Community Grants - Application Form
Form Preview

Melton City Council's Community Grant Program

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Before you begin

Melton City Council's Community Grants Program provides opportunities for not-for-profit community organisations to apply for project funding to benefit the Melton community.

The Community Grants Program aims to celebrate diversity, develop civic leadership and pride, and encourage community participation and social connection.

It is important for you to read the Community Grants Program Guidelines to understand the eligibility, assessment criteria, 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 grant application process.

Community Grants Team

- Phone: (03) 9747 7247
- Email: 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 for more information.

Eligibility Check

Is your organisation based within the City of Melton?

○ Yes   ○ No

You are currently not eligible for a Community Grant. The Guidelines state that applicant organisations 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.

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Does your organisation hold not-for-profit status? *

○ Yes   ○ No

For organisations without not-for-profit status you can apply for a Community Grant through an Auspice arrangement. For more information on Auspice arrangements please visit Melton City Council's website.

Does your organisation have auspice support from a not-for-profit organisation? *

○ Yes   ○ No

Auspice means to lend support to someone. In the context of grant applications, an auspice organisation is one that is given the grant money on your behalf. The auspice also has the responsibility for making sure that the project is completed as outlined in the funding agreement. If you answer "Yes" to Auspice support you will need to provide Auspice details later in the form.

You are currently not eligible for a Community Grant. The Guidelines state that applicants must either be a not-for-profit organisation or be auspiced by a not-for-profit organisation. Council Officers may be able to help source auspice support. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Does your organisation (or auspice) have an ABN or a completed Statement of Supplier Form? *

○ Yes   ○ No

The Australian Business Number (ABN) is a unique 11-digit identifier issued by the Australian Business Register. A Statement by a Supplier Form can be used for organisations without an ABN. Further details, including access to the form can be sourced via the ATO website.

You are currently not eligible for a Community Grant. The Guidelines state that applicants must have an ABN or a completed Statement by a Supplier form. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Does your organisation (or auspice) hold Public Liability Insurance Certificate of Currency of at least $20 million?

○ Yes   ○ No

You are currently not eligible for a Community Grant. The Guidelines state that applicants must have Public Liability Insurance of at least $20 million. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

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Does your organisation (or auspice) have outstanding acquittals for projects funded through Council's current Community Grant program? *

○ Yes   ○ No

Council's current Community Grant program launched on 1 March 2024.

You are currently not eligible for a Community Grant. The Guidelines state that applicants must have fully acquitted previously funded projects with Melton City Council. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Does your organisation (or auspice) have any outstanding debts owing to Melton City Council? *

○ Yes   ○ No

You are currently not eligible for a Community Grant. The Guidelines state that applicants must not have any outstanding debts owing to Melton City Council. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Has your organisation already received $10,000 from Council's current Community Grant program this financial year? (1 July to 30 June) *

○ Yes   ○ No

You are currently not eligible for a Community Grant. The Guidelines state that applicants cannot be awarded more than $10,000 in grants per financial year. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Is your organisation related to harmful industries, such as alcohol, tobacco, or gambling?

○ Yes   ○ No

You are currently not eligible for a Community Grant. The Guidelines state that applicants must not be 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.

Have you discussed this project with a Project Officer at Melton City Council? This is a Council Officer most relevant to your project. This is not a member of the Community Grants Team *

○ Yes   ○ No

A list of Council Project Officers can be sourced on the Melton City Council website.

You are currently not eligible for a Community Grant. The Guidelines state that at applicants must discuss their project with an Officer from the most relevant area of Council (refer to Project Officer Listing, see 'Guidelines and Helpful Resources' tab at www.melton.vic.gov.au/communitygrants). This Officer will support you by providing expert advice on the feasibility of your project and will be asked to provide feedback to the Assessment Panel. Consultation with this Officer is mandatory. If unclear on who to speak to, contact the Community Grants team.

Does your project directly benefit Melton residents?

○ Yes   ○ No

This project is currently not eligible for a Community Grant. The Guidelines state that projects must directly benefit Melton residents. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Is the project a responsibility of other levels of government? *

○ Yes   ○ No

For example: Projects that are part of the school curriculum or enhancements to infrastructure.

This project is currently not eligible for a Community Grant. The Guidelines state that projects must not be the responsibility of other levels of government. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Is the project related to the delivery of core curriculum of education providers? *

○ Yes   ○ No

This project is currently not eligible for a Community Grant. The Guidelines state that projects must not relate to the delivery of core curriculum of education providers. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Is the project a responsibility of other areas of Council? *

○ Yes   ○ No

For example: Projects relating to maintenance of Council owned facilities.

This project is currently not eligible for a Community Grant. The Guidelines state that projects must not be the responsibility of other areas of Council. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Has your organisation already received Council funding for this project? *

○ Yes   ○ No

For example: Funding already provided for this project through other council departments, Community Grants Program, Community Funds Program, or, Community Partnership Program

This project is currently not eligible for a Community Grant. The Guidelines state that projects must not be already receiving Council funding. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Has the project already commenced? *

○ Yes   ○ No

This project is currently not eligible for a Community Grant. The Guidelines state that projects are eligible provided they have not commenced prior to the application being submitted. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Will this project be completed within 12 months of being approved?

○ Yes   ○ No

This project is currently not eligible for a Community Grant. The Guidelines state that projects must be completed within 12 months from the date of approval from Council. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Funding will not be provided for the following:

- Operational costs such as permanent or contract wages, rent, utility bills, insurance, facility maintenance or capital improvement
- Personal expenses such as petrol or phone bills that are incurred by individuals rather than the group
- Mandatory equipment addressing Occupational Health and Safety regulatory requirements (non-mandatory risk reduction items such as defibrillators for community sites can be considered for funding)
- Purchase of alcohol, tobacco, fireworks, and activities or items related to gambling
- Political activities, or activities of a discriminatory, sexist, racist, disrespectful, illegal, or unsafe nature
- Gift vouchers, payments or rewards for group members.
- Items or services purchased or provided prior to the application being submitted.

*
○ I understand that funding will not be approved for items listed above.

Contact Information

* indicates a required field

Organisation details

Organisation Name *   Organisation Name

Organisation Address   Address

This is where your organisation operates from

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

Please upload a completed 'Statement of Supplier' form (if you do not have an ABN)

Attach a file:

Please upload proof of not-for-profit status in the form of Certificate of Incorporation

Attach a file:

Please upload your current Public Liability Insurance Certificate

Attach a file:

Brief overview of organisation *

Please outline the year of establishment, the purpose, size and make-up of the group and any previous projects you have been involved in.

Project Contact Details

Contact name *

First Name   Last Name

Pronouns

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

Phone Number *

Email address *

Position in organisation *

Auspice details

This section must be completed as you have indicated that you have Auspice support from a non for profit organisation

Auspice Organisation Name

Organisation Name

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Auspice Organisation Primary Address	Address

This is where the organisation operates from

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

Auspice Contact Name

First Name   Last Name

Auspice Contact Phone Number

Auspice Contact Email

Upload letter of auspice confirmation

Attach a file:

This letter confirms that the auspice organisation will support the grant applicant.

Please upload auspice's proof of not-for-profit status in the form of Certificate of Incorporation

Attach a file:

Please upload auspice's current Public Liability Insurance Certificate

Attach a file:

Project Details

* indicates a required field

Please advise which Grant Category you wish to apply for. *

What is the name of the project? *

What is the start date of the project? *

The project must not start prior to the application being submitted

What is the end date of the project? *

The end date of the project must be no later than 12 months from start date

Where will the project take place? *

What is the project? *

Describe what your project is and what it will include.

Why are you organising this project? *

Describe the immediate or ongoing benefits for residents of Melton *

Applicants are encouraged to consider the following questions: What will they learn and feel? What connections will they make? What health benefits will there be? Will behaviours and attitudes change? Will social interactions improve? Will they have easier access to support?

Please indicate the expected attendance or number people that will benefit from the project *

○ 0-10 ○ 11-30 ○ 31-70 ○ 71-150 ○ 150+

Please list the name of the Council Project Officer you discussed this project with. *

This is a Council Officer most relevant to your project. This is not a member of the Community Grants Team. A list of Council

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Project Officers can be sourced at www.melton.vic.gov.au/communitygrants

Priority Areas for Council

Select which of the following priority areas your project will support (select all that apply): *

☐ Social and/or Cultural Connection and Participation
☐ Diversity, Inclusion and Accessibility
☐ Gender Equality
☐ Public Health and Wellbeing
☐ Celebrating Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self-determination
☐ Protecting and enhancing our natural environment
☐ Lifelong learning
☐ Volunteerism
Select all that apply

How will this project support the selected priority area/s? *

Which of the following have you considered being involved in the project?

☐ Children
☐ Youth
☐ Adults
☐ Seniors
☐ Aboriginal & Torres Strait Islanders
☐ Culturally Diverse
☐ People with Disability
☐ Other:

What considerations have you made to ensure your project is inclusive and accessible?

Applicants are encouraged to consider the following questions: How are you contacting residents that would benefit from this project? How are you modifying this project to be suitable for all possible attendees?

Project Planning

Does your project require any permits from Council or other agencies? *

○ Yes   ○ No   ○ Unsure

Applicants are encouraged to consider if any permits are required from Council. Common permits required may be Event Permit, Traffic Management Plan, Community Garden Permit. Planning to secure permits must be included in the project plan below. Please note that permits or approvals will need to be sourced prior to funding being distributed. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Complete the following project plan to list the steps your organisation will take to plan and deliver this project.

An example of a project plan can be found via [Melton City Council's website](). Please refer to 'Sample Responses' tab.

Please select "add more" to add more rows.

What needs to be done	Who will be responsible	Completion date
		Must be a date.

Budget

* indicates a required field

Will you be charging entry fees to offset project expenses? *	○ Yes ○ No ○ Not applicable Total entry fees assumed must be listed as an income type in the budget below.
Total amount you are requesting from Council? *	$ What is the total financial support you are requesting in this application? No more than $5,000 can be requested.

Income

Income and expenses must be the same figure.

Examples of income source include: grant funding; entry fees; sponsorships; donations; fundraising; and/or; member fees.

Please select "add more" to add more rows.

Income Source	Income Amount
	$
	$
	$
	$

Expenditure

Income and expenses must be the same figure.

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

Examples of expense items include: venue hire; catering; equipment; and/or, facilitation services.

Funding will not be provided for the following:

- Operational costs such as permanent or contract wages, rent, utility bills, insurance, facility maintenance or capital improvement
- Personal expenses such as petrol or phone bills that are incurred by individuals rather than the group
- Mandatory equipment addressing Occupational Health and Safety regulatory requirements (non-mandatory risk reduction items such as defibrillators for community sites can be considered for funding)
- Purchase of alcohol, tobacco, fireworks, and activities or items related to gambling
- Political activities, or activities of a discriminatory, sexist, racist, disrespectful, illegal, or unsafe nature
- Gift vouchers, payments or rewards for group members.
- Items or services purchased or provided prior to the application being submitted.

Please select "add more" to add more rows.

Expense Item	Expense Amount	Will the Council's Grant be covering this expense?
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	

Income total MUST equal expense total

Total Income Amount	Total Expense Amount	Difference between Income and Expense must equal zero (0)
$	$	$

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 attach one or more quotes

Attach a file:

List any in-kind contributions that will help deliver your project. In-kind contribution refers to any non-cash support that covers some project costs.

Examples of in-kind contributions include: volunteer hours; donated goods; free of charge services; equipment; and installation.

In-kind contributions

Declaration

* indicates a required field

The following conditions apply to all funding allocated through the Community Grants Program.

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. Funding is allocated on a competitive basis. Once allocated funds are exhausted, no additional funding will be available within the financial year.
4. There is a possibility that no funding or partial funding, will be provided.
5. The application must meet all eligibility requirements and will be assessed against the assessment criteria.
6. Council will only fund items or services that are purchased or provided post application being submitted.
7. Council encourages the applicant to source from suppliers within the City of Melton.
8. For applications involving activities with entry fees, the applicant must declare the charge per participant as income in the budget table of the application.
9. Successful applicants will receive funds after signing a funding agreement.
10. Where funding is contingent upon a specific condition, the applicant must provide evidence of fulfilling the condition before grant funds will be released by Council.
11. All grants are exclusive of GST. If the applicant is registered for GST, Council will add the GST component to the approved grant amount. 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.
12. If funds are approved and made available, the purchases must be made by the applicant within the agreed time frame.
13. 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 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.

14. 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 Grants Program.

15. 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.

16. 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 grant 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 Community Grant.

Ineligible

The answer you have provided indicates that you are ineligible to receive a Community Grant. Please feel welcome to contact the Community Grants Team to discuss options on 03 9747 7247 or email communitygrants@melton.vic.gov.au.