2027 Small Grant Application
Form Preview

Important Information

* indicates a required field

This application is for our small grants.

Small Grants are up to $4,000.

Grants will be assessed in stream batches.

Assessment could take anywhere from 4-8 weeks. Everyone who applies will be contacted about the decision. During busy times, it can take us longer to get back to you.

This small round will close on 26 May 2027, or sooner if stream budgets are exhausted. Each stream will close when the funding pool has been exhausted in that individual stream, these could be different dates.

***** The Creative City stream has closed. The Healthy Communities stream will close soon. *****

Need help with your application?We're here to support you. If you need assistance or adjustments to complete an application - for any reason - we encourage you to get in touch. We want to ensure that everyone has a fair and equal opportunity to apply. We can support you in a way that meets your needs, including:

- Interpreters can be arranged upon request
- We can provide one-on-one support
- We can provide information in alternative formats

Applicants who need help to complete an application can email the Grants Team, telephone 9205 5527 or submit an enquiry online.

Before completing this application, applicants are required to:

- Read the Guidelines.
- Please see also the SmartyGrants Help Guide for Applicants.
- Read the Grants Administration Guide for further information, if needed.

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.

Once you submit an application, you will receive a confirmation email that includes a PDF copy of the application for your records. If you do not receive this confirmation email, your application has not been received. Please check your spam folder for the email before contacting the Grants Team.

After an application is submitted, no changes can be made without help from the Yarra City Council Grants Team.

2027 Small Grant Application
Form Preview

You can return to SmartyGrants at any time to view a copy of your application.

PDF copies of the application form can be downloaded from SmartyGrants at any stage, from the last page of the online form.

If you have any technical difficulties viewing the application form or accessing your account, please contact SmartyGrants directly on 9320 6888.

We offer Resources on our website, to help you with your Grant application. If you are unsure how to prepare the budget, we have a Budget example.

You can also access the Our Community Answers Bank, which gives examples of answers to common grant questions.

*

○ Yes, I have read the 2027 Yarra Grant Guidelines.
View the Yarra Grant Guidelines

Applicant Details

* indicates a required field

Applicant

Applicant *
○ Individual ○ Organisation
Organisation Name

Title | First Name | Last Name

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

Applicant Postal Address
Address

Any, but at least one field is required.

Briefly describe who you are and what you do: *

Word count:
Must be no more than 200 words.
Please presume that the assessors are not familiar with your 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	

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 Name

Applicant Project Contact *

Title | First Name | Last Name

Applicant Project Contact Position *

Applicant Project Contact Primary Phone Number *

Must be an Australian phone number.

Applicant Project Contact Secondary Phone Number

Must be an Australian phone number.

Applicant Project Contact Email *

Must be an email address.

Individual Applicant Contact Details

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Secondary Phone Number

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Auspicing Organisation Detail

An auspice organisation is an incorporated organisation that applies for a grant on behalf of a group, for example if the group is not incorporated.

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.

Auspicing Organisation Name *

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

- ○ Yes
- ○ No

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	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

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

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

Auspice Contact Name *

Title | First Name | Last Name

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

Position Held

Daytime Phone Number *

Must be an Australian phone number, including area code - I.e. 03 xxxx xxxx

Mobile

Must be an Australian phone number.

Email Address *

Must be an email address.

Funding Stream and Project Location

* indicates a required field

Funding Stream

Applications for programs, projects and events can be made through the following streams.

Read the sections in the 2027 Guidelines on overall eligibility criteria and any specific criteria for each stream.

The Creative City stream has closed.

We are not accepting any more Creative City applications.

The Healthy Communities stream will close soon.

Please submit any Healthy Communities stream applications ASAP.

Please select which stream you are applying through *

Please select one stream. If you are unsure what stream to apply under, contact the Grants team, who can help.

Is this the first time you have applied for a grant with the City of Yarra? *

○ Yes ○ No

Project Location

Where will your project take place? *

☐ Across the whole of Yarra
☐ Abbotsford
☐ Alphington
☐ Burnley
☐ Carlton North
☐ Clifton Hill
☐ Cremorne
☐ Collingwood
☐ Fitzroy
☐ North Fitzroy
☐ Princes Hill
☐ Richmond

You may select more than one.

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

○ Yes ○ No

Please select one.

Please indicate at which of the estate/s located in Yarra the project takes place. *

☐ Atherton Gardens (Fitzroy)
☐ Collingwood
☐ Richmond
☐ Clifton Hill
☐ North Carlton/Princes Hill

At least 1 choice must be selected.
You may select more than one.

First Peoples Partnership stream only

* indicates a required field

Is your Organisation First Peoples-led? (Organisations driven and managed by Aboriginal and Torres Strait Islander Peoples) *

○ Yes ○ No

Applicant Organisations must be First Peoples-led in the First Peoples Partnership stream. Sole traders are unable to apply in this steam. If your Organisation is not First Peoples-led, please apply under one of the other streams. Contact the Grants team if you are unsure.

Project Details and Timeline

* indicates a required field

Project Name *

Must be no more than 15 words.

Describe your project, what do you want to do? *

Word count:
Must be no more than 500 words.
Please be as specific as possible about the activities/event you are planning. The description will be used by Council to promote your grant if your application is successful.

Please describe your project in one or two sentences. *

Word count:
Must be no more than 61 words.

Start Date of Project *

Must be a date and no earlier than 1/12/2026.

Completion Date of Project *

Must be a date and no later than 31/12/2027.

Murals

If your project is a proposed mural within the City of Yarra, you **must** contact the Grants Team:

- Email: yarragrants@yarracity.vic.gov.au
- Phone: 9205 5527.
- Online: submit and enquiry online.

Murals require extra information and documentation.

The Grants team will give you all the relevant information to help you with your mural application.

The building owner must agree to the mural - we need this in writing, and to be submitted with your application.

Your application cannot be sent to Assessors if there is no written permission from the building owner in your application.

Community Need and Benefit

* indicates a required field

Community need and benefit to Yarra

Tell us why this project is needed and how it will benefit people in Yarra.

You may wish to include:

- Evidence of the need (for example, community feedback, research, data or demand for services).
- Feedback from community meetings, consultations or engagement activities.
- If you have run this project before, what happened and what was achieved.
- Who will benefit from the project.
- How the project will make a positive difference for people in Yarra.

Tell us why this project is needed and how it will benefit people in Yarra. *

Word count:
Must be no more than 600 words.

Upload any files here related to community need and benefit.
Attach a file:

Eligibility criteria specific to Local Economy stream

* indicates a required field

Local Economy Stream projects must focus on practical, locally delivered initiatives that create visible or measurable benefits for businesses, precincts and the wider community, rather than individual business improvements that do not have a broader public or local economic benefit.

Don't forget the Grant Principles:

Projects funded through the program must align with the following three principles:

Promote Access and Equity - Actively remove barriers and promote fair access, ensuring that people from diverse backgrounds and with varying needs can participate and benefit. **Deliver Local Benefit** - Provide clear and tangible benefits to the municipality - supporting its people, neighbourhoods and public spaces - while fostering local development, wellbeing and inclusion. **Enable Participation** - Promote community engagement to foster wellbeing and social, cultural and economic participation while enabling connections between community members to strengthen social cohesion.

Can you demonstrate collaboration between multiple Yarra businesses or stakeholders? *

○ Yes ○ No

Do you have letters of support, evidence of collaboration or partnership or copies of email correspondence about your project that you can upload to your application?

If no, please give details why. *

Projects must focus on practical, locally delivered initiatives that create visible or measurable benefits for businesses, precincts and the wider community, rather than individual business improvements that do not have a broader public or local economic benefit.

Upload letters of support or copies of email correspondence about your projects.

Provide evidence of collaboration or partnership with other Yarra businesses or Yarra sole traders.

Providing evidence can strengthen your application.

Attach a file:

Upload letters of support, evidence of collaboration or partnership or copies of email correspondence about your project.

Project Plan

Please provide a project plan with key milestones, project stakeholders listed and marketing outcomes. *
Attach a file:

This can be in one document or in multiple. This is a requirement of the Local Economy stream.

Connecting Yarra stream only

* indicates a required field

Tell us about your group. You can write a few sentences or use dot points. For example: when did your group start? *

Word count:
Must be no more than 600 words.
What is the purpose of your group? How long have you been meeting? Please presume that the assessors are not familiar with your organisation.

What activities or programs do you run at these sessions? *

Word count:
Must be no more than 500 words.
List your activities or programs.

How often does your group meet? *

What is the frequency of your meetings: such as weekly, every 2 weeks, monthly?

What day of the week do you meet? *
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
Select what day of the week you meet. Multiple days may be selected.

How long do you meet for? What is the time you meet? *

E.g: we meet for three hours, 1pm - 4pm.

Where do you meet? *

What is the name and address of the venue that you meet in?

Do you pay for use of the venue? *
○ Yes ○ No
We only want to know this so we can let you know about other grant opportunities.

If you pay for use of the venue, how much are you charged per meeting? *

Must be a dollar amount.
We only want to know this so we can let you know about other grant opportunities.

Outcomes and Indicators

Outcomes

To support alignment with Yarra's Community Vision and the Community Grants Program Aims, Council has developed an Outcomes Framework.

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.

Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)

- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

As part of the application process, grant applicants must select outcomes and indicators from the Council-developed framework that best match their project goals.

These will be used to measure success and must be reported on at the acquittal stage.

The Outcomes and Indicators you will need to choose from are also listed on our website.

Outcomes

Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. You are only required to select one outcome for the Quick Response/Small grants. Click in the below box and the Outcomes will be shown.
No more than 1 choice may be selected.

Our indicators (metrics)

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring. Here we would like you tell us which of our quantitative metrics you may be able to report on.

Indicator (metric)

(per line). Which of our indicators will you track? You may be required to report on your progress. Click in the box below, and the indicators for your above outcome will be available to choose.
No more than 1 choice may be selected.

Budget Template

* indicates a required field

Budget Instructions

The budget is divided into two sections which SmartyGrants will use to automatically calculate your budget totals.

- **The budget form** includes three columns for your income on the left, and two columns for your expenses (expenditure) on the right.
- **The In-Kind Contributions** is the section for you to include any resources that will be used in your project that don't require payment (e.g. people volunteering time or free venue use). To calculate an estimated value for these things, ask what you would have to pay for the service/goods if they weren't free.

Due to the competitive nature of Yarra Grants, successful applicants may not receive the full amount they request. A smaller amount may be recommended if the project will still be viable. Therefore, it is important that your budget is as *realistic* and *detailed* as possible.

Suggestions of items to include in the budget and in-kind contributions have been provided. Additional rows can be added to both if needed.

Please ensure that your budget covers the costs of the project as a whole and not just the expenses funded by the Yarra Grant.

Total Income should match Total Expenditure in the submitted budget.

See Budget Example.

Tips:

- It is important that all costs are realistic and explained within your application.
- If your budget is confusing, the Assessors may score your application lower.
- Ensuring that your budget is as detailed as possible helps the assessors understand the amount requested and demonstrates what the impact of reduced funding might be.
- If you have applied for other funding for your project, please note this in your budget and ensure it is clear if the funding is confirmed or unconfirmed.
- Including quotes in your support material, especially for significant items, may help assessors understand your costs.

Amount requested

Amount requested from Yarra City Council? *

$

Must be a dollar amount and between 500 and 4000.
Do not include cents.

Budget

Please add as much detail as possible.

Add more rows as needed. Unnecessary rows can be left blank or deleted.

Column totals will be automatically generated.

Example income items might include:

- this Yarra Grant
- other grant funding
- internal funds, fundraising funds, donations
- ticket sales or
- commercial sponsorship contributions

Example expenditure items might include:

- staff costs or artist fees (specific to the funded activities only)
- grant management fee (auspiced applications only)
- venue hire
- public liability insurance
- materials
- catering

Income	Income Status	$	Expenditure	$

Yarra Grant	Confirmed Not confirmed	$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$

Budget Totals

Total Income

$

This number/amount is calculated.

Total Expenses

$

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? See Volunteer Replacement Cost Calculator.

Examples of in-kind contributions might include:

- free use of a venue
- volunteers
- administrative support or
- donated food

In-kind contribution description	**$ Estimated value**
	$
	$
	$

In-Kind Total

Total In-Kind Amount

$

This number/amount is calculated.

Budget Totals

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

Total Income Amount
$
This number/amount is calculated.

Total Expenditure Amount
$
This number/amount is calculated.

Budget surplus or deficit
$
This number should be $0.

Please identify which items in your budget you intend to use Yarra Grant funds for (if successful). *

If the Yarra grant is to pay for all items in the budget, state "All items in budget"

Other Considerations

* indicates a required field

First Peoples

Does your project involve First Peoples? *
○ Yes ○ No
Are First Peoples involved in or the focus of your project?

Indigenous Cultural Protocols

Any project involving First Peoples must be able to demonstrate that those involved have given their free, prior informed consent. This principle is explained in full in the Indigenous Cultural Protocols and the Arts guidelines by Terri Janke.

Have you consulted the Indigenous Cultural Protocols and the Arts guidelines? *
○ Yes ○ No

Gender Equality

Will your project address gender inequality? *
○ Yes ○ No ○ Don't know
Answer 'yes' if your project/program is specifically designed to improve opportunities for people who identify as 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? *

Child Safety

Do you expect any children aged 0-17 to be involved with this project - attending events, working with children or in any other capacity? *

○ Yes ○ No

If children will be involved and their parents will be there, you should still choose YES

Child Safety Standards

Are you aware of the Victorian Government's Child Safety Standards? *

○ Yes ○ No

Information about the Child Safety Standards: https://ccyp.vic.gov.au/child-safe-standards/

Appropriate documentation might include a copy of relevant Working With Children Checks and your organisation'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 in the Resources section.

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.

Please attach documentation on how you are addressing the Child Safe Standards and ensuring online safety where applicable. *

Attach a file:

Supporting Documentation

* indicates a required field

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 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.

Organisation Financial Statement

In order to be eligible, all organisations applying for a Yarra Grant are required to provide a copy of their most recent annual financial statement.

For most organisations, this will be their most recent annual 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.

We understand that some applicants do not want to share their annual financial statement. If you are concerned about confidentiality, you can email a copy of this to us at yarragrants@yarracity.vic.gov.au, and we will ensure that the panel assessors do not have access to view your financial statement. We take confidentiality and privacy seriously, and your financial information will not be shared with anyone outside of the Grants team.

Applicants who do not provide a financial statement will be ineligible.

Ineligible applications do not progress to assessment and are declined.

All incorporated organisations are required by Consumer Affairs to prepare a financial statement every year and present this at their AGM. More information on financial statements can be found at Consumer Affairs Victoria.

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

Scan and upload your latest Annual Financial Statement
Attach a file:

If you do not upload your Financial Statement, your application will be ineligible. Ineligible applications do not progress to assessment.

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 separately email 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:

Auspice Organisation Financial Statement

In order to be eligible, all auspiced applications applying for a Yarra Grant are required to provide a copy of their auspice organisation's most recent annual financial statement.

For most auspice organisations, this will be the 2025/26 Financial Statement that all incorporated organisations must present to their AGM each year as required by Consumer

Affairs Victoria. Alternatively, you can upload the auspice organisation's most recent profit and loss statement.

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

Scan and upload the auspice organisation's latest Annual Financial Statement
Attach a file:

Please select from one of the following options. If you have not submitted your auspice organisation's financial statement, please select 'other' and state why (e.g. if you are intending to separately email your auspice organisation's financial statement). *

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

○ My auspice organisation has been incorporated for less than a year

○ Other:

Additional Support Materials

If relevant, you may wish to provide other information that is relevant to your grant application as support material. This could include:

- letters of support*
- testimonials from previous attendees/recipients of your program
- project plan
- letters or copies of emails to show partnership or collaboration (Local Economy stream)
- quotes for large expenditure items
- evaluation reports, photographs, videos (if you have run the same or similar project in previous years)

* Please note: **do not** ask City of Yarra staff or Councillors for letters of support. If you are working in collaboration with the City of Yarra in some way, a letter or email outlining this agreed collaboration can be supplied (collaborating means working jointly with someone else to create, produce, or achieve a shared goal). If you have already confirmed your collaboration, include evidence of this.

Any further supporting documents
Attach a file:

Multiple files can be uploaded one at a time. Max 25MB, 5 MB maximum recommended.

Website details:

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

Individual Artists must include a copy of their CV.

Upload your Artist CV here. *
Attach a file:

This is a condition of the Creative City stream only, for individual Artists.

Public Liability Insurance

All projects that receive a Yarra Grant are required to have a minimum of $20 million Public Liability Insurance coverage.

Depending on your project, this might be an insurance policy taken out by your organisation, or insurance provided by the venue where your project is being held. If your application is being auspiced, you may be using the auspice organisation's public liability insurance policy.

You can include the cost of public liability insurance in your budget for this application.

You do **not** need to provide evidence of insurance with your application. If your project is funded, you **will** need to provide a copy of the relevant public liability insurance certificate of currency when you return your funding agreement.

If you use one of the City of Yarra venues, you may be covered under our insurance.

Grant funds will not be paid until evidence of sufficient insurance is provided (if your grant is approved).

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

Previous Yarra Grant Recipients - Acquittals

Previous grant recipients, make sure that you have submitted any **outstanding** Acquittal Reports for completed projects.

Applications from groups with overdue acquittals will not be assessed in this round.

Acquittal forms are attached to their associated application in SmartyGrants, and can be accessed by logging into SmartyGrants and clicking on the 'My Submissions' link.

For any questions regarding acquittals, email yarragrants@yarracity.vic.gov.au or call the Yarra Grants Team on 9205 5527.

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 Yarra Grants 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 local community.

Promoting your project

If your grant application is successful, Yarra City Council reserves the right to contact you and your organisation for promotional purposes. This may include but is not limited to profiling your project on Council's corporate website, social media channels, electronic and print newsletters and magazine and external media outlets.

I agree to be contacted and have my project profiled by Yarra City Council for marketing and promotion purposes.

Read Yarra Council's Privacy Policy [PDF, 142.97 KB] .

Your Name *

Title	First Name	Last Name

Organisation Name *

Position in Organisation *

For further information, you can reach the Grants team via:

- Email: yarragrants@yarracity.vic.gov.au
- Phone: 9205 5527.
- Online: submit and enquiry online.
- Visit us online.

Feedback

We strive to constantly improve the Yarra Grants Program. With this aim in mind, we value applicant feedback about the grants program and the application process. Leaving feedback is completely optional.

How did you hear about the 2027 Yarra Grants?

☐ Email network

☐ Yarra Grants e-newsletter
☐ Direct contact from Council Officer
☐ Word of mouth
☐ Yarra News
☐ Email to past grant applicants
☐ Poster
☐ Yarra Environment e-News
☐ EasyGrants
☐ Other:

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 suggestions for how the Yarra Grants Program could be improved?

Before Submitting your Application

Please review your application carefully before submitting it. Once an application is submitted it cannot be changed without the assistance of the Grants team.

Applications are not submitted until you hit the submit button on the final page of the application form.

If you have missed a required field or one of your answers is over the word limit, you will not be able to submit your application. Any questions preventing you from submitting will be highlighted in red on the "Review and Submit" page of the application form.

If you do not receive a confirmation email, your application has **not** been received. Please check that all the required questions have been answered before attempting to submit again.

Once your application is submitted, you can return to SmartyGrants at any time to view or download it. A PDF version will also be emailed to you upon successful submission.