

# 2024/25 Medium Community Grants Environment & Sustainability 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 Community Grants Program](#)
2. This form is for applications for **Environment & Sustainability. 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
  - Promote and engage residents in proposals that address climate change and/or the circular economy
  - Regenerate, enhance and protect natural ecosystems, waterways and biodiversity
  - Build new and/or enhance inter-generational and intercultural partnerships and collaborations between 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/ environmental needs?
- Has the application appropriately engaged with the local community?

##### **Community benefit (25%)**

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

##### **Environmental benefit (30%)**

- Does the proposal identify the expected outputs and outcomes?

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- 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 time-frame?
- 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 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).

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)

### PLEASE NOTE:

*Council requests that in the design of your project plan and in advance of submitting your application for Environment & Sustainability projects, please contact and discuss your project with either of these departments no later than **May 17, 2024***

- Open space activities; please consult with the Parks and Open Space team to discuss your plan and ensure it is suitable for Council Land and it is aligned with Council's Open Space Strategy. Please email: [darebinparks@darebin.vic.gov.au](mailto:darebinparks@darebin.vic.gov.au) for advice and to make a consultation time.
- Climate change and circular economy; please consult the Climate Emergency and Sustainable Transport team to discuss your plan and ensure it is aligned with the Council Plan, Climate Emergency Plan and Waste Strategy. Please email [climateemergency@darebin.vic.gov.au](mailto:climateemergency@darebin.vic.gov.au) for advice and to make a consultation time.

**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.

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- 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

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

- Yes  
 No  
 Not Applicable

**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).

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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).

### 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 Corporate & Community 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 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 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 300 words.

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

Yes

No

**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	<a href="#">More information</a>
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

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**7.1 Approximately how many are Darebin residents? \***

Must be a number

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

Yes  No

Medium Grant applicants must be incorporated or auspiced by an incorporated organisation.

**8.1. If you responded 'Yes' to Question 8, please attach the applicant's 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](mailto:darebingrants@darebin.vic.gov.au) or call 8470 8504 to arrange to bring your documentation to our Customer Service Office at 274 Gower Street, Preston.

**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

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

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### 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	<a href="#">More information</a>
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"/>
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### 11. Position held: \*

### 12. Daytime phone number (landline if available) \*

Must be an Australian phone number with area code.

#### 12.1. Mobile number:

### 13. Email address: \*

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Must be an email address

## Applicant's Support Documentation

**14. 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.

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

Attach a file:

**15. 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.

**15.1. BSB Number: \***

**15.2. Account Number: \***

**15.3. 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. 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.

## Environment and Sustainability

**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. Name of Council officer you have discussed your project with: \***

Must be a staff member of either the Parks and Open Space team or the Climate Emergency and Sustainable Transport team

**4.1 Date you made contact with Council Staff \***

Must be a date.

**5. Which of the following funding priority areas does the project meet? \***

- Promote and engage residents in proposals that address the climate emergency and/or the circular economy
- Respect and preserve our biodiversity, water ways and open space
- Build new and/or enhance inter-generational and intercultural partnerships and collaborations between diverse communities.

At least 1 choice must be selected.

For more information on Priority Areas, please refer to the Council Plan 2021-2025 Climate Emergency Plan, and the Open Space Strategy.

**6. Please explain how the project contributes to the priorities selected above: \***

Word count:

Must be no more than 300 words.

## About the project

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**7. Is this project in collaboration/ partnership with another organisation / group? \***

Yes  No

**7.1 If you responded 'Yes' to question 7, please provide the name(s) of the group / organisation:**

**7.2. If you responded 'Yes' to question 7 please attach evidence of partnership:**

Attach a file:

Letter from partner organisation is required.

**8. Project start date: \***

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

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

**10. Why is the project needed? \***

Word count:

Must be no more than 300 words.

**11. 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.

**12. What is the aim of the project? \***

Word count:

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Must be no more than 300 words.

### 13. What are the expected outcomes of your project? \*

Word count:

Must be no more than 300 words.

### 14. What steps will you take to deliver the project? \*

Word count:

Must be no more than 300 words.

### 15. 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.

### 16. Applicants applying for \$7,000 or more are required to submit a detailed project plan. Please attach this document here.

Attach a file:

Examples of a detailed project plan can be found in the 2024/25 Community Grant Guidelines.

## Risk Assessment

### 17. Will your project involve supplying food for participants? \*

- Yes  
 No

#### 17.1 If you responded 'Yes' to question 18, will the food be provided by volunteers or by a commercial caterer?

Risk Assessment continued.

#### 17.2 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.

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

Who will benefit from this project?

**18. Who do you expect will benefit from this project? (select at least one) \***

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

**18.1 How will this project support one or more of the above priority groups? \***

Word count:

Must be no more than 200 words.

**18.2. 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? \***

If your project includes a 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:**

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For example: Chinese, Sudanese, Somali etc.

### 21. 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>

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

- Yes  No

### 21.2 If you answered yes to question 21, 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 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 23, 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.

## 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 the current application: \*

\$

Must be a dollar amount.

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

Yes  No

#### 4.1 If you responded 'Yes' to question 5, 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:

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Must be a date.

### 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	\$
	\$		\$
	\$		\$
	\$		\$

### 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.

### 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**

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This number/amount is calculated.  
Please include this number in your budget below.

### 5.1 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 (if 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
- Evidence of partnership from partner agencies (if applicable).
- Letters of support from project partners and/or community
- Quotes for budget items



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- Child Safeguarding policy
- Crown land licence agreement (if applicable)

## SUPPORTING DOCUMENTATION

**Project 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](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.

## 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 Darebin Community Grants Program Guidelines 2024/2025. I will contact 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

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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

Thinking of getting solar? 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)