

Arts and Culture Annual Grants Application Form

Form Preview

Important Information

* indicates a required field

Need assistance to complete an application? Applicants who need help completing their application are encouraged to contact the Grants Team on 9205 5170. Assistance developing your project plan and submitting your application online can be provided by appointment until **5pm Friday 26 July 2024**.

Interpreters can be booked if requested.

Before completing this application, applicants are required to:

- Read the [Guidelines](#).
- Please see also the SmartyGrants Help Guide for Applicants which can be found [here](#).

Questions marked * indicate a response is required. You will **not** be able to submit your application until all compulsory questions are completed.

You can save and close and return to your application at anytime **prior** to submission. Once an application has been submitted a confirmation email will be sent to you which includes a PDF copy of the application for your records.

After submission, no changes can be made without the assistance of the City of Yarra Grants Team.

You can also return to <http://cityofyarra.smartygrants.com.au/> at any time to view a copy of your application.

If you have any technical difficulties viewing the application form or accessing your account, please contact SmartyGrants directly on 9320 6888.

If you have questions about or need assistance to complete the application, please contact the City of Yarra Grants Team on 9205 5170 or 9205 5146.

Applications must be successfully submitted by 11:59pm Wednesday 31 July 2024 to be eligible in this grant round. As technical support will not be available after 5pm on Wednesday 31 July, we recommend submitting your application well before the deadline.

There are many types of projects funded by the Yarra Annual Grants. This means that we cannot provide a sample application form for you to reference. However we do provide suggestions of items you might need to include in your budget. You can also access the [Our Community Answers Bank](#), which gives examples of answers to common grant questions.

. *

☐ Yes, I have read the Annual Grants 2025 Guidelines.

It is strongly recommended that you speak to a Council Officer connected to the relevant Funding Stream before submitting your application. Contact details are listed in the Annual Grants 2025 Guidelines.

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Name of Council Officer consulted about this application:

Applicant Details

* indicates a required field

Applicant

Applicant - Only artists can apply as an Individual *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Is this application being auspiced by another organisation? *

☐ Yes ☐ No

Applicant Postal Address

Address

<input type="text"/>
<input type="text"/>

Any, but at least one field is required.

Briefly describe the applicant/applicant organisation and what you do: *

Word count:

Must be no more than 200 words.

Please presume that the assessors are not familiar with your organisation.

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

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Please make sure that the Entity name (or a registered trading name) matches the applicant name.
ABN status must be "Active".

Applicant Organisation Contact Name

Applicant Project Contact *

Title First Name Last Name

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Applicant Project Contact Position *

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Applicant Project Contact Primary Phone Number *

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Must be an Australian phone number.

Applicant Project Contact Secondary Phone Number

--

Must be an Australian phone number.

Applicant Project Contact Email *

--

Must be an email address.

Individual Applicant Contact Details

Applicant Primary Phone Number *

--

Must be an Australian phone number.

Applicant Secondary Phone Number

--

Must be an Australian phone number.

Applicant Primary Email *

--

Must be an email address.

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Accessibility: To increase accessibility, individual applicants have the option to submit a video response to many of the long answer questions in this form. Short answer, multiple choice questions and budget information must still be submitted via this application form. This video can be submitted in the supporting documentation section at the end of this application. Do you wish to make a video submission?

☐ Yes - write 'See video submission' in long answer questions ☐ No

Do you wish to make a video submission

Video **submissions need to address the following:**

- Who are you and what you do?
- What activities will you undertake?
- How does your project address our funding priorities as described in the guidelines?
- How will you measure your success?
- How will you promote your project?

Note: Short answer, multiple choice questions and budget information must still be submitted via this application form.

Auspicing Organisation Detail

An auspice organisation is an incorporated organisation that applies for a grant on behalf of a group, for example if the group is not incorporated.

The auspice organisation accepts responsibility for the grant management. If the application is successful, the auspice organisation will be required to enter into the Funding Agreement with Council and grant money will be paid directly to the auspice organisation.

Auspicing Organisation Name *

Is the group or individual applying for this grant distinct and independent from the auspicing organisation? *

- ☐ Yes
☐ No

Auspice 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)

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Please make sure that the Entity name (or a registered trading name) matches the Auspicing Organisation Name. ABN status must be "Active".

Auspice Postal Address *

Address

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

Contact Name *

Title

First Name

Last Name

This person should be different from the Applicant Project Contact provided above.

Position Held

Daytime Phone Number *

Must be an Australian phone number, including area code - I.e. 03 xxxx xxxx

Mobile

Must be an Australian phone number.

Email Address *

Must be an email address.

Project Details

* indicates a required field

Project Name *

Must be no more than 15 words.

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Project Description: What do you want to do? *

Word count:

Must be no more than 300 words.

Can be a shortened version of the previous question. Please be as specific as possible about the activities/event you are planning. The description will be used by Council to promote your grant if your application is successful.

Please give a 50-60 word description of your project *

Word count:

Must be no more than 60 words.

Can be a short version of your previous answer.

Start Date of Project *

Must be a date and between 1/1/2025 and 31/12/2025.

Completion Date of Project *

Must be a date and between 1/1/2025 and 31/12/2025.

Project Location

Where will your project take place? *

- | | | |
|--|--|--|
| <input type="checkbox"/> Across the whole of Yarra | <input type="checkbox"/> Carlton North | <input type="checkbox"/> Fitzroy |
| <input type="checkbox"/> Abbotsford | <input type="checkbox"/> Clifton Hill | <input type="checkbox"/> North Fitzroy |
| <input type="checkbox"/> Alphington | <input type="checkbox"/> Cremorne | <input type="checkbox"/> Princes Hill |
| <input type="checkbox"/> Burnley | <input type="checkbox"/> Collingwood | <input type="checkbox"/> Richmond |

You may select more than one.

Does your project take place in any of Yarra's Public housing estates? *

- ☐ Yes
☐ No

Please select one.

Please indicate which estate/s the project takes place in. *

- | | |
|--|---|
| <input type="checkbox"/> Atherton Gardens Housing Estate | <input type="checkbox"/> Clifton Hill Housing Commission |
| <input type="checkbox"/> Collingwood Housing Estate | <input type="checkbox"/> Carlton Housing Estate |
| <input type="checkbox"/> Richmond Public Housing | <input type="checkbox"/> North Carlton/Princess Hill Housing Estate |

At least 1 choice must be selected.

You may select more than one.

Project Information

* indicates a required field

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How does this project address the funding priorities of the arts and culture grants? *

Word count:

Must be no more than 300 words.

What is it that you want to achieve? The Funding Priorities can be found in the Grant Guidelines on the stream fact sheets.

Who are the expected primary beneficiaries of this project/program? *

Who is the target audience? Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'. To add further beneficiaries click in a blank area of the answer box.

What are the primary areas of focus for this project/program? *

You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees). To add further classifications, click in a blank area of the answer box.

Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project.

We have made a list of outcomes that relate to our priorities, these are explained in the grant guidelines.

Please select from our list outcomes that you feel align with your project.

Your outcomes

Alignment with our outcomes

Explanatory notes

What changes do you expect will occur as a result of your project (e.g. Enhanced physical fitness)? Please be brief. One per row.	Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Add notes if you need to provide more context.

Our metrics

Below this a list of metrics. These are questions that will help us measure the progress we make in addressing our priorities. Please select some metrics that will apply to your project. Should you be successful in your grant application we will ask you to gather this information and report your answer in the Acquittal at the end of your project.

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Metric

Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics.

No more than 1 choice may be selected.

How will you promote or market your project? How will you reach your target audience? *

--

Word count:

Must be no more than 200 words.

*

Will your project address gender inequality?

☐ Yes

☐ No

☐ Don't know

Answer 'yes' if your project/program is specifically designed to improve opportunities for people who identify as women and girls, or you think this may occur as a side-benefit to your initiative.

How will your initiative address gender inequality? *

--

What will you do to address gender inequality and what changes do you expect will occur as a result?

Do you expect any children aged 0-17 to be involved with this project - attending events, working with children or in any other capacity? *

☐ Yes

☐ No

If children will be involved and their parents will be there, you should still choose YES

Child Safety

Are you aware of the Victorian Government's Child Safety Standards? *

☐ Yes

☐ No

Information about the new Child Safety Standards available at <https://ccyp.vic.gov.au/child-safety/>

Please attach documentation on how you are addressing these standards *

Attach a file:

--

Appropriate documentation might include a copy of relevant Working With Children Checks and your organization's Child Safety Policy or Statement of Commitment to Child Safety.

If needed, we provide a [template for a Statement of Commitment to Child Safety](#).

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Working with Children Checks can be obtained from the [Working with Children Check Victoria Website](#). Note: there is no fee for checks for volunteers.

The [Do I need a Check?](#) quiz on this website helps you confirm whether you need a working with children check.

If the project involves children or young people participating in activities online, please provide details of how your organisation will ensure their online safety and protection

Budget Template

* indicates a required field

Budget Instructions

The budget is here divided into three sections which SmartyGrants will use to automatically calculate your budget totals.

- **Cash Budget Template** is where you can include any items for which you will need to pay for with money from the project budget. Examples might include catering or art supplies.
- **In-Kind Contributions** is where you can include any resources that will be made available to the project without cash payment. Examples include free use of a venue or food donations. To calculate an estimated value for these items, ask what you would have to pay if the service/goods were not being made available free of charge.

The Grants Team will incorporate the value of the Council Facility Subsidy into this section for you if necessary.

- **Volunteer Cost Calculator** is used to assign a value to the time donated by your volunteers.

Due to the competitive nature of Annual Grants, successful applicants may not receive the full amount they request. A smaller amount may be recommended if the project will still be viable. Therefore it is important that your budget is as *realistic* and *detailed* as possible.

Suggestions of items to include in the budget have been provided. Additional rows can be added to the budget if needed.

Please ensure that your budget covers the costs of the project as a whole and not just the expenses funded by the Yarra Grant.

Total Income should match Total Expenditure in the submitted budget.

Cash Budget Template

Add more rows as needed. Unnecessary rows can be left blank or deleted.

Column totals will be automatically generated.

Example cash income items might include:

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- This Yarra Grant,
- Other grant funding,
- Internal funds,
- Fundraising/Donations,
- Ticket Sales, or
- Commercial sponsorship contributions.

Example cash expenditure items might include:

- Staff costs (specific to the funded activities only),
- Grant management fee (auspiced applications only),
- Venue hire (**not** including Council Facility Subsidy applications),
- Phone/stationary/postage,
- Public Liability Insurance,
- Materials,
- Equipment,
- Catering,
- Transport.

Please add as much detail as possible.

Income	Income Status	\$	Expenditure	\$
Yarra Grant	Confirmed Not confirmed			
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$

Cash Budget Totals

Total Cash Income

\$

This number/amount is calculated.

Total Cash Expenses

\$

This number/amount is calculated.

In-Kind Contributions

List any in-kind support (other than volunteer hours) being provided by your organisation or other organisations here, and give an estimated value of this support. How much would you have to pay for these goods or services if they were not being provided free of charge?

Examples of in-kind contributions might include:

- free use of a venue,
- administrative support, or

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- donated food.

If you are applying for the **Annual Grant Council Facility Subsidy** please include the amount quoted by Venues and Events in this table.

In-kind contribution description	\$ Estimated value
	\$
	\$
	\$
	\$

In-Kind Total

Total In-Kind Amount

\$

This number/amount is calculated.

Volunteer Cost Calculator

Use this calculator to determine the monetary value of the work provided by your volunteers in relation to the funded activities.

Additional rows can be added if the number of volunteers hours per week is expected to vary at different points of the project, or if the hourly rate of value is different for different volunteers.

This figure will be automatically included in your budget totals for you.

Volunteer costs per hour	Average number of volunteer hours per week	Number of weeks with volunteers working	Volunteer Value Calculation	Comment (if needed)
\$42			\$	
Must be a dollar amount.	How many hours combined do your volunteers work on average each week? Must be a number.	How many weeks of the project will you have volunteers working? Must be a number.	This number/amount is calculated.	

Total Volunteer Value

\$

This number/amount is calculated.

Budget Totals

These figures will be calculated for you based the cash budget income items,cash budget expense items, in-kind contributions and total volunteer value provided above.

Total Income Amount

\$

Total Expenditure Amount

\$

Budget surplus or deficit

\$

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This number/amount is calculated.

This number/amount is calculated.

This number should be \$0.

Please identify which items in your budget you intend to use Yarra Grant funds for (if successful). *

Project Budget Summary

* indicates a required field

Total Cost of Project? *

\$

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

Cash amount requested from Yarra City Council? *

\$

Must be a dollar amount. Do not include cents. DO NOT INCLUDE AMOUNT OF COUNCIL FACILITY SUBSIDY the grants team will add this below.

The City of Yarra strives to fund applications to the full amount requested.

However, your honest answers to the below questions are of immense value to our assessment panels as they allocate the limited funding.

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? *

Word count:

Must be no more than 200 words.

An alternative budget scenario can be uploaded using the Supporting Documentation upload link if appropriate.

What impact would receiving less funding have on your ability to achieve your aims? *

Word count:

Must be no more than 200 words.

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

\$

Must be a dollar amount. Do not include cents.

Supporting Documentation

* indicates a required field

SmartyGrants strongly recommends that uploaded files be kept to under 5MB in size. If you wish to upload larger files, we recommend using one of the many free file transfer services now available and pasting a weblink into the "Website details:" question instead. Please keep the combined file size of attachments under 100MB.

Note: your upload speed is dependent on the speed of your computer and internet connection. Please ensure you leave plenty of time to upload your documents before the application deadline.

Organisation Financial Statement

In order to be eligible, all organisations applying for an Annual Grant are required to provide a copy of their most recent annual financial statement.

For most organisations, this will be the Financial Statement that all incorporated organisations must present to their AGM each year as required. Alternatively, you can upload the organisation's most recent profit and loss statement.

Please do **not** submit your complete Annual Report.

Scan and upload your latest Annual Financial Statement

Attach a file:

Please select from one of the following options. If you have not submitted your organisation's financial statement, please select 'other' and state why (e.g. if you are intending to post in your financial statement). *

- ☐ I have attached a copy of my organisation's annual financial statement
- ☐ My organisation has been incorporated for less than a year
- ☐ Other:

Auspice Organisation Financial Statement

In order to be eligible, all auspiced applications applying for an Annual Grant are required to provide a copy of their auspice organisation's most recent annual financial statement.

For most auspice organisations, this will be the 2019/20 Financial Statement that all incorporated organisations must present to their AGM each year as required by Consumer

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Affairs Victoria. Alternatively, you can upload the auspice organisation's most recent profit and loss statement.

Please do **not** submit their complete Annual Report.

Scan and upload the auspice organisation's latest Annual Financial Statement

Attach a file:

Please select from one of the following options. If you have not submitted your auspice organisation's financial statement, please select 'other' and state why (e.g. if you are intending to post in your financial statement). *

- ☐ I have attached a copy of my auspice organisation's annual financial statement ☐ My auspice organisation has been incorporated for less than a year ☐ Other:

Arts and Culture Documentation

Please provide copies of or links to the additional supporting documentation listed on the Art & Culture fact sheet here.

All Art & Culture applicants are encouraged to submit the following materials:

- resume or short biography of applicant/s (maximum 3 pages);
- examples of previous projects – this could be images (maximum of 10), sound files, DVD presentation or other media. If submitting electronically all files must be compatible with the Windows System. Examples are to be accompanied by a complete listing;
- quotes for large expenditure items;
- letters of support – if your project requires the support of another organisation to develop or proceed then a letter acknowledging this support is recommended (if applicable); and
- confirmation of venue booking (if applicable).
- **individual applicants may submit a short video addressing some of the questions on this form as per instructions above (eight minutes maximum).**

A combination of uploads and external links can be used as long as all documents are supplied.

If you are providing links to websites, please ensure that the link provided leads directly to the relevant information. Include further direction in the list below if necessary.

Option 1: Upload

Attach a file:

Multiple files can be uploaded one at a time. Max 25MB

Option 2: Website details

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If applicable, provide website addresses here. E.g. links to videos too large to upload; promotional material available online.

Complete listing of documents attached as supporting materials

Additional Support Materials

If relevant, you may wish to provide other information that is relevant to your grant application as support material. This could include:

- letters of support
- project plan
- quotes for large expenditure items
- evaluation reports (if you have run the same or similar project in previous years)

Any further supporting documents

Attach a file:

Multiple files can be uploaded one at a time. Max 25MB, 5 MB maximum recommended.

Website details:

e.g. links to videos too large to upload; promotional material available online

Public Liability Insurance

All projects that receive a Yarra Annual Grant are required to have a minimum of \$20M Public Liability Insurance coverage.

Depending on your project, this might be an insurance policy taken out by your organisation, or insurance provided by the venue where your project is being held. If your application is being auspiced, you may be using the auspice organisation's public liability insurance policy.

You can include the cost of public liability insurance in your budget for this application.

You do **not** need to provide evidence of insurance with your application. If your project is funded, you **will** need to provide a copy of the relevant public liability insurance certificate of currency when you return your funding agreement.

Grant funds will not be paid until evidence of sufficient insurance is provided.

More information about insurance can be found at [Our Community](#)

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

☐ Yes

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Previous Yarra Grant Recipients - Acquittals

Previous grant recipients, make sure that you have submitted any outstanding Acquittal Reports for completed projects. Applications from groups with overdue acquittals will not be assessed in this round.

Acquittal forms are attached to their associated application in SmartyGrants, and can be accessed by logging into SmartyGrants and clicking on the 'My Submissions' link.

For any questions regarding acquittals, information is available from [Yarra Community Grants](#), or by calling the Yarra Grants Team on 9205 5170 or 9205 5146.

Declaration and Privacy Statement

* indicates a required field

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 Annual Grants 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 provided in relation to 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 local community.

Promoting your project

If your grant application is successful, Yarra City Council reserves the right to contact you and your organisation for promotional purposes. This may include but is not limited to profiling your project on Council's corporate website, social media channels, electronic and print newsletters and magazine and external media outlets.

I agree to be contacted and have my project profiled by Yarra City Council for marketing and promotion purposes.

Your Name *

Title

First Name

Last Name

Organisation Name *

Position in Organisation

*

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For further information please call Community Grants on 9205 5170 or 9205 5146, email us at yarragrants@yarracity.vic.gov.au, or visit us at www.yarracity.vic.gov.au/communitygrants.

Feedback

We strive to constantly improve the Annual Grants Program. With this aim in mind, we especially value applicant feedback about the grants program and the application process. Leaving feedback is completely optional.

Do you have any suggestions for how the Annual Grants Program could be improved?

How did you hear about the 2025 City of Yarra Annual Grants?

- | | |
|--|--|
| <input type="checkbox"/> Email network | <input type="checkbox"/> Poster |
| <input type="checkbox"/> Yarra Grants e-newsletter | <input type="checkbox"/> Yarra Environment e-News |
| <input type="checkbox"/> Direct contact from Council officer | <input type="checkbox"/> EasyGrants |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Yarra News | <input type="checkbox"/> |
| <input type="checkbox"/> Email to past grant applicants | |

How easy did you find this application process to follow?

- ☐ Very Easy
☐ Easy
☐ Moderate
☐ Hard
☐ Very hard

How long did it take you to complete your application?

- ☐ 2 hours or less
☐ 2-4 hours
☐ 4-6 hours
☐ 6+ hours

Do you have any further comments?

Before Submitting your Application

Please review your application carefully before submitting it. Once an application is submitted it cannot be changed without the assistance of the Grants Team.

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Applications are not submitted until you hit the submit button on the final page of the application form.

If you have missed a required field or one of your answers is over the word limit, you will not be able to submit your application. Any questions preventing you from submitting will be highlighted in red on the "Review and Submit" page of the application form

If you do not receive a confirmation email, your application has **not** been received. Please check that all the required questions have been answered before attempting to submit again.

Once your application is submitted, you can return to <http://cityofyarra.smartygrants.com.au/> at any time to view or download it. A PDF version will also be emailed to you upon successful submission.