Community Grants Form 2526
Form Preview

Eligibility - Let's check if you are eligible to apply

* indicates a required field

1 - Are you applying as a not-for-profit community-based group or organisation that provides services the Glen Eira community? *

○ Yes   ○ No (ineligible to apply)

If your organisation isn't a not-for-profit entity you can't apply.

Sorry, you are ineligible to apply for a Glen Eira City Council Community Grant

Unfortunately you have answered 'No' to the first question, which means you are ineligible to apply. This program was established to provide grants to not-for-profit groups/ organisations that provide services to/support Glen Eira Residents.

2 - Is your organisation incorporated? *

○ Yes   ○ No (ineligible to apply)

If your organisation is not incorporated you can not apply, unless you are auspiced by an organisation that meets the eligibility requirements.

3 - Does your organisation have an ABN? *

○ Yes   ○ No (ineligible to apply)

If your organisation does not have an ABN you can not apply, unless you are auspiced by an organisation that meets the eligibility requirements.

4 - Does your organisation have a minimum of $20 million public liability insurance? *

○ Yes   ○ No (ineligible to apply)

If your organisation does not have public liability insurance to a value of $20 million you can not apply, unless you are auspiced by an organisation that meets the eligibility requirements.

If you answered no to questions 2, 3 or 4 you are only eligible to apply if you have an auspice organisation that agrees to support and manage your application and grant.

Are you using an auspice organisation?

○ Yes   ○ No

Sorry, you are ineligible to apply for a Glen Eira City Council Community Grant

Unfortunately, your answers to the above questions mean that you do not meet the eligibility requirements to apply for a Glen Eira City Council Community Grant. This program was established to provide grants to not-for-profit groups/organisations that service/support

Glen Eira Residents, are incorporated, have an ABN and public liability insurance in a minimum value of $20 million.

Grant Stream - you're eligible to apply, which grant stream are you going to apply for?

* indicates a required field

Which grant stream are you applying for? *
- ○ Community Strengthening grant (up to $3,000)
- ○ Partnership and Events grant (up to $10,000)

Organisation details

* indicates a required field

Name of organisation *
Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation.

Physical address of organisation *
Address

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

Postal address of organisation *
Address

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

Website

Must be a URL.
Copy from your website.

Facebook page

Provide a URL

Community Grants Form 2526

Form Preview

Primary contact

Who is the first person we should contact if we have any questions about your application? *

Title   First Name   Last Name

Position title *

Phone number *

Include the area code, eg 03 95243333

Email address *

Must be an email address.

Secondary contact person

Who should we contact if we are unable to reach the primary contact?

Secondary contact name *

Title   First Name   Last Name

Hint this could be a member of the Committee, or the person signing the declaration

Position title *

Phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

ABN

Applicant 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.

What legal status is your organisation? *
○   Incorporated Association - incorporated under State/Territory legislation
○   Company registered under the Corporations Act 2001 (Cth)
○   Aboriginal and Torres Strait Islander corporation registered under the Corporations
(Aboriginal and Torres Strait Islander) Act 2006 (Cth)
○   Other entity established by statute

Incorporation ACN or ICN number:

Australian Company Number (ACN), Indigenous Corporation Number (ICN)

Attach your public liability insurance Certificate of Currency *
Attach a file:

A minimum of 1 file must be attached.

Insurance date of renewal *

Must be a date.
The date that your Public Liability Insurance is due to be renewed.

What does your organisation do? *

Word count:
Must be no more than 100 words.
Your answer may be your mission/vision statement or a brief description of the purpose of your group.

How many members and/or service users in your organisation? *

Must be a whole number (no decimal place).

What is the annual membership fee?

$

Must be a whole dollar amount (no cents).
You can put $0 if there is no membership fee

How many Glen Eira residents are served by your organisation? *

Must be a whole number (no decimal place).

Attach your most recent annual financial report *
Attach a file:

A minimum of 1 file must be attached.

If most recent financial report is more than 12 months old please provide an explanation.

This may include that date of your next Annual General Meeting

Auspice

* indicates a required field

Attach auspice paperwork here *
Attach a file:

Auspice Organisation

Auspice Organisation *
Organisation Name

Auspice Organisation 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.

Auspice Primary Address *
Address

Auspice Primary Website

Must be a URL.

Auspice contact details

This will be the person who represents the auspice organisation, and is responsible for:

- receiving, banking and administering all monies related to the grant;
- monitoring the project and ensuring timely completion;
- completing the financial acquittal and ensuring funding is acquitted on time; and
- providing the group with public liability insurance.

Name *

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.

Project details

* indicates a required field

Project Title *

Do you have partner(s) for this project?
○ Yes
○ No

Who are your partners and how will they contribute to this project? *

Must be no more than 300 words.
Will they provide funding, volunteers, in-kind support, etc

Does the project include running a public event? *
○ Yes   ○ No
A public event is open to everyone and is advertised outside of your group/organsiation

Will it be:
○ a small event (under 250 atendees)
○ a medium event (over 250 but less than 1000 attendees)
○ a large event (over 1000 attendees)

Where will the event be held?

Must be no more than 50 words.
Provide an address or location name (eg Caulfield Park Pavilion or Town Hall Auditorium)

What is the estimated date of the event?

Must be a date.
The date of the event or the first day of the event if is over more than one day

Provide a brief description of the project (including project aims) *

Must be no more than 200 words.
Provide a short description of your project including the project aims - what you are setting out to do.

Select the Council Strategic Focus area(s) that align with the project.

☐ strengthen community connections and collaborations
☐ develop an accessible and inclusive community
☐ encourage community initiatives that promote self-sufficiency and innovation
☐ help strengthen community capacity to plan and implement services
☐ celebrate diversity and participation in community life
☐ contribute to sustainability and climate change action
☐ build and strengthen good governance practices
☐ encourage participation in arts and cultural activities
☐ increase volunteering and extend the reach of community programs

Provide details on how the project addresses the selected strategic focus areas: *

Word count:
Must be no more than 300 words.

Provide us with more information on how you will implement the project, include project deliverables and measures. *

Must be no more than 500 words.
Include any provisions you will have to comply with DHHS COVID-safe guidelines.

How to you plan on advertising this project?

Have you factored the cost of advertising in your budget?

Provide evidence or a rationale of the community's need for the project: *

Additional information can be uploaded through any "Choose Files" button.

In what ways will the project be accessible and inclusive? *

Must be no more than 200 words.
eg. faith based organisations open to non denomination attendees.

What benefit will the project achieve for the Glen Eira community, include project outcomes *

Word count:
Must be no more than 300 words.Be specific, eg. what will change? How will people be better off?

How many people will benefit from the project? *

Must be a whole number (no decimal place).

How many Glen Eira residents will benefit from the project? *

Must be a whole number (no decimal place).

Can this project be funded through other sources?
○ Yes   ○ No

Attach additional information that will support your application.
Attach a file:

Only enter information that cannot be entered in the application form.

Budget

* indicates a required field

Totals

These numbers are automatically calculated and can only be adjusted by changing the numbers in the budget table.

Calculated Cost of Project	Calculated Cost of Grant request	Calculated Cost of Grant request including Facility Hire
$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Refer to the "Budget" factsheet on Council's website www.gleneira.vic.gov.au/grants/budget

Describe the project expenses	Cost of project item ($)	Upload evidence of costs (over $1,000)	Community grant request ($)
Provide a description of each of the items that make up the project budget. You can include calculations like 10 hours x 10 volunteers at $42 per hour.	Must be a whole number (no decimal place).		Must be a whole number (no decimal place).

Description of expenses for the project	Cost of project item ($)	Upload evidence of costs (over $1,000)	Organisation's contribution ($)	Other funding sources ($)	Community grant request ($)
Provide a description of each of the items that make up the project budget. You can include calculations like 10 hours x 10 volunteers at $42 per hour.	Round up to whole numbers Must be a whole number (no decimal place).		Must be a whole dollar amount (no cents).	Include In-kind contributions. Must be a whole dollar amount (no cents).	Must be a whole number (no decimal place).
			$	$	
			$	$	
			$	$	
			$	$	
			$	$	
			$	$	

Facility hire

'Facility hire' relates to the use of a Glen Eira City Council facility eg. room, open space or monument (https://www.gleneira.vic.gov.au/our-city/venues and https://www.gleneira.vic.gov.au/our-city/parks-and-playgrounds)

The cost of facility hire can be included as part of the community grant request by including it in the table below 'Facility Hire details'.

The **Total Cost of Community Grant Request and Facility hire** will be calculated for you, and should not exceed the funding capacity of the grant stream.

Note:

The inclusion of a facility hire grant request does not allow you to exceed the maximum grant amount available to any applicant, $3,000 for Community Strengthening Grants or $10,000 for Partnership and Events Grants.

Payment for facility hire supported by a grant will be made by Council on behalf of successful applicants, through an internal transfer.

Does your application include in-kind funding towards the hire of a Council facility? *
○ Yes   ○ No
If you answer Yes, please note that you should not include this amount in your budget table above.

To include Council facility hire within your funding application you must:

- Visit gleneira.vic.gov.au or call 03 9524 3333 for information or to book Council facilities.
- Make your facility booking/s by contacting Council, confirming dates and costs, before submitting this grant application.
- Identify the fact that you are applying for a community grant at the time of booking your facility.

Calculated Facility Hire cost

$

This number/amount is calculated.
This figure is automatically calculated and can only be adjusted by changing the details in the Facility Hire Details below.

Facility hire details

The table below *must* be completed with accurate details and costing of the facility hire charges for your request to be considered.

Location	Usage Date	Cost	Booking confirmation
	Must be a date.	Round up Must be a whole dollar amount (no cents).	Upload the confirmation of the booking here
		$	
		$	

Part funding

Council may decide to support your grant request with a funding amount of less than the amount you have requested.

This may be because some items you requested are listed in the guidelines under the heading of 'What will not be funded'. Or, in cases where sufficient funds are not available, Council may award a smaller amount than requested to show support for the project.

If Council approves part funding of your grant request would you consider adapting your project plan for the project to go foward? *
○ Yes   ○ No

Provide details of how you would adapt your project plan if part funded.

Declaration

* indicates a required field

I certify and/or acknowledge and agree as applicable*:

- I am authorised by the President or Secretary of this group/organisation to submit this application.
- The information provided is true and correct and is an accurate representation of the organisation's status.
- All information provided (with the exception of individual's personal information) may be inspected by and/or made available to members of the public.
- That any material misstatement may invalidate this application and any subsequent grant allocated and may result in the organisation being liable to repay the amount of the grant.
-
  The Conditions of Funding of the Community Grants Program Guidelines 2025-26 on the Councils website at: https://www.gleneira.vic.gov.au/media/0oepox2g/community-grant-guideline-2024-2025-pages.pdf

Declaration *
○   Yes, I have read and agree with the information in this application

Name *
Title   First Name   Last Name

Position *

Date *

Must be a date.

Community Development Mailing List
○   Yes, I would like to join the Community Development mailing list. Members of the Community Development mailing list receive a range of community information such as upcoming events and workshops along with the Connect Newsletter and other publications.

Privacy Notice

Your personal information is being collected by Council for the purpose of subscribing to the Community Development mailing list. Your personal information will be stored by Council and used for the delivery of mailing list communications. You can unsubscribe from the mailing list at any time.

For further information on how your personal information is handled, including how to access your information, refer to Council's Privacy Policy at www.gleneira.vic.gov.au