

# Small Grants Program Application Form 2026-2027

## Form Preview

### Small Grants Program

\* indicates a required field

#### Important Information

**Please read the [Small Grants Program Guidelines](#) before completing this grant application.**

The Small Grants Program offers individuals and non-profit community organisations the opportunity to apply for small, responsive grants to support the delivery of community activities and projects.

Applications are accepted throughout the year (or until the budget is fully allocated).

**Organisations** are eligible for **one small grant per financial year**, and **individuals** are eligible for **one small grant every 2 years**.

- **Individuals:** Can apply for Category 1 - Individual Achievement Grants.
- **Community Groups:** Can apply for Category 2, 3 or 4 grants.

For any questions or assistance with your application, please contact the Community Funding Team on **(03) 8571 1432** or email **commgrants@cgd.vic.gov.au** We are here to help.

#### Application Category

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

See guidelines for category details, or contact the Community Funding Team on 8571 1432.

#### Applicant's Details

**Applicant Name: \***

Individual

Organisation

Organisation Name

Title

First Name

Last Name

Provide 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.

**Mailing Address  
(of organisation, if  
applicable) \***

Address

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Suburb State Postcode

Must be an Australian postcode.

### Application Contact for Enquiries

Title First Name Last Name

### Primary Phone Number \*

Must be an Australian phone number.

### Secondary Phone Number

Must be an Australian phone number.

### Email \*

Must be an email address.

## Organisation Details

\* indicates a required field

### Organisation Details

#### Tell us about your organisation and its purpose: \*

Word count:

Must be between 10 and 100 words.

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

#### Which of the following applies to the organisation: \*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Sports club                 | <input type="checkbox"/> Service club                  | <input type="checkbox"/> Religious or faith-based institution |
| <input type="checkbox"/> Hobby club                  | <input type="checkbox"/> Environmental group           | <input type="checkbox"/> Interfaith                           |
| <input type="checkbox"/> Seniors group               | <input type="checkbox"/> Social support group          | <input type="checkbox"/> Peak body                            |
| <input type="checkbox"/> Youth group                 | <input type="checkbox"/> Artistry or performance group | <input type="checkbox"/> Social enterprise                    |
| <input type="checkbox"/> Children and families group | <input type="checkbox"/> Educational institution       | <input type="checkbox"/> Other: <input type="text"/>          |
| <input type="checkbox"/> Cultural group              | <input type="checkbox"/> Social Support Services       |   |

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

- Yes  No

All faith affiliated organisations must answer 'yes' and provide further detail below regarding use of funds.

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### What steps will the organisation take to ensure that Council grant funds are 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.

#### Is the organisation a not-for-profit? \*

Yes  No

#### What is the organisation's legal structure? \*

Other:

#### If incorporated, please provide the incorporation number?

#### Does the organisation have an ABN? \*

Yes  No

#### Australian Business Number (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

Please refer to the Small Grants Program guidelines for full detail regarding eligibility.

Financial documentation is required as part of this application. Council have developed a **financial template that you can use**, available on the [Small Grant Program webpage](#).

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

Yes  No

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

When was the organisation established, eg. September 2010

#### How long has the organisation provided services in Greater Dandenong? \*

Word count:

Must be no more than 10 words.

#### Where are the organisation's regular activities held? \*

#### Does the 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 is the 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 was the annual revenue of organisation in the last full financial year? \*

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Must be a dollar amount.

Please provide address, suburb and venue name (if applicable)

**Please attach the organisation's Financial Statement. See below for further details on required documents. \***  
Attach a file:

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

Yes  No

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

Yes  No

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

Yes  No  N/A

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

Yes  No

**INCORPORATED** groups must include income, expenditure, and balance (retained earnings) for the last financial year. **UNINCORPORATED** groups should attach an Income and Expense Statement or a Bank Statement. Council have developed a template you can use, available on the [Small Grants webpage](#). Information about financial statements can be found on the [Consumer Affairs Victoria website](#). If you are applying as a local team, orchestra, troupe, artistry group, or other unincorporated group, please attach an income and expense statement for the team.

## Auspice

Auspicing 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 the group being auspiced. 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.

**Does this application have an auspice arrangement? \***

Yes  No

Please note: Applicants are required to organise their own auspice arrangement.

## 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 comply with all relevant legislation and regulations relating to child safety, including but not limited to the Worker Screening Act 2020 and the Working with Children Regulations 2016. Additionally, you agree to work in compliance with the [Victorian Child Safe Standards](#).

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

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

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

Yes

## Supporting Healthy Partnerships

City of Greater Dandenong aims to guide community organisations and grant applicants towards healthier partnerships through its grant programs. This involves moving away from harmful industries like alcohol, tobacco, and gaming. By doing so, Council fosters an environment where community organisations and applicants choose healthier local options for their community events and projects. **Activities proposed at venues with gaming machines require additional consideration from Council management and are only approved in special circumstances.**

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

Yes

No

**Detail how funding would be used in relation to the consumption of alcohol or tobacco, or increase exposure to gaming activities. Additionally, please specify any locations for planned activities that have gaming machines: \***

Word count:

Must be between 5 and 100 words.

## Auspice Organisation

**\* indicates a required field**

Unincorporated groups may choose to have their project / activity auspiced in order to be eligible for greater funding.

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

**Auspice organisation name: \***  
Organisation Name

**Auspice ABN: \***

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**Auspice organisation address: \***

Address

  

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

**Auspice organisation website:**

Must be a URL.

**Please detail the auspice arrangement: \***

Word count:

Must be no more than 50 words.

Explain the relationship and responsibilities between the applying organisation and the auspice organisation.

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.

**Auspice project contact: \***

\*

Title

First Name

Last Name

**Auspice project contact position: \***

\*

**Auspice project contact primary phone number: \***

\*

Must be an Australian phone number.

**Auspice project contact primary email: \***

\*

Must be an email address.

**Auspice organisation legal structure: \***

\*

Other:

**Auspice organisation incorporation number or equivalent: \***

\*

## Auspice Attachments

**Auspice organisation's most recent Annual Financial Statement: \***  
Attach a file:

**Letter from the auspice organisation confirming this arrangement is valid and current: \***  
Attach a file:

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Financial statement must include a Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position.

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 - Individual Achievement Grants

The Individual Achievement Grant allow residents of Greater Dandenong to apply for small grants to participate in elite opportunities to develop their talents and abilities, helping them to achieve their goals and ambitions.

Individuals are eligible for **one Small Grant every two years**.

Application must be submitted to Council before the activity takes place, but **no more than six months prior** to the planned activity.

**Please specify which option the application is for? \***

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

**Please confirm the applicant has not received a grant from the City of Greater Dandenong in the last 2 years (24 months): \***

- True
- Unsure

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

- Yes
- No

**Is the applicant participating in the proposed activity in an unpaid capacity? \***

- Yes
- No

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

- Yes
- No

**Provide evidence of selection from the relevant accredited body: \***

Attach a file:

**Upload document showing applicant (or applicant's parent/guardian) address: \***

Attach a file:

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

Acceptable documents include recent electricity, water, or phone bills from the last 3 months, or a 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.

**Is the applicant participating as a member of a local team based in Greater Dandenong? \***

Yes

No

Other:

### Category 2 - Community Group Activity Grants

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

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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.

Groups require a **minimum of 10 members residing in Greater Dandenong** to be eligible for this category, and will need to provide a membership list showing last name, suburb and postcode of members. We recommend using the template provided by Council, available on the [Small Grants webpage](#).

### What will requested funds be used for? \*

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

### Attach the organisation or team membership list which must include last name, residential suburb and postcode of members: \*

Attach a file:

Membership list provided **MUST** include minimum of **last name, residential suburb and postcode** of each member. Preference is for data to be provided in a spreadsheet. We recommend using the Council template on the [Small Grants webpage](#) to record membership lists. Please note: Groups are required to have a **minimum of 10 members residing in Greater Dandenong** to be eligible for this category, with varying maximum grant amounts available based membership numbers. Refer to [Small Grants Guidelines](#) for full detail.

## Category 3 - Entry Level Grants

Entry Level Grants offer eligible **small non-profit community groups, clubs and/or associations** who are either recently established **OR** have not previously accessed Council's grant programs, up to \$1,000 for development and/or the running of activities.

Groups seeking funding must have an organisation purpose that is consistent with supporting the wellbeing of the community.

### Select the primary reason for requesting grant funding: \*

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

## Category 4 - Responsive Project Grants

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Responsive Project Grants support non-profit groups to deliver small, responsive, community-led projects and initiatives **open to the wider Greater Dandenong community.**

**Select the primary reason for requesting grant funding: \***

- Hold community forum/s, information session/s or training program/s for the wider community
- Run community event/s or celebration/s focussed on wider community engagement and inclusion
- Organise an activity/ies that increase participation in sport, the arts, environmental or civic activities

**How will the proposed activity engage and benefit the Greater Dandenong community? \***

Word count:

Must be between 10 and 100 words.

**Does the organisation have Public Liability Insurance at the time of application that will cover the proposed activity? \***

- Yes  No

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

**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

The City of Greater Dandenong includes: Dandenong, Dandenong South, Dandenong North, Keysborough, Lyndhurst, Noble Park, Noble Park North, Springvale, Springvale South, and Bangholme.

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

Must be a number.

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

Must be a number.

The City of Greater Dandenong includes: Dandenong, Dandenong South, Dandenong North, Keysborough, Lyndhurst, Noble Park, Noble Park North, Springvale, Springvale South, and Bangholme.

## Project Delivery

**Total cost of the project: \***

Must be a dollar amount.

Please indicate an approximate amount if unsure.

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**Total amount of funding requested: \***

This is the total amount of funding you are requesting from Council in your Grant Application. Refer to [Small Grants Guidelines](#) for maximum eligible amount, based on grant category, entity type, membership and/or proposed activity.

**When will the proposed activity/ies be held? \***

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

**Where will the activity/ies take place? \***

Please enter address / location for the proposed activity/ies, including name of venue (if applicable)

**Describe the proposed project / activity: \***

**Word count:**

Must be between 10 and 150 words.

Please provide details for what grant funding will be used for and why.

**How many people will participate in the activity? \***

Must be a number.

**Select all relevant categories for grant fund use: \***

- |   |  |
|---|--|
| <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: <input type="text"/> |

**Tell us more about the applicant's journey (history) in relation to the activity: \***

**Word count:**

Must be between 10 and 100 words.

Please detail further information about the activity you have been selected / invited to participate in and your journey.

**How would grant funds 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: <input type="text"/>    |

## Certification and Feedback

\* indicates a required field

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### Privacy Collection Statement

Your personal information is collected by Greater Dandenong City Council to support the administration of Council's grant programs. Your personal information will be held securely and used solely for the purpose for which it is collected, or for a directly related purpose.

To support public transparency and accountability in the use of public funds, key information from recommended applications—such as the applicant name, project name, and grant award amount—may be published in Council Meeting minutes, on the Council website, and in Council's Annual Report.

If you fail to provide the requested information, Council will 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).

### Data Privacy for Individual Applicants

**If successful, do you consent to your name being published in Council's Annual Report and on its website? \***

### 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 / 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. 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.**

**I agree \***

Yes

**Name of authorised person \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

**Position**

If applying on behalf of organisation

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**Date \***

Must be a date.

### 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 welcomed.

**Did you speak to a Council Officer in the development of this application? \***

Yes

No

**How did you find the online application process? \***

Very easy

Easy

Neutral

Difficult

Very difficult

**Estimate how long (in minutes) it took you to complete this application? \***

**Any feedback or suggestions regarding the application process or form?**