

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

Applicant Details

* indicates a required field

Application Type *

- Individual artists, sole traders and unincorporated groups
- Arts and cultural organisations, creative enterprises and businesses
- Partnerships between creative and community organisations

I am applying as a(n): *

- | | | |
|---|--|---|
| <input type="checkbox"/> Individual artist | <input type="checkbox"/> Arts organisation | <input type="checkbox"/> Creative business |
| <input type="checkbox"/> Sole trader | <input type="checkbox"/> Cultural organisation | <input type="checkbox"/> Creative organisation |
| <input type="checkbox"/> Unincorporated group | <input type="checkbox"/> Creative enterprise | <input type="checkbox"/> Community organisation |

Applicant Contact Details

Applicant *

- Individual Organisation

Organisation Name

First Name

Last Name

If you are applying as a business, select 'Organisation' and enter your business name in the Organisation Name field.

Position

If you are applying as an individual or sole trader, this can be left blank

Daytime Phone Number *

03

Must be an Australian phone number.

Mobile

Must be an Australian phone number.

Email *

Must be an email address.

Address

Address

Is this application being auspiced by another organisation? *

Yes

No

An auspice organisation is an incorporated organisation that applies for a grant on behalf

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

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 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'.

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 *

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

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.

Mobile

Must be an Australian phone number.

Email Address *

Must be an email address.

Partner Organisations

Please list the name/s of the creative and/or community organisations you are partnering with to deliver this project.

Partner Organisation

Website

<input type="text"/>	<input type="text"/>
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This can be left blank.

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

	Must be a URL.
Organisation Name	
Organisation Name	

Describe the Applicant and the connection to Yarra, if any. *

Word count:
Must be no more than 200 words.

Project Details

* indicates a required field

Project Name *

Must be no more than 15 words

Project Summary *

Word count:
Must be no more than 50 words.

Project Description

Word count:
Must be no more than 300 words.
Describe the project aims and outcomes. Who will be involved.
Where will it take place. When will it happen. And any other key information.

What is the purpose of the project? Why is it needed? How will it benefit Yarra? *

Word count:
Must be no more than 200 words.

How does this project demonstrate exploration, adaptation and innovation in response to the COVID-19 environment?

Word count:
Must be no more than 200 words.
Describe the specific issue or need you want to address.

How does the project support creative practitioners and/or

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

creative organisations to be employed/re-open/present in different platforms?

Word count:
Must be no more than 200 words.

How will the project encourage community participation and provide opportunities for audiences to connect with locally created artworks and creative experiences?

Word count:
Must be no more than 200 words.

How will you measure your success?

Word count:
Eg Number of creative practitioners employed, number of attendees and/or online views, the quality of the new work that has been created, the number of partners involved.

Start date of project *

Must be a date.

End date of project *

Must be a date

What is the likelihood that your project or event/s could be delivered during a period of COVID-19 restrictions? *

- Highly likely
- Likely
- Unlikely
- Highly unlikely
- Impossible

Please see DHHS website for information on what is permitted during different COVID-19 restrictions levels: <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

Please describe any changes needed for your project or event/s to be delivered during a period of COVID-19 restrictions *

Word count:
Must be no more than 250 words.
Please state the maximum 'Stage' of lockdown under which your project could still be delivered.

Community Engagement

* indicates a required field

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

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.

How will the project connect with the participants/audience? What allowances have been made for the COVID-19 environment?

Word count:

Must be no more than 200 words.

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.

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 *

Word count:

Must be no more than 200 words.

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

Community Involvement

Estimate how many people will be involved in running this project? * *

Must be a number.

Estimate how many of these will be City of Yarra residents * *

Must be a number.

How many people do you expect as participants or audience? *

Must be a number.

How many of these do you estimate will be City of Yarra residents? *

Must be a number.

Comments

If you would like to comment further on any figures listed above, please do so here.

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.

Please note, funding is limited to a maximum of:

- **\$5,000** for individual artists, sole traders and unincorporated groups
- **\$20,000** for arts and cultural organisations, creative enterprises and businesses
- **\$50,000** for partnerships between creative and community organisations

Please ensure the budget is as realistic and detailed as possible. The 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.

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

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,
- Phone/stationary/postage,
- Materials,
- EquipmentCatering
- 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 including volunteer hours 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:

- administrative support, or
- donated food.

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

In-kind contribution description	\$Estimated Value
	\$

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, 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 between \$500 and \$50,000

Which item/s of expenditure will the 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

If applicable, please specify any changes to your overall project budget / individual expenditure items you anticipate would arise if you were to deliver your project during a period of COVID-19 restrictions.

Word count:

Accessibility

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

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

- Not applicable

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

Does your event/project enable the participation of 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/s
- Stenocaptioning
- Other:

Environmental Impact

Council will give preference to applicants who undertake activities that reduce and reuse resources.

How do you plan to reduce the project's environmental impact? For example, will you...

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

You may select more than one.

Supporting Documentation

* indicates a required field

Please provide copies of or links to the additional supporting documentation. All 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 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).
- NOTE: If this is a partnership project please provide a confirmation letter from any partners involved.**

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

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

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

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

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.

Financial Statement

In order to be eligible, all applicants applying for over \$20,000 are required to provide a copy of their most recent annual financial statement.

For most organisations, this will be the 2018/19 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.

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:

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.

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

Your Name *

Title

First Name

Last Name

Organisation name *

Position in Organisation

*

Feedback

We strive to constantly improve the 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 and complete it after you submit your application. The survey will be open until 14 June 2020.

Do you have any suggestions how the 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.

City of Yarra STIMULATE Creative Grants Application Form

Form Preview

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 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.

Organisation Name