Applicant Details

* indicates a required field

Applicant *	⊖ Individu Organisat	-	ganisation	
	Title	First Name	Last Name	
Applicant Postal Address *	Address			
Briefly describe the	Address Lii Country ar		State/Province, Post	code, and
applicant and what you do. *	Word cou Must be no	nt: 9 more than 200 wo	rds.	
Is this application being auspiced by another orga O Yes O No	anisation? *	organisation th of a group if, fo	anisation is an inc nat applies for a gr or example, the gr r doesn't have an	ant on behalf oup is not
		responsibility f If the applicati organisation w Funding Agree	ganisation accept for the grant mana on is successful, th ill be required to e ment with Council paid directly to the	ngement. The auspice enter into the and grant
Applicant Organisation Co	ntact N	ame		
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 <u>More information</u>
	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 Cont	act 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 *

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

ABN *

Organisation Name

⊖ Yes

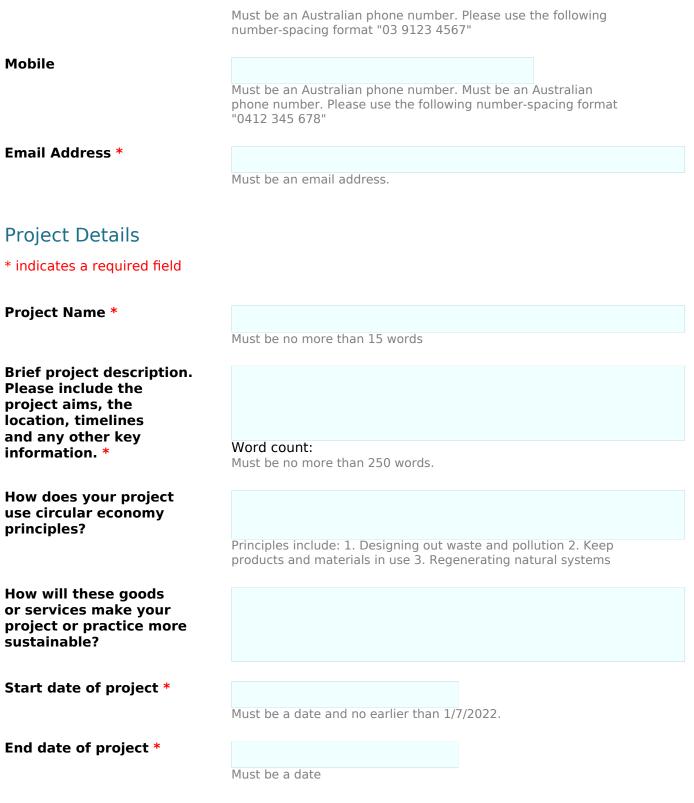
Auspiced applications will only be accepted when the group or individual applicant operates independently of the auspicing organisation.

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 Busi	ness 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	9	
Position					
Daytime Phone Number *	03				



Additional Documentation

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

• image of past projects or links;

- links to video;
- CV;
- 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);
- confirmation of venue booking (if applicable).

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**.

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

	Attach a file:	
documentation (if required)		
Links to external websites:		

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 Sustainability Arts Grants.

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:

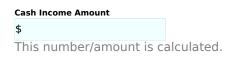
- This Yarra Grant,
- Other grant funding,
- Internal funds,
- Fundraising/Donations,
- Ticket Sales, or
- Commercial sponsorship contributions.

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	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

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.

olunteer cost per hour	Number of hours per week	Number of weeks per year
\$25		
This number/amount is calculated.	Must be a number. How many hours combined do your volunteers work on average	Must be a number. How may weeks of the year your volunteers work on ave
Total volunteer value	each week?	

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
\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.
Total Cost of Project? *	\$ This number/amount is Must be a dollar amoun in your budget.	calculated. t. It is based on the total expense
Amount requested from City of Yarra? *	1000.	amount (no cents) and between 1 amount between \$100 and \$1,000

Sustainability Arts Grants 2023/24 Application Form Form Preview

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? *	O Yes O No Please select one		
Supporting Documentation			
* indicates a required field			
Supporting Documentation			
File Upload *	Attach a file:		
Links to external websites:			
Please provide a list of documents provided as supporting materials			

Organisation Financial Statement

Organisations applying for a Art and Sustainability 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
- \bigcirc My auspice organisation has been incorporated for less than a year

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 <u>Yarra Community Grants and Training</u> <u>Opportunities Mailing List.</u> 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 <u>http://cityofyarra.smartygrants.com.au/</u> 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.