Responsive Grants Application Form FY26/27
Form Preview

Important information

* indicates a required field

If you require assistance completing this form contact your Family Services Worker, Community Care Worker, or the Community Grants Team.

Community Grants Team:Telephone: 03 9243 1664Email: communitygrants@mvcc.vic.gov.au

Essential Reading

Before submitting this application form you must read the Responsive Community Grants Guidelines to check you are eligible, and have all the required documentation.

This will help you:

- Confirm your eligibility
- Select the right grant stream for you.

I confirm that I have read the Responsive Community Grants Guidelines and that my application meets the eligibility criteria: *

○ Yes

Assessment

How? All applications are assessed competitively, based on the criteria listed in the Responsive Community Grants Guidelines. Applications are assessed by Council officers.

When?

- Grant round closes: 2nd of each month
- Assessment starts: From the next business day.

Your application will be assessed after the round closes on the 2nd. Early assessments are not possible. You will be notified of the outcome by email. Check the Key Dates section in the guidelines for more information.

- We cannot fast-track applications.
- Funding is limited and not all applications will be successful.
- We cannot fund anything that's already happened. Your project or activity must take place after you apply. If it has already started or finished, your application will not be eligible.

Responsive grants categories

* indicates a required field

Responsive grants categories

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Responsive Grants are available through 3 categories:

Individual Participation - up to $500

For Moonee Valley residents facing financial hardship in their recreational, cultural, artistic and learning pursuits. These grants:

- Support a Moonee Valley resident to participate in an activity in the Moonee Valley municipality, or;
- Support a Moonee Valley resident participating in an elite or competitive activity locally, interstate or overseas.
- Applicants must be able to attach evidence of financial hardship. This could be a healthcare card, pension, concession card, or a letter from your social support officer. We cannot accept bank records as evidence of financial hardship.

Community Support - up to $1,000

- For local community groups or not-for-profit organisations (incorporated or with an auspice, unless seeking to become incorporated).
- To deliver small projects in Moonee Valley, responding to the Council's Community Vision, and encourage the establishment of new groups.

Business Support - up to $500

- For local Moonee Valley based businesses (less than 50 FTE employees), sole traders, social enterprise or Traders' Associations.
- Projects that benefit the wider community, encourage local patronage and support collaboration of our local businesses. Projects may include:
    - Collaborative business initiatives in Moonee Valley, such as networking and business workshops, training, local precinct promotions, and innovative partnerships in the community.
    - Delivery of storefront and outdoor space beautification projects such as exterior signage, outdoor dining improvements, accessibility and inclusion improvements.
    - Solar installation and energy efficient upgrades.
- Business Support applications must adhere to the Footpath Trading and Parklets Guidelines.
- Applications must include proof of co-contribution to the project budget.
- Applications must evidence why they are needed in the responsive round and cannot be applied for in the Biannual round.

Important: We cannot fund anything that has already happened. Your project or event must take place after you apply. If it has already started or finished, your application will not be eligible.

Selecting your Responsive Grants category

Which grants stream are you applying for? *

- ○ Individual Participation
- ○ Community Support
- ○ Business Support

You must select the correct category. Contact the Community Grants team if you are unsure.

Are you completing this form on behalf of someone else? Eg. your child, a family member or otherwise *

- ○ Yes

○ No

Does your project include an event? *
○ Yes
○ No

Organisation type

Are you applying as: *
○ Organisation or community group (incorporated or other legal status)
○ A new not-for-profit organisation/group, working towards incorporation
○ Organisation or community group (not incorporated, with an auspice agreement)
If an organisation or individual is not incorporated, it must have an auspice. You do not need an auspice if you are starting a new group and the funding will be used to help the group work towards incorporation.

Will you be using the grant funds to attend a Moonee Valley leisure facility? *
○ Yes
○ No

Leisure Centres

Visit the MOVE Moonee Valley website to find out more about memberships available: Click here.

Is your grant activity taking place at one of the following leisure centres? *
○ Ascot Vale Leisure Centre
○ Keilor East Leisure Centre
○ Queens Park Swimming Pool
○ No, none of the above

If you selected 'no' above, detail which leisure centre in Moonee Valley you will be attending:

If awarded, the leisure centre will require your personal details. Do you authorise for the Community Grants team to pass on your personal details to your leisure centre? *
○ Yes
You must select 'yes' to proceed with this application.

I understand that if awarded, this grant will be paid directly to the leisure centre: *
○ Yes
You must select 'yes' to proceed with this application.

Applicant details

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* indicates a required field

Recipient Name - who is the grant for? *
○ Individual ○ Organisation
Organisation Name

Title | First Name | Last Name

Contact person - Who is filling in this form *
Title | First Name | Last Name

If applicable, carer/ parent/ guardian of applicant. Mandatory for child under 18.

Relationship to applicant *

(i.e. Carer/ parent/ guardian)

Contact phone number *

Must be an Australian phone number.

Contact Email *

Must be an email address.

Community Support applicant

Application contact *
Title | First Name | Last Name

Organisation website

Must be a URL.

Contact phone number *

Must be an Australian phone number.

Contact email *

Must be an email address.

Business Support applicant

Application contact *
Title | First Name | Last Name

Business website
Must be a URL.

Contact phone number *
Must be an Australian phone number.

Contact email *
Must be an email address.

Age of applicant *

- ○ 0 - 2 years (contact Community Grants team to discuss before applying)
- ○ 3 - 11 years
- ○ 12 - 17 years
- ○ 18 - 25 years
- ○ 26 - 35 years
- ○ 36 - 64 years
- ○ 65+ years
- ○ Prefer not to say

Applicant contact details:

Primary Address *
Address

Postal Address (if different from the primary address)
Address

Phone Number *
Must be an Australian phone number.
For landlines, include area code.

Primary Email *

Must be an email address.

Do you have an Australian Business Number (ABN)? *

○ Yes ○ No

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.

Are you registered for GST?

○ Yes
○ No

You can check the ABN Lookup table above. You are required to declare GST, we will not pay GST on top of the grant awarded amount.

For organisations and groups

Is your organisation / group membership based? *

○ Yes
○ No

If yes, how many members are City of Moonee Valley residents?

Must be a whole number (no decimal place).

Auspice details

* indicates a required field

Auspice contact details

If you are an individual or if your community organisation is incorporated, go back to the start of the form and select the correct 'Organisation Type'.

An auspice is an incorporated organisation that has agreed to take legal and financial responsibility for administering the grant on behalf of the applicant. An auspice should be used when an applicant is not eligible, or is unable, to apply for funding.

Auspice organisation name *

Organisation Name

Auspice postal address *

Address

Auspice contact name *

Title | First Name | Last Name

Auspice phone number *

Auspice email address *

Auspice organisation website

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Auspice confirmation

Auspice agreement *
Attach a file:

Project details

* indicates a required field

Title of activity *

Must be no more than 15 words

Project activity timing

- Activities must start in the future and cannot have been completed before applying.
- Activities cannot include items already paid for prior to applying.
- Grant activities must be completed within 12 months.
- See guidelines for eligible start dates.

Project activity start date *

Project activity end date *

Must be a date.

Project locations

If you unsure which ward/s to select, you can type the address/addresses in this interactive map. Note: You must type in the full address. If the address you enter in the map is not in Moonee Valley it will not appear in the search results.

Where will your activity take place? *

- ☐ Airport Ward
- ☐ Buckley Ward
- ☐ Canning Ward
- ☐ Fairbairn Ward
- ☐ Milleara Ward
- ☐ Myrnong Ward
- ☐ Queens Park Ward
- ☐ Steele Creek Ward
- ☐ Woodlands Ward

Select all that apply.

Specific activity location

Where will your activity take place? e.g. Leisure centre or business location.

What is the project or activity you are seeking funding for? Why is it important? *

Word count:
150 words max. For individuals, explain how this will assist your development or wellbeing. For community groups and businesses, explain why you are seeking funding and how it will benefit your organisation.

How will this funding support your participation? *

Word count:
200 words max. What are the costs involved? How will these costs impact on you? Have you sought any other funding?

How will the project benefit the local precinct where your business is located? *

Must be no more than 200 words.
How will it help to encourage local patronage? Will in enhance the visual appeal of the area?

Why is this project needed in the Responsive Grant timeline? *

Why is the project needed in this round instead of a Biannual Grant Round?

Does your project include any building or property modifications?*

○ Yes (eg. painting, affixed signs, awnings, murals, bolted down furniture, anything fixed to the building or property, etc.)
○ No, my project only includes items that are unfixed (eg. unfixed umbrellas, unfixed planter boxes, A-frame signage, etc.)

You must tick 'Yes' if your project includes any upgrades or changes to a building or property, however small.

Solar installation and energy efficient upgrades

It is essential to discuss all energy transition projects with a Council Officer before applying to ensure you are using a suitably qualified supplier and the project is sound. Contact the Sustainability team via email environment@mvcc.vic.gov.au.

Footpath Trading Policy

Specific requirements apply for the following items under Council's Footpath Trading Policy:

- Public art
- Pots and planter boxes
- Advertising and signage
- Chairs and tables

- Umbrellas
- Screens
- Outdoor heaters
- Retractable awnings

In some instances, a permit may be required. This process is separate from the grants process. You must obtain any necessary permits through the relevant process. Visit the website for more information about Footpath Trading.

Does your project take place outside?
○ Yes
○ No

I have read the Footpath Trading Policy and my application meets these requirements: *
○ Yes
○ Not applicable to my project
If you are not clear about the requirements, contact Council on 9243 8888 to discuss Footpath Trading requirements

Are you the owner of the building and/or property to which the changes or upgrades are proposed? *
○ Yes, I confirm I am the owner of the property and have full permission to undertake these works
○ No, I am not the owner of the property

If you are not the property owner, you will be required to upload a letter from the owner granting permission for these proposed works on page 7.

How this project will benefit the broader community of Moonee Valley? *

Word count:
Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

Events

All events and festivals applications will need to ensure any required event permits are discussed with Council Officers prior to applying.

Rread the Community Event Permits page on our website.

If you need further assistance with Event Permits, call 9243 8888 or email eventpermits@mvcc.vic.gov.au

Is your event taking place in Council managed land, such as a park or street? *
○ Yes ○ No

After reading the Community Events Permits webpage, does your project require a permit? *

○ Yes ○ No

Provide details and the status of your permit application (submitted/ approved/ in discussion,etc): *

Accessibility

Community events are an integral part of the City of Moonee Valley, and it's important that everyone can join in, and that diversity is valued and embraced.

If you would like more information on how to make an accessible event, see our 'Include Everyone' tips.

How your event will enable people with disabilities and people from our diverse community to attend? *

Word count:
200 words max.

Budget

* indicates a required field

Grant amount requested

Maximum grant amounts are:

- Individuals - up to $500
- Not-for-profit community groups - up to $1,000
- Businesses - up to $500

You cannot include costs for items that have already been purchased.

Total Amount Requested *

$

Must be a dollar amount.
What is the total financial support you are requesting in this application?

Budget table

- List each income source.e.g. Moonee Valley Council Grant, fundraising, other grants, personal contributions, ticket sales, etc.

- List each individual cost e.g. cost of weekly classes, printing, uniforms, travel, club fees etc.
- The budget must balance i.e.Total income must be the same as total expenditure.

Individual Participation applicants: All grant funds must be spent at one supplier. If you are purchasing multiple items from the same supplier, these should be purchased at the same time. For example, if you are applying for a Belgravia Leisure Centre membership you cannot seek funds for an additional activity or item.

For help preparing your budget refer to the Responsive Community Grants Guidelines.

Income description	Income amount ($)	Expenditure descriptions	Expenditure amount ($)
Income should always include Moonee Valley City Council grant. Use '+' and '-' buttons to insert or delete row.	Must be a dollar amount.		Must be a dollar amount.
Moonee Valley City Council Grant			

Total income amount *
$
This number/amount is calculated.
Must match Total Expenditure amount.

Total expenditure amount *
$
This number/amount is calculated.
Must match Total Income amount.

Quotes and additional budget attachments

- You must attach a quote for each expense detailed in your budget table. If you do not supply quotes, your application will not be assessed.
- Acceptable quotes include screen grabs of suppliers or leisure centres found on a website. E.g. a screen grab from an online shopping cart, provided it includes the business details.
- Quotes must be official, include a business header with ABN, supplier contact details and be dated.
- We can not accept miscellaneous costs summarised in email, spreadsheets or Word documents.

If you need to upload more than one document, click 'Add More' below.

File description:	Attach quotes or pricing
Provide a clear file description. Use '+' and '-' buttons to insert or delete row.	Each file must not be more than 25mb in size. Recommended file size is 5mb.

Volunteers

Does your project involve volunteers? *

○ Yes
○ No

Volunteer contribution

Estimate how many volunteer hours will contribute to the project. This will automatically be calculated as a dollar value (at $25 per hour)

Total number of volunteer hours	**Total volunteer value**
Must be a number.	This number/amount is calculated.

Previous financial support

Eligible applicants can receive one grant each per financial year.

e.g. If your business has already received a Biannual Grant this financial year, you cannot apply for a Responsive Grant until the next financial year.

Have you received a grant from Moonee Valley City Council Council in the past two years? *

○ Yes ○ No

If yes, provide details or SmartyGrants Application ID:

Document upload and conditions

* indicates a required field

Required documentation

These documents must be provided for your application to be complete.

How to upload documents:

1.Scan or take a clear photo of the document
2.Save the file to your computer or an external drive (i.e. USB, thumb drive)
3.Ensure the file name describes the document.(e.g. 'Electricity bill')
4.To upload, click 'Browse' and then select the relevant file

Each file must not be more than 25mb in size. Recommended file size is 5mb.

You will be unable to submit your application form if a document is not attached to the required fields.

Individual applicants

Proof of residency in Moonee Valley (eg. Utility bill, rates notice or driver's licence stating your address) *
Attach a file:

Evidence that you are experiencing financial hardship. (eg. Healthcare card, pension/concession card, letter from an official support provider) *
Attach a file:

If relevant, attach a document that provides evidence of your selection in a competitive or elite activity
Attach a file:

For example a letter from your soccer club or sporting association confirming your selection for the team or squad.

Organisations and groups

If you are applying with an auspice, you must obtain the following documents from your auspice organisation.

If you are a new emerging group, you must contact the Community Grants team to determine what documentation is required on 03 9243 1664.

Certificate of Incorporation *
Attach a file:

Certificate of current Public Liability Insurance *
Attach a file:

Business applicants

Certificate of currency for Public Liability Insurance *
Attach a file:

The certificate must be held in the business name of the applicant applying

Latest Profit & Loss statement
Attach a file:

Letter from the owner/ landlord to confirm permssion for the proposed changes or upgrades to the property: *
Attach a file:

Other supporting documentation (optional)
Attach a file:

Other supporting documentation (optional)

- You may attach additional documents such as letters of support, project plan, case studies, photos, maps, etc. to support your application.
- You must provide enough detail in the application form itself. Attachments should only support details in the application, and not be relied upon to explain your project.
- Make sure quotes are attached in the Budget section.
- Provide a clear 'File description' below.
- You may add more rows below.

File description	Attach supporting documentation:
Use '+' and '-' buttons to insert or delete row.	

Conditions of funding

If your application is successful, you will be required to:

1. Sign and return the Funding Agreement within 2 weeks of the successful notification.
2. For organisations that are registered for Goods and Services Tax, a signed ‘Agreement to Issue a Recipient Created Tax Invoice’ form will be required.
3. Grant funds will only be paid by EFT (electronic funds transfer) to the Grant Recipient, or if applicable, to the nominated leisure centre. Successful applicants will need to provide their bank account name, BSB and bank account number to Council when they sign the Funding Agreement.
4. Funds are time limited and must be expended within 12 months of signing the Funding Agreement.
5. Funding is allocated for the specific need or activity submitted in the application and cannot be used for any other purpose, without prior consultation and agreement by Council.
6. Any grant funds not expended before the completion of the project or activity must be returned to Council within 28 days of completion of the project.
7. For funding to support participation in specific activities: if the applicant is suspended, for any reason, from the activity for which funding was awarded or should the activity be cancelled, the applicant will be required to reimburse Council the full amount awarded.
8. Where the delivery of a project is contingent upon fundraising or the receipt of other grants or sponsors, proof of receipt may be required before funds are released.
9. Where applicable, Grant Recipients must submit a final acquittal report, via Smarty Grants, within 14 months of the execution of the successful agreement, or if the project/ activity finishes earlier, within two months of the date of project/activity completion.

Declaration and Privacy Statement

Privacy Statement

Moonee Valley City Council is committed to protecting your privacy. The information requested on this form is being collected by Moonee Valley City Council for the purpose of assisting with the assessment of applications for grants and sponsorship. All information collected is securely stored in Smartygrants and Moonee Valley City Council computer systems. The personal information will be disclosed to assessment panel members for the purpose of assessing your application. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application. If you wish to alter any of the personal information you have supplied to Moonee Valley City Council, contact the Community Grants team on 9243 1664 or email communitygrants@mvcc.vic.gov.au.

By submitting an application you consent to Council publishing the applicant's name, project name and description and amount funded, including in our Annual Report and on our website. This information may also be used for promoting Moonee Valley City Council's grant program more generally.

(Not applicable for Individual Participation grants).

Declaration

I hereby apply for funding for a Moonee Valley Grant and acknowledge that if successful in this application we agree to comply with the guidelines set out by Moonee Valley City Council and to submit necessary acquittal documentation when the project/activity has completed.

I also acknowledge that all details supplied in this application form and in the attached documents are true and correct and that the application has been submitted with the full knowledge and agreement of the applicant organisation/group and/or auspice organisation.

Name *

Title | First Name | Last Name

Organisation Name (if applicable)

Organisation Name

Position / Relationship to applicant

Date *

Feedback

Before you click 'submit', we would value any feedback (this section is optional).

How did you find the application process:

○ Very easy ○ Easy ○ Neither ○ Difficult ○ Very difficult

How many minutes did it take you to complete this application?

Estimate in minutes e.g. 1 hour = 60 minutes

How did you hear about the Moonee Valley Community Grants Program?

Do you have any feedback or ideas to improve the program or application process?

Review & submit

On the next screen you can review all your answers. Any answers you have missed will be highlighted in red for you to complete. You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors.

When you are happy with your answers, click the 'submit' button at the top or bottom of the page. You will be sent an automatic email confirming your submitted application and a PDF version of your submitted application will be attached.

If you do not receive a confirmation email, call the Community Grants team on 9243 1664.