Community Response Grants Program

* indicates a required field

Important Information

Before you complete this application form, please read the City of Greater Dandenong Community Response Grants Program Guidelines.

The Community Response Grants Program is open throughout the year and will close once the yearly budget is fully allocated.

Incomplete applications will not be considered.

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

NOTE: This application is to be used by teams, groups and organisations applying for grants.

Application Category

Please choose the category you wish to apply for: *
○ Category 2 - Community Group Activity Grants
○ Category 3 - Entry Level Grants
○ Category 4 - Responsive Project Grants
Please see guidlines for details and/or contact Community Funding Support Officer on 8571 1432.

Applicant's Details

Organisation Applicant Name: *
Organisation Name

This needs to be an organisation name. This can be a club or group name.

Project/Activity Title *

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

Mailing Address *
Address

Suburb   State   Postcode

Must be an Australian postcode.

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 *

Must be an email address.

Community Organisations CRGP Application Form
Form Preview

Details

* indicates a required field

Organisation Details

Tell us about your organisation *

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: *

☐ Sport club   ☐ Service club
☐ Hobby club   ☐ Environmental group
☐ Senior group   ☐ Social support group
☐ Youth group   ☐ Artistry or performance group
☐ Childrens and families group   ☐ Educational institution
☐ Cultural group   ☐ Other:

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.

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

Your organisation has NOT been awarded a Community Response 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.

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.

Category 2 - Community Group Membership Activities

* indicates a required field

Introduction

This category is open to small non-profit community groups and organisations in our community including (but not limited to) groups that focus on social support, sports and recreation, the environment and arts, culture and heritage for members.

Community Organisations CRGP Application Form
Form Preview

Eligibility Criteria

Please note that if you answer 'No' to the following eligibility questions in this section, your application will be ineligible.

Is the applicant a non-profit organisation run by volunteers? *
○ Yes   ○ No

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.

Please attach the organisation or team membership list: *
Attach a file:

What is the total annual income for the organisation/group/team in the last financial year? *

Must be a dollar amount.
To be eligible for this grant, your organisation must have an annual turnover of less than $250,000.

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 unincorpoarted 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.

Activity Details

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.
You must comply with one of the above to be eligible.

Please describe what the funding would help your organisation to do: *

Word count:
Must be no more than 100 words.

Where will the activity/ies take place? *

Must be no more than 20 words.

When will the activity/ies be held? *

[   ]

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

What is the total cost of the activity? *

$ [   ]

Must be a dollar amount.
Please indicate an approximate amount if unsure.

How much are you applying for? *

$ [   ]

Must be a dollar amount and no more than 2000.

Please choose how the grant will be used: *

☐ Transport cost   ☐ Meeting room or venue hire
☐ Refreshments   ☐ Minor equipment
☐ Events   ☐ Other: [   ]

Category 3 – Entry Level Grants

* indicates a required field

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

Eligibility Criteria

Please note that if you answer 'No' to the following eligibility questions in this section, your application will be ineligible.

If you are an organisation with over 100 members living in Greater Dandenong or have applied for a grant with Council before, please consider applying for Category 2.

Is the applicant a non-profit organisation run by volunteers? *   **How many members does your organisation have?** *
○ Yes   ○ No
[   ]

Does the organisation hold regular activities within Greater Dandenong? *   Must be a number.
○ Yes   ○ No
A list of Greater Dandenong suburbs can be found   **How many members are residents of the Greater Dandenong?** *
here.
[   ]

Must be a number.

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

○ Yes   ○ No

If you answered 'No', please consider Category 2 or 4.

Where are the organisation's regular activities held? *

When will the activity be held? *

What year did the organisation form? *

A list of Greater Dandenong suburbs can be found here.

What is the total annual income for the organisation in the last financial year? *

Must be a number and no more than 10000. Please not that if the group's annual income is more than $10,000 you will be ineligible.

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 an uncorpoarted group please just attach an income and expense statement. 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.

Activity Details

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.

You must comply with one of the above to be eligible.

Please tell us about the organisation's purpose? *

Word count:
Must be between 10 and 100 words.

Please describe what the funding would help your organisation to do: *

Word count:
Must be between 10 and 100 words.

Please choose how the grant will be used: *

☐ Public Liability Insurance   ☐ Transport
☐ Promotion   ☐ Stationery
☐ Venue Hire   ☐ Small Equipment
☐ Refreshments   ☐ Other:

What is the total cost of the activity? *

$

Must be a dollar amount.
Please indicate an approximate amount if unsure.

How much are you applying for? *

$

Must be a dollar amount and no more than 1000.

Category 4 - Community Group Responsive Projects

* indicates a required field

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.

Eligibility Criteria

Please note that if you answer 'No' to the following eligibility questions in this section, your application will be ineligible.

Is your organisation a legal entity? *
○ Yes   ○ No
A Legal Entity is an incorporated association, a co-operative, company limited by guarantee or trust.

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.

Please attach a Financial Statement: *
Attach a file:

All submissions 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.

Evidence of Public Liability Insurance *
Attach a file:

The submission must include a Certificate of Currency.

Project/Activity Details

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

☐   Purchase items of specialised equipment that is crucial to supporting the group to serve the wider community (excluding electronic office or audio-visual equipment)
☐   Stage events that raise funds for local organisations and programs or for international disaster relief (funds must be directed through a recognised relief agency).

Please describe the project: *

Word count:
Must be between 10 and 100 words.
Tell us about the activities involved or if purchasing equipment, what this will help the organisation to do.

Please detail how this project is responsive to urgent community needs? *

Word count:
Must be between 10 and 100 words.
As detailed in the guidelines, Category 4 Responsive Project Grants are to be used to respond to a significant unexpected event or issue within a short timeframe that benefits the wider Greater Dandenong community.

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

Word count:
Must be between 10 and 100 words.

Where will the activity/ies take place? *

The activity must be held in the City of Greater Dandenong. If you are unsure of the suburbs in Greater Dandenong, please click here.

When will the activity/ies be held? *

Please provide specific date/s including day, date, month, year. For multiple activities please include a date range. Also note that applications must be applied for within three months of the activity occuring.

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

Must be a number.

What is the total cost of the activity? *

$
Must be a dollar amount.
Please indicate an approximate amount if unsure.

How much are you applying for? *

$ [   ]
Must be a dollar amount and no more than 2000.

Please choose how the grant will be used: *
☐ Venue Hire   ☐ Materials
☐ Refreshments   ☐ Specialised Equipment
☐ Transport   ☐ 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.

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.

I agree *
○ Yes   ○ No

Name of authorised person *
Title   First Name   Last Name
[   ]   [   ]   [   ]

Position

If applying on behalf of organisation

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.

Have you spoken to a Council Officer in the development of your application?
○ Yes   ○ No

Please indicate how you found the online application process:
○ Very easy   ○ Easy   ○ Neutral   ○ Difficult   ○ Very difficult

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

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.