

Important information

* indicates a required field

You must read the [Extraordinary Community Grants Guidelines](#) to check you are eligible and have all required documentation.

You must discuss your grant project with the Community Grants team before applying for an Extraordinary Community Support Grant. Contact the team on 9243 1664 or email communitygrants@mvcc.vic.gov.au.

The Community Grants team can also put you in touch with Council officers from specialised areas to help support the development of your grant project.

If you have a disability and require assistance to complete this form, contact the Community Grants team to discuss support options.

Our Extraordinary Community Support Grants support essential community service organisations to cover costs that are both urgent and unforeseen to enable the delivery of their services. It must be demonstrated why the project is unforeseen and urgent, including why it cannot be accommodated through ordinary council business or other grant rounds, such as through our [Biannual Grants Program](#).

Key definitions

- **Essential community service organisations:** Refers specifically to not-for-profit organisations that provide critical material aid and/or welfare services and/or emergency assistance.
- **Unforeseen circumstances:** An issue that could not be reasonably predicted or planned for in the course of normal operations. An issue that arises suddenly and unexpectedly.
- **Urgent Circumstances:** An issue that requires immediate action or attention that would otherwise result in a negative impact and cannot be addressed through ordinary Council business.
- **Ordinary Council business:** Functions and services Council provides to the community through its normal operations, including the Biannual, Partnership and Responsive grant streams of the Community Grants Program, the Council Budget submission process, and in-kind support.

Who is eligible to apply?

- Community service organisations operating in Moonee Valley that are registered as a not-for-profit entity.
- Incorporated associations operating in Moonee Valley that are registered as a not-for-profit entity.
- Registered charities operating in Moonee Valley.

What can you apply for?

- Funds to address urgent or unforeseen circumstances that affect the operations of an essential community support service that cannot be accommodated in Council's ordinary business.
- Funding can be provided up to a maximum of \$50,000 per application.

Extraordinary Community Support Grant | Application 2026/27

Form Preview

Requirements

- Applicants must demonstrate why the project is unforeseen and urgent, including why it cannot wait for submission into the next Biannual Community Grants round.
- Applicants must demonstrate the situational need and why this reasonably cannot be accommodated through ordinary Council business.
- Applicants who have received a Community Grant from Moonee Valley City Council in the previous 12 months are not eligible to apply.
- Assessors will also consider any funding that has been provided by Council to the applicant over the past 5 years.

Mandatory attachments

- Quotes for all budget items
- Certificate of Incorporation for not-for-profit groups
- Public Liability Insurance Certificate of Currency
- Most recent Profit & Loss statement if the applicant is a business or an incorporated group
- Permits or plans for works for capital works or building improvements
- Letter from land owner for projects that involve capital works
- Supporting documentation that may strengthen your application (e.g. letters of support, photos, maps, etc.)

How are applications assessed?

Applications are assessed competitively by Council Officers based on the assessment criteria outlined in the [Extraordinary Community Support Grants Guidelines](#).

Summary of assessment criteria:

- **Need:** Why the project is needed, important and justified. Responding to objectives and priorities of the funding category and MV2040.
- **Benefit:** Demonstrated and measurable impact for local Moonee Valley community and intended participants, particularly communities of focus identified in MV2040. Use of local suppliers and collaborators.
- **Delivery:** Skills and experience to deliver the project and sound financial management. Clear and accurate budget supported by quotes.

Applicant eligibility

You must read the Extraordinary Community Grants Guidelines and confirm you meet the eligibility criteria before you submit this application form.

- [Download the Extraordinary Community Grants Guidelines here](#)

To discuss your application and eligibility contact the Community Grants team on 9243 1664 or email communitygrants@mvcc.vic.gov.au.

I confirm that I have read the Guidelines, spoken to a member of the Grants team and I understand that my application meets the eligibility criteria *

Extraordinary Community Support Grant | Application 2026/27

Form Preview

Yes

If your application is deemed ineligible, it will not proceed for assessment.

Council Officer Contact

Please provide the name of the Community Grants team member you spoke with, along with any other Council officers:

Application support

The Community Grants team can connect you with specialized Council Officers who can offer expert advise on your circumstances and ensure your application adheres to Council requirements. Council business areas include:

- Arts, Culture and Place (Festivals and Events)
- Economic Development (Businesses)
- Family and Children Services
- First Peoples
- Sports and Recreation
- Sustainability
- Young, Inclusive and Ageing Communities (Disability support, Community wellbeing)

If your application involves [permits](#) or improvements to land/buildings, allow time to obtain these before the submission due date as permissions must be attached to your application.

Applicant Details

* indicates a required field

Type of applicant

I confirm that I meet the eligibility requirements as a:

Registered not-for-profit entity, OR an incorporated association, OR a registered charity operating in Moonee Valley

Applicant Contact Details

Applicant Name (Name of Organisation/ Business/ Community Group/ Individual) *

Organisation Name

The name of your organisation, community group, business or individual applicant.

Applicant Address *

Address

Extraordinary Community Support Grant | Application 2026/27

Form Preview

Correspondence will NOT be sent to this address, it will be sent via the Postal Address provided in the contact details below.

Applicant website (if applicable)

Primary Contact Person

Main contact person for this grant application.

Application Contact Person *

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

Position in the Organisation/ Business/ Community Group *

Postal Address *

Address

All postal correspondence related to this grant application will be sent to this address

Phone Number *

Email address *

Must be an email address.

All email correspondence related to this grant application will be sent to this address

Do you identify as Aboriginal or Torres Strait Islander? *

Please let us know who your mob is:

Incorporation and ABN details

Incorporation registration number *

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

Yes No

Please provide 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.

Project Details

* indicates a required field

Project Description

Project Title *

Maximum 10 words.

Provide a brief description of your project in 1 or 2 sentences *

Word count:

Maximum 50 words. This summary will be used to briefly describe your project to Council and may be used in publications. Include your project activities, the urgent and unforeseen circumstances, who will benefit and the anticipated outcome. For example, "Urgent capital works to fix a newly unstable wall of our public hub. This will ensure that the hub remains safe, functional, and able to meet the growing demand for material aid from the Moonee Valley community."

Provide a detailed description of your proposed project to address the urgent and unforeseen circumstance/s *

Word count:

Extraordinary Community Support Grant | Application 2026/27

Form Preview

Maximum 300 words. Outline the core details of your project. Try to include the "what, when, who, why, where, how" of your project / activity. This answer should summarise the core purpose of your grant project and the activities you plan to deliver.

Explain why this project cannot be supported through ordinary Council business *

Word count:

Maximum 300 words. 'Ordinary Council business' includes the functions and services Council provides to the community through its normal operations, including the Biannual, Partnership and Responsive grant streams of the Community Grants Program, the Council Budget submission process, and in-kind support.

Project dates

Projects must take place after the grant application is submitted. Retrospective funding is not available.

Project Start Date *

Must be a date.

Date must be after the application is submitted.

Project End Date *

Must be a date.

Must be within 12 months of project start date.

Project timeline

Demonstrate how you propose to deliver your project in the 12 month timeframe. If dates are approximate, write 'date is approximate' in the line description.

You can add more rows, or leave blank any rows that are not required.

Outline the key steps to deliver your project:

Date commencing:

Outline the key steps to deliver your project:	Date commencing:

Project Location

Your grant project/event/activities must:

- Take place in Moonee Valley, or
- Support a community group that operates in Moonee Valley, or
- If you are a Business Projects Grant applicant, the business benefiting from the grant must be located in Moonee Valley.

Read the 'Eligible locations' section of your grant stream in the [Extraordinary Community Support Grants Guidelines](#) to confirm your project meets this criteria.

If unsure which ward/s are relevant to your project you can search in the address/addresses using 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.

Select the ward/s in which your grant project will take place and/or those which will benefit from the project: *

- | | | |
|---|---|--|
| <input type="checkbox"/> Airport Ward | <input type="checkbox"/> Milleara Ward | <input type="checkbox"/> Steele Creek Ward |
| <input type="checkbox"/> Buckley Ward | <input type="checkbox"/> Myrning Ward | <input type="checkbox"/> Woodlands Ward |
| <input type="checkbox"/> Canning Ward | <input type="checkbox"/> Queens Park Ward | <input type="checkbox"/> All wards |
| <input type="checkbox"/> Fairbairn Ward | | |

Project address / location:

For example: name of local neighbourhood centre, address of event, business name, etc.

MV2040 - Communities of Focus

MV2040 has identified communities of focus, recognising there are members of our community who experience disproportionate levels of disadvantage. The Assessment Panel will prioritise projects that meet the needs of these communities.

For example, your project may be designed for a certain age group or people with a disability.

CARM = Culturally and racially marginalised

LGBTIQA+ = This stands for Lesbian, Gay, Bisexual, Transgender, Intersex, Queer or Questioning, Asexual, as well as non-binary, ace, gender diverse and any other gender and sexual identities that are not heterosexual or cisgender.

MV2040 Vision - Focus Communities *

- | | | |
|---|--|--|
| <input type="checkbox"/> First Peoples: These include Aboriginal, Torres Strait. | <input type="checkbox"/> People experiencing, or are at risk of, family violence | <input type="checkbox"/> Young people (aged 15-25) |
| <input type="checkbox"/> Culturally and racially marginalised (CARM) people | <input type="checkbox"/> People without stable housing, or experiencing housing stress | <input type="checkbox"/> Older people (aged over 65) |
| <input type="checkbox"/> People living with disability, mental illness, chronic illness or who are neurodivergent, and their carers | <input type="checkbox"/> People living on low and/or insufficient incomes | <input type="checkbox"/> No specifically encouraged groups |
| <input type="checkbox"/> People who identify LGBTIQA+ | <input type="checkbox"/> Children (aged 0-15) | <input type="checkbox"/> Other: <input type="text"/> |

Who are the expected primary beneficiaries of this project/program?

You can choose up to 5. Only choose the group/s that are at the very core of your project.

Funding priorities

* indicates a required field

Need (50% weighting)

Briefly describe the essential community services your organisation provides to the Moonee Valley community *

Extraordinary Community Support Grant | Application 2026/27

Form Preview

Maximum 200 words. Refers to not-for-profit organisations that provide critical material aid and/or welfare services and/or emergency assistance.

Describe the urgent and unforeseen circumstances your organisation is currently experiencing and the impact this is having (or will have) on operations if not addressed *

Maximum 300 words. Address the definitions of both 'urgent' and 'unforeseen' as defined on page 1 in this form.

Benefit (30% weighting)

How will your grant project benefit the Moonee Valley community? *

Word count:

Maximum 300 words. Describe your planned outcomes: How will the Moonee Valley community benefit? Who are the key stakeholders, contributors, target groups or attendees?

Estimate how many people will participate or benefit from the project *

Must be a number.

Estimate how many will be residents of Moonee Valley City Council *

Must be a number.

Comment (optional):

Any comments on your estimated number of participants

Delivery (20% weighting)

Describe your ability to deliver the project *

Word count:

Maximum 300 words. Demonstrate the skills and expertise you will bring to ensure this project is successfully delivered. Do you have skilled workers, volunteers or partners supporting your project? Have you delivered a similar project?

Do you have any other funding sources currently contributing to this project, and if so will they continue to support the project into the future? *

Word count:

Extraordinary Community Support Grant | Application 2026/27

Form Preview

Max. 200 words. For example, have you undertaken any fundraising activities or received other grants or financial support for this project?

Project Budget

* indicates a required field

Total Grant Amount Requested *

\$

Must match amount requested in budget below. Amount cannot be higher than \$50,000.

Total Project Cost *

\$

Must match total cost of the project as listed in budget (amount includes other income sources).

Budget

Outline your project budget including details of other funding that has been confirmed and applied for.

- The budget must balance - Total Income Amount must equal the same as Total Expenditure Amount, inclusive of any in-kind contributions.
- If you are registered for GST the GST amount will be calculated in the total amount. GST is not paid on top of any grant amount.
- Income item descriptions includes all sources of income for the project.
- Expenditure item descriptions should include all the costs relating to this project.
- In-kind contributions means any service or item provided for free - include the value of any in-kind contributions in the budget in both income and expenditure.
- Detail each item in a separate line.

For help preparing your budget refer to the [Extraordinary Community Grant Guidelines](#) or contact the Community Grants team on 9243 1664.

Project Budget

Income descriptions:	Income amounts (\$):	Expenditure item descriptions:	Expenditure amounts (\$):
Moonee Valley City Council Grant	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Income must include 'Moonee Valley City Council Grant'. Add more rows as needed (unnecessary rows can be left blank)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Budget Totals

Total income must equal total expenditure.

Extraordinary Community Support Grant | Application 2026/27

Form Preview

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

List the specific budget items that this grant would fund.

List all expenditure items that the grant would cover.

Quotes and additional supportive attachments

- You must attach separate quote/s for each expense detailed in your budget table above to meet eligibility requirements. If you do not supply quotes your grant will not be assessed.
- Permissible quotes include screen grabs of supplies found online. For example, a screen grab from an online shopping cart is acceptable provided it includes the business details.
- Other acceptable quotes are official and include a business header with ABN/supplier details, are dated, and have been sent to you directly from the service provider.
- You may also choose to attach a more detailed project budget or any promotional material for the project that has been produced, for example.

We do not accept miscellaneous costs summarised in email, spreadsheets or Word documents.

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

Description of file:

Attach quotes (compulsory), plus any optional supporting documentation here:

Name your documents clearly to help with assessment.	Max file 25mb

Volunteer Contribution

Does your project involve volunteers? *

Yes

No

List the various volunteer roles or tasks that will be undertaken to deliver this project. Estimate total number of volunteer hours for each role.

Volunteer role:

Number of volunteers:

Total number of volunteer hours:

	Must be a whole number (no decimal place).	Must be a whole number (no decimal place).

Extraordinary Community Support Grant | Application 2026/27

Form Preview

Volunteer hours are valued at a rate of \$25 per hour to demonstrate the dollar value of the volunteer work contributing to this project.

Total value of volunteer contribution:

This number/amount is calculated.

Previous funding from Council

Has the applicant organisation received funding from Council in the past five years? *

Yes

No

If yes, provide details below:

Funding provided for	Year	Amount	Project completed?	Project acquitted?
		\$		
		\$		
		Must be a dollar amount.		

Required documentation

* indicates a required field

Uploading documents:

1. Scan or take a clear photo of the document
2. Save the file to your desktop, naming your documents clearly
3. Select the relevant file by clicking 'Choose Files' to upload

You will not be able to submit your application form if you do not upload all documentation below.

If you are applying through an auspice organisation you must obtain the following documents directly from your auspice organisation.

Profit and loss statement

A file **must** be uploaded in order to submit the application

Attach the most recent Profit and Loss Statement: *

Attach a file:

NOTE: If you are applying through a Auspice Organisation, this document may be obtained from your Auspice Organisation. (Max 25mb)

Public Liability Insurance

Further information about Public Liability Insurance can be found in Appendix A of the [Extraordinary Community Grant Guidelines](#).

If you believe your application may be exempt from requiring Public Liability Insurance contact the Community Grants team on 9243 1664.

Do you have Public Liability Insurance cover? *

A file must be uploaded in order to submit the application.

You must attach a current insurance certificate.

Certificate of current Public Liability Insurance: *

Attach a file:

If you are applying through a Auspice Organisation, this document must be obtained from your Auspice Organisation. (Max 25mb)

Certificate of Incorporation

A file must be uploaded in order to submit the application.

Certificate of Incorporation or evidence of other legal status: *

Attach a file:

Enter your Incorporation Registration Number: *

Your registration number is found on your certificate (e.g. "A0054483H")

Supporting documentation (optional)

You may wish to attach other documents which may strengthen your grant application.

Examples: approval for use of Council venues or bookings, letters of support from partners, a project plan, a successful case study, photographs or maps, planning designs.

You must ensure there is enough detail in the application form itself. Attachments should support details in the application and not be relied upon to explain your project.

Select 'Add more' if you have multiple documents to upload.

Title of document:

Attach file:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Conditions, Declaration and Privacy Statement

* indicates a required field

Conditions of funding

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

1. Sign and return the Funding Agreement and Information for Grant Payment forms.
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). Successful applicants will need to provide their bank account name, BSB and bank account number to Council when they sign the Conditions of Funding Agreement.
4. Funds are time limited and must be spent in 12 months (activities must only commence only after the awarding by Council).
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 must be returned to Council within 28 days of completion of the project.
7. Successful applicants will be required to complete an acquittal and evaluation report within 4 weeks of the completion of their activity or within 12 months from the date of receiving funding. Failure to successfully acquit (prove that you have spent funds as outlined in the Funding Agreement) may result in return of grant funds.
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.

Promotion Rights

If successful, the Grant Recipient agrees:

- If requested, you are willing to provide Moonee Valley City Council with material, quotes and/or images that Council may use to publicise the Grant Project and/or Moonee Valley City Council's involvement in providing the Grant.
- Moonee Valley City Council may make public announcements about the Grant Project using the information provided in the application.
- Moonee Valley City Council may publish any material which is submitted in an acquittal for any purpose.

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.

Extraordinary Community Support Grant | Application 2026/27

Form Preview

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.

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.

Applicant Name: *

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

Organisation or group name (if applicable):

Organisation Name

Position in organisation or group (if applicable):

Date *

Receive Community Grants updates via the Valley View e-newsletter

To receive updates about the Community Grants Program, including key dates for biannual grant rounds, [subscribe to Council's Valley View e-newsletter](#). The Valley View e-newsletter is circulated once a month.

Feedback

You are now coming to the end of your application process. Before you submit your application, we would value any feedback you may have regarding our online grants application process.

How did you find the online application process:

- Very easy Easy Neither Difficult Very difficult

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

Estimate in minutes and enter whole numbers. 1 hour = 60.

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

Review and 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.

When you are happy with your answers, ensure you click the 'submit' button at the top of the application form. You will be sent an automatic email confirming your submitted application and a PDF document of your application form will be attached to the email.

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