

# Small Grants Program Application Form

## Form Preview

## Small Grants Program

\* indicates a required field

### Important Information

Before you complete this application form, please read the City of Greater Dandenong [Small Grants Program Guidelines](#).

The Small Grants Program allows individuals and non-profit community organisations to apply for small responsive grants to support delivery of community activities and projects. Applications to the Small Grants Program is open throughout the year.

Community Groups are eligible for one Small Grant Application per financial year:

- Individuals may only apply for Category 1: the Individual Achievement Grant.
- Community Groups can apply for either Category 2, 3 or 4.

The Small Grants Program is open throughout the year and will close end of financial year or once the budget is fully allocated.

If you have any questions or need support with this application please contact the Community Funding Team on (03) 8571 1432 or email [commgrants@cgd.vic.gov.au](mailto:commgrants@cgd.vic.gov.au) . We are here to help.

### Application Category

**Please choose the category you wish to apply for: \***

- Category 1 - Individual Achievement Grant
- Category 2 - Community Group Activity Grant
- Category 3 - Entry Level Grants
- Category 4 - Responsive Project Grants

Please see guidelines for details and/or contact Community Funding Support Officer on 8571 1432.

### Applicant's Details

**Applicant Name: \***

Individual

Organisation

Organisation Name

Title

First Name

Last Name

Please put organisation name unless you are applying for Category 1 as an individual.

**Project/Activity Title \***

Must be no more than 10 words.  
Name your project/activity.

**Contact Person for Enquiries**

Title

First Name

Last Name

**Phone Number \***

Must be an Australian phone number.

**Mobile Number**

Must be an Australian phone number.

**Email \***

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### Mailing Address \*

Address

  

Suburb

State

Postcode

Must be an Australian postcode.

Must be an email address.

## Organisation Details

\* indicates a required field

### Organisation Details

#### Tell us about your organisation and it's purpose: \*

Word count:

Must be between 10 and 100 words.

This can include organisation purpose, when the organisation formed, any regular activities that the organisation provides and where these activities are held..

#### Please indicate which one 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                           |
| <input type="checkbox"/> Cultural group               | <input type="checkbox"/> Peak body                            |
| <input type="checkbox"/> Service club                 | <input type="checkbox"/> Social enterprise                    |
| <input type="checkbox"/> Environmental group          | <input type="checkbox"/> Other: <input type="text"/>          |
| <input type="checkbox"/> Social support group         |   |

#### Is your organisation faith based or affiliated? \*

- Yes  No

Council expects that all faith affiliated organisations answer yes and detail how the funding will not be used to promote religious or political views.

#### 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.

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**Is your organisation a not-for-profit? \***

Yes  No

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

**What is your incorporation number?**

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

Yes  No

**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.

## Eligibility Criteria

**Has your organisation been awarded a small grant from the City of Greater Dandenong this financial year? \***

Yes  No

**Has your organisation fulfilled the conditions and acquittal requirements for any previous grants from the City of Greater Dandenong? \***

Yes  No  N/A

**Will your proposed activity benefit residents of the City of Greater Dandenong? \***

Yes  No

**Does your organisation have a bank account in the organisation's name? \***

Yes  No

If your application is approved, funding can only be paid into an organisation's registered bank account, not an individual person's bank account.

**What year did the organisation form? \***

When did your organisation establish E.g. September 2010

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

Word count:

Must be no more than 10 words.

**Where does your organisation conduct most of its meetings / activities? \***

Where are the organisation's regular activities held.

**Is this the organisation's first time applying for a grant with the City of Greater Dandenong? \***

Yes  No

**Is the applicant a non-profit organisation run by volunteers? \***

Yes  No

**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.

**What is the annual revenue of your group/organisation? \***

Must be a dollar amount.

**Please attach the organisation's Financial Statement. If you are not incorporated, please attach an Income and Expense Statement or Bank Statement. \***

Attach a file:

If you are applying as a local team, orchestra, troupe, artistry group or other unincorporated group please just attach an income and expense statement for the team. All submissions from incorporated groups must include income, expenditure and balance (retained earnings) for the last financial year. Information about financial statements can be found on the [Consumer Affairs Victoria website](#).

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### Auspice

Auspicings helps small or new organisations who are not incorporated or who do not have an ABN or bank account to access grant funds. The auspice organisation accepts legal and financial responsibility for the grant if successful.

An auspice organisation must be incorporated and have an ABN. Applications can be submitted directly by groups being auspicied. However, the funding agreement for successful grants will be made between the auspice organisation and Council, and grant money will be paid directly to the auspice organisation. You will need to provide information from the auspice organisation including: their contact details, ABN, and most recent financial report.

#### **Do you want to apply with an Auspice Organisation?**

- Yes  No

Please note that your organisation will need to organise your own application auspice.

### 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.

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

### Supporting Healthy Partnerships

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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.

## Covid-19 Compliance

- For local government updates, [click here](#).
- For State Government updates, [click here](#).

**Please detail how funds will be used in compliance with current Covid-19 distancing and safety requirements?**

This includes how activities will be run or equipment will be used in relation to government guidelines on Covid-19.

## Auspice Organisation

\* indicates a required field

All organisations must be incorporated or auspiced to be eligible to apply.

An auspice organisation needs to be an eligible incorporated entity. Please ensure that the auspice organisation meets the applicant eligibility criteria.

**Name of auspicing organisation \***

Organisation Name

**Auspice 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.

**Auspice Organisation's Address \***

Address

Information from the Australian Business Register

ABN

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

**Auspicing organisation's website**

Must be a URL.

**Please explain your auspice arrangement. \***

Word count:

Must be no more than 50 words.

Please explain your relationship and responsibilities between you and the auspice organisation.

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.

**Auspice Project Contact \***

Title

First Name

Last Name

**Auspice Project Contact Primary Email \***

Must be an email address.

**Auspice Project Contact Position \***

**Auspice organisation's legal structure \***

**Auspice Project Contact Primary Phone Number \***

Must be an Australian phone number.

**Auspice organisation's incorporation number or equivalent \***

## Attachments

**Please attach a copy of the Auspice Organisation's:**

**Auspice Organisation's 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.

**Letter from the auspicing organisation confirming this arrangement is valid and current \***

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

## Project Delivery

\* indicates a required field

### Category 1 - Introduction

The Individual Achievement Grant allow individuals who are residents of the City of Greater Dandenong to apply for small grants to participate in elite opportunities to develop their talents and abilities to achieve their goals and ambitions.

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Individuals can submit applications at any time of year. The application must be submitted to Council before the activity takes place, but no more than six months before the planned activity.

**Which option are you applying for? \***

- Competitive Sporting Grant
- Individual Artist
- Award and Recognition Grant

**Does the applicant reside in the City of Greater Dandenong? \***

- Yes  No

**Is the applicant under the age of 18 years? \***

- Yes  No

**Will the applicant participate in the proposed activity in an unpaid capacity? \***

- Yes  No

**The applicant has not been awarded a grant from the City of Greater Dandenong in the last 24 months? \***

- True

**Please attach a document showing applicant (or the applicant's parent/guardian) address: \***

Attach a file:

Examples of documents include recent electricity, water or phone bills within the last 3 months or copy of a driver's license. If the application is for a child under the age of 18, please use a parent or legal guardian's proof of residence.

**Provide endorsement verification of selection from relevant accredited body: \***

Attach a file:

Please refer to [Small Grants Guidelines](#) eligibility criteria. Invitation letter is acceptable.

### Are you participating in a competition as part of a local team based in Greater Dandenong?

- Yes  No

NOTE: If you are attending as a local team with three or more participants, you will need to apply as a Team under Category 2.

## Category 2 - Introduction

This Community Group Activity Grants are open to small non-profit community groups and organisations in the community including (but not limited to) groups that focus on supporting health and wellbeing, prevention of family violence, gender equity, social support, sports and recreation, the environment, climate change action, arts, culture, and heritage for members.

**What are you applying for? \***

- Funding to run regular group activities, events, celebrations or programs that provide benefit to group members or support community linkages
- Funding to stage events or activities that raise funds for the group
- Funding to support local clubs and artistry groups across any discipline to send teams/groups competitively selected to participate in national and international events
- Funding for specialised equipment for sporting clubs and arts groups to help in the running of regular group activities.

**Please attach the organisation or team membership list: \***

Attach a file:

## Category 3 - Introduction

Entry Level Grants offer opportunities for new non-profit community groups, clubs and/or associations who have recently established or have not accessed Council's grants program before and require financial support of up to \$1,000 for their development and the running of activities.

Groups seeking funding must have an organisation purpose that is consistent with supporting the wellbeing of the community. Groups receiving entry level grants are

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encouraged to engage with Council on a regular basis, including upon completion of the grant activity report.

### What are you applying for? \*

- Funding to contribute towards establishment costs which could include public liability insurance, promotion and recruitment of new members, venue hire and operational items such as stationary and equipment
- Funding to run regular group activities or programs that provide benefit to members or support community linkages
- Funding to stage small events or activities that raise funds for the group.

## Category 4 - Introduction

Responsive Project Grants support not-for-profit groups to deliver small, responsive community led projects and initiatives open to the wider Greater Dandenong community.

These grants can be used to respond to a significant unexpected event or issue within a short timeframe that benefits the wider Greater Dandenong community.

### Please choose the category/ies you wish to apply for \*

- Hold community forums, information sessions or training programs for the wider community
- Run community events or celebrations focussed on wider community engagement and inclusion
- Organise activities that increase participation in sport, the arts, environmental or civic activities

### Does your organisation have Public Liability Insurance at the time of application to cover this activity? \*

Yes  No

The community group must have a level of public liability insurance appropriate to the activity to be eligible for the grant.

### How will your activity engage and benefit the wider community in Greater Dandenong? \*

Word count:

Must be between 10 and 100 words.

### Evidence of Public Liability Insurance \*

Attach a file:

The submission must include a Certificate of Currency.

### Does the organisation hold regular activities within Greater Dandenong? \*

Yes  No

A list of Greater Dandenong suburbs can be found [here](#).

### How many members does the organisation or club/team have? \*

Must be a number.

Provide a membership list showing, or a Statutory Declaration stating, the number of members of the group in total and the number that live within the City of Greater Dandenong. Membership lists must contain a minimum of members surnames and residential suburbs/postcodes.

### How many members are residents of Greater Dandenong? \*

Must be a number.

If you are unsure of the suburbs in Greater Dandenong, please click [here](#).

## Project Delivery

### What is the total cost of the activity? \*

Must be a dollar amount.

Please indicate an approximate amount if unsure.

### Please describe your project and what the funding would help the applicant to do: \*

Word count:

Must be no more than 150 words.

### How much are you applying for? \*

### When will the activity be held? \*



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Where will the activity take place? \*

Please enter an address.

Please provide specific date/s including day, date, month, year. For multiple activities please include a date range.

How many people will participate in or benefit from the activity? \*

Must be a number.

Please choose how the grant will be used: \*

- |   |   |
|---|---|
| <input type="checkbox"/> Transport cost             | <input type="checkbox"/> Minor equipment            |
| <input type="checkbox"/> Refreshments               | <input type="checkbox"/> Public Liability Insurance |
| <input type="checkbox"/> Meeting room or venue hire | <input type="checkbox"/> Other:                     |

Tell us about the applicant's journey/experience in relation to this activity: \*

Word count:

Must be no more than 100 words.

Please choose how the grant will be used for this activity: \*

- |   |   |
|---|---|
| <input type="checkbox"/> Travel Costs             | <input type="checkbox"/> Uniforms or costumes           |
| <input type="checkbox"/> Accommodation            | <input type="checkbox"/> Art supplies for an exhibition |
| <input type="checkbox"/> Forum/Event Registration | <input type="checkbox"/> Other:                         |

## Certification and Feedback

\* indicates a required field

### Privacy Collection Statement

The personal information is being collected by the by Greater Dandenong City Council for the sole purpose of Council's Community Support Grant 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 individual or organisation (may be different to the contact person listed earlier in this application form).

**I am authorised by the applicant/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 Council about any inaccuracies or changes. I understand that if the City of Greater Dandenong 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.**

