporation (as applicable)
At least 1 choice must be selected.
If unable to attach any document please contact the Corporate & Community grants officer on 8470 8504

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

- Project Plan

Information and supporting documentation, optional:

- Letter of confirmation from an Auspice organisation (as applicable)
- Relevant promotional brochures or advertising material
- Business Plan or minutes of last AGM meeting.
- Evidence of collaboration/partnership from partner agencies (if applicable).
- Letters of support from Community
- Quotes for budget items
- Child Safeguarding policy

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SUPPORTING DOCUMENTATION

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. 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 *

Title

First Name

Last Name

Position in organisation/ group *

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 your 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