

Investing in Community 2021-2023 Application Form

Form Preview

1. Important Information

Before completing this application, applicants are required to:

- Read the Investing in Community Grants Guidelines available from Yarra City Council's [website](#).
- Discuss your project with the relevant Council Contact listed in the [Guidelines](#).

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, or you can also download a PDF copy at any stage of the application process.

Applications must be successfully submitted by 11:59pm Sunday 29 November 2020 to be eligible in this grant round. As technical support will not be available after 5pm on Friday 27 November, we recommend submitting your application before that time.

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.

2. Organisation Details

* indicates a required field

Applicant Organisation Name *

Organisation Name

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

Investing in Community 2021-2023 Application Form

Form Preview

Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type [More information](#)
ACNC Registration
Tax Concessions
Main business location

Enter your ABN then press Lookup button. Please make sure that the Entity name (or a registered trading name) matches the applicant name. ABN status must be 'Active'.

Applicant Project Contact *

Title First Name Last Name

Position Held *

Office Phone Number *

(03)

Must be an Australian phone number.

Mobile Phone Number

Email Address *

Must be an email address.

Briefly describe your organisation including your mission and objectives. *

Word count:

Must be no more than 150 words.

Please assume the assessors are not familiar with your organisation.

3. Project Details

* indicates a required field

Project Name *

Must be no more than 15 words

Investing in Community 2021-2023 Application Form

Form Preview

Project Description *

Word count:

Must be no more than 250 words

Please describe the overall aims of your project *

Word count:

Must be no more than 250 words.

Aims relate to the overall intention of the program - what it is that you want to achieve?

Start Date *

Must be a date and between 1/1/2021 and 30/6/2021.

End Date *

Must be a date and between 1/7/2023 and 31/12/2023.

Funding Priorities

Applications are required to address at least one Funding Priority. It is important that you talk through your project with the relevant Council Contact for the Funding Priority before applying for a grant. Council Contacts are listed in the [guidelines](#).

Please indicate which funding priorities your project addresses. Select as many as are appropriate to your program:

0-25 Years Plan 2018-2022 - Early Years

- Priority 1: The voices of young children in Yarra are listened to along with those of their families (principles of respect and participation)
- Priority 2: Young children and their families in Yarra are resilient (principles of inclusive and accessible and valuing diversity)

0-25 Years Plan 2018-2022 - Middle Years

- Priority 1: Support and enhance the health and wellbeing of middle years children and young people, and their families
- Priority 2: Design and deliver activities, programs, and events that meet the diverse needs and interests of middle years children and young people
- Priority 3: Link middle years children and young people to positive role models and enhance connections to peers, families and communities

0-25 Years Plan 2018-2022 - Youth

- Priority 1: Develop targeted prevention and early intervention programs in response to emerging themes for young people such as mental health; safety; bullying, racism and discrimination; youth justice; and the climate emergency
- Priority 2: Support young people to access appropriate education, training and/or employment pathways responsive to their needs

Investing in Community 2021-2023 Application Form

Form Preview

- Priority 3: Work with young people and media outlets to provide proactive and positive media representations that showcase talents, culture and identity of young people

Access and Inclusion Strategy 2018-2024

- Priority 1: Provide equitable and accessible opportunities for people with disability to engage in cultural and social activities and events and in civic and community decision making.
- Priority 2: Create and promote resources, information and communication that are responsive to the needs of people with disability.
- Priority 3: Increase community awareness regarding practices that are inclusive of people with disability.

Active and Healthy Ageing Strategy 2018-2024

- Priority 1: Ensuring residents 50yrs+ have access to a wide range of opportunities for all aspects of healthy living, including recreational, mental, emotional and social.
- Priority 2: Ensuring accessibility and mobility for residents 50yrs+ throughout Yarra. Providing safe access to open space, parks, local shopping centres and neighbourhood precincts.
- Priority 3: To provide opportunities for residents 50yrs+ to be involved in lifelong learning activities and engage in active roles through intergenerational learning opportunities and mentoring between students and residents 50yrs+.

Climate Emergency Plan 2020-2024

- Priority 1: Mobilise the community to take climate action, including advocating for change.
- Priority 2: Support the most vulnerable in our community to cope with climate impacts (e.g. extreme weather, energy and food insecurity).
- Priority 3: Build stronger social connections to increase resilience to future climate-related shocks and stresses.
- Priority 4: Present replicable models to reduce carbon emissions; support local food systems; care for local natural environments; avoid waste and enable more conscious consumption; and foster sustainable transport behaviours in the community.

Multicultural Partnerships Plan 2019-2023

- Priority 1: Create opportunities for people from multicultural backgrounds to make connections and share traditions, encouraging a stronger sense of belonging to the broader Yarra community.
- Priority 2: Support programs and services that target groups from multicultural backgrounds at risk of disadvantage (e.g. people seeking asylum, women, people with disabilities, international students, LGBTIQ+).
- Priority 3: Support opportunities which promote intercultural relations, combat racism, celebrate diversity and acknowledge the multicultural heritage of Yarra.

Yarra Volunteering Strategy 2019-2023

- Priority 1: Encourage volunteering, across a range of cohorts, as a way for people to connect with and participate in the Yarra community.
- Priority 2: Support and create pathways to help people into employment opportunities within the Yarra community via volunteering.
- Priority 3: Recognise and celebrate the valuable contributions made by volunteers.

Yana Ngargna Plan

- Priority 1 (Relationships): supporting community connections, promoting culture, and protecting important places.

Investing in Community 2021-2023 Application Form

Form Preview

- Priority 2 (A Visible Culture): increasing the visibility of Wurundjeri Woi Wurrung, Aboriginal and Torres Strait Islander people, culture, issues and achievements in Yarra.
- Priority 3 (Community Health and Wellbeing): working towards improved health and wellbeing outcomes for Wurundjeri Woi Wurrung, Aboriginal and Torres Strait Islander people in Yarra.
- Priority 4 (Organisational Development): increasing Council's capacity, confidence and connection through improved Wurundjeri Woi Wurrung, Aboriginal and Torres Strait Islander employment pathways, cultural awareness and internal coordination.

How does your project address the chosen Funding Priorities? *

Word count:

Must be no more than 150 words

What evidence is there to support a need for this project? *

Word count:

Refer to relevant research or community consultation. Must be no more than 150 words

How does this project/program address this community need? *

Word count:

Must be no more than 250 words.

What are the expected outcomes of this project? *

Word count:

Must be no more than 250 words.

Outcomes relate to the expected changes or impacts as a result of the program. Outcomes can relate to the community, your organisation, or to Council.

What measures of success can you identify for your project? *

Word count:

Must be no more than 250 words. What targets, goals and milestones will you work towards over the course of the grant?

How will you evaluate the project, both annually and across the life of the grant? *

Investing in Community 2021-2023 Application Form

Form Preview

Word count:

Must be no more than 300 words.

How will you know if your project is a success? How will you check whether you are meeting your targets, goals and milestones along the way?

4. Project Location and Beneficiaries

* indicates a required field

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 option

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

- Yes
 No

If your project takes place on a high rise housing estate, or is of benefit to people living on a high rise housing estate, please select which estate.

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

Select all that are appropriate.

Beneficiaries

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)

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'

Please outline how your program engages with the sector(s) of the community marked above? *

Word count:

Investing in Community 2021-2023 Application Form

Form Preview

Must be no more than 250 words.

How will you address the needs of people of different genders in the design and management of your initiative? How will you know if you have considered all genders adequately? *

Word count:

Must be no more than 150 words.

Even if your project focus on a specific gender group, please take a moment to reflect on how your work promotes healthy relationships between genders in the bigger picture. For more information on applying a gender lens to your work, visit <http://www.fundingcentre.com.au/help/gender-lens>

5. Project Costs

* indicates a required field

Detailed Budget - Year 1 (2021)

Please list the expected Income and Expenditure for your project for 2021. Detailed budgets for Years 2 and 3 will be required from successful applicants as part of the annual progress review.

Change or delete items as necessary. Additional lines can also be added for any income or expenditure items not listed.

Due to the competitive nature of Investing in Community Grants, successful applicants may not be granted the full amount they request. A smaller amount may be recommended if the project will be viable with the lesser amount. Therefore it is important to ensure that your Budget and Project Plan are as detailed as possible.

Please ensure your budget balances.

Income	\$	Expenditure	\$
Yarra Grant (Year 1 - 2021)	\$	Staff Costs	\$
Other Confirmed Grants/Funding		In-kind support	
Other Unconfirmed Grants/Funding		Other salaries or fees (please specify)	
Applicant Contribution - cash		Rent, stationary, postage, phone	
Fundraising/Donations		Other administration costs (please specify)	
Memberships		Materials	
In-kind support		Equipment	
Volunteer hours		Promotion	
Sponsorship		Catering	
		Transport	
		Venue	
		Other costs (please specify)	
		Volunteer hours	

Investing in Community 2021-2023 Application Form

Form Preview

Volunteer Valuation Calculation (Year 1)

Remember to list the volunteer in-kind support as both an **income** item and an **expense** item so that your budget balances.

Volunteer costs per hour

\$25

Our approved rate for volunteer contributions is \$25/hr.

Number of hours per week

Must be a number.
How many hours in total do your volunteers work each week?

Number of weeks per year

Must be a number.
How many weeks of the year will your volunteers work in 2021?

Total volunteer value

\$

This number/amount is calculated.

Explanation of Budget Items

If you included any of the following items in your budget above, please explain your calculation in the space provided below.

If not applicable, please type N/A

Please provide details of any staff costs included in your budget. *

All staff costs must be specific to this project.

Please provide details of any confirmed grants or funding *

Please answer N/A if not applicable.

Please provide the details of any unconfirmed grants or funding *

Please answer N/A if not applicable.

Please provide the details of any confirmed sponsorship *

Please answer N/A if not applicable.

Please provide the details of any unconfirmed sponsorship *

Please answer N/A if not applicable.

Please provide the details of any in-kind support *

Investing in Community 2021-2023 Application Form

Form Preview

Reminder: all in-kind support should be listed as both an income item and an expense item so that your budget balances. Please answer N/A if not applicable.

Comments

If you would like to clarify any other budget items, please do so here.

Budgets - Year 2 (2022) and Year 3 (2023)

As detailed budgets for years 2 and 3 will be provided by successful applicants during the annual review process, please briefly outline what, if any, significant variations you expect in the income or expenditure for 2022/2023 below. This might include:

- variation in total income (e.g. if you have temporary funding from another organisation);
- variation in total expenses;
- variation in nature of expenses.

Anticipated budget variations 2021 *

Word count:

Must be no more than 150 words.

Note: Annual increases are limited to CPI increase

Anticipated budget variations 2023 *

Word count:

Must be no more than 150 words.

Budget Summary - 3 Years

Amounts requested for Year 2 and Year 3 will be automatically calculated for you.

Annual increases are limited to a 1.5% CPI increase. The CPI increase is, in turn, subject to approval through Council's annual budgetary process.

YEAR 1 (2021)	YEAR 2 (2022)	YEAR 3 (2023)	TOTAL
Total Cost of Program (ext GST) in Year 1 *	Total Cost of Program (ext GST) in Year 2 *	Total Cost of Program (ext GST) in Year 3 *	Total Cost of Project (for three years) *
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
This number/amount is calculated. It is based on the total expenses listed in the detailed budget for Year 1.	Must be a dollar amount. Do not include cents	Must be a dollar amount. Do not include cents.	This number/amount is calculated. Must be a whole dollar amount. Do not include cents.
Amount requested from Yarra in Year 1 *	Amount requested from Yarra in Year 2 *	Amount requested from Yarra in Year 3 *	Total Funds requested from Yarra City Council (for three years) *
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	

Investing in Community 2021-2023 Application Form

Form Preview

\$
Must be a whole dollar amount. Do not include cents.

A CPI increase of 1.5% has been applied. This increase is subject to approval of the 2021/2022 budget.

A CPI increase of 1.5% has been applied. This increase is subject to approval of the 2022/2023 budget.

\$
This number/amount is calculated.

Budget Flexibility

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 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 150 words.

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

Word count:
Must be no more than 150 words.

YEAR 1 (2021)	YEAR 2 (2022)	YEAR 3 (2023)	TOTAL
Minimum amount requested Year 1 *	Minimum amount requested Year 2	Minimum amount requested Year 3	Minimum total amount requested
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Must be a dollar amount. May be the same as the amount requested above.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

6. Project Plan

PROJECT PLAN 2021-2023

This template gives Council an opportunity to see how your proposed activities support your overall project objective(s). The template also demonstrates how your activities will be spread over the three year funded period.

Objective	Action/Activities	Timeline	Measure of Success
Example: To improve the health of teenagers living in the Sunnydale	Example: Our Youth Worker will survey the local teenagers to	Example: March Years 1, 2 and 3 (School holidays). Surveys will	Example: Over 80% return rate on surveys. Six good

Investing in Community 2021-2023 Application Form

Form Preview

Estate (particularly to lower the rate of smoking from 70% to 30% of young people)	better understand what programs they would like to participate in (This includes designing and printing the surveys, handing them out and creating a survey return box).	be handed out from 1 March until 31 March and collected each week.	suggestions of programs from the teenagers. Enthusiasm amongst participants. Lower rate of smoking among survey participants evident by Year 3.

7. Financial Sustainability

* indicates a required field

Will the project continue beyond the funding period? *

Yes
 No

If so, how will the program be supported?

Word count:

Must be no more than 150 words.

Will the project build any financial independence over the course of this grant?

8. Community Involvement

* indicates a required field

Community consultation: have you consulted with the target group(s) expected to benefit from this project? Please list them and explain how they have contributed to the development of this project. *

Word count:

Must be no more than 150 words.

Partners: If you will be working with other key partners on this project, how have they been involved in the development of this project? Please

Word count:

Must be no more than 150 words.

Investing in Community 2021-2023 Application Form

Form Preview

give details those relationships here. *

How many volunteers will be involved in this project? *

Must be a number.
Answer may be '0'.

How many people are expected to benefit from or participate in your project? *

Must be a number

What percentage of participants do you estimate will be City of Yarra residents? *

Comments

Word count:
Must be no more than 150 words.

9. Environmental Impact

Council encourages applicants to consider incorporating activities that improve the sustainable outcomes of their projects.

Does your project consider any of the following ways of reducing and reusing resources?

- Use recycled paper/packaging and environmentally friendly printing for your promotional material
- Include sustainable transport information on promotional material
- Source locally produced and seasonal food for meals
- Use reusable plates and cutlery when possible
- Minimise landfill with composting and recycling
- Purchase recycled products
- Use Green Energy
- Not applicable
- Other:

You may select more than one option

10. Accessibility

For further information on improving the accessibility of your project see the [Yarra Grants Accessibility Guide](#).

Investing in Community 2021-2023 Application Form

Form Preview

Does your project increase opportunities for people with a disability to participate in the social, cultural and economic life of our society?

- Accessibility to information, venues, facilities, events and services;
- Employment opportunities;
- Participation;
- Improving attitudes and raising community awareness on disability;
- Other:

- Not Applicable.

You may select more than one option

Please consider incorporating some of these additional accessibility services into your project. If any options are suitable to your project, costs can be included in your budget.

Does your project/program enable the participation people with a disability by providing any of the following services?

- Free entry for carers with Companion Card holders;
- Concession or discounted prices for Carers Card holders;
- Support Workers;
- Accessible Promotions;
- Accessible drop off points;
- Marveloo;
- AUSLAN interpreter;
- Stenocaptioning;
- Other:

Comment here if you would like to provide more information on measures used to aid accessibility:

If you would like further information on any of these services, or other ways to make your program/project more accessible, please see the accessibility guide on the Yarra Grants website at: www.yarracity.vic.gov.au/about-us/grants/annual-grants.

11. Application Documentation

* indicates a required field

You are required to submit all supporting materials using the online application form.

All organisations applying for an Investing in Community Grant are required to provide a copy of their most recent annual financial statement before their application will be assessed.

For most organisations, this will be the 2019/20 Audited Financial Statement that is required by Consumer Affairs Victoria for all incorporated organisations. Alternately, you can upload the organisation's most recent profit and loss statement.

Investing in Community 2021-2023 Application Form

Form Preview

Which Council Contacts have you discussed your application with? *

Council contact officers can be found in the guidelines

Please include the following supporting material with your application:

Latest Audited Financial Statement

Attach a file:

Please do not send complete Annual Report

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 your organisation has been incorporated for less than a year).

*

I have attached a copy of my organisation's annual financial statement

Other:

Upload any additional relevant materials here

Attach a file:

e.g. letters of support. Link can be used more than once to upload multiple files. Recommended maximum files size is under 5MB.

Website details:

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

NOTE: If your grant application is successful, you will be required to submit your current Public Liability Insurance Certificate, or a venue provider's or relevant public liability insurance certificate, prior to funding being distributed.

Previous City of Yarra grant recipients, please be advised that any outstanding acquittals for your other completed grant projects must be submitted before this application will be assessed. Please contact the grants team on 9205 5170 for confirmation of the status of your organisation's other Yarra grants.

Applications and all supporting material are due by 11:59pm 29 June 2020. No late applications will be accepted.

Emailed or posted applications will not be accepted.

Investing in Community 2021-2023 Application Form

Form Preview

You will be notified of the outcome of your grant application in February 2021.

12. Applicant Organisation 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 Investing in Community Grants guidelines 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 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

Organisation Name *

Position in Organisation

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

Feedback

We strive to constantly improve the Investing in Community Grants. 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 ICG Program could be improved?

Investing in Community 2021-2023 Application Form

Form Preview

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 this application?

- Half a day
- About a day
- About two days
- About three days
- More than three days

Do you have any further comments?

Submitting your Application

Please review your application and supporting materials carefully before submitting, because once an application is submitted it cannot be changed without the assistance of the Yarra Grants Team.

When you are satisfied, hit the "Submit" button above.

When your application has been successfully submitted, a PDF copy of your application will automatically be emailed to you at the email address you logged into SmartyGrants with.

Please make sure that you have received this email to confirm that your application has submitted successfully.

Applications must be successfully submitted by 11:59pm 29 November 2020 to be eligible in this grant round. As technical support will not be available after 5pm on Friday 27 November, we recommend submitting your application before that time.

You will be notified of the outcome of your grant application in February 2021.