

# Room to Create Responsive Grant 2020/2021 Application Form

## Form Preview

### Applicant Details

\* indicates a required field

#### Applicant Name \*

Individual  Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Venue/Space Name \*

#### Venue/Space Address \*

Address

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

#### Applicant Postal Address \*

Address

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

#### Is this application being auspiced by another organisation \*

Yes  No

#### Briefly describe the applicant and what you do. \*

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
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ABN
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Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
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 Details

### Applicant Contact Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Applicant Contact Position \*

### Daytime Phone Number \*

Must be an Australian phone number.

### Mobile Number

Must be an Australian phone number.

### Email \*

Must be an email address.

## Individual Applicant Contact Details

### Business Name (if applicable)

### Daytime Phone Number \*

Must be an Australian phone number.

### Mobile Number

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Must be an Australian phone number.

### Email \*

Must be an email address.

## Auspicing Organisation Details

### Auspice \*

Organisation Name

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

Yes

### 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)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
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 Auspicing Organisation Name. ABN status must be 'Active'.

### Auspice Postal Address \*

Address

  

### Contact Person Name \*

Title      First Name      Last Name

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

### Auspice Contact Position \*

### Daytime Phone Number \*

Must be an Australian phone number.

### Mobile Number

Must be an Australian phone number.

### Email \*

Must be an email address.

## Project Details

\* indicates a required field

### Venue/Space Details

#### What type of creative space are you applying for? \*

- Live Music Venue       Performance Space       Creative Hub  
 Gallery                       Studio                               Other:

If other, please identify

#### What activities take place in your space? \*

Word count:

Is this space a dedicated creative space that contributes to the creative footprint of Yarra? Must be no more than 200 words.

#### Is the studio located in a private dwelling/home?

- No

Studio spaces that are located in a private dwelling/home are not eligible for the Room to Create Responsive Grants

## Project Details

### Name of Project \*

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**Brief project description - Please include the project details and any other key information. \***

Word count:  
Must be no more than 200 words.

**What are the aims of this project - what do you hope to achieve? \***

Word count:  
Must be no more than 200 words.

**Why is this project important in keeping your venue or space in Yarra? How will the funds directly contribute to this purpose? \***

Word count:  
Must be no more than 200 words.

**What key elements ensure the ongoing viability of your organisation/space within Yarra? \***

Word count:  
Must be no more than 100 words.  
e.g. term of lease, high demand for your space, organisational planning, funding support etc.

**What is your tenancy situation? (eg: do you have a lease agreement? How long is it for?) \***

Word count:  
Must be no more than 100 words.

**How will the community benefit from the project? \***

Word count:  
Must be no more than 200 words.

**Project Start Date \***

Must be a date and no earlier than 1/8/2020.

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**Project End Date \***

Must be a date.

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

No

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

### Best Practice Guidelines for Live Music Venues

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

Yes

The Best Practice Guidelines are available on the Music Victoria website

## Budget

\* indicates a required field

Please note that funding is limited to a maximum of \$5,000 per space/venue.

Funding is limited to \$2,000 where there are no matching funds and up to \$5,000 can be applied for projects with matched funding from the space/venue.

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

Total income should match total expenditure in the budget.

**Are you applying for a: \***

Standalone Grant (\$2,000 maximum)

Matching Grant (\$5,000 maximum)

Please select one

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

\$

whole numbers only

**Total Project Cost \***

\$

This number/amount is calculated.  
It is your total cash and in-kind expenses

### Cash Budget

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

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### Cash Income Total

\$

This number/amount is calculated.

### Cash Expenditure Total

\$

This number/amount is calculated.

## In-Kind Contributions

List any in-kind support 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:

- volunteer hours (standard \$35/hour),
- administrative support, or
- donated food.

In-kind contribution description	\$ Estimated Value
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Total In-Kind Amount

\$

This number/amount is calculated.

## Budget Totals

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

## Additional Information

**Please identify which budget items you will use your Yarra grant funds for. \***

Word count:

Must be no more than 150 words.

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

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**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 Liability 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

### Public Liability Insurance Certificate of Currency

Attach a file:

**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 a copy of your quote to this application.

**Attach quotes here: \***

Attach a file:

If you wish to provide any other supporting documentation, please do so here.

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 keeping file sizes to a 5 MB maximum.

**Attach other supporting documentation (such as information about the venue and activities undertaken by the applicant):**



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

**Venue/Space \***

## Feedback

We strive to constantly improve the Room to Create 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.

This year, we have two options available for you. You can complete the feedback questions listed below. These will only be available until you have submitted your application form.

Alternatively, you can complete a short anonymous feedback survey, including the same questions as below, which can be accessed [here](#). This feedback form cannot be linked back to your application unless you identify yourself in the answers. In addition, you can access

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and complete it after you submit your application. The survey will be open until 14 June 2020.

### Do you have any suggestions for how the Room to Create Responsive 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 receipt 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.