

# New Groups Fund - Application Form

## Form Preview

### Melton City Council's New Groups Fund

\* indicates a required field

#### Before you begin

The New Groups Fund aims to assist the establishment of new community groups, clubs, or associations that reflect the diversity of our community and align with Council's strategic goals.

It is important for you to read the New Groups Fund Guidelines to understand the eligibility, timelines, and other important information. You can access these Guidelines [here](#).

The Community Grants team is here to help. Contact us to ask any questions or discuss your idea and the fund application process.

#### Community Grants Team

- Phone: (03) 9747 7247
- Email: [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au)

#### Data Privacy

The personal information requested on this form is being collected by Melton City Council for the purpose of processing your grant application for the Community Grants Program. The applicant may apply to Melton City Council for access or amendment of information provided. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law, but may be provided to other teams within Council's Healthy Connected Communities Department for the purpose of community development. Should you fail to provide the information, we may be unable to process your grant application. You can contact Council at [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au) for more information.

#### Eligibility Check

**Is your new group based within the City of Melton? \***

- ☐ Yes ☐ No

*You are currently not eligible for funding. The Guidelines state that the new group must be based within the City of Melton. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au).*

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**Is your new group intending to be incorporated, or has the group been incorporated for less than 12 months? \***

☐ Yes ☐ No

*You are currently not eligible for funding. The Guidelines state that the new group must intend to be incorporated, or have been incorporated for less than 12 months prior to application submission. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au).*

**Do you intend to have 80% of your new group members residing in the City of Melton? \***

☐ Yes ☐ No

*You are currently not eligible for funding. The Guidelines state that the new group must intend to have 80% of its members residing in the City of Melton. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au).*

**Have you previously received a payment from the New Groups Fund (formerly Establishment Grant)? \***

☐ Yes ☐ No

*You are currently not eligible for funding. The Guidelines state that new groups will not be considered for funding if they have previously received payment for a New Groups Fund (formerly Establishment Grant). Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au).*

**Have you discussed your proposed new group with the New Community Groups Council Officer? \***

☐ Yes ☐ No

*You are currently not eligible for funding. The Guidelines state that applicants must contact the New Community Groups Council Officer to discuss group objectives, plans and any support required while establishing the group. The New Community Groups Council Officer can be contacted via phone on (03) 9747 7127 or email [communitytraining@melton.vic.gov.au](mailto:communitytraining@melton.vic.gov.au).*

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**Is your new group related to harmful industries, such as alcohol, tobacco, or gambling? \***

☐ Yes ☐ No

*You are currently not eligible for funding. The Guidelines state that new groups will not be considered for funding if they are related to harmful industries, such as alcohol, tobacco, or gambling. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au).*

**Is your new group involved in political activities, or activities of a discriminatory, sexist, racist, disrespectful, illegal, or unsafe nature?**

☐ Yes ☐ No

*You are currently not eligible for funding. The Guidelines state that the new group will not be considered for funding if they are involved in political activities or activities of a discriminatory, sexist, racist, disrespectful, illegal, or unsafe nature. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au).*

**Funding will not be provided for items or services already purchased. \***

☐ I understand that funding will not be approved for items or services already purchased.

**Funding will only be provided for the following:**

- Certificate of Incorporation
- Governing Body Registration
- Branding, marketing and promotion
- Venue Hire for up to 12 months
- Operational items (eg. equipment and stationary)
- Public Liability Insurance

**\***

☐ I understand that funding will only be provided for items listed above.

## Contact Information

**\* indicates a required field**

### Applicant Details

**Contact name \***

First Name

Last Name

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**Pronouns \***

☐ She/Her ☐ He/Him ☐ They/Them ☐ Not listed ☐ Prefer not to say

**Phone Number \***

**Email address \***

**Position in group \***

## Project Details

\* indicates a required field

**What is the name of the new group? \***

**What suburb will the new group be based in? \***

**Please indicate the types of activities the new group is interested in (select all that apply). \***

- ☐ Environment & Nature - reducing our environmental footprint, and protect and enhance the City of Melton's natural environment
- ☐ Festivals & Events - celebrating diversity and unity, bringing people together to strengthen social connections
- ☐ Sports & Hobbies - increasing participation and accessibility of sports and hobbies
- ☐ Healthy Living - promoting a safer, healthier, and more connected municipality
- ☐ The Arts - building community connections, expressing creativity and local culture through the arts
- ☐ Other:

**Briefly describe the main motivation for creating this new group? \***

Word count:

Must be at least 50 words.

The new group may be trying to address a community need, respond to an emerging issue, or create opportunities to help address a focus area of Council.

**Please select who the new group will be targeting to benefit (select all that apply). \***

- ☐ Children
- ☐ Youth / Young people
- ☐ Adults
- ☐ Seniors / Older people
- ☐ Aboriginal and Torres Strait Islander people

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- ☐ Culturally diverse communities
- ☐ People with disabilities
- ☐ Gender diverse
- ☐ LGBTQIA+
- ☐ Other:

### Incorporation

**Is your new group incorporated? \***

☐ Yes

☐ No

**Please upload a copy of your Certificate of Incorporation.**

Attach a file:

**When do you intend for your new group to be incorporated by?**

### Budget

**\* indicates a required field**

### Expenses

**Items that can be funded by the New Groups Fund include:**

- Certificate of Incorporation
- Governing Body Registration
- Public Liability Insurance - Please note: To be eligible for future Community Grants from Council, applicants require at least \$20m in Public Liability Insurance.
- Branding, marketing, and promotion
- Venue Hire for up to 12 months
- Operational items (eg. equipment and stationery)

Please list each item you are seeking funding for in the expense table below.

Please select "add more" to add more rows.

Any items already purchased must not be listed in the table and will not be funded by the New Groups Fund.

Expense Item	Expense Amount
	\$
	\$
	\$
	\$

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**Total Amount you are requesting from Council**

\*

\$

Please note that no more than \$1,500 can be requested. If the total items exceed \$1,500, the group is responsible for covering the difference.

## Quotes

To be eligible for funding, applicant must upload quotes that match items listed in the expense table above. Please note:

- One written quote is required for a single item or service valued at over \$250
- Two written quotes are required for a single item or service valued at over \$1,000.
- Quotes must include GST where applicable.

**Please upload all relevant quotes to match expenses listed in the above table.**

Attach a file:

**When will the group have purchased all items listed in the expense table? \***

## Declaration

\* indicates a required field

The following conditions apply to all funding allocated through the New Groups Fund.

- 1.The applicant must provide true and correct details, to the best of their knowledge, and have sought consent from the people and groups named in the application.
- 2.The applicant understands and consents to Melton City Council collecting the personal information requested on the Application Form for the purpose of determining funding, and that this information will be solely used by Melton City Council for this purpose and any secondary purposes associated with the conduct of this program.
- 3.Council will not fund items or services already purchased.
- 4.Funding is allocated on a competitive basis. Once allocated funds are exhausted, no additional funding will be available within the financial year.
- 5.There is a possibility that no funding or partial funding, will be provided.
- 6.The application will be assessed against the eligibility criteria.
- 7.Council encourages the applicant to source from suppliers within the City of Melton.
- 8.Successful applicants will receive funding after signing a funding agreement.
- 9.The applicant must spend funds on the project as described in the application, or as directed in the funding agreement. Any funds not spent must be returned to Council by the applicant.
- 10.If funds are approved and made available, the purchases must be made by the applicant within the agreed time frame.
- 11.The applicant must disclose any changes to project outcomes, dates, costs, or location to Council through completion of a Variation Request Form prior to any further funding being spent. A Variation Request Form can be supplied upon request by the Community

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Grants Team, and must be completed via SmartyGrants. Updated quotes will need to be provided. Once submitted, the variation request will be reviewed, and the applicant will be advised of the outcome.

- 12 Information submitted to Council becomes the property of Melton City Council to be used at its discretion and may be used in Council publications for the purpose of promoting the Community Funds Program.
- 13 The applicant must acknowledge the City of Melton as a funding source either by, using the City's logo in marketing and publicity materials, acknowledgement at events, and/or invitations for Councillors or Council representatives to attend events.
- 14 An Acquittal Report (Final Report) must be completed by the applicant within one month of the project end date. The applicant must provide receipts for all goods and services purchased with Council funding and must list project outcomes in the Acquittal Report.

### **Agreement to conditions**

\*

☐ I agree

You must agree to the conditions to be considered for a New Group Fund.

## Ineligible

The answer you have provided indicates that you are ineligible to receive New Group funding. Please feel welcome to contact the Community Grants Team to discuss options on 03 9747 7247 or email [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au).