

Resident Achievement Grants - Application Form

Form Preview

Melton City Council's Resident Achievement Grants

* indicates a required field

Before you begin

The Resident Achievement Grants aims to assist individuals who have been selected by a governing body to participate in activities at a higher level.

It is important for you to read the Resident Achievement Grants 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

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

Do you reside in the City of Melton? *

☐ Yes ☐ No

You are currently not eligible for funding. The Guidelines state that the applicant must be a resident of 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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Do you have outstanding acquittals for projects funded through Council's current Community Grant program? *

☐ Yes ☐ No

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

You are currently not eligible for funding. The Guidelines state that applicants must have fully acquitted previous funding applications. Please contact the Community Grants team to discuss how you can complete your acquittal, on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Have you already received a Resident Achievement Grant (formerly Resident Achievement Fund) in the current financial year, or twice in the last five financial years? *

☐ Yes ☐ No

Current financial year is from 1 July to 30 June

You are currently not eligible for funding. The Guidelines state that only one payment from the Resident Achievement Grants (formerly Resident Achievement Fund) will be made available per person, per financial year, and no more than two contributions in the last five financial years. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Are you representing Victoria or Australia through a competitive selection process, or have you qualified to participate in a recognised national or international event? (Please note that this does not include representing other countries or states). *

☐ Yes ☐ No

You are currently not eligible for funding. The Guidelines state that applicants must be representing Victoria or Australia through a competitive selection process. This does not include representing other countries or states. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

If competing in a sporting event, does the event have a set of rules and code of conduct and is it competitive in nature? *

☐ Yes ☐ No ☐ Not applicable

You are currently not eligible for funding. The Guidelines state that the sporting event must have a set of rules and code of conduct and be competitive in nature. Please feel

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welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Do you have a invitation to attend, proof of selection, or letter of qualification for the event from the governing body? *

☐ Yes ☐ No

You are currently not eligible for funding. The Guidelines state that documentation must be provided showing evidence of applicants invitation to attend, proof of selection or letter of qualification from the governing body. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au

Has the event already occurred? *

☐ Yes ☐ No

This event is currently not eligible for funding. The Guidelines state that the application must be submitted prior to the commencement of the event. 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 event costs already purchased. *

- ☐ The event costs I am seeking funding for have not been purchased yet
☐ The event costs I am seeking funding for have been purchased already

You are currently not eligible for funding. The Guidelines state that Council will not fund items or services already purchased. Please feel welcome to contact the Community Grants team to discuss on 03 9747 7247 or email communitygrants@melton.vic.gov.au.

Contact Information

* indicates a required field

Applicant Details

Name *

First Name

Last Name

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Applicant is the person who has been selected, qualified or invited to the event.

Pronouns

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

Residential Address

Address

Phone Number *

Email Address *

Are you under 18 years old? *

☐ Yes ☐ No

Parent/Guardian Details

Name *

First Name

Last Name

Pronouns

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

Residential Address

Address

Phone Number *

Email Address *

Upload Proof of Residency *

Attach a file:

Driver's licence, lease agreement, rates notice or utilities bill

Event Description

* indicates a required field

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Name of the event you have been selected, qualified or invited to attend? *

Start date of the event? *

This application must be submitted before the start date of the event

End date of the event? *

Location of the event? *

Please select how much funding you are seeking from Melton City Council *

- ☐ Up to \$500 for events taking place within Victoria
☐ Up to \$1,000 for events taking place interstate
☐ Up to \$2,000 for events taking place overseas

Upload proof of selection, letter of qualification, or invitation to attend for the event *

Attach a file:

Event Governing Body Details

Name of Governing Body *

Contact Person *

Phone Number *

Email Address *

Website

Budget

* indicates a required field

Expenses

Items that can be funded by the Resident Achievement Grants include:

- Uniforms

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- Transport
- Accommodation
- Entry / Registration fees

Funding is for costs associated with the nominated event, for individual participants only.

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

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

Please select "add more" to add more rows.

Expense Item	Expense Amount
List expense: uniforms, transport, accommodation, entry / registration fees	Must be a dollar amount.
	\$
	\$
	\$
	\$

Total Amount Requested

Total Amount you are requesting from Council

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Quotes or proof of event costs

To be eligible for funding, applicant must upload quotes or proof of event costs that match items listed in the expense table above *

Attach a file:

Declaration

* indicates a required field

The following conditions apply to all funding allocated through the Resident Achievement Grants.

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- 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.In cases where several residents in the City of Melton have applied for funding to participate in the same team, Melton City Council reserves the right to allocate a maximum amount of funds for the one team.
- 8.In cases where multiple persons from one family have applied for funding, Melton City Council reserves the right to allocate a maximum amount of funds for the one family.
- 9.Successful applicants will receive funds after signing a funding agreement. Where the applicant is under 18 years of age, any payments will be made to the applicant's parent or guardian.
- 10.The applicant must spend funds on the event as described in the application, or as directed in the funding agreement. Any funds not spent must be returned to Council by the applicant.
- 11.If funds are approved and made available, the event must be attended or completed within the agreed time frame.
- 12.The applicant must disclose any changes to event 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 and proof of changes to the event will need to be provided. Once submitted, the variation request will be reviewed, and the applicant will be advised of the outcome.
- 13.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.
- 14.The applicant may 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.
- 15.An Acquittal Report (Final Report) must be completed by the applicant within one month of the event 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 Resident Achievement Grant.

Ineligible

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

