

2024-2025 Arts and Culture Project Grant Group Application Form

Form Preview

Eligibility

* indicates a required field

Eligibility Checklist

To be eligible for a Banyule Arts and Culture Project grant, group applicants must:

- Be an organisation or group that is based in Banyule and provides support, programs or services to the Banyule community
- Be an incorporated organisation or be auspiced by an incorporated organisation
- Fall into one of the following categories:
 - A legally constituted not for profit entity
 - A charity or benevolent trust
 - A Public Company (not for profit)
- Have an ABN or be willing to complete a 'Statement by Supplier' form
- Hold Public Liability Insurance up to \$10,000,000 at the time of project commencement and throughout the project
- Have been established for a minimum of 12 months
- Have discussed your application with a Council Officer
- Have complied with acquittal conditions for any previous Council funding
- Have no outstanding debts to Council
- Does not undertake or promote gambling unless there is a significant community benefit demonstrated
- Not be seeking retrospective funding

Do you meet the above eligibility criteria? *

☐ Yes

☐ No

No more than 1 choice may be selected.

Please name the Council Officer you have discussed your application with: *

Gender Impact Assessment 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.

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How would you describe your gender?

- ☐ Woman
- ☐ Man
- ☐ Gender diverse or non-binary
- ☐ Prefer not to say

Do you identify with any of the following social identity 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
- ☐ LGBTIQA+
- ☐ Aged 18-24
- ☐ No
- ☐ Other
- ☐ Prefer not to say

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

- ☐ Women
- ☐ Men
- ☐ Aboriginal and/or Torres Strait Islander
- ☐ Religious minority
- ☐ Person living with a disability or chronic illness
- ☐ Carer for people with disability or illness
- ☐ LGBTIQA+
- ☐ Aged 18-24
- ☐ Aged 65+
- ☐ No
- ☐ Other

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

- ☐ Women
- ☐ Men
- ☐ Gender diverse or transgender people
- ☐ LGBTIQA+ 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
- ☐ Culturally diverse communities

Applicant Contact Details

* indicates a required field

Name of group *

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Organisation Name

Is your group known by another name?

Group Address *

Address

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

Group Postal Address

Address

If different to street address.

Group Phone Number *

Must be an Australian phone number.

Group Email *

Must be an email address.

Group Website

Must be a URL.

Is your group *

- ☐ An incorporated association
- ☐ A group auspiced by an incorporated association

Incorporated Group

* indicates a required field

Incorporation Registration Number *

Public Liability Insurance Policy number *

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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.

If your group does not have an ABN, you are required to fill in a Statement by Supplier which can be downloaded from the ATO website [here](#)

Statement by supplier

Attach a file:

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

Auspiced Group

* indicates a required field

To be eligible to auspice this application, the auspice needs to be either

- Incorporated
- Public Benevolent Trust
- Registered Charity
- Educational Institution

Auspice name *

Organisation Name

Auspice Address *

Address

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

Contact person in auspice organisation *

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

Auspice Phone Number *

Must be an Australian phone number.

Auspice Email *

Must be an email address.

Auspice Incorporation Number

Public Liability Insurance Policy number *

Attach letter of authorisation from Auspice organisation here *

Attach a file:

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

Auspice Organisation 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.

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If your Auspice group does not have an ABN, you are required to fill in a Statement by Supplier which can be downloaded from the ATO website [here](#)

Attach your Statement by Supplier here

Attach a file:

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

Other Entity Type

* indicates a required field

Entity Type *

Public Benevolent Institutions, Charity or Public Company

Public Liability Insurance Policy Number *

Incorporation Registration Number

Entity 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.

If your group does not have an ABN, you are required to fill in a Statement by Supplier which can be downloaded from the ATO website [here](#)

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Attach Statement by supplier here

Attach a file:

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

Financial Information

* indicates a required field

Council needs to ensure any long term investment through a grant is viable and will result in the intended outcomes.

In order to help us assess this you are required to provide information on your current financial position. This may include profit and loss statements, audited financial statements or the financial statement presented at your AGM. Bank statements are not suitable and should not be attached.

Attach financial statement here *

Attach a file:

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

Applicants current bank balance *

\$

Must be a dollar amount.

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

If yes, please provide details of any financial commitments the group has.

Are these funds in reserve for a specific purpose? e.g. superannuation, grant from another source, operational expenses etc

Applicant Information

* indicates a required field

What is your groups purpose or mission? *

Word count:

no more than 150 words

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How many people are involved in your group on a regular basis? *

How long has your group been operating? *

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

Project details

* indicates a required field

Project Title *

name of event or festival

Grant amount requested *

Must be a dollar amount and no more than 10000.

Total Project Cost *

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Start Date *

Must be a date and no earlier than 1/1/2025.

End Date *

Must be a date and no later than 31/12/2025.

Please provide a brief bio listing your relevant skills and/or experience *

Word count:

Must be no more than 400 words.

Please list any other key artists and/or collaborators and briefly describe their relevant skills and/or experience

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Word count:

Must be no more than 750 words.

Project Information

* indicates a required field

Please describe your project idea *

Word count:

Must be no more than 750 words.

Please include measures to ensure a high quality project and experience for participants.

Why is this project needed? *

Please describe why you think this project will address a community need. Has anyone been consulted to identify a need?

Please describe your intended audience/participants *

Word count:

Must be no more than 500 words.

Who do you want to reach with your project?

What will people gain from being involved in your project (ie. social connections/ sense of belonging, wellbeing, new skills or knowledge, new experiences)? *

Word count:

Must be no more than 500 words.

You may wish to reference the Cultural Outcomes in the Arts and Culture Strategic Plan in your answer

Please indicate estimated audience numbers *

Please indicate estimated active participant numbers *

Please describe how you will reach and engage your key audience/participants *

Please include any specific promotional methods/materials

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

We encourage all applicants to consider access, equity and inclusion for all members of Banyule's 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 any intended longer term benefits of this project

Word count:

Must be no more than 500 words.

Please include any relevant details of how these benefits will be sustained beyond the project funding period

Will you be partnering with any other groups to deliver this project? *

If so, provide details of the partners' relevant skill and experience, and the contribution the partner/s will make to the project here.

Please attach Letters of Support for any project partners:

Attach a file:

If you have additional networks and/or resources that will support the delivery of this project (ie. social media networks, venue relationships) please detail below

Word count:

Must be no more than 350 words.

Location

Where will your project/festival/event take place? *

If this is a venue for hire, please provide evidence of discussions with venue manager e.g. email, quote.

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Attach a file:

Documents must be in Microsoft Office or PDF Format.

Project Plan

The Project Plan is the detail of how the project will be managed.

Please upload a basic project plan in your preferred format clearly showing the following:

- Activity/task
- Activity/task start date and end date
- Resources required for the activity/task
- Who is responsible for delivering the activity/task

Attach project plan here *

Attach a file:

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

Project Budget

* indicates a required field

Budget

Outline your project budget including details of other funding that has been confirmed and/or applied for. **The Budget must balance (total income = total expenditure)**

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

- Please include whether income is confirmed (C) or not confirmed (NC)
- Please include In Kind support (eg. volunteer hours, free use of venue etc.) in both the Income and Expenditure columns with IK next to the line item. In-Kind support should be calculated as a quoted or estimated \$ figure.

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

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

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Quotes

One quote is required for any hire/purchase of equipment, services or materials over \$500.

Each quote needs to be from a different supplier.

Quotes should be provided by a reputable supplier and should include the business name, description of the item or work to be carried out and costings .

These can be in the form of

- formal written quotes
- screen shots from online stores/catalogues
- scanned in images from catalogues

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

Quotes should be no more than 6 months old.

Please attach quotes

Attach a file:

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

Grant Options

Have you applied for other grants for this project? *

- ☐ Yes
☐ No

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

If you are requesting part funding for a larger project, which items would you use Banyule Council's funds for?

Local Procurement

Banyule Council expects grant recipients to source products and/or services from local suppliers where practicable.

Please list the local suppliers you intend to purchase/hire from for this project *

Word count:

Must be no more than 500 words.

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If there are products or services you do not intend to source from a local supplier please include your reasoning below

Word count:

Must be no more than 350 words.

Supporting documentation

Applicants may provide support material as follows:

- A maximum of three high quality jpeg images
- Two mpeg4 video files
- Two mp3 audio files
- Up to three letters of support

Support documentation

Attach a file:

Additional Information

How did you hear about Council's grant program?

Please select all relevant options

- | | | |
|--|--|---|
| <input type="checkbox"/> Banyule Banner | <input type="checkbox"/> Social Media | <input type="checkbox"/> Local Media |
| <input type="checkbox"/> Banyule Council Website | <input type="checkbox"/> Council Officer | <input type="checkbox"/> Pinpoint Artists online register |
| <input type="checkbox"/> Arts & Culture E news | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other: <div></div> |
| <input type="checkbox"/> Network/Newsletter | | |

Declaration

*** indicates a required field**

Declaration and Privacy Statement

I certify all details supplied in this application and in any attached documents are true and correct to the best of my knowledge and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the accompanying guidelines for applicants provided with this application form.

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

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I understand that the collection and handling of personal information will be conducted in accordance with Council's Privacy Policy which is displayed on Council's website or is available for inspection at Council's customer service centre. The information is being collected by Banyule City Council to enable panel members, comprising of Councillors and Community representatives, to assess and allocate grant funds. This is done in accordance with Council's powers, functions and purposes under the Local Government Act 1989 and other relevant legislation. Should you need to change or access your personal details, please contact us on 9490 4222 or via enquiries@banyule.vic.gov.au

Applicant Contact Person *

Title First Name Last Name

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Applicant Contact Person Position

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I have read the Arts Culture Grants Guidelines *

☐ Yes

I am authorised to complete this application and have read and understood the declaration and privacy statement above *

☐ Yes, I am authorised

Date of Declaration *

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Must be a date.