

# 2024-2025 Arts and Culture Project Grant Individual Application Form

## Form Preview

### Eligibility

\* indicates a required field

#### Eligibility Checklist

To be eligible for a Banyule Arts and Culture Project Grant, individual applicants must:

- Be auspiced (auspicing fees can be included as a funded element for individual applicants).
- Be at least 18 years old.
- Work, live or provide significant evidence of practice in the Banyule community.
- Hold Public Liability Insurance up to \$10,000,000 at the time of project commencement and throughout the project. If you are covered under your Auspice Body's Insurance, please include a letter from the Auspice Body stating this.
- Have an ABN or be willing to complete a 'Statement by Supplier' form
- Have discussed your application with a Council Officer
- Have complied with acquittal conditions for any previous Council funding
- Have no outstanding debts to Council

**Do you meet the above eligibility criteria? \***

- ☐ Yes  
☐ No

**If you do not live or work in Banyule, please provide a description of your significant connection or evidence of practice in Banyule:**

**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.

**How would you describe your gender?**

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

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### 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
- ☐ LGBTIQ+
- ☐ Aged 18-24
- ☐ Aged 65+
- ☐ No
- ☐ Other
- ☐ Prefer not to say

## Applicant Contact Details

\* indicates a required field

### Applicant \*

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

### Address \*

Address

  

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

### Postal Address

Address

  

If different to address above

### Phone Number \*

Must be an Australian phone number.

### Mobile Phone Number

Must be an Australian phone number.

### Email \*

Must be an email address.

### Website

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Must be a URL.

### **Public Liability Insurance or \***

Attach a file:

Please attach certificate of currency here

## Auspice Details

\* 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

  

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

### **Contact person in auspice organisation \***

Title      First Name      Last Name

            

### **Auspice Phone Number \***

Must be an Australian phone number.

### **Auspice Email \***

Must be an email address.

### **Auspice Incorporation Number**

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### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Attach letter of authorisation from Auspice organisation here \*

Attach a file:

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

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

## Project Details

\* indicates a required field

### Project Title \*

### Grant amount requested \*

Must be a dollar amount and no more than 10000.

### Total Project Cost \*

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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 500 words.

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

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:

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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 Creative Banyule Strategy and/or Cultural Outcomes in your answer

**Please indicate estimated audience numbers \***

**Please indicate estimated active participant numbers \***

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

Please include any specific promotional methods/materials

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

**Please describe any intended longer term benefits of this project**

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

**Will you be partnering with anyone to deliver this project? \***

**If so, provide details of the contribution the partner/s will make to the project here.**

**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**

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Word count:

Must be no more than 300 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.**

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.

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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.

## 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 on line 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.

If equipment/service can only be obtained from a specialist supplier and two quotes cannot be submitted, the applicant must provide a statement/evidence that no other suppliers are appropriate/acceptable.

### 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?**



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**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.

**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**

☐ Banyule Banner

☐ Social media

☐ Local Media

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- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Banyule Council Website | <input type="checkbox"/> Council officer       | <input type="checkbox"/> Pinpoint Artists online register |
| <input type="checkbox"/> Network/Newsletter      | <input type="checkbox"/> Arts & Culture E news | <input type="checkbox"/> Other: <input type="text"/>      |
| <input type="checkbox"/> Word of Mouth           |  |   |

## 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.

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](mailto:enquiries@banyule.vic.gov.au)

### Applicant Contact Person \*

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

### 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

### Date of Declaration \*

Must be a date.