

APPENDIX A

DAREBIN COMMUNITY GRANTS PROGRAM

Guidelines and Application Kit

Every year Darebin Council provides funds and assistance to not-for-profit community groups and organisations through its Community Grants Program.

This booklet contains information and an application form for people who would like to apply to the grants program. Applications in languages other than English are welcomed.

For information about the Program in your preferred language, please contact the Darebin Multilingual Telephone Line on 8470 8470.

The above text will be translated in the following six languages:

Greek
Italian
Arabic
Vietnamese
Chinese
Macedonian

Darebin Community Grants Program
Phone: 8470 8504
Email: rmalara@darebin.vic.gov.au
Website: www.darebin.vic.gov.au/communitygrants

Mayor's Foreword

Darebin Council is committed to making our city a great place to live for everybody.

Council supports an enormous number of projects and activities through its Community Grants Program, which build environmental sustainability, enhance well-being and provide all residents who live, study and work in Darebin with a chance to develop themselves and participate fully in community life.

The Darebin Community Grants Program helps communities choose what is important to them and assists them to achieve those outcomes. Funded organisations and groups meet these important needs with a tremendous amount of energy, drive and creativity. This means projects and activities, even those of small scale and size, have significant positive impacts for participants and the wider community.

Funding supports projects and activities across a wide range of settings, including arts, sporting and recreation, community welfare, education and learning and the environment. Venue hire subsidies aim to make these community programs more affordable and to maximise use of venues by Darebin residents.

Over the last 3 years, the Darebin Community Grants Program has supported more than 600 projects and activities, worth more than \$ 1.6 million. I have seen many of these grants in action and the wonderful benefits they bring to residents in Darebin and the environment we live in. I look forward to seeing the results of many more grants funded by the Program in the future.

Vince Fontana
Mayor, City of Darebin

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About the Darebin Community Grants Program

Darebin Council makes a significant investment in the community through its Community Grants Program.

The Program aims to support community projects and activities that address local issues, increase community resilience, build social inclusion and environmental sustainability and enhance the well-being of City of Darebin residents. These aims are achieved through provision of cash grants and venue hire subsidies to local not-for-profit groups and organisations.

In keeping with the above aims, the Program will support projects and activities that:

- Fit with Council's priorities regarding community health and wellbeing, events and participation and environmental sustainability.
- Address a demonstrated need in the community and have direct benefit for Darebin residents.
- Encourage participation for Darebin residents who would otherwise have limited opportunities to participate. This includes, but is not limited to people from Culturally and Linguistically Diverse (CALD) backgrounds, people with disabilities and people of Aboriginal and Torres Strait Islander (ATSI) descent.
- Involve partnerships and collaborations between organisations and groups.
- Actively work towards social inclusion, that is, ensuring all people have a chance to develop themselves and participate fully in community life.
- Involve groups and organisations that have limited opportunity to generate income or funding from other sources.
- Involve groups and organisations that have not been previously funded.
- Foster innovative and creative approaches to addressing community needs and local issues.

What does the Grants Program fund?

The Darebin Community Grants Program is made up of:

- **Cash grants.** Successful applicants will receive a cheque for an approved amount (plus GST).
- **Venue Hire Subsidies (Non-cash).** Successful applicants will be granted in-kind support for hiring costs of Council-owned venues. For a full listing of available venues see page x of application form (Appendix 1).

Community organisations and groups may apply for one or both of the above in the one application form. Applications for both must be for the same project or activity.

Organisations and groups can apply for more than one grant. A separate application form must be submitted for each separate project or activity.

Projects and activities are supported across a wide range of settings, including arts, sporting and recreation, community welfare, education and learning and the environment.

Funding priorities

The Program has three major funding priority areas, which are set out below. Grant applications must address one or more of these priority areas.

<p>1.</p> <p>Community Health & Wellbeing</p> <p>Projects and activities that contribute to community health, wellbeing and safety.</p>	<p>2.</p> <p>Celebrations & Participation</p> <p>Projects and activities that foster diversity, address barriers to participation and contribute to cultural and artistic vitality.</p>	<p>3.</p> <p>Environmental Sustainability</p> <p>Projects and activities that contribute to climate change action and environmental sustainability.</p>
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Grant categories

Grants are divided into a range of 1-year and recurrent 3-year grant categories. Detailed information about grant categories and the types of projects and activities they support are set out in the grants summary below.

Summary of available grants

FUNDING PRIORITY AREAS		
Community Health & Wellbeing - Celebrations & Participation - Environmental Sustainability		
1 year grants (Cash Grant and/or Venue Hire Subsidy)		
Category	\$ Threshold	Grant aim
1. Small one year grant	\$100 - \$500	<p>One year grants are divided into three categories: small, medium and large. These grants categories aim to meet the different levels of need of organisations and groups. They also aim to support projects and activities of various size and scale.</p> <p>Venue Hire subsidies can be applied for under any of the three grant categories.</p>
2. Medium one year grant	\$501 - \$2,000	
3. Large one year grant	\$2001 - \$8,000	
3 Year Recurrent Grants (Cash Grant and/or Venue Hire Subsidy)		
4. Small three year grant	\$200 - \$500 each year	<p>The <i>Small three year grant</i> category aims to provide support for ongoing activities, which are not project based ie. social support groups. The grant also seeks to reduce the burden of annual grant applications for established groups and organisations.</p> <p>The <i>Medium and Large three year grant</i> category is for major projects and activities and must:</p> <ul style="list-style-type: none"> • have a clearly stated strategic focus and outcomes that build over three years. • be community development focused. • be carried out by groups or organisations with a history of sound governance and financial and management structures. <p>Major projects which involve partnerships between two or more organisations are encouraged.</p> <p>Venue Hire subsidies can be applied for under any of the three grant categories.</p>
5. Medium three year grant	\$501 - \$2,000 each year	
6. Large three year grant	\$2001 - \$8,000 each year	
Quick Response (Cash Grant and/or Venue Hire Subsidy)		
7. Quick Response Grant	\$100 - \$300	<p>The <i>Quick Response Grant</i> is for cash grants or venue hire subsidy applications after the close of the annual funding round. Applications can be made at any time of the year but need to justify why the annual funding round was missed.</p>

Examples of successful applications funded by previous grant rounds are highlighted throughout this document. Refer to the following page for a listing of the types of expenses grants can cover.

Who can apply?

To be eligible for funding applicants must:

- be a not for profit community group or organisation;
- be incorporated or auspiced by an incorporated organisation, if applying for more than \$2000, and
- supply a current Public Liability Insurance Certificate for the use of Council-owned venues and/or grants over \$2000.

Applicants that fail to carry out or complete previous projects funded by Council, or that fail to submit or return evaluation reports or acquittal reports for previous projects funded by Council will not be eligible for funding, unless formally excused by Council.

What can be funded

The following will be considered for funding:

- Fees for temporary staff to implement a project/activity i.e. project worker, tutor, trainer, artist, instructor, speaker or labourer
- Printing
- Advertising, publicity and promotional costs
- Translations and interpreting
- Venue or meeting room hire
- Materials and other items essential to the project/activity.
- Equipment hire costs
- Transport costs for project or activity participants
- Public liability insurance costs
- Entry fees for participants for activities
- Volunteer support expenses
- Costs to support participation of people with a disability in project or activity

What cannot be funded

The following will not be considered for funding:

- Programs or projects that are the funding responsibility of other levels of Government (including Emergency Relief).
- Capital equipment purchases.
- Outstanding loans or debtors.
- New building projects, capital works and facility maintenance projects.
- Applications by individuals*, political organisations and private profit-making organisations.

* Depending on the nature of the project or activity, the Grants Coordinator may be able to refer individuals to a relevant local group or organisation.

How do I apply for a grant?

The Darebin Community Grants Program Guidelines and Application Kit is available from the following:

- City of Darebin website: www.darebin.vic.gov.au/communitygrants
Electronic versions of the kit are available for download in two file types, WORD and PDF. Word versions can be filled in electronically using Word software and submitted via email.
- City of Darebin Customer Services at:
 - 274 Gower St, Preston
 - 32 Separation Street, Northcote
 - Northland Shopping Centre, Murray Road, Preston
 - Reservoir Civic Centre, 23 Edwardes St, Reservoir
- City of Darebin Libraries at:
 - 266 Gower Street, Preston
 - 121 Station Street, Fairfield
 - 17 – 21 Ralph Street, Reservoir
 - 32 – 38 Separation Street, Northcote

Before filling out the application form please:

- Come along to one of the Community Information Sessions held at the beginning of the year. Details of these sessions are listed in key dates on page x. They are also advertised in local newspapers and at www.darebin.vic.gov.au/communitygrants
- Check the information on page x of this guide to see if your organisation and project are eligible.
- Contact Council staff to discuss your project idea/s before applying. See page x for staff contact details.

If you then decide to apply:

- Complete the application form. Make sure you answer all the relevant questions.
- Check that you have provided all necessary information and extra documents using the checklist on page x.
- Send your application to the Grants Coordinator by 4pm on the due date.
- Keep a copy of the application for your own records.

Applications can be sent to the Grants Coordinator in a number of ways.

- **By email** to rmalara@darebin.vic.gov.au
- **In person:** Leave your application with Council Customer Service at 274 Gower Street, Preston. Please clearly mark the envelope 'Grants Submission'. Please include two copies of the application and do not place applications in binders or folders.
- **By mail** to: Darebin Community Grants Program, PO Box 91 PRESTON 3072. As outlined above please clearly mark the envelope, include two copies of the application and do not place applications in binders or folders.
- **By Fax** to: 9261 4853

All the above methods for sending applications are equally acceptable. However, downloaded electronic applications completed and saved in Word and sent via email are preferred.

Late applications will not be accepted.

Public Liability Insurance

All organisations and groups using Council venues and/or who receive cash grants greater than \$2,000 need to be covered by Public Liability Insurance and supply a copy of their insurance certificate with their grant application.

Groups can apply for funding to cover the costs of Public Liability Insurance as part of their grant application.

For further information about Public Liability Insurance contact the Grants Coordinator.

Incorporation

All groups applying for more than \$2,000 must be incorporated. Contact Office of Consumer and Business Affairs Victoria on 9627 6300 or visit www.consumer.vic.gov.au to find out how to incorporate your organisation or group.

Groups can find an incorporated organisation to auspice for their program or activity. Auspice organisations receive and manage funds on behalf of a group. Groups seeking an auspice body are advised to contact the Grants Coordinator.

Key application dates

Applications for the Darebin Community Grants Program open on Monday 8th March and close on Friday 30th April.

Community Grants Program Open	Monday March 8 th 2010
Community information sessions: These sessions provide community groups and organisations with useful information on how to apply and how grants are assessed and the opportunity to ask questions.	Thursday March 18, 10.30am – 12.00pm Council Chambers, 1st Floor, 350 High St, Preston Thursday March 25th, 7.00pm – 8.30pm Shire Hall, 286 Gower Street, Preston If you need an interpreter for any of these sessions please call 8470 8504.
Closing date for applications	Friday 30th April at 4.00 pm
Letters sent to all applicants acknowledging receipt of application	By May 14th
Application assessment process	May and July
Notification of results	From July 9th
Cheque Presentation Ceremony	Thursday 12th August 6.00 pm - 8.30 pm Shire Hall, 286 Gower Street, Preston

For further information about the Darebin Community Grants Program contact the Community Grants Coordinator, Roberto Malara on 8470 8504 or email: rmalara@darebin.vic.gov.au

Help with applications

Applicants are strongly advised to get advice and feedback from Council staff about their proposed project or activity before applying for a grant.

For help with your application or to talk about your project idea, contact the Grants Coordinator or any of the Council staff listed below.

Vicky Tsaconas, Arts and Cultural Development Officer

Phone: 8470 8598

Email: ytsacona@darebin.vic.gov.au

Don Nicholson, Contract Manager, Leisure Services

Phone: 8470 8309

Email: don.nichols@darebin.vic.gov.au

Andrew McHugh, Sports Development Coordinator, Leisure Services

Phone: 8470 8303

Email: andrew.mchugh@darebin.vic.gov.au

Rebecca Petit, Sustainability Education & Promotions Officer

Phone: 8470 8405

Email: rebecca.petit@darebin.vic.gov.au

Mandy Bathgate, Senior Social Policy Officer

Ph. 8470 8365

Email: mbathgat@darebin.vic.gov.au

Troy Austin, Indigenous Policy Officer

Phone: 8470 8215

Email: troy.austin@darebin.vic.gov.au

Cesar Diaz, Multicultural Relations Officer

Phone: 8470 8589

Email: cdiaz@darebin.vic.gov.au

Christine Mulholland, MetroAccess Project Officer (Disability Access)

Phone: 8470 8368

Email:

christine.mulholland@darebin.vic.gov.au

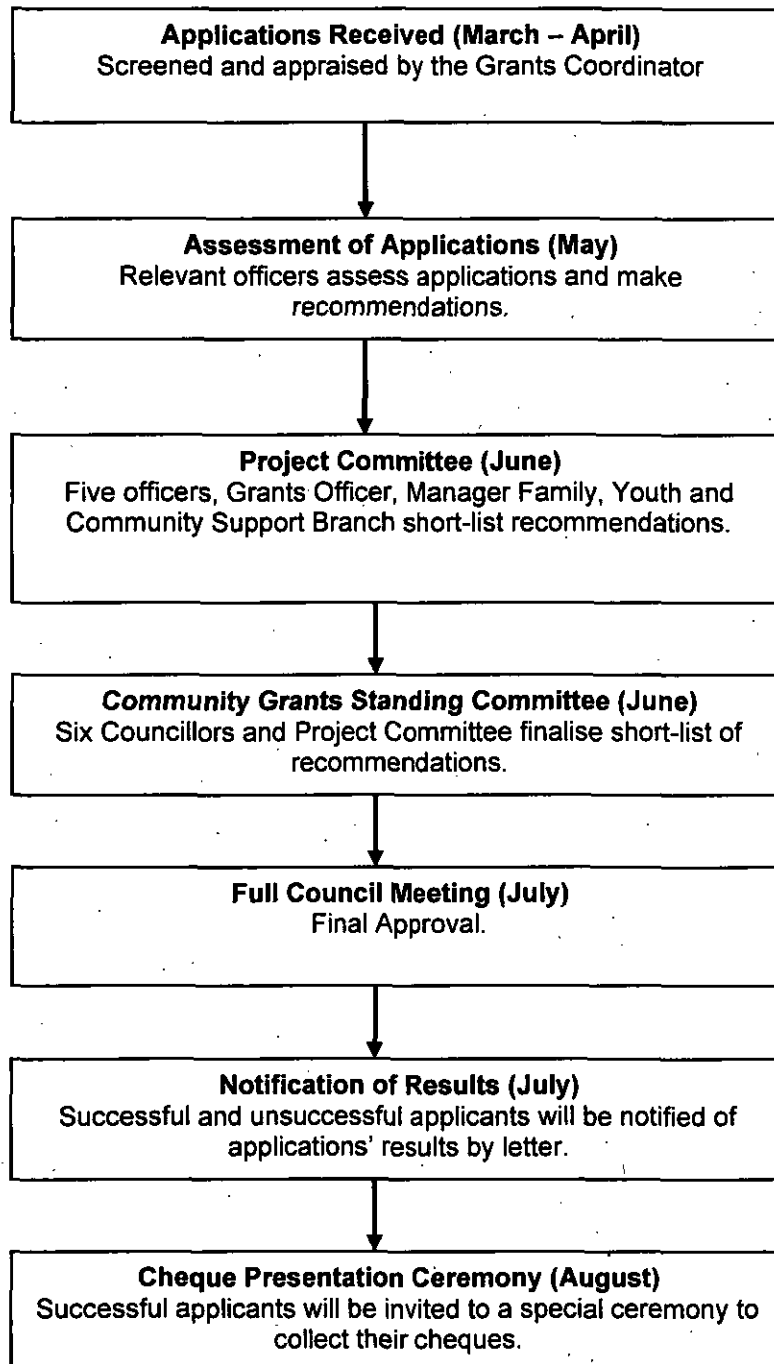
What is the assessment process?

Eligibility for a grant does not mean that your application will be successful. The Grants Program has many applicants for the limited funding available.

To increase your application's chance of success make sure you answer all the required questions, meet the grant criteria and provide all necessary extra information.

The assessment process has the following stages:

March - August



How will applications be assessed?

Applications will be assessed using the questions and criteria listed in the table below. While each of the four questions are important, each have different weightings. Points will be scored against the given criteria.

Question:	Criteria:
<p>1. What will the project achieve?</p> <p>30%</p>	<p>The application:</p> <ul style="list-style-type: none"> • Outlines expected project outcome/s • Describes benefits for Darebin and it's residents. • Specifies how the project contributes to one or more of Council's three funding priority areas.
<p>2. Who is involved?</p> <p>25%</p>	<p>The application:</p> <ul style="list-style-type: none"> • Involves groups and communities that are hard to reach and that experience barriers to participation ie. CALD, Newly arrived migrants and refugees, Indigenous, people with disabilities. • Involves two or more groups or organisations working together toward shared outcomes. • Is from a group or organisation with limited opportunities to get income from other sources • Is from a group or organisation that has not been funded by the Grants Program.
<p>3. Why is this project needed?</p> <p>25%</p>	<p>The application:</p> <ul style="list-style-type: none"> • Clearly identifies and explains the community need or issue the project seeks to address. • Is supported by local data and information.
<p>4. How will the project be delivered?</p> <p>20%</p>	<p>The application:</p> <ul style="list-style-type: none"> • Outlines how the project or activity will be undertaken and timeframes. • Describes how target groups and communities will be engaged and involved in planning, managing and undertaking the project. • Outlines how the project will be the environmentally sustainable and accessible for people with disabilities. • Demonstrates a new, innovative and creative approach.

Council will provide a general report on the strengths and weaknesses of funding round applications after notifications of results are made.

Grant accountability

Council is committed to working with successful applicants to make sure that the Program's funds are spent suitably and in line with Council's vision and goals.

Grant conditions

- All funded groups and organisations will sign a 'Condition of Grant' letter before receiving funding. This letter outlines necessary monitoring, evaluation and accountability measures and other grant conditions.
- All funded groups are required to acknowledge the support of Darebin City Council in any promotional or publicity material and, where possible, invite Councilors to events.
- Council is to receive a Final Evaluation Report at completion of all funded projects and activities, including venue hire subsidies. Report templates will be provided by Council to successful applicants in due time.
- Applicants that fail to carry out or complete previous projects funded by Council, or that fail to submit or return evaluation reports or acquittal reports for previous projects funded by Council will not be eligible for funding, unless formally excused by Council.

Other funding sources

Federal Government:

- Australian Government Grantslink: <http://www.grantslink.gov.au/>

State Government:

- Victorian Department of Planning and Community Development: www.grants.dpcd.vic.gov.au
- Vic Health: www.vichealth.vic.gov.au
- Victorian Multicultural Commission: www.multicultural.vic.gov.au

Other sources:

- Inner North Community Foundation: www.innernorthcommunityfoundation.org.au
- Philanthropy Australia: www.philanthropy.org.au
- Our Community: www.ourcommunity.org.au
- Darebin Youth Encouragement Scheme: Phone 8470 8333 for guidelines and application form.

EXAMPLES OF SUCCESSFUL APPLICATIONS FROM PREVIOUS GRANT ROUNDS – TO BE DISTRIBUTED THROUGHOUT GUIDELINES DOC....

ENHANCING COMMUNITY SUPPORT

A seniors club received \$200 to support social activities. Funding was used to support transport, promotional costs and meeting costs for activities.

DEVELOPING SPORTS PARTICIPATION

A local sporting association for newly arrived African communities received \$1500 to develop soccer playing and coaching skills for children and young people. The association held weekly soccer coaching sessions and trained local youth as coaches.

Members of the community were involved in planning, running and participating in the program. Council was able to support the association to provide an outdoor sports venue. Funding was used for coaches and trainers, balls, public liability insurance costs and transport for participants.

CLIMATE CHANGE ACTION

A local Arabic-speaking community group received \$1,980 to educate members of the group about environmental sustainability

The group held six workshop sessions covering topics such as: how to live sustainably; how to save energy; water saving and sustainable travel. Funding was used for guest speakers and interpreters, materials for workshops, promotional costs, public liability insurance costs, transport and catering.

LIFE-LONG LEARNING – A PARTNERSHIP PROJECT

A local learning network for older people aged 55+ received \$2,200 to increase their engagement with people from culturally diverse backgrounds and residents in public housing.

The Network held a range of informal lunches with older adult groups from culturally diverse communities at Spectrum Migrant Resource Centre. Lunches were held for the adult groups to gain a better understanding of what the Network offers. They also provided the Network with an opportunity to learn about interests of older people from culturally diverse communities. The Network also hosted a sing-a-long lunch at the Holmes Street Public Housing estate.

DEVELOPING ARTS PARTICIPATION

A state-wide mental health service with a community garden program in Darebin received \$3,000 to develop the creative, technical and business skills of program participants. Participants took part in training workshops to create saleable works of pottery and ceramic art. Works of art were sold at the Community Garden's regular market. This project was developed in response to discussions with participants, who also guided workshop content. Grant funding was spent on community artist costs, materials for training workshops, client support costs and promotions.

COMMUNITY ARTS - A PARTNERSHIP PROJECT

An Indigenous Music organisation based in Preston received \$4,950 to run a pilot youth music and dance program with local secondary students from indigenous and non-indigenous backgrounds. The program created a joint production for an Aboriginal Youth Festival. Students were involved in the planning, creation and implementation of the music and dance performances.

Grant funding was spent on staff costs, including an artistic director and workshop artists, equipment for concerts, public liability insurance costs and administrative costs.

THREE YEAR GRANT CATEGORIES

Three year grant categories have similar aims to one year grant categories; however there are some important differences.

The **Small three year grant** category aims to provide support for ongoing activities, which are not project based ie. social support groups. The grant also seeks to reduce the burden of annual grant applications for established groups and organisations.

Medium and Large three year grant categories are for major projects and activities and must:

- have a clearly stated strategic focus and outcomes that build over three years.
- be community development focused.
- be carried out by groups or organisations with a history of sound governance and financial and management structures.

Major projects which involve partnerships between two or more organisations are encouraged.

Venue Hire subsidies can be applied for under any of three year grant categories.

QUICK RESPONSE GRANT

A local newly arrived African community association received a quick response grant to cover partial costs for a community conference. The conference was organised by the association in partnership with other groups and aimed to respond to community agendas and issues. Due to the short lead up time for the conference, the association was unable to apply during the annual funding round.

COUNCIL-OWNED VENUE HIRE SUBSIDY - EXAMPLES

Small subsidy: Under \$500:

A locally-based disability service for people from culturally diverse backgrounds received a \$180 venue hire subsidy to hold its annual AGM at the Northcote Town Hall. The event involved information sharing and promotion about the service for participants. All Council-owned venues, including Northcote Town Hall, are accessible for people with disabilities.

Medium subsidy: \$500 - \$2000

A local community association received \$1,595 venue hire subsidy for a series of Indian and Sri Lankan cultural events at the Preston City Hall. Events include music and dance performances and food. Festival organisers and participants included residents and students from Darebin. People from a diversity of communities across Darebin attended the events. The activities drew communities from diverse backgrounds together and provided opportunities for social connection between the Indian and Sri Lankan community and the wider Darebin community.

Large subsidy: \$2001 - \$8,000

A local garden club received \$6,670 venue hire subsidy for club meetings and garden shows at Preston City Hall and Preston Town Hall between October and March. Meetings and shows raised awareness of horticultural and environmental issues and provided opportunities for social connection, education and skill sharing for club members and the wider Darebin community.

Application Form: Darebin Community Grants Program

Note: Downloaded electronic applications completed and saved in Word and sent via email are preferred. To download a Word version of this application go to the Community Grants Program website at www.darebin.vic.gov.au/communitygrants

Please read the Guidelines before applying to the Darebin Community Grants Program. Applicants are encouraged to contact Council Staff to assist you with your application. Staff contact details are on page x.

1. Which type of grant do you wish to apply for? Tick against one of the following:

- Cash Grant only
- Venue Hire Subsidy only
- Cash Grant and Venue Hire Subsidy

2. Which grant category are you applying for? Tick against one of the following categories and then complete relevant parts of the application form as directed:

Cash Grant and/or Venue Hire Subsidy Categories:			
Grant category:	\$ Threshold:	✓	Complete the following application parts:
1. Small 1 year grant	\$100 - \$500	<input type="checkbox"/>	A, B, D, G and H Venue hire subsidy applicants must also complete part F
2. Medium 1 year grant	\$501 - \$2000	<input type="checkbox"/>	A, B, D, G and H Venue hire subsidy applicants must also complete part F
3. Large 1 year grant	\$2001 - \$8000	<input type="checkbox"/>	A, B, C, D, G and H Venue hire subsidy applicants must also complete part F
4. Small 3 year grant	\$200 - \$500 each year	<input type="checkbox"/>	A, B, D, G and H Venue hire subsidy applicants must also complete part F
5. Medium 3 year grant	\$501 - \$2000 each year	<input type="checkbox"/>	A, B, D, G, and H Venue hire subsidy applicants must also complete part F
6. Large 3 year grant	\$2001 - \$8,000 each year	<input type="checkbox"/>	A, B, C, D, E, G and H Venue hire subsidy applicants must also complete part F
7. Quick Response Grant <i>Interested applicants must contact the Grants Coordinator before applying for this grant.</i>	\$100 - \$300 one off grant	<input type="checkbox"/>	A, B, D, G, and H Venue hire subsidy applicants must also complete part F

PART A: APPLICANT DETAILS - All applicants to complete

1. Name of your organisation/group:

2. Address of your office/meeting place:

Street:

City: Post Code

3. Postal Address (if different from above):

Street:

City: Post Code:

4. Contact person for application:

Note: This should be a person who has knowledge and a copy of the application.

Name:

Position:

Phone: After hours

Mobile Fax

E-mail

5. Is your organisation/group incorporated? (Cash grant applicants only)

YES NO

If YES, please provide your Incorporation Registration Number below and then go to Question 7

.....
If NO, please provide the following auspice organisation details, if applying for more than \$2,000. If you are applying for less than \$2,000 go to Question 8

6. Auspice organisation details:

Name of auspice organisation:

Address of auspice organisation:

Street:

City: Post code:

7. Is your organisation/group or auspice organisation registered for GST? Please tick:

YES NO

If YES, please provide your organisation/group or auspice's ABN Number:

ABN No:

8. Does your organisation/group have Public Liability Insurance? Please tick:

Note: This question is mandatory for Venue Hire Subsidy applications.

YES NO

If YES, Company Insured with:

Policy Number:

Amount covered: \$

9. Name of organisation/group's bank account for cheque to be made payable to: (Cash grant applicants only.)

Note please provide bank account name only, not the account number.

.....

10. What year was your organisation/group established?

11. Please provide a brief history/description of your organisation/group (50 words or less)

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.....
.....
.....

PART B: ABOUT YOUR PROJECT - All applicants to complete

1. Name of the proposed project or activity:

.....

2. Description of Project/Activity (100 words or less):

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.....
.....
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.....
.....

3. Project start date: / /

Note: Projects must start on or after July the 1st.

4. Project completion date: / /

5. Address of venue where the project or activity will be carried out:

.....
.....

Note: Applicants seeking hire subsidy for a Council-owned venue should also fill in Part F of this application form.

6. Is this a new project or activity? Please tick:

YES NO

7. Is the project or activity being undertaken in partnership with another organisation/group? Please tick:

YES NO

If YES, please provide the name/s of the group/organisation below and attach evidence of the partnership from the partner agency ie. letter:

.....

Is this a new partnership with this group/organisation?

YES NO

8. What is the level of risk of accident or personal injury to participants in the project or activity? Please rate:

High Medium Low

Please outline briefly the nature of the risk and how you plan to reduce it. *For help with this question contact the Grants Coordinator.*

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9. Which of the following grant Program priority areas does your project or activity meet? Please tick against one or more of the following:

Community Health & Wellbeing Projects and activities that contribute to community health, wellbeing and safety.	<input type="checkbox"/>
Celebrations and Participation Projects and activities that foster diversity, address barriers to participation and contribute to cultural and artistic vitality.	<input type="checkbox"/>
Environmental Sustainability Projects and activities that contribute to climate change action and environmental sustainability.	<input type="checkbox"/>

10. How will Darebin and residents living in the City of Darebin benefit from your program or activity? If there are particular groups or communities that will benefit please include them in your answer. (50 words or less)

.....

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.....

11. How many people do you estimate will participate in your project or activity?

Note: Participation is defined broadly and includes paid workers, volunteers, people attending events etc.

.....

12. How many of the above estimated total participants will be Darebin residents? Please estimate a percentage:

..... %

13. Will your project/activity involve the participation of the following groups or communities? Will participant groups be involved in planning and management of the project? Please fill out the table below:

Groups/Communities	Participants? If yes, please tick box	Percentage of total participants (estimate only)	Involved in project planning and management? If yes, please tick box
Males	<input type="checkbox"/>	%	<input type="checkbox"/>
Females	<input type="checkbox"/>	%	<input type="checkbox"/>
Young People (12 – 25 years)	<input type="checkbox"/>	%	<input type="checkbox"/>
Seniors (50+)	<input type="checkbox"/>	%	<input type="checkbox"/>
Aboriginal and Torres Strait Islander	<input type="checkbox"/>	%	<input type="checkbox"/>
Culturally and Linguistically Diverse (CALD)	<input type="checkbox"/>	%	<input type="checkbox"/>
Newly arrived migrant and/or refugee	<input type="checkbox"/>	%	<input type="checkbox"/>
People with a disability	<input type="checkbox"/>	%	<input type="checkbox"/>

Note: Disability is defined broadly and includes mental illness/psychiatric disabilities, learning disabilities, Autistic Spectrum Disorders, medical conditions, physical disabilities, intellectual disabilities, sensory disabilities ie vision or hearing impairment and temporary disabilities, illnesses or injuries.

14. How will you involve participants in the planning, management and implementation of your project or activity? Please tick relevant boxes:

- Management Committee or Group
- Working committee or group
- Will carry out all or part of project/activity as paid workers and/or volunteers
- Other (please state).....

15. If the project or activity involves the participation of people from culturally and linguistically diverse, newly arrived or refugee communities, please specify some of the groups and communities involved e.g. Chinese, Italian, Somali etc.

.....

16. Which of the following suburb(s) do participants in your project or activity live? Please tick relevant boxes:

Bundoora	<input type="checkbox"/>	Thornbury	<input type="checkbox"/>
Fairfield	<input type="checkbox"/>	Preston	<input type="checkbox"/>
McCleod	<input type="checkbox"/>	Reservoir	<input type="checkbox"/>
Northcote	<input type="checkbox"/>	Kingsbury	<input type="checkbox"/>

17. Quick Response Grant Category Applicants only:

Please outline in brief why your organisation or group did not apply for funding through the annual grant funding round: (50 words or less)

.....

PART C: PROJECT DETAILS – Only applicants for large grants over \$2,000 to complete

Please answer the following questions about your project. Refer to the application guidelines, in particular the assessment criteria information on page x to help you answer the questions.

Responses should be no more than 50 - 100 words. Attach additional pages if required.

1. Please specify how your project or activity contributes to the priority or priorities selected in Part B, Question 9. (50 words or less)

.....
.....
.....
.....

2. What will the project achieve? (50 words or less)

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.....
.....
.....
.....

3. Why is this project needed? (50 words or less)

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.....

3. How will the project be carried out? (50 words or less)

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.....

4. Please provide details of any tutor/instructor/artist to be engaged (if applicable).

.....
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.....
.....

Note: If you are looking for an artist or tutor for your project or activity contact the Grants Coordinator.

PART D: FINANCIAL INFORMATION – All applicants to complete

1. Has your organisation/group previously received a grant from Darebin City Council?

YES NO

If YES, was this grant in the last 3 years?

YES NO

If YES, please detail below:

Purpose	Year	Amount \$
.....		
.....		

2. Is your organisation or group currently receiving any funding or in-kind support from Darebin City Council? Please tick:

YES NO

If YES, please detail below:

Purpose	Year	Amount \$
.....		

3. Have you applied to other sources (Government and non-Government) for this project/activity/program?

YES NO

IF YES, what date will you know about your application: Date: / /

If you already know, was the application successful?

YES NO

If YES, what was the amount approved \$

PART E: PROJECT PLAN – Only applicants for large 3-year recurrent grant to complete

Applicants for recurrent 3 year grants must possess the following:

- A history of effective service delivery and support to the Darebin community.
- A focus on service delivery to disadvantaged residents or major issues of community concern.
- Clearly documented service delivery priorities and expected outcomes.
- Sound governance and management structures and financial status.

1. Please attach a copy of your organisational Annual Report or Business Plan.

2. Please provide a Project Plan for you proposed project or activity using the template provided below.

YEAR ONE:

Objective/s:

.....

Strategies/Actions (include timelines and completion dates):

.....

Expected outcome/s:

.....

YEAR TWO:

Objective/s:

.....

Strategies/Actions (include completion dates):

.....

Expected outcome/s:

.....

YEAR THREE:

Objective/s:

.....

Strategies/Actions (include completion dates):

.....

Expected outcome/s:

.....

3. How will you know if your project or activity is successful? Please outline how you will evaluate your project or activity below. For help with this question contact the Grants Coordinator.

.....
.....
.....
.....
.....

PART F: VENUE HIRE SUBSIDY - Only applicants seeking subsidised hire of nominated Council-owned venues to complete

Council offer subsidised venue hire to local groups and organisations to assist them to provide affordable programs and activities and maximise use of venues by Darebin residents. For a listing of available Council venues and contact details of venue staff see page x.

Applicants must make venue bookings and get booking quotes before filling out this form. Once you have made booking details with the appropriate venue staff please provide the following details.

Booking Details and Quote:

1. Which Council venue have you booked?

.....

2. What room/s you booked? *Please attach venue booking form, if applicable.*

.....

3. Room booking details:

Time* from to

Frequency: Weekly Fortnightly Monthly

Commencing on ____ / ____ / 20____ to ____ / ____ / 20____

Total number of meetings:.....

Total cost for use of venue quoted by venue staff: \$_____
Enter this Total in Project Budget (Part G) of application form.

Note: All of the above bookings are tentative until you are notified of your application's result.

PART G: PROJECT BUDGET – All applicants to complete

INCOME		EXPENDITURE	
Cash amount sought from Council Community Grants Program:	\$		
Venue Hire Subsidy: (Enter quote total from Part F of application form)	\$	Administration Overheads	\$
Other Govt	\$	Advertising and Promotion	\$
Other Assoc.	\$	Contingencies and Allowances	\$
Funds from your organisation	\$	Education and Training	\$
Community Fundraising	\$	Materials	\$
In-kind support (volunteer time etc)	\$	Printing	\$
Business contribution	\$	Salaries (please detail)	\$
Philanthropic contribution	\$	Transport	\$
		Venue/Meeting room hire	\$
Other (please specify)	\$	Other (please specify)	\$
Total Income	\$	Total Expenditure	\$

Note: Expenditure should equal Income

Total amount sought from City of Darebin for Project/Activity:

Cash Grant: \$.....

Venue Hire Subsidy (if applicable) \$..... (Enter quote total from Part F of application form here)

TOTAL \$.....

Note: The total budget for combined cash grant and venue hire subsidy applications must not exceed the grant category maximum amount.

PART H: DECLARATION – All applicants to complete

DECLARATION

I certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of the applicant organisation/group. I have read the accompanying guidelines and information to applicants provided with this application form. The Darebin City Council will be contacted immediately if any information provided in this application changes or is incorrect.

Title: Ms Mrs Mr

Name: (please print)

Position in organisation/group:

Signature:

Date: / /

Please complete the Privacy Act Statement of Consent and Checklist on the following pages before submitting this application.



INFORMATION PRIVACY ACT STATEMENT OF CONSENT

Please note:

As part of the Information Privacy Act Statement of Consent, Council is collecting the information on this form for the purpose of registering and administering your Community Grants Application..

The information 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 information will not be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes.

APPLICATION CHECKLIST

Please complete the checklist below and attach it to the front of your application.

Information and supporting documentation that must be provided:

- Current Public Liability Certificate, if applying for use of any Council venue or cash grant over \$2,000.
- ABN Number, if your organisation is registered for GST.
- Financial Statement - most recent.
- Privacy Act Statement of Consent.
- Relevant promotional brochures or advertising material (optional). *Note: Any additional materials provided will not be returned.*

Information and supporting documentation, if applicable

- Certificate of Incorporation, if applying for cash grant over \$2,000.
- Auspice organisation details, if not incorporated and applying for more than \$2,000.
- Annual Report, Business Plan or Minutes of the last AGM Meeting.
- Evidence of partnership from partner agencies (if applicable).

Appendix 1: Council-owned venues

Council offers venue hire subsidies to groups and organisations to assist them to provide affordable programs and activities and to maximise use of venues by Darebin residents.

The following table outlines available venues and relevant contacts for bookings. For more detailed information about venue rooms and facilities, contact venue staff and/or see venue websites.

Venue	Note	Contact details for booking and quotes
Preston City Hall, Gower St www.darebin.vic.gov.au/venues		Darebin Hallkeepers 8470 8649
Preston Shire hall, Gower Street www.darebin.vic.gov.au/venues		
Oakhill Community Hall www.darebin.vic.gov.au/venues		Leisure Services on 8470 8304
Donald Street Community Hall www.darebin.vic.gov.au/venues		
Fairfield Community Room www.darebin.vic.gov.au/venues		
Clyde Street Community Hall www.darebin.vic.gov.au/venues		
Reservoir Civic Centre www.darebin.vic.gov.au/venues		Civic Centre Reception: 8470 8840
Darebin Libraries http://www.darebin-libraries.vic.gov.au/ includes Preston Library and Northcote Library	Includes Preston and Northcote Library -	Darebin Libraries 8470 8236
Northcote Town Hall http://www.northcotetownhall.com.au/	Various meeting and function rooms available. See website for further information.	Northcote Town Hall Reception 94819500
Merrilands Community Centre www.prace.vic.edu.au	Various rooms available, including Sport Stadium. A separate application form must be used for Merrilands Community Centre venue hire subsidy.	To obtain application forms, call the Centre: 9462 6077 or the Grants Coordinator on 8470 8504.

All venues experience high demand and funds for subsidies are limited. Groups may be requested to make some contribution towards the hire of the more popular venues.

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