# Room to Create Charitable Fund Grant 2024
Form Preview

## Applicant Details

* indicates a required field

**Applicant Name** *

Organisation Name

**Venue/Space Name** *

**Venue/Space Address** *

Address

**Applicant Postal Address** *

Address

**Briefly describe the applicant organisation and what it does** *

Word count:
Must be no more than 150 words.

## Applicant 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.

The Entity name appearing in the ABN Lookup above (or a registered trading name) must match the applicant name.

ABN status must be "Active".

The applicant must display as DGR endorsed for "Item 1".

The applicant ABN must be endorsed for charity tax concession status (TCC).

## Applicant Contact Details

**Applicant Contact Name** *

Title  First Name  Last Name

**Applicant Contact Position** *

**Daytime Phone Number** *

Must be an Australian phone number.

**Email** *

Must be an email address.

## Project Details

* indicates a required field

### Venue/Space Details

**In what type of creative space will the proposed works take place?** *

○ Creative Hub
○ Gallery
○ Live Music Venue
○ Performance Space
○ Studio

If other, please identify

**What activities take place in this space?** *

Word count:
Must be no more than 200 words.

**Is the creative space located in a private dwelling/home?**

○ No

Creative spaces that are located in a private dwelling/home are not eligble for the Room to Create Charitable Fund Grant

**My venue agrees to adopt the Best Practice Guidelines for Live Music Venues developed by the Live Music Roundtable and Victorian Government. ***

○ Yes

The Best Practice Guidelines are available on the [Music Victoria website](#)

## Project Details

**Name of Project ***

**Briefly describe the works/services are you seeking funding for? ***

Word count:
Must be no more than 200 words.
This description may be included in public Council documents.

**Why does your organisation need to do this project? ***

Word count:
Must be no more than 200 words.

**Project Start Date ***

Must be a date and between 15/7/2024 and 30/6/2025.

**Project End Date ***

Must be a date.

**Have the works already been completed? ***

○ Yes          ○ No

Applications to fund projects retrospectively or for works that have already been completed are not eligible for the Room to Create Charitable Fund Grant

## Project Benefits

**Who will benefit from the project and how? ***

Word count:
Must be no more than 200 words.
You may include include cultural, social, economic benefits as appropriate.

**How will the project be delivered?** *

Word count:
Must be no more than 200 words.
Is the project plan well considered and what is the capacity of the organisation to deliver this project.

**How will the proposed project ensure the ongoing viability of your organisation's presence in Yarra?** *

Word count:
Must be no more than 200 words.
How is this project sustaining creative activity or services for your organisation and community.

**What is the short term impact of the project?** *

Word count:
Must be no more than 200 words.

**What is the medium to long term impact of the project?** *

Word count:
Must be no more than 200 words.
The impact of this grant to contribute to the creation/development of creative activity in Yarra

## Budget

* indicates a required field

Rows can be added to the budget if needed and left blank if not.

Please do include in-kind (non-cash) contributions in your budget. These should appear in both the Income and Expense columns so that your budget balances.

Total income should match total expenditure in the budget so that the surplus/deficit equals $0.

**Amount requested from City of Yarra?** *

$

whole numbers only

**Total Project Cost** *

$

This number/amount is calculated.
It is based on the total expenses listed in your budget.

## Budget

| Income | $ | Expenditure | $ |
|---|---|---|---|
| RTC Charitable Fund Grant | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |

## Budget Totals

**Total Income Amount**

$

This number/amount is calculated.

**Total Expenditure Amount**

$

This number/amount is calculated.

**Budget surplus or deficit**

$

This number/amount is calculated.
This number should be $0.

## Additional Information

The Room to Create Charitable Fund strives to fund applications to the full amount requested, however your honest answers to the below questions are of immense value to our assessment panel as they allocate the limited funding.

**Please identify which budget items you will use your RTC Charitable Fund grant money for.** *

Word count:
Must be no more than 150 words.

**Will you be able to run a version of your project if you receive less than the requested amount?** *

☐ Yes
☐ No

**What changes will you make to the project if you receive less money from Yarra? What impact would receiving less funding have on your aims?** *

Word count:
Must be no more than 150 words.

**Please identify what is the minimum amount of funding from Yarra City Council this program/ project can be run with?** *

Word count:
Must be no more than 150 words.

**Any further comments or clarification regarding budget items:**

Word count:
Must be no more than 150 words.

**Do you have any rates or fines currently owing to Yarra City Council? ***

☐ Yes
☐ No
☐ Unsure

## Supporting Documentation

* indicates a required field

### Public Liability Insurance

Applicants are required to show that they have appropriate Public Liability Insurance coverage for their project.

If a Public Libaility Insurance Certificate is not provided at the time of application, a valid certificate will need to be provided before any successful grants can be paid.

**Do you currently have public liability insurance? ***

○ Yes          ○ No

**I acknowledge that if funded, I will need to provide evidence of current Public Liability Insurance coverage before funds will be released. ***

○ Yes

### Quotes and Additional Documentation

To help us assess your application, we ask you to provide a quotation for the proposed works.

Please use the link provided to attach copies of your quote/s to this application.

If you wish to provide any other supporting documentation, you may also attach these via the link below.

**Attach quotes here: ***

Attach a file:

This upload link can be used to attach multiple files to your application, however files must be uploaded one at a time. Alternatively, website links to images/videos can be listed in the space below.

Maximum individual file size is 25 MB, with a maximum of 100 MB in total per application. However, SmartyGrants strongly recommends keeping file sizes to a 5 MB maximum.

**Other supporting documentation (if required)**

Attach a file:

**Links to external websites:**

## Applicant Declaration

* indicates a required field

Applicant Declaration

I declare to the best of my knowledge that all the details supplied in this application form and in the attached documents are true and correct. I have read the accompanying guidelines and information to applicants provided with this application form. Yarra City Council will be contacted immediately if any information provided in this application changes or is incorrect.

I consent to the information contained within this application being collected, used and disclosed by the Yarra City Council for the purpose of registering, administering and promoting my current and any future grant applications with the Yarra City Council. I understand that copies of all material provided will be retained by Council as required by the Public Records Act 1973.

I consent to my contact details being added to the Yarra Community Grants and Training Opportunities Mailing List. By signing up to this mailing list I will regularly be sent information on: Council's grants programs; Council's skills and training programs; and other opportunities relevant to the majority of our local community.

**Your name: ***

Title   First Name   Last Name

**Venue/Space ***

## Submitting Your Application

Applications are not submitted until you hit the **submit** button on the next page.

Once your application has been submitted it cannot be changed so please ensure it is accurate and complete before you submit it.

When you submit your application you will receive an automated email acknowledging reciept of your application and with a PDF copy of your application attached. This will be sent to the email address you used to register. If you do not receive this confirmation email your application has not been submitted.

You can return to http://cityofyarra.smartygrants.com.au/ at any time to view your applications.

If you have received previous funding from Yarra City Council and the project is **completed** please ensure you have submitted any outdated Acquittal Forms.

Acquittal forms are linked to the relevant grant application in the "My Submissions" area of SmartyGrants. To submit an acquittal form please log onto http://cityofyarra.smartygrants.com.au, click on "My Submissions" and complete the form in the same way you completed your grant application. Please make sure to press the "Submit" button when you have completed the acquittal. The Grants Team cannot see unsubmitted forms.

Any outstanding acquittals and debts to Council need to be cleared before new grants can be paid.