

Application Form:

(Please note that all questions marked with * are mandatory.)

Darebin Community Grants Program 2013 – 2014

PAGE 1 – APPLICANT

1. Which type of grant do you wish to apply for?

- Cash grants only
- Venue hire subsidy only
- Cash Grant and Venue Hire Subsidy

(Maximum \$6,000)

2. Name of your organisation/group: *

3. Contact person for application:

Name: Position Held:
Phone: A/H:
Mobile: Fax:
Email:

Postal Address: *

Address:
Suburb:
State: Post Code:

4. Postal Address (Please type address even if it is as above): *

Address:
Suburb:
State: Post Code:

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 8

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:

Postal Address:

Address:

Suburb:

State: Post Code:

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

YES NO

If YES, provide your organisation/group or auspice's ABN No.

8. Is your organisation/group Darebin based?

YES NO

Where does your organisation/group currently meet? *

Address:

Suburb:

State: Post Code:

9. Is your organisation/group not for profit?

YES NO

10. How many members are in your organisation/group? *

Approximately how many members are City of Darebin Residents? *

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

Note: Please check with venue manager about public liability insurance

YES NO

If YES, Company Insured with:

Policy Number: Amount covered: \$

12. Bank Account Name of organisation/group for cheque to be made out to. (Cash grant applicants only)

13. What year was your organisation/group established?

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

PAGE 2: ABOUT YOUR PROJECT

1. Name of the proposed project or activity: *

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

3. Which of the following grant Program priority areas does your project or activity meet?

Equity and Inclusion

Projects and activities that support and involve one or more of Darebin’s Equity & Inclusion target groups (refer to list on page 7)

Community Health & Wellbeing

Projects and activities that contribute to community health, wellbeing and safety

Environmental sustainability

Projects and activities that contribute to climate change action and environmental sustainability.

Please, specify how your project or activity contributes to the priority or priorities selected above (50 words or less):

4. Why is the project needed? * (50 words or less)

5. Project start date: *

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

Project completion date: *

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

Address:

Suburb:

State: Post Code:

Note: Applicants seeking hire subsidy for a Council-owned venue should also fill in Page 7 of this application form.

7. Address of office/meeting place:

Address:

Suburb:

State: Post Code:

8. Is this a new project or activity?

YES NO

9. Is the project or activity being undertaken in partnership with another organisation/group?

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

10. 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.

11. 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)

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

Note: Participation is defined broadly and includes paid workers and volunteers.

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

**14. 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:**

Males Participants
 Involved in project planning and management?
Percentage of total participants (Estimate only):

Females
 Participants
 Involved in project planning and management?
Percentage of total participants (Estimate only):

Young People (12 -25 years)
 Participants
 Involved in project planning and management?
Percentage of total participants (Estimate only):

Seniors
 Participants
 Involved in project planning and management?
Percentage of total participants (Estimate only):

Aboriginals
 Participants
 Involved in project planning and management?
Percentage of total participants (Estimate only):

Cultural and Linguistically Diverse (CALD) people
 Participants
 Involved in project planning and management?
Percentage of total participants (Estimate only):

Recently arrived migrants
 Participants
 Involved in project planning and management?
Percentage of total participants (Estimate only):

Refugees/Asylum seekers
 Participants
 Involved in project planning and management?
Percentage of total participants (Estimate only):

People with a disability (See the note below)

Participants

Involved in project planning and management?

Percentage of total participants (Estimate only):

Carers of people with a disability

Participants

Involved in project planning and management?

Percentage of total participants (Estimate only):

Homeless people

Participants

Involved in project planning and management?

Percentage of total participants (Estimate only):

Unemployed /Low Income Earners

Participants

Involved in project planning and management?

Percentage of total participants (Estimate only):

Isolated people (geographically, socially and/or technologically)

Participants

Involved in project planning and management?

Percentage of total participants (Estimate only):

Same Sex Attracted & Gender Diverse

Participants

Involved in project planning and management?

Percentage of total participants (Estimate only):

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.

15. How will you involve participants in the planning, management and implementation of your project or activity?

- 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)

16. 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.

17. Which of the following suburb(s) do participants in your project/activity live?

Please tick relevant boxes:

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

Quick Response Grant Application only

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

Interested applicants must contact the grants coordinator on 8470 8504 before applying for this category (See also page 18 of Information Booklet)

PAGE 3: FINLANCIAL INFORMATION – All applicants to complete

1. Has your organisation/group previously received a grant from Darebin City Council in the last three 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:

PART D: PROJECT BUDGET – All applicants to complete

INCOME		EXPENDITURE	
	\$		\$
	\$		\$
	\$		\$
	\$		
	\$		\$
Total Income	\$	Total Expenditure	\$
Note: Total Income should equal Total Expenditure			

NOTE: If you apply for both Cash-grant and Venue Hire Subsidy the total amount sought from Council's Community Grants Program must not exceed the grants' maximum amount of \$6,000.

PAGE 5: ALL APPLICATIONS OVER A \$1000 TO COMPLETE

Please answer the following questions about your project. Refer to the application guidelines, in particular the assessment criteria information on page 16 to help you answer the questions. Responses should be no more than 50 - 100 words. Attach additional pages if required.

1. What will the project achieve? (50 words or less) (Please list key outcomes) *

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

3. How will people participating influence the decision that are made during the implementation of the project?

4. How will you know if your project or activity is successful? (Please, outline how you will evaluate your project or activity)

5. Please provide details of any tutor/instructor/artist to be engaged.

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

PAGE 6: VENUE HIRE SUBSIDY

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. Listing of available Council venues and contact details are on the next page.

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?

- Preston City Hall
- Preston Shire Hall
- Oakhill Community Hall
- Donald Street Community Hall
- Fairfield Community Hall
- Clyde Street Community Hall
- Preston Library
- Northcote Library
- Darebin Intercultural Centre
- Merrilands Community Centre

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 to

Total number of meetings:

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

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

4. If you use the venue for less than 12 times in the financial year, please indicate the dates.

PAGE 7: 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 on www.darebin.vic.gov.au/venues.

VENUE

Preston City Hall, Gower Street (**Contact:** Darebin Hallkeepers - 8470 8649)

Preston Shire Hall, Gower Street (**Contact:** Darebin Hallkeepers - 8470 8649)

Oakhill Community Hall (**Contact:** Leisure Services - 8470 8397)

Donald Street Community Hall (**Contact:** Leisure Services - 8470 8397)

Fairfield Community Room (**Contact:** Leisure Services - 8470 8397)

Clyde Street Community Hall (**Contact:** Leisure Services - 8470 8397)

Darebin Libraries (**Contact:** Darebin Libraries - 8470 8236)

Preston Library, Gower Street (**Contact:** Darebin Libraries - 8470 8236)

Northcote Library, Separation Street (**Contact:** Darebin Libraries - 8470 8236)

Northcote Town Hall (**Contact:** Northcote Town Hall Reception - 8470 8901)

Darebin Intercultural Centre (**Contact:** Booking officer - 8470 8440)

Merrilands Community Centre (**Contact:** 9462 6077)

(A separate application form must be used for Merrilands Community Centre Venue Hire Subsidy. Application form can be obtained by calling the centre number above.)

(www.prace.vic.edu.au)

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.

PAGE 8: DECLARATION FORM

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 Mr Mr

Name:

Position in organisation/group:

Do you agree with terms and conditions? * YES NO

APPLICATION CHECKLIST

Please complete the check list below and upload the support document section. If you are unable to scan and upload the support documents, please send hard copies to Community Grants, PO Box 91, Preston VIC 3072. Please quote the name of the Organisation and your application number.

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.

- Financial Statement – current or 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.
- Business Plan or Minutes of the last AGM Meeting.
- Evidence of partnership from partner agencies (if applicable).

(Note: Any additional materials provided will not be returned.)

PAGE 9: PRIVACY ACT STATEMENT

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.

PAGE 10: SUPPORT DOCUMENTS

You may provide up to 3 emails, letters, any brochure or documents about your organisation that demonstrate community support for your project.

Please provide your certificate of incorporation Attach file:
Support documentation Attach file: