

2025/26 Older and Active Community Grant Application

Form Preview

Before Applying

Information

1. Before applying, please read the [2025-26 Older and Active Community Grant Guidelines](#).
2. This application form is for **2025-2026 Older and Active Community Grant only**. **The maximum which can be approved for this grant is \$3,000**. For groups who are not incorporated, the maximum amount that may be funded is \$2,000. Please see the guidelines for further clarification.
3. This grant program is for applications from Older Adult Community Groups that are based in or provide activities in the [City of Darebin](#). For the purposes of this grant, an Older Adult Community Group can be defined as a Senior Citizens Club, hobby or interest group that has a majority (>50%) of its members that are aged over 50+ years.
4. The focus areas of this grant program are:
 - To provide support for new and emerging Older Adult groups, especially those who can address an unmet need to the Darebin community, with a particular focus on emerging cultural groups and groups from Aboriginal and Torres Strait Islander communities.
 - To increase social connection amongst older adults within the City of Darebin, particularly those who are feeling socially isolated and/or experience barriers to social connection.
 - To empower the local community to host age-friendly events that promote active and healthy lifestyles for older adults within the City of Darebin.
5. Looking for venue hire? Apply for up to \$2,000 to use at a Darebin venue or other non-Darebin Council venues for your activity/project.

Darebin venues available for this grant are listed here:

[East Preston Senior Citizens Centre](#)

[Reservoir Senior Citizens Centre](#)

[Clyde Street Community Hall](#)

[East Reservoir Senior Citizens Centre](#)

[Preston City Hall](#)

[GE Robinson Pavilion](#)

[Northcote Senior Citizens Centre](#)

[Preston Shire Hall](#)

[The Regent Centre](#)

[Donald Street Community Hall](#)

Please note: It is a requirement to have quotes for your preferred venue/s to complete your application. Please contact the venue directly for bookings and quotes to complete your application. Further details can be found in the [2025-2026 Older and Active Community Grant Guidelines](#).

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**Closing date for applications is Monday 24 March 2025 at 11.59 pm (end of day).
Late applications cannot be accepted.**

Section 1: Eligibility

* indicates a required field

1. Is your group not-for-profit? *

☐ Yes ☐ No

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 winds up.
- 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. Is your group based in the City of Darebin? *

☐ Yes ☐ No

3. Has your group previously received funding or in-kind venue support from Darebin City Council? *

☐ Yes ☐ No ☐ Not sure
If you are not sure, please call the Community Development Officer on 8470 8114 to discuss your group's eligibility.

4. Does your group currently own or operate Electronic Gaming Machines (Pokies)? *

☐ Yes
☐ No

4.1 Does your group receive funding or in-kind venue support from Electronic Gaming Machines (Pokies) venues? *

☐ Yes
☐ No
Note. In-kind support includes free access to a venue with Electronic Gaming Machines (Pokies) and donated supplies.

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 pokie

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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 an EGM transition plan or have questions about your eligibility to access Council funding and resources, please contact Community.Wellbeing@darebin.vic.gov.au.

Section 2: About the Applicant - Tell us about your group

* indicates a required field

1. Name of the group *

2. Tell us briefly about your group 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 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 website or Facebook page link in this too.

3. Group Postal Address *

Address

Suburb State Postcode

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4. Group Meeting Address

Address

Suburb State Postcode

5. Is your group registered as an incorporated association or not-for-profit organisation? *

☐ Yes

☐ No

If you selected no, you can still apply for up to \$2,000 with a group bank account or up to \$3,000 with the support of an auspice. See 2025-2025 Older and Active Community Grant guidelines for details.

5.1 Please attach the certificate of incorporation (if applicable)

Attach a file:

Incorporated associations please upload incorporation certificate. If you are unable to attach the document or unsure what document is required, please contact the Partnership & Community Grants Officer: T +613 8470 8504

5.2 Organisation ABN (if applicable)

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.

Not-for-profit organisation please provide ABN number as evidence of not-for-profit status.

Application Contact Details

6. Grant project contact: *

First Name

Last Name

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Position held: *

Group President, Leader, Secretary, Manager, etc

Daytime phone number: *

Must be an Australian phone number with area code or a Mobile phone number

Email address: *

7. Is this application auspiced by another organisation? *

- ☐ Yes
☐ No

An auspice organisation can be an incorporated organisation or not-for-profit organisation that can support a group that is not incorporated to apply for a grant. The auspice organisation then 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.

Auspice Organisation Details

An auspice organisation can be an incorporated organisation or not-for-profit organisation that can support a group that is not incorporated to apply for a grant.

The auspice organisation then 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.

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

- ☐ Yes

Auspice organisation name: *

Auspice organisation contact person: *

First Name

Last Name

Postal address of auspice organisation:

Address

Suburb State Postcode

Please attach a letter of support from the auspice organisation: *

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Attach a file:

Does this organisation agree to support your application?

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 an ABN.

8. Does your group or auspice have public liability insurance? *

- ☐ Yes
☐ No

For information about Public Liability Insurance (PLI) please refer to the [2025/2026 Older and Active Community Grant Guidelines](#). If your group 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.

8.1 Please attach a copy of the Certificate of Currency or a quote by an Insurance Company:

Attach a file:

Public Liability Insurance or the quote must be in the same name as the group or auspice organisation. The cost of Public Liability insurance can be included in the budget for this grant.

Section 3: Project Details - Tell us about your project

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* indicates a required field

1. What is your project about? *

Must be no more than 500 words.

In this form 'project' can include activities, programs, events etc.

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

- | | |
|--|---|
| <input type="checkbox"/> Older adults (50+ years old) | <input type="checkbox"/> People from culturally and linguistically diverse (CALD) backgrounds |
| <input type="checkbox"/> Aboriginal and/or Torres Strait Islander people | <input type="checkbox"/> LGBTIQ+ people |
| <input type="checkbox"/> Carers of people with disability | <input type="checkbox"/> Recently arrived migrants |
| <input type="checkbox"/> Darebin residents on low incomes or experiencing socioeconomic disadvantage | <input type="checkbox"/> Refugees and/or people seeking asylum |
| <input type="checkbox"/> People who are Deaf or with disability | <input type="checkbox"/> Other: <div></div> |

At least 1 choice must be selected.

3. What age groups will benefit from this project? *

- ☐ < 30 years ☐ 30-40 years ☐ 40-50 years ☐ 50-60 years ☐ 60-70 years ☐ 70-80 years ☐ 80-90 years ☐ 90+ years

4. Why is this project needed? *

Word count:

Must be no more than 500 words.

5. Which focus area(s) matches your project best? *

- ☐ 1. To provide support for new and emerging Older Adult groups, especially those who can address an unmet need to the Darebin community, with a particular focus on emerging cultural groups and groups from Aboriginal and Torres Strait Islander communities.
- ☐ 2. To increase social connection amongst older adults within the City of Darebin, particularly those who are feeling socially isolated and/or experience barriers to social connection.
- ☐ 3. To empower the local community to host age-friendly events that promote active and healthy lifestyles for older adults within the City of Darebin.
- (It can be more than one)

6. How does your project support the focus area(s) you have chosen? *

Must be no more than 300 words.

7. In which of the following suburb(s) will

- ☐ Across all of Darebin ☐ Kingsbury ☐ Reservoir

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the project be delivered? *

- | | | |
|-------------------------------------|------------------------------------|--|
| <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.

8. How many people do you expect to participate in your project? *

- | | | | | | |
|----------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|---|
| <input type="radio"/> <10 people | <input type="radio"/> 10 - 25 people | <input type="radio"/> 25 - 50 people | <input type="radio"/> 50 - 75 people | <input type="radio"/> 75 - 100 people | <input type="radio"/> Other: <input type="text"/> |
|----------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|---|

This can be an estimate.

8.1 What percentage of participants of your project do you expect to be Darebin residents? *

- | | | | | | |
|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---|
| <input type="radio"/> 0% | <input type="radio"/> 25% | <input type="radio"/> 50% | <input type="radio"/> 75% | <input type="radio"/> 100% | <input type="radio"/> Other: <input type="text"/> |
|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---|

This can be an estimate.

9. Project Start Date *

Must be a date and no earlier than 1/5/2025.

9.1 Project Completion Date *

Must be a date and no later than 30/4/2026.

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

- | | |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
|---------------------------|--------------------------|

10.1 Please provide the name(s) of the group/organisation that this project is in collaboration with:

10.2 Please attach a letter of support or other evidence of this collaboration/partnership

Attach a file:

Letter of support from Community or from a partner organisation is required.

11. Does this project involve contact with children or youth? *

- | |
|---------------------------|
| <input type="radio"/> Yes |
| <input type="radio"/> 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,

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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>

11.1 Please describe how your group will safeguard children and young people from harm in this project? *

Word count:

11.2 Please attach a copy of the Child Safe Policy (if available)

Attach a file:

12. How will you manage risks including COVID-19 to safely manage this project? How do you plan to minimise these risks? *

Word count:

Must be no more than 300 words.

If you are planning an event, take a look at Darebin's Event Planning Guide. <https://www.darebin.vic.gov.au/Events-and-facilities/Events/Plan-an-event/How-to-plan-your-event>

12.1 Please provide a copy of the risk management plan (if applicable)

Attach a file:

Section 4: 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 and no more than 3000.
Please check 2025-2026 Older and Active Community Grant Guidelines to determine how much funding your group can apply for.

Venue Hire and Quotes

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The 2025-2026 Older and Active Community Grant allows up to **\$2,000** of the total awarded grant to be used on venue hire either at specific Darebin Council venues or external non-Darebin Council venues.

Booking dates will be accepted for funding between **1st May 2025 - 30th April 2026**.

As part of the application process, the venue booking officer will provide you with a quote based on the number of bookings you request. It may not include costs associated with staffing costs required to facilitate the event, providing a bond or equipment hire provided by the venue (e.g. data projectors, sound system, portable stage etc). Eligible applicants may also choose to use the funds to cover costs associated with venue hire (e.g. equipment hire, public liability insurance etc.).

Please note that funding for venue hire may not guarantee your requested dates and times at your preferred venue. Bookings are only 'tentative' and need to be confirmed with respective booking officers after you receive confirmation of funding for this application.

If your application for venue hire is approved for part-funding, you will have the choice to pay the difference or reduce the number of bookings you were quoted for.

Option One - Darebin Council Venues

Council venues are highly sought after and Darebin City Council will try to accommodate as many requests as possible. Groups may be asked to make some contribution towards the cost of hiring the most popular venues.

Please select which of the following venues you have tentatively booked for your project:

- | | | |
|---|--|--|
| <input type="checkbox"/> East Preston Senior Citizens Centre* | <input type="checkbox"/> Reservoir Senior Citizens Centre* | <input type="checkbox"/> Donald Street Community Hall* |
| <input type="checkbox"/> East Reservoir Senior Citizens Centre* | <input type="checkbox"/> Preston City Hall | <input type="checkbox"/> Clyde Street Community Hall* |
| <input type="checkbox"/> Northcote Senior Citizens Centre* | <input type="checkbox"/> Preston Shire Hall | <input type="checkbox"/> GE Robinson Pavilion* |
| <input type="checkbox"/> The Regent Centre* | | |

Please note, venues marked with an asterisk (*) require the hirer to set up and pack up the venue themselves and are also venues that are unstaffed.

Booking Start Date

Must be a date and between 1/5/2025 and 30/4/2026.

Booking end date

Must be a date and between 1/5/2025 and 30/4/2026.

How often will you use the venue you have requested?

- ☐ Daily ☐ Weekly ☐ Fortnightly ☐ Monthly

Other

Total number of bookings

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Must be a number.

Full cost quoted by venue staff:

Must be a dollar amount.

Please attach the quote provided by the booking officer for this venue.

Attach a file:

Option Two (Non-Darebin Council Venue)

Venue Name

Venue Address

Address

Booking start date

Must be a date and between 1/5/2025 and 30/4/2026.

Booking end date

Must be a date and between 1/5/2025 and 30/4/2026.

How often will you use the venue you have requested?

☐ Daily ☐ Weekly ☐ Fortnightly ☐ Monthly

Other

Total number of bookings:

Must be a number.

Full cost quoted by venue staff:

Must be a dollar amount.

Please attach the quote provided by the booking officer for this venue.

Attach a file:

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Venue Hire Summary:

The maximum amount that can be awarded for venue hire is **\$2,000**. This amount can be quoted for one venue OR for more than one venue.

2. Total amount requested as Venue Hire: *

Must be a dollar amount.

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.

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

Income	Amount (\$)	Expenditure	Amount (\$)
Cash Grant sought from Council	\$	Fees for temporary staff	\$
	\$	Venue Hire	\$
Other	\$	Printing	\$
	\$	Transport	\$
	\$	Materials	\$
	\$	Catering	\$
	\$	Uniforms/Costumes/ etc	\$
	\$		\$
Items in the income Column	Must be a dollar amount.	Items in the expenditure column	Must be a dollar amount Must be a dollar amount.

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.

Section 5: Supporting Documentation

Application Checklist

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Please complete the checklist below and attach required supporting documentation to complete your application.

Information and supporting documentation

- ☐ Current Public Liability Certificate or a quote for Public Liability Insurance
- ☐ Certificate of Incorporation or Auspice organisation's Certificate of Incorporation (if applicable)
- ☐ Event Plan including risk management for large events, performances and festivals (if applicable)
- ☐ Letters of Support from collaborating or partner agencies
- ☐ Quotes for venue hire
- ☐ Quotes for items over \$1,000 will need to be included here.

If you are unable to attach any of the documents requested above, please contact the Community Grants Officer E: darebingrants@darebin.vic.gov.au T: 8470 8504

SUPPORTING DOCUMENTATION

Please upload any extra supporting documentation.

Supporting documentation

Attach a file:

If you are unable to scan and upload the supporting documentation, please contact the Partnerships & 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.

Section 6: 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 group.

I have read the accompanying guidelines and information provided to applicants with this application form, and in the [2025-2026 Older and Active Community Grant Guidelines](#). I will contact Darebin City Council immediately if any information provided in this application changes or is incorrect.

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Name *

Title

First Name

Last Name

Position in group *

President, Secretary etc.

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

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