

# 2024/25 Small Community Grants Application Form

## Form Preview

### Before Applying

#### Information

1. Before applying, please read the 2024/2025 Darebin Community Grants Program Information & Guidelines available at [Darebin Community Grants Program](#)
2. **Individuals are not eligible to apply for the Small Community Grants.** Only not-for-profit groups and organisations can apply.
3. This Form is for applications for **Small Grants** Funding only. **The maximum amount available for this grant is \$3,000**
4. **The main aim of this program is to support projects that:**

Fit with the [2021-2025 Council Plan](#) Strategic Directions:

- Strategic Direction 1: Vibrant, Respectful and Connected
- Strategic Direction 2: Prosperous, Liveable and Flourishing
- Strategic Direction 3: Climate, Green and Sustainable

Projects will also need to :

- Address local priorities through new, innovative and creative approaches.
- Have direct a benefit 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, people seeking asylum, LGBTIQ+ people.
- Build new and/or enhance inter-generational and intercultural partnerships and collaborations between diverse communities.
- Provide an alternative to Electronic Gaming Machines (EGMs) and reduce the harm associated with EGM use

#### 5. How the Grant 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 (30%)

- Does the application support the Council Plan Strategic Directions?
- Does the project address the community needs?

##### Environmental benefit (25%)

- 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?

##### Equity and Inclusion (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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### Budget and planning (20%)

- Is the application well planned and achievable within the timeframe?
- Does the budget accurately reflect the scope and scale of the application?

### 6. The maximum funding which can be approved is \$3,000.

7. 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).

**8. Only one small grant application per organisation will be 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 11.59pm (end of day). Late applications cannot be accepted.**

## ELIGIBILITY

\* indicates a required field

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

☐ Yes ☐ No  
Other

### What is a not-for-profit organisation?

- A not-for-profit organisation is an organisation that is not operating for the profit or gain of its individual members. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes.
- A profit for purpose (social enterprise) organisation is one that trades to intentionally tackle social problems, improve communities, provide marginalised people access to employment or training or help the environment.

**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. Is this the first time your group/organisation**

☐ Yes

☐ No

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**applied for a grant through Darebin City Council? \***

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

- ☐ Not Applicable
- ☐ Yes
- ☐ No

If the applicant did not submit an acquittal report for a previous grant, this application will not be eligible for assessment.

**5. Can you provide the following documentation ? Please tick relevant boxes: \***

- ☐ Current Public Liability Insurance Certificate
- ☐ Bank Statement which shows Account Name, BSB and Account Numbers
- ☐ Auspice organisation's banking details (if applicable)
- ☐ None of the above

At least 1 choice must be selected.

**If you answered 'No or None of the above' please call the Corporate & Community Grants Officer on 8470 8504 to discuss the eligibility of your group / organisation to apply for the Darebin Community Grants Program.**

**6. Does your organisation/group currently own or operate Electronic Gaming Machines (EGMs), or receive funding or in-kind support from EGM venues? \***

- ☐ 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.

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*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).

### **6.1 Is the applicant willing to work with Council to develop a transition plan to move to a Council venue or a venue without EGMs and be independent of any reliance on EGM generated funding or support? \***

- ☐ Yes
- ☐ No
- ☐ Not applicable

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

### **6.2 Please explain why you answered 'No' to question 6.1**

This information will be used to determine if Council is able to assist your organisation in order to move away from EGM funding.

## About the Applicant- Tell us about your group/organisation

\* indicates a required field

### Applicant details

Where this application form refers to "the applicant" this refers to the not-for-profit group/organisation applying for funding, not the individual who is completing 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

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members? Recent achievements etc. You might like to include your group's /organisation's website or facebook page link in this too.

**3. Is your group/organisation a Senior Citizens Club/Group? \***

☐ Yes ☐ No

**3.1. If you responded 'Yes' to question 3 is the applicant currently receiving funding from Council's Aged & Disability Department?**

☐ Yes ☐ No ☐ Unsure  
Please specify the amount below

**4. Has your group/organisation been established within the past two years? \***

☐ Yes  
☐ No

**5. Is your group/organisation an arts group/organisation or a group of artists? \***

☐ Yes  
☐ No

**5.1 If you responded 'Yes' to question 5 please indicate whether the applicant is currently receiving funding from Council's Creative Cultures Department?**

☐ Yes  
☐ No  
☐ Unsure  
If yes, please specify amount below.

**6. Does your group/organisation have an ABN number: \***

☐ Yes  
☐ No

**6.1. If you responded 'Yes' to Question 7 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

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ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN

### 7. Group/organisation

**Postal Address: \***

Address

  

Suburb State Postcode

Must be the applicant address and not the Contact person address

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

Address

  

Suburb State Postcode

**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 applicant's certificate of incorporation:**

Attach a file:

If you are unable to attach the document, please contact the Corporate & Community Grants officer

**9. Is this application auspiced by another organisation? \***

☐ Yes

☐ No

### Applicant Organisation Contact Details

**10. Grant project contact: \***

Title

First Name

Last Name

**Position held: \***

**Daytime phone number: \***

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Must be an Australian phone number with area code.

**Mobile number (optional):**

**Email address: \***

### 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 the funding agreement with Council and grant money will be paid directly to the auspice organisation.

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

☐ Yes

**10.2 Auspice organisation name: \***

**Auspice Organisation contact person: \***

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Postal address of auspice organisation:**

Address

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Please attach confirmation letter from the 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

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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.

### Supporting documentation required:

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

- ☐ Yes  
☐ No

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.

**11.1. Please attach a copy of the Certificate of Currency or a quote by an Insurance Company:**

Attach a file:

If you are unable to scan and attach the document, please contact the Corporate & Community Grants Officer on 8470 8504

**12. Bank account name of the group/organisation or auspice organisation: \***

Bank account must be in the same name as the applicant or auspice organisation - not the name of the bank.

**BSB Number: \***

**Account Number: \***

**Payments of approved grants are paid directly to this account. Please ensure that BSB and account numbers are correct.**



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**Please attach the most recent copy of a bank statement or a 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

## Project Details -Tell us about your project.

\* indicates a required field

**1. Project name: \***

**2. Description of project: \***

Must be no more than 500 words.

In this form 'project' may also stand for activities, programs, events etc.

**3. Who is this project for? (Select at least one priority group) \***

- |  |  |
|--|--|
| <input type="checkbox"/> Early Childhood (0 - 5yo)                           | <input type="checkbox"/> LGBTIQ+ people  |
| <input type="checkbox"/> Children (6 - 12yo)                                 | <input type="checkbox"/> Darebin residents on low incomes or experiencing socioeconomic disadvantage |
| <input type="checkbox"/> Young adults (12 - 20)                              | <input type="checkbox"/> People with a disability  |
| <input type="checkbox"/> Seniors (55+)                                       | <input type="checkbox"/> Carers of people with a disability  |
| <input type="checkbox"/> Aboriginal and/or Torres Strait Islander people     | <input type="checkbox"/> Refugees / Asylum Seekers   |
| <input type="checkbox"/> Culturally and Linguistically Diverse (CALD) people | <input type="checkbox"/> Other: <input type="text"/>   |

**4. How many people do you expect to participate and directly benefit from the project? \***

If your project includes a performance, please include the audience as part of your answer

**4.1 How many of the participants are expected to be Darebin residents? \***

Must be a number

**5. How will you involve the selected priority groups in the planning, management and**

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**delivery of this project?**

\*

**6. If you are planning to reach CALD communities, please tell us which ones?**

Word count:

For example, Chinese, Vietnamese, Sudanese, Somali etc.

**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? \***

☐ Across all of Darebin ☐ Thornbury ☐ Preston

☐ Alphington ☐ Kingsbury ☐ Reservoir  
☐ Bundoora ☐ MacLeod ☐ Other:

☐ Fairfield ☐ Northcote

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 this project needed? \***

Word count:

Must be no more than 200 words.

**10. Which of the Council Plan's Strategic Directions matches your project best? \***

☐ Strategic Direction 1: Vibrant, Respectful and Connected  
☐ Strategic Direction 2: Prosperous, Liveable and Flourishing  
☐ Strategic Direction 3: Climate, Green and Sustainable

**10.1 Please explain how the project contributes to the Strategic Direction selected above: \***

Word count:

Must be no more than 200 words.

**11. What benefits will your participants get from your project? \***

Word count:

Must be no more than 150 words

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

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Word count:

Must be no more than 200 words.

**13. Are volunteers involved in the planning, implementation and / or management of this project? \***

- ☐ Yes  
☐ No

**13.1. If you responded 'Yes' to question 13, how many volunteers do you estimate will be involved in this project?**

Must be a number.

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

- ☐ Yes ☐ No

**14.1. If you responded 'Yes' to question 14 please provide the name(s) of the group / organisation:**

**14.2. If you responded 'Yes' to question 14 please attach evidence of this collaboration/partnership \***

Attach a file:

Letter of support from a partner organisation is required.

**15. 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>

**15.1 If you answered yes to question 15, can you please describe how your group/organisation will safeguard children**

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and young people from harm for this project?

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

- ☐ Yes  
☐ No

**15.3 If yes , please provide a copy.**

Attach a file:

**16. 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 at least 50 words.

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

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

## Financial Information

\* indicates a required field

FINANCIAL INFORMATION - All applicants to complete

**1. Total amount requested from Darebin City Council for this project: \***

Must be a dollar amount no more than \$3,000

**2. If an amount is recommended less than the amount requested is recommended, 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 that which you have requested. If you answer 'No', your application will either be recommended the full amount requested or be declined.

**Small Grants applicants may also be eligible to apply for Venue Hire Support Grants to assist them in completing their project. For more information, refer to the Darebin Community Grants Program Guidelines 2024/2025.**

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**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.

### Budget

Please note that 'Total Income' should equal 'Total Expenditure' (and include the amount sought from Council).

'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.

Please feel free to add / delete / change items in the Expenditure column to fit with the implementation of your proposal.

Standard rates for volunteer contributions is \$41hr. Here is a [link](#) for volunteer rate calculations.

Income	\$	Expenditure	\$
Items in the Expenditure Column			
Cash Grant sought from Council	\$	Fees for temporary staff	\$
Venue Hire Support Grant (if applicable)	\$	Promotion & Publicity	\$
Volunteers	\$	Printing	\$
Other	\$	Transport	\$
	\$	Materials	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Total Income should equal Total Expenditure.

**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.

### Supporting Documentation

\* indicates a required field

### Application Checklist

**Please complete the checklist below and attach required supporting documentation in the next section.**

**Information and supporting**

☐ Current Public Liability Certificate or a quote for Public Liability Insurance

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### documentation that must be provided: \*

☐ Current Bank Statement or Bank Slip which shows banking details (i.e. account name, BSB and account number)

☐ Certificate of Incorporation

At least 1 choice must be selected.

### Information and supporting documentation, optional:

☐ Auspice organisation's Certificate of Incorporation (if applicable)

☐ Event Plan including risk management for large events, performances and festivals (if applicable)

☐ Relevant promotional brochures or advertising material

☐ Evidence of collaboration/partnership from partner agencies (if applicable)

☐ Letters of support from Community

☐ Quotes for budget items

## SUPPORTING DOCUMENTATION

**Please upload any extra supporting documentation below. Quotes for items of \$1,000 or more 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 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

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**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.

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)

