

# Partnerships Grants Program Application Form

## Form Preview

### Organisation Name and Contact Details

\* indicates a required field

#### Important Information

Before completing this application form please read the [Large Community Grants Program Guidelines](#).

For certain projects, additional compliance with events, permits and insurances may be required. Please consider the Victorian Government regulations and advice regarding [COVID Safe Events](#).

When you have completed your application form, please ensure you click **SUBMIT** at the end of the form. You will receive a confirmation email to confirm your application has been received.

The Community Development Funding Team are here to help. We encourage you to speak to our team if you need support or assistance with your application. The team can be contacted on (03) 8571 1432 or via [commgrants@cgd.vic.gov.au](mailto:commgrants@cgd.vic.gov.au).

All the best on behalf of the Community Development Funding Team!

#### Confirmation of Eligibility

I confirm that the applicant:

- has read and understands the program guidelines.
- is a not-for-profit incorporated association or similar incorporated legal structure
- is not a sports club, social or recreational group
- is an organisation based within Greater Dandenong.
- has complied with conditions of any previous funding provided by the City of Greater Dandenong.
- has effective governance and financial management systems including required Public Liability Insurance (\$20million or higher).
- provides services open to the wider community or services and programs for diverse and vulnerable communities
- supports the provision of social inclusion, community development and local learning opportunities for people at all stages of life.

**Please select below: \***

Yes

You must confirm that all statement above are true and correct.

#### Applicant Details

**Organisation name \***  
Organisation Name

**Postal address \***  
Address

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Provide full name registered with Consumer Affairs Victoria, Australian Business Register or equivalent.

Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Applicant website**

Must be a URL.

## Contact Details

### Primary Contact

**Primary contact person \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

This is the main person we will correspond with about this grant.

**Position held in organisation \***

e.g. Manager, Board Member, Fundraising Coordinator

**Contact phone number \***

Must be an Australian phone number. Please include the area code.

**Contact email address \***

Must be an email address.  
Must be an email address that is current and checked regularly.

### Secondary Contact

**Secondary contact person \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please nominate a second person we can correspond with about this grant.

**Position held in organisation \***

e.g. Manager, Board Member, Fundraising Coordinator

**Contact phone number \***

Must be an Australian phone number. Please include the area code.

**Contact email address \***

Must be an email address that is current and checked regularly.

## Organisation Status and Eligibility

\* indicates a required field

**What is the purpose of your organisation? \***

Word count:

Must be between 10 and 200 words.

If your organisation has a Statement of Purpose please include this.

**Please indicate if any of the following applies to your organisation: \***

- |   |   |
|---|---|
| <input type="checkbox"/> Sport club                   | <input type="checkbox"/> Artistry or performance group        |
| <input type="checkbox"/> Hobby club                   | <input type="checkbox"/> Educational institution              |
| <input type="checkbox"/> Senior group                 | <input type="checkbox"/> Social Support Services              |
| <input type="checkbox"/> Youth group                  | <input type="checkbox"/> Religious or faith-based institution |
| <input type="checkbox"/> Childrens and families group | <input type="checkbox"/> Interfaith                           |

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- Cultural group
- Service club
- Environmental group
- Social support group
- Peak body
- Social enterprise
- Other:

**What is the location where is your organisation based/delivers it's services from? \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

**How long have you provided services in the City of Greater Dandenong? \***

**Please provide the number of hours per week that your organisation is open to the community: \***

Must be a number.

**What is your organisation's legal structure? \***

Unincorporated Organisations must be auspiced in order to be eligible for this grant.

**What is your organisation's annual revenue? \***

- Less than \$50,000
- \$50,000 or more, but less than \$250,000
- \$250,000 or more, but less than \$1 million
- \$1 million or more, but less than \$10 million
- \$10 million or more.

**Does your organisation have an ABN? \***

- Yes
- No

**What is your incorporation number or equivalent? \***

**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 an ABN.

**Is your organisation faith based, faith affiliated or politically affiliated? \***

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Yes

No

### Does your project promote specific political or religious views?

Yes

No

The Large Grants Guidelines prohibits Council funding to be used on projects that promote specific political or religious views. Please contact the Funding Team for advice before proceeding.

### What steps is your organisation taking to ensure that Council funding is not used to promote religious or political views? \*

Word count:

Must be between 10 and 50 words.

Under the program guidelines, activities that promote specific political or religious views are ineligible. Faith based organisations can apply for grants, as long as the activity is not used to promote religious views.

## Attachments

### Please attach a copy of your organisation's documents below:

#### Most recent Annual Financial Statement \*

Attach a file:

Your financial statement should include a Profit and Loss Statement/Statement of Financial Performance and a Balance Sheet/Statement of Financial Position. If your organisation is newly formed please attach a year-to-date Financial Statement. For more information on Financial Statements and auditing requirements for incorporated associations, please check out the Consumer Affairs Victoria by clicking [here](#).

## Victorian Child Safe Standards

All Victorian organisations that provide services or facilities to children are required by law to comply with the Child Safe Standards. Information is available in multiple languages, please click [here](#) for further information.

### Does your organisation provide services or facilities to children or engage children as contractors, employees or volunteers whether paid or unpaid? \*

Yes

No

Child means a child or young person who is under the age of 18 years

### Will children ever attend activities/events that you organise? \*

Yes

No

Child means a child or young person who is under the age of 18 years

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As your activity involves working with any person under the age of 18, you agree to be compliant with legislation and regulations relating to child safety including but not limited to the Worker Screening Act 2020 and the Working with Children Regulations 2016. In addition, you agree to work in compliance with the Victorian Child Safe Standards <https://ccyp.vic.gov.au/child-safety>.

If your organisation is not yet fully compliant with the Child Safe Standards, you agree to be actively working towards compliance to the satisfaction of the Commission for Children and Young People and will report progress towards this to the City of Greater Dandenong as requested.

Please note, successful applicants may be requested by Council to provide evidence of compliance with Child Safe Standards.

**Organisation agrees to be compliant with relevant legislation. \***

Yes

## Project Information

\* indicates a required field

### Project Brief Outline

**Project title - What is the name of your project? \***

Must be no more than 10 words.

Your title should be short but descriptive.

**Project summary \***

Word count:

Must be between 10 and 150 words.

Provide a short clear overview of your project. Include what you are planning, where it will be held (location), how many people will attend and who will participate.

**Who are the primary beneficiaries of this project/program? \***

No more than 5 choices may be selected.

Choose the main group/groups who will receive the most benefit from this project.

**What are the primary areas of focus for this project/program? \***

No more than 5 choices may be selected.

List the main area this project relates to e.g. Arts, Sport, Health, Community Development.

### Deliverables

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Please detail below the deliverables that you are requesting funding for that form your service and how you intend to measure their performance (Key Performance Indicator). The start and end dates detail how long the deliverable/activity will run over the project period.

Deliverables	Key Performance Indicator	Start date	End date	Explanatory notes
One per row. Add more rows if you want to list additional activities that are form your service/project	How will you measure the impact or performance of the stated deliverable?	Must be a date and between 1/9/2024 and 30/6/2026.	Must be a date and between 1/9/2024 and 30/6/2026.	

## Outcomes

Please click on 'Maximise" to expand the table to full screen. Further information on Outcomes can be found by [clicking here](#).

**Which of the Council outcomes will your project aim to achieve/progress towards? How will your deliverables help to achieve/make progress towards this outcome?**

Which of our outcome goals will your project contribute to? If multiple apply, pick the most relevant. If you would like to add more outcomes, please click the plus sign at the end of the row or the "Add More" button in the bottom right corner. You must select at least 1 outcome. You can add up to a maximum of 5. No more than 1 choice may be selected.	Please explain how your project activities contributes to achieving the outcome. Must be between 10 and 150 words.

## Project Rationale

Under Rationale, please answer the following questions:

- How is your service essential to the health and wellbeing of the community?
- How does your service assist Council to fill a Strategic Gap?
- How does your service support the provision of social inclusion, community development and local learning opportunities for people at all stages of life?

Please also provide evidence of this under the Evidence section, detailing the need for your service and requirement for Council funding.

**Note:** Statistical information about trends and conditions in health, housing, education, employment, settlement and cultural diversity, gambling, crime, and other issues can assist with the preparation of submissions, advocacy, service planning and delivery. This information is available free-of-charge, from the Greater Dandenong Council website at [greaterdandenong.vic.gov.au](http://greaterdandenong.vic.gov.au). Just type 'social statistics' in the search box at the top of the screen. Then, on the screen which appears, click on 'Statistics and Data' and select a topic of interest.

Please click on 'Maximise" to expand the table to full screen.

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### Rationale

Must be between 10 and 500 words.

### Evidence

Must be between 10 and 250 words.

## Participation

A metric is a measurement designed to indicate the level of progress towards achieving an outcome. Each project is required to address six mandatory metrics listed below. If successful you will need to report on these metrics. Please click on 'Maximise' to expand the table to full screen.

Metric	Target	Collection method	Explanatory notes
One per row. Add more rows if you want to list additional metrics. This question is read only.	Identify a target for this metric - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. Attendance count, survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/estimation, government or public dataset (e.g. Census), other datasets. Must be no more than 50 words.	Add notes if you need to provide more context.
Total Number of participants who benefit from the project			
Number of participants who are Greater Dandenong residents			
Number of volunteers involved in the project			
Number of volunteers from the City of Greater Dandenong			
Estimated total number of volunteer hours contributed			
Number of paid staff involved in the project			

## Capacity and Risk

Now that we know about your project/program, we want to find out more about your ability to undertake the work you propose.

**Please provide some information about your organisation that will give confidence that the work described in this application can be completed on time and within budget. Include your organisation's experience/expertise and how you are going to manage potential projects risks: \***

Word count:

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Must be between 10 and 150 words.

Include in this section information about how you will make sure to complete the project/program within the proposed timeline. Provide information also about any past work that may demonstrate your organisation's capacity to undertake the work described in this application (e.g. staff, volunteers, expertise, etc).

### Partnerships

Will any other groups or organisations contribute to or assist with delivery of the project? If so please provide details in the table below. Please click on 'Maximise' to expand the table to full screen.

Organisation	Contact Person	How will they be involved?

### Supporting Healthy Partnerships

City of Greater Dandenong is looking to guide community organisations and grant applicants towards creating healthier partnerships when engaging with the Community Grants Program. Healthier partnerships promote moving away from supporting harmful industries such as alcohol, tobacco and gaming industries. By doing this, Council can create an environment where community organisations and grant applicants seek healthier local options to support their community events and projects.

**Will this grant be used to purchase or promote the consumption of alcohol, tobacco or increase exposure to gaming activities? \***

Yes  No

**Please describe the details of how funding received would be used to support the consumption of alcohol, tobacco or increase exposure to gaming activities? \***

Word count:

Must be between 5 and 100 words.

### Project Budget

\* indicates a required field

Please consider the below points before completing the project budget section:

- Budget to be GST exclusive
- Please provide full details for the entire project cost, not just the portion you wish to be covered by this grant application.
- Please provide clear and detailed information about your project income and expenses.
- Where possible break down larger expenses into smaller items. Do not combine expenses into unclear categories (e.g. "Activity Expenses").

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- Provide clear descriptions for each budget item (e.g. for income: "Entry Fees" or "Business Sponsorship", or for expenses: "Venue Hire" or "Facilitator's Fee").
- Where possible include the unit cost and quantity in the Expenses table (e.g. "Venue Hire \$20 per hour x 12 hours").
- Do not include in-kind contributions in the Income and Expenses tables. These can be listed separately in the In-Kind Support table.
- For organisations that are GST registered all amounts should be GST exclusive.
- Please round up your budget items to 'whole' dollar amounts.
- Your budget **MUST** balance (INCOME LESS EXPENSES should equal \$0).
- Up to 10% of overall cost can be included as part of grant evaluation costs under expenses. The evaluation costs must be included as part of the Total Amount Requested of grant, not as an additional
- Part of the criteria for Partnerships eligibility requires the Organisations receive other source/s of funding.

Please detail below the total amount you are requesting for this project:

**Total Amount Requested**

\$

This number/amount is calculated. How much is the grant that you are requesting from Council? Note: This is referring to cash only not in kind. This should be the same as the first line of the Income section of the Project Budget.

Of the total amount requested, please detail how much is required for each year:

**Year 1 Requested Amount: \***

\$

Must be a dollar amount.

**Year 2 Requested Amount: \***

\$

Must be a dollar amount.

## EXPENSES

Please indicate in the expense description which items are being covered by this grants. You can do this by placing "CGD" behind your expense item. Please click on 'Maximise' to expand the table to full screen.

Applicants are encouraged to include 10% of their overall budget for project evaluation.

Applicants can apply for operating costs associated with the maintenance and administration of an organisation on a day-to-day basis, such as:

- Rent/venue hire, except for venues owned by the applicant.
- Salaries/Wages.
- Overhead costs.
- Utility costs.
- General administration costs.

Expense Description	Quantity	Expense Amount (\$)	Funding Source
E.g. Catering, food, equipment, venue hire, staffing, facilitator, etc.			Please tell us where the funding will come from (either Council or other income source).
		\$	

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		\$	
		\$	
		\$	
		\$	
		\$	

**TOTAL EXPENSES**

\$

**INCOME**

Include any income including group contributions and other grants in this section. The Grant Amount requested under this income section must be the same as the *Total Amount Requested*. Please click on 'Maximise' to expand the table to full screen.

NOTE: Part of the criteria for Partnerships eligibility requires the Organisations receive other source/s of funding.

Income Description	Income Amount (\$)
Grant Requested from this Grants Program	\$
	\$
	\$
	\$
	\$
	\$

**TOTAL INCOME**

\$

**INCOME LESS EXPENSES** (This amount should be zero)

\$

**IN-KIND SUPPORT**

In kind refers to goods, services, and transactions not involving money or not measured in monetary terms. What in-kind contributions have been made toward the project?

Non-financial inputs could include staff time, volunteer labour, borrowed equipment, donated materials, free use of facilities or other pro bono or in-kind contributions and support. We suggest that general volunteer labour is valued at \$43 per hour. Project management, supervision or donated professional services may be valued at the prevailing market rate.

In-Kind Item	Estimated Value (\$)
	Must be a dollar amount.
	\$
	\$
	\$

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	\$
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### TOTAL IN-KIND SUPPORT

\$

This number/amount is calculated.

### TOTAL PROJECT VALUE

\$

This number/amount is calculated.

## Evaluation

### How does your organisation intend to evaluate operating costs being applied for above? \*

Welcome to refer back to Key Performance Indicators. Here, we would like to understand the evaluation plan.

## Operational Sustainability

Operational Sustainability considers the need for growth and/or support to become a sustainable organisation long term. When answering the question below, please consider the following:

- Longer-term operation to maximise community and client engagement.
- Longer-term funding commitment to support the recruitment and/or retention of qualified personnel.

### Please share below how the funding above will support your organisation to build operational sustainability long term? \*

How will the funding support the longevity of the organisation and help to adopt sustainable financial practices that allows for long term operations.

### How does your organisation commit to increasing efficiency and effectiveness though the delivery of strategies to support the organisation's sustainability? \*

#### Please attach quotes for large budget items:

Attach a file:

Quotes are strongly encouraged as part of the guidelines for larger expense items that will be

#### What is the minimum funding amount from Greater Dandenong City Council this program/project can be run with for the whole project? \*

\$

Must be a dollar amount.

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paid from the requested grant. For items \$1,000 to \$2,999 please provide one quote and for items of \$3,000 or more, two quotes. If you need full amount, just type full grant amount. Only change if you CAN run with minimum amount.

### Additional Attachments:

Attach a file:

Any further information can be added here. This includes videos, support letters, etc. Please note that this is not necessary.

## Certification and Feedback

\* indicates a required field

### Privacy Collection Statement

The personal information is being collected by the Greater Dandenong City Council for the sole purpose of Council's Community Grants Program. Your personal information will be held securely and used solely for the purpose it is collected for or a directly related purpose. It will not be disclosed to any external party without your written consent, unless required or authorised by law. If you fail to provide the requested information, Council may be unable to process your application. If you wish to access or amend your personal information, or if you believe your personal information has been breached, please contact Council's Information Privacy Officer on 8571 1000. Greater Dandenong City Council is strongly committed to the responsible handling of personal information and is compliant with the Privacy and Data Protection Act 2014 and the Health Records Act 2001. A copy of Council's Privacy and Personal Information Policy is available on Council's website at [www.greaterdandenong.com](http://www.greaterdandenong.com).

### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I am authorised by my group/organisation to complete this form and I certify that to the best of my knowledge the statements made within this application are true and correct and I will inform Greater Dandenong City Council about any inaccuracies or changes. I understand that if Greater Dandenong City Council approves a grant, I will be required to accept the conditions of the grant as outlined in the grant application, policy and/or letter of approval.**

**I agree \***

Yes

**Name of authorised person \***

Title First Name Last Name

  

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

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Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact phone number \***

Must be an Australian phone number.  
Please include the area code. We may contact you to verify that this application is authorised by the applicant organisation.

**Contact Email \***

Must be an email address.

**Date \***

Must be a date.

When you have completed this form please click the **REVIEW** button at the end of this page. At the end of the review page press **SUBMIT**. Each applicant will receive a confirmation email when they successfully submit the form. If you haven't received the confirmation email please contact the Community Development Funding Officer on (03) 8571 1432.

## Application Support and Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback on the application process and support provided. Your feedback is highly regarded and welcome.

**How did you learn about the Council's Community Grants Program? \***

- Previous applicant
- Information provided by Council officer
- Social Media
- Newspaper advertisement
- Community Development E-Newsletter
- Council website
- Word of mouth
- Other:

**Have you attended a grant information session this round? \***

- Yes  No

**How many minutes in total did it take you to complete this application? \***

Estimate in minutes i.e. 1 hour = 60 minutes

**Please indicate how you found the online application process: \***

- Very easy  Easy  Neutral  Difficult  Very difficult

**Have you spoken to a Council Officer in the development of your application? \***

- Yes  No

**If yes, what aspect of the project/grant application did you discuss with the officer(s)?**

- Grant round information/guidelines
- Project idea
- Project design
- Budget and quotes
- Completing grant application
- Other:

**Which Council Officer(s) did you speak with?**

**Please provide any comments or feedback regarding your application experience and any suggestions for future improvements:**

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**Word count:**

Must be no more than 100 words.