Small Project Grants 2023/24 Application Form
Form Preview

Applicant Details

* indicates a required field

Applicant *
- ○ Individual   ○ Organisation

Organisation Name

[   ]

Title   First Name   Last Name

[   ] [   ] [   ]

PLEASE NOTE: Individuals can only apply with Arts and Culture projects. Organisations can apply for Arts and Culture projects, Community projects and Climate Action and Environment.

Applicant Postal Address *

Address

[   ]

[   ]

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

Briefly describe the applicant and what you do. *

[   ]

Word count:
Must be no more than 200 words.

Is this application being auspiced by another organisation? *
- ○ Yes   ○ No

An auspice organisation is an incorporated organisation that applies for a grant on behalf of a group if, for example, the group is not incorporated or doesn't have an ABN.

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.

Applicant Organisation Contact Name

Applicant Contact Name *

Title   First Name   Last Name

[   ] [   ] [   ]

Applicant Contact Position

[   ]

Daytime Phone Number

03

Must be an Australian phone number. Please use the following
number-spacing format "03 9123 4567"

Mobile

Must be an Australian phone number. Please use the following
number-spacing format "0412 345 678"

Email *

Must be an email address.

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	

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

Individual Applicant Contact Details

Daytime Phone Number

03

Must be an Australian phone number. Please use the following
number-spacing format "03 9123 4567"

Mobile

Must be an Australian phone number. Please use the following
number-spacing format "0412 345 678"

Email *

Must be an email address.

Auspicing Organisation Details

Auspice Organisation Name *

Organisation Name

I confirm that the group or individual applying for this grant is distinct and independent from the auspicing organisation. *

○ Yes

Auspiced applications will only be accepted when the group or individual applicant operates independently of the auspicing 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 make sure that the Entity name (or a registered trading name) matches the auspice organisation name. ABN status must be "Active".

Auspice Postal Address *

Address

Contact Name *

Title   First Name   Last Name

Position

Daytime Phone Number *

03

Must be an Australian phone number. Please use the following number-spacing format "03 9123 4567"

Mobile

Must be an Australian phone number. Must be an Australian phone number. Please use the following number-spacing format "0412 345 678"

Email Address *

Must be an email address.

Project Details

* indicates a required field

Application Category

Which SPG Category best suits your application? *

○ Community Projects
○ Arts and Culture Projects
○ Climate Action and Environment

Individuals can only apply for Arts and Culture Projects

Project Name *

Must be no more than 15 words

Brief project description. Please include the project aims, the location, timelines and any other key information. *

Word count:
Must be no more than 250 words.

Start date of project *

Must be a date and no earlier than 1/7/2022.

End date of project *

Must be a date

Climate Action and Environment

How is this project responding to the climate emergency or related environmental issue?

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How does this project engage the Yarra community in climate or environmental action?

What sectors of the community will you engage in this project?

Community Engagement

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.

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

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.

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.

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.

Does this project involve working with children either with or without their parents present? *

○ Yes   ○ No

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.

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.

Will your project address gender inequality? *

○ Yes   ○ No   ○ Don't Know

Answer 'yes' if your project/program is specifically designed to improve opportunities for 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?

Budget

* indicates a required field

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

Please note: funding is limited to $1,000 for Community Projects and $2,000 for Environment and Arts projects.

Please ensure the budget is as realistic and detailed as possible. The Small Project Grant amount being requested should be included in the budget as cash income.

This budget should cover the costs of the project as a whole and not just the expenses funded by the Yarra Grant.

The budget should balance, to demonstrate that the project is viable and not being run at a profit.

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:

- 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,
- Materials,
- Equipment

- Catering
- Transport

Income	Confirmed?	$	Expenditure	$
Yarra Grant		$		$
		$		$
		$		$
		$		$
		$		$
		$		$

Cash Budget Totals

Cash Income Amount

$

This number/amount is calculated.

Cash Expenditure Amount

$

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
- donated food.

In-kind contribution description	$Estimated Value
	$
	$
	$
	$
	$
	$

Total In-Kind Amount

$

This number/amount is calculated.

Volunteer Value Calculator

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This calculator is provided to help determine the monetary value of the work provided by your volunteers.

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

Volunteer cost per hour

$25

This number/amount is calculated.

Number of hours per week

Must be a number.
How many hours combined do your volunteers work on average each week?

Number of weeks per year

Must be a number.
How may weeks of the year do your volunteers work on average?

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

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

Budget Surplus or Deficit

$

This number/amount is calculated.

Total Cost of Project? *

$

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

Amount requested from City of Yarra? *

$

Must be a whole dollar amount (no cents) and between 100 and 2000.
Must be a whole dollar amount between $100 and $1,000

Which item/s of expenditure will the SPG grant be used for? *

If you are successful, you will be required to provide receipts for the nominated items.

Comments regarding any budget amounts, if needed

Has your group applied for funding from any other source for this project? *

○ Yes　　　　　　　　　○ No
Please select one

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Artistic Portfolio

* indicates a required field

Gallery Information

Does this project include an art gallery exhibition or performance? *

○ Yes   ○ No

What is the name of the gallery or venue where this will take place? *

Artistic Documentation

Please provide the following required documents:

1. a copy of your resume (maximum 3 pages)

and

2. copies of (or links to) images from previous projects including images (maximum of 10), sound files, DVD presentation or other media.

Files can be uploaded one at a time through the File Upload link, or alternatively website links to images can be listed in the space below.

You **may** provide additional supporting materials here if you wish. These might include:

- 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).

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

If submitting electronically all files must be compatible with the Windows System. Examples are to be accompanied by a complete listing;

File Upload   Attach a file:

Links to external websites:

Please provide a list of documents provided as supporting materials

Supporting Documentation

* indicates a required field

Organisation Financial Statement

Organisations applying for a Small Project Grant are required to provide a copy of their most recent annual financial statement as part of their grant application.

Individuals do not have to provide a financial statement. .

Auspice Organisation Financial Statement

Auspiced applicants are required to provide a copy of their auspice organisation's most recent annual financial statement as part of their grant application.

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

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

If you are unable to submit your supporting materials online, please photocopy your financial statement (please do not submit your complete Annual Report) and post them to: Community Grants, City of Yarra, PO Box 168, Richmond 3121.

Any documents posted to Council must be clearly labeled with the application number you will be given when you submit your application online. Please do not resend your grant application.

Latest Annual Financial Statement

Attach a file:

(or most recent Profit/Loss Statement)

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. financial statement being posted in).

*   ○   I have attached a copy of my organisation's annual financial statement
           ○   My organisation has been incorporated for less than a year

If you have NOT submitted your auspice organisation's financial statement, please select 'other' and state why (e.g. financial statement being posted in).

*   ○   I have attached a copy of my auspice organisation's annual financial statement
           ○   My auspice organisation has been incorporated for less than a year

Public Liability Insurance

Do you have public liability insurance? *   ○ Yes   ○ No
Please select one

You are required to submit your current Public Liability Insurance Certificate.

Certificate of Current Public Liability Insurance *   Attach a file:

You will be required to submit a venue provider's or other relevant public liability insurance certificate prior to funding being distributed.

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

Additional Documentation

If you wish to provide any other supporting documentation, please do so here. Documents you may wish to provide in support of your application could include: copies of quotations, letters of support or venue booking confirmations.

Files can be uploaded one at a time through the file upload link, or alternatively website links to images 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 limiting individual files to **5 MB**.

Other supporting documentation (if required)   Attach a file:

Links to external websites:

Applicant Declaration

* 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 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 the majority of our local community.

Your Name *   First Name   Last Name

Organisation name *

Position in Organisation *

Feedback

We strive to constantly improve the Small Project Grants program, and we value applicant feedback about the grants program and the process of applying for a grant in order to do this. Leaving feedback is completely optional.

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

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?

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 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.

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

Acquittal forms are linked to your Small Project Grant applications 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 submit it in the same way you submitted your grant application.

Any outstanding acquittals need to be submitted for new grant applications to be eligible.