

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should read the **2024-2025 Banyule Community [grant guidelines](#)**.

This section of the application form is designed to help you understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in relation to these eligibility criteria, please contact **Karen Molinaro on 9457 9955 or email karen.molinaro@banyule.vic.gov.au**

Confirmation of Eligibility

I confirm that the applicant ...

- has read and understood the grant program guidelines
- is a not-for-profit group/club/organisation
- is incorporated, or is auspiced by an incorporated organisation for the purposes of this application
- is located in and/or provides services to residents of the City of Banyule.
- has been established and operational for a minimum of 12 months at the time of the application
- is able to demonstrate financial viability
- does not have any outstanding debt to Banyule City Council
- does not have any outstanding grant acquittals to Banyule City Council
- has the appropriate type and level of insurance for the activities that are the subject of this grant
- is not seeking funding for political or religious purposes
- is not seeking funding for the core business of educational or medical organisations
- is not seeking retrospective funding
- does not undertake or promote gambling unless there is a significant community benefit demonstrated

Please select below: *

Yes

No

if you cannot confirm that all statements above are true and correct., please do not proceed with this application.

Contact with a Council officer

I have discussed the proposed project with *

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

Date of discussion *

Must be a date.

Applicant details

* indicates a required field

The **applicant** is the name of the group/club /organisation, not the name of the individual completing the application on behalf of the group/club/organisation.

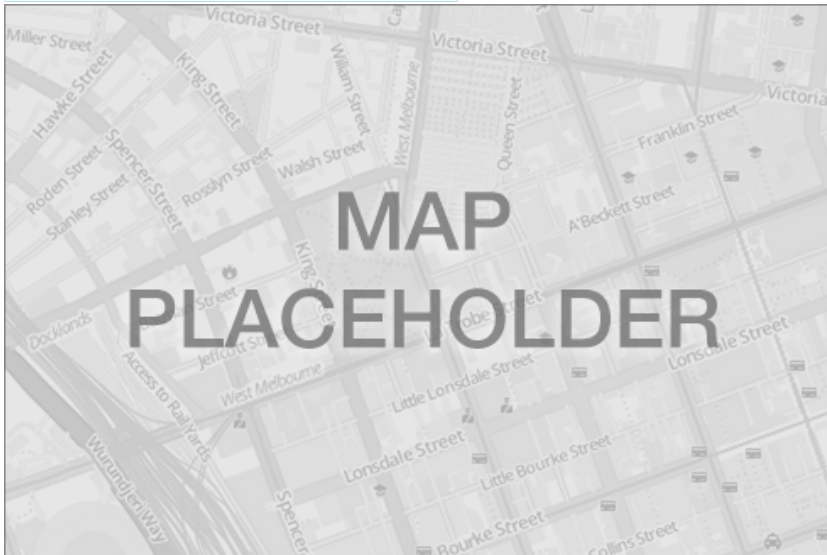
Applicant - name of group/organisation *

Please use your organisations full name. Check the spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

If the applicant is known by another name provide details here.

Applicant Primary address *

Address



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

Applicant Postal Address

Applicant phone number *

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

Must be an Australian phone number.

Website

Must be a URL.

Contact person for this application

If this application is been submitted by a professional grant writing company, **please ensure** you provide contact details for the not for profit group, not the grant writer.

Name *

Title

First Name

Last Name

This is the person we will correspond with about this grant

Position held *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Where possible, this should be the email of the group, not a personal email address as we will use this email to correspond with the applicant for the life of the grant.

Applicants structure

* indicates a required field

What type of group are you? *

If incorporated, provide your Incorporation registration number here?

If incorporated, does the applicant have an ABN? *

Yes

No

If you do not have an ABN, you will be required to submit a completed ATO Statement by a Supplier Form if your application is successful. If this form is not submitted, Council

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

is required to withhold 48.5% of any approved grant. Please refer to the ATO website for further details.

If not incorporated, is the applicant auspiced by an incorporated association for the purposes of this grant?

Yes No

Unincorporated groups applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you should not apply for this grant.

Do you hold Public Liability Insurance? *

Yes No

If yes, provide your insurance details here

If the group does not hold its own Public Liability insurance, please provide details of who will provide Public Liability insurance for your project.

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.

Auspice Organisation Details

Name of auspice organisation *

Organisation Name

Auspice incorporation registration number? *

2024 - 2025 Community Grants - Equipment over \$2000 Form Preview

Incorporated Association or Australian Corporation Number

Auspice organisation's website

Must be a URL.

Auspice Primary Address *

Address

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

Auspice Postal Address

Address

If different to primary address

Primary contact person at auspice organisation *

Title First Name Last Name

We may contact this person to verify that this auspicing arrangement is valid and current.

Position held in organisation *

e.g. Manager, CEO

Auspice contact person's primary phone number *

Must be an Australian phone number.

Auspice contact person's email address *

Must be an email address.

Where possible, this should be the email of the auspice organisation, not a personal email address as we will use this email to correspond with you for the life of the grant.

Please attach a letter from the auspice organisation confirming this arrangement is valid and current *

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date. We can only accept Microsoft Office files, jpegs or pdf documents

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

Does the auspice organisation have an Australian Business Number (ABN)? *

- Yes No

If the auspice organisation does not have an ABN, they will be required to submit a completed ATO Statement by a Supplier Form if the application is successful. If this form is not submitted, Council is required to withhold 48.5% of any approved grant. Please refer to the ATO website for further details.

Do you hold Public Liability Insurance? *

- Yes No

If yes, provide your insurance details here

If the group does not hold its own Public Liability insurance, please provide details of who will provide Public Liability insurance for the project.

ABN of auspice 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 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.

Financial information

* indicates a required field

Current financial position

If the applicant has substantial funds in operating accounts or savings or term deposits, Council needs to know if there are any financial commitments. If funds are set aside for

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

a particular purpose, you should clearly explain what the funds are to be used for. The applicant needs to demonstrate why the project cannot be completed within existing funds.

For applicants that are auspiced or governed by a peak body, Council is interested in the applicants financial situation i.e. the local group not the auspice/peak bodies.

Applicants with substantial \$ in bank accounts who do not provide an explanation as to what the money is allocated for will be considered a lower priority.

Applicants current operating account balance *

\$

Must be a dollar amount.

Does your group have any savings, investments or term deposits in other accounts? *

Yes

No

If yes, provide details of current balance in savings, investments and term deposits

\$

Must be a dollar amount.

Provide details of what the funds held by the applicant are set aside for, include any funds in the operating account as well as other accounts held by the applicant. Let us know about any financial commitments the applicant has including regular payments such as staffing/rent/insurance etc *

Annual Report & Financial Statements

Applicants need to demonstrate that they have appropriate governance structures in place and are in a sound financial position to be eligible for funding.

In support of your application please provide

- a copy of your most recent annual report
- your most recent financial statement (may include a Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position). Bank statements are not suitable as they may contain personal information and should not be attached.

Upload your most recent Annual Report here

Attach a file:

We can only accept Microsoft Office files, jpegs or pdf documents

or

Provide a web link to your Annual Report

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

Must be a URL.

Upload your financial statement here *

Attach a file:

We can only accept Microsoft Office files, jpegs or pdf documents

Applicant information

* indicates a required field

What is your groups purpose or mission? *

Why does your group exist? What do you aim to achieve? What services/programs/activities does your group provide?

How long has your group been operating? *

Which municipality and/or suburbs does your group provide a service to? *

Are you sole users of the facility your group operates from? *

If you share the facility, will the equipment requested be shared with other users?

If the equipment will be shared, will other users be contributing financially to its' purchase/maintenance?

If so, please provide details of the contribution here.

Is your group membership based? *

Yes No

Are people required to sign up to be part of your group/organisation? Do they pay an annual fee for membership? Please note, simply having a committee of management does not mean you are a membership based group.

Membership based groups

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

How many current members do you have?

How many of these current members are Banyule residents?

Groups without members

For applicants that are not membership based, how many Banyule residents would you provide a service for weekly/monthly/annually?

Gender Impact Assessment (GIA) Information

Under the Victorian Gender Equality Act Banyule City Council is required to conduct a Gender Impact Assessment for the grants program. This process aims to gather information and data to understand the identities of those accessing our grants programs and those who are not, with the goal of enhancing accessibility for all. This information is confidential and does not have any weighting in your grant application outcomes. It is purely about the Continuous Improvement of the grants program at Banyule City Council.

Do the members of your groups committee/ leadership identify with any of the following groups?

- Aboriginal and/or Torres Strait Islander
- Refugee, asylum seeker, migrant or culturally diverse
- Religious minority
- Person living with a disability or chronic illness
- Carer for people with disability or illness
- LGBTIQ+
- Aged 18-24
- Aged 65+
- Prefer not to say
- None of the above
- Other:

Does your organisation work primarily with or support any of the following groups?

- Women
- Men
- Gender diverse or transgender people
- LGBTIQ+ community
- Children (under 15 years)
- Young People (15-25 years)
- Older adults (over 65 years)
- People living with disability
- Carers for people with disability or illness
- Aboriginal and/or Torres Strait Islander people
- None of the above
- Other:

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

Project Details

* indicates a required field

Equipment can be free standing, portable or fixed. Installation and assembly costs are not eligible in this category (apply in Minor Capital Works category if funding for this purpose is required)

The minimum grant available is \$2000.

For requests under \$2000, please apply through the Banyule Monthly Grants Program (the next round is due to open on 1 July 2024- see Councils website for details)

Project Title *

Total grant amount requested *

\$

Must be a dollar amount and between 2000 and 10000.

What is the total financial support you are requesting in this application?

What equipment are you seeking funds for? *

Word count:

Must be at least 25 words.

Provide details of the equipment you wish to purchase.

Why is this equipment needed, how will it be used? *

Word count:

Must be at least 25 words.

What is the need, issue or opportunity that the project is responding to. Provide a clear reason as to why the equipment is needed and how it will be used.

What benefit will the equipment provide for the service, the individuals you work with and the community? *

Word count:

Must be at least 25 words.

Who has been consulted to identify the need? Who are the intended beneficiaries/participants? How will the purchase of the equipment impact the group or the community? Will the equipment improve safety, streamline administration processes etc?

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

We encourage all applicants to consider access, equity and inclusion for all members of Banyules diverse community in the delivery of your project. This includes but is not limited to, people living with disability or chronic illness (including neurodiversity), people who identify as LGBTIQ+, Aboriginal and/or Torres Strait Islander people, people experiencing financial disadvantage (including people who are homeless or at risk of homelessness) and our multicultural and multi-faith community. Is your project seeking to address barriers to participation or access for any of the above groups? Please include any details on specific strategies you would implement as part of your project.

Please describe the measures in place to ensure your project is as accessible and inclusive as possible *

How many Banyule residents will benefit from the equipent purchase? *

Where will this equipment be stored? *

E.g. In clubrooms, in the office, at members/volunteers home

Who will have access to the equipment? *

If the equipment is to be provided to members/volunteers/staff for use, explain what systems you will have in place to ensure the equipment is returned once it is no longer required for the purpose for which is was allocated. *

How will you monitor who has the equipment and ensure it is returned if that person leaves the group or vacates their position?

Project timelines

Start Date *

Must be a date and no earlier than 31/8/2024.

End Date *

Must be a date and no later than 31/8/2025.

Overall Project Budget & Council Grant budgets

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

* indicates a required field

Please provide overall budget details for the project as well as expenditure details for the grant amount you are requesting from Council.

Overall Project budget

Total equipment cost *

\$

Must be a dollar amount.

What is the total budgeted cost of the equipment purchase? This can be different to the total grant amount requested.

Overall Project Budget Income & Expenditure

Please outline your project budget in the table below.

You will need to submit a clear, balanced budget which describes and itemises the total cost of the project.

This means that you should include all aspects of the project- those you are not seeking a council grant for as well as the items you want the grant to cover.

Income column should

- include all funds and resources required to support your project.
- list the grant requested from Council in the income column.
- provide details of all other income for the project including from other grant programs, fundraising, donations, participant fees, in kind support etc.

Expenditure column should

- include all costs associated with the project including any goods or services required and any in kind support that is contributing to the project.
- You don't need to provide costs for individual expenses here, this will be provided in the Council Grant budget section. e.g. you can list Camping equipment \$1000 rather than 5 tents @ \$200 each

In kind support should

- be included in both the *income* and *expenditure* columns
- include things such as volunteer or staff time, donation of goods or services, use of a venue at low/no cost, contributions to promotion and marketing etc.

You may include GST in the cost of budget items where applicable.

Income and expenditure must balance.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

Please **do not add commas** to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly

Overall Project Budget Income & Expenditure

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Overall Project Budget Income & Expenditure Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Council Grant budget

When preparing a budget for your project please consider the following important components:

- Due to limited funding, applicants may only receive part funding. Therefore it is important to ensure that your budget is as detailed as possible
- Ensure you provide details for each item of equipment or expense you wish to pay for with the grant.
- Please specify number of items and cost per item in the expenditure column. e.g. 2 desks @ \$175.00 each.
- Please specify total for each "type" of expense in the total column e.g. \$350.
- Do not write refer to quote- we require you to enter the details in the budget.

You may include GST in the cost of budget items where applicable.

Please **do not add commas** to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly

Grant requested. *

\$

Must be a dollar amount.

Council Grant allocation

Expenditure	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

Budget Totals

Total Expenditure Amount

\$

This number/amount is calculated.

Quotes

Evidence of the cost of budget items is required for all applications. Any equipment that you plan on paying for with the grant requires a quote.

One quote is required for each type of equipment you wish to purchase.

The quotes do not need to be for the same brand but should be for comparable items.

Quotes should be provided by reputable suppliers and must include the business name and a description of the item. These can be in the form of • formal written quotes • scanned images/screen shots from online stores/catalogues.

Quotes should be no more than 6 months old

Hand written lists from the applicant are not acceptable and will render the application ineligible for funding.

Please attach 1 quote for each item of equipment. *

Attach a file:

We can only accept Microsoft Office files, jpegs or pdf documents

Grants from other sources

Have you applied to other grant programs for funding for other parts of the project? *

Yes No

If so, is this project dependent on the success of the other funding application/s?

Yes No

Have you applied to other grant programs for funding for the same project expenses? *

Yes No

If your application to another funding source is successful whilst the Council grant round is open, you are required to notify Council so the application can be withdrawn.

If yes, who did you apply to, how much did you apply for, and when is the outcome of your application expected?

Part funding

2024 - 2025 Community Grants - Equipment over \$2000

Form Preview

If Council can only provide part funding for the equipment purchase can the project proceed? *

Yes

No

If yes, provide details here - what is the minimum grant amount required and what would you purchase with the reduced grant amount?

Declaration and Privacy Statement

* indicates a required field

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (which may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of offer.

I certify that the application has been submitted with the full knowledge and agreement of the management of my organisation/group and if appropriate, with the full knowledge and agreement of our auspice for this grant application.

I understand that the collection and handling of personal information will be conducted in accordance with Banyule City Council's Privacy Policy which is displayed on Council's website and is available for inspection at Council's customer service centre. The information is being collected and used to enable panel members to assess and allocate grant funds and to contact you in relation to your submission. This is done in accordance with Council's powers, functions and purposes under the Local Government Act 2020 and other relevant legislation.

I understand that Council makes certain information publicly available in accordance with legislation and the Banyule Public Transparency Policy and that a listing of donations and grants including the names or persons or bodies that have received grants are made publicly available. (This information is available on Council's website. Individual names are not published on Council's website, this information is only available at Council offices)

Should you need to change or access your personal details, please contact us on 9490 4222 or via enquiries@banyule.vic.gov.au

Banyule City Council will be contacted immediately if any information provided in this application changes or is found to be incorrect.

I have read the 2024 - 2025 Community Grant Guidelines and have complied with the grant requirements. *

Yes

I have attached all documents as required and complied with eligibility criteria *

Yes

2024 - 2025 Community Grants - Equipment over \$2000 Form Preview

Name of authorised person *

Title First Name Last Name

--	--	--

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

I am authorised by the grant applicant and/or the auspice for this application, to complete this declaration and have read and understood the declaration and privacy statement above. *

Yes

Date of declaration. *

Must be a date.

Please indicate how you heard about the Banyule Community Grants program *

Banyule City Council Website Banyule Banner Local media Social media Network email/newsletter

Other

Choose as many as applicable

Would you like to receive information via email about other funding opportunities through Council and/or other external grant providers? *

Yes

No

If you responded yes to the above question, please provide the email address to be used for future information about funding opportunities.

Must be an email address.