

# Extraordinary Community Support Grant Application Form

## Form Preview

### Important information

Before completing this application:

1. **Read the [Grants Guidelines](#)** and check you are **eligible** and have all **required documentation**.
2. **Discuss your proposal** with the Community Grants Lead or other relevant Council Officer - **this is essential to your Extraordinary Community Support Grant application**.

Please contact the **Community Grants Lead** on **9243 1930** or email [grants@mvcc.vic.gov.au](mailto:grants@mvcc.vic.gov.au) for any assistance while completing the form.

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

### Documents you will need to upload to the application

You will be asked to upload documents to support your application. Please **scan or take clear photos of your documents to upload** to the application when prompted.

Attachments that may be required:

- **Quotes** or pricing for budget items (all applicants)
- **Certificate of Incorporation** (not-for-profit groups)
- **Public Liability Insurance** Certificate of Currency - see the [Public Liability Insurance Fact Sheet](#)
- **Most recent Profit & Loss statement** (all applicants)
- **Permission/permits and plans for works** (for capital works or building improvements including solar panels)
- **Optional:** You may also like to attach additional supporting documentation such as letters of support, photos, maps, project plan, evaluations, case study, etc.

### How are applications assessed?

Applications are assessed competitively based on the assessment criteria outlined on page 7 of the [Grants Guidelines](#).

Summary of assessment criteria:

- **Need** - why the project is needed, important and justified
- **Benefit** - how the project will benefit the Moonee Valley community and intended participants
- **Delivery** - skills and experience to deliver the project and sound financial management

Unfortunately, **not all applications will be successful** due to demand and a limited pool of funding available.

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## Objectives & Eligibility Criteria

\* indicates a required field

### Objectives

- To support **essential community service organisations** to cover costs that are both **urgent and unforeseen** and related to the delivery of their services that cannot be accommodated in **ordinary Council business or programs**.

### Who can apply?

- Organisations that are registered as a not-for-profit entity (i.e. incorporated association or registered charity) that deliver services to enhance the wellbeing of the Moonee Valley community, including:
  - provision of critical food and essential items
  - welfare support and social services emergency assistance

### What can you apply for?

- Urgent or unforeseen 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
- organisations may only receive one extraordinary grant per financial year

### What costs are eligible?

- All costs directly associated with the urgent or unforeseen circumstance that is clearly addressed in the application.

### Eligibility and assessment criteria specific to the Extraordinary Community Support Grant (in addition to general eligibility criteria found on page 6 of the [Community Grants Guidelines](#)).

- Applicants must demonstrate why the project is unforeseen and urgent, including why it cannot wait for submission into the next Community Grants round.
- Applicants must demonstrate the situational need and why this reasonably cannot be accommodated through ordinary Council business.
- Assessment will also consider any funding that has been provided by Council to the applicant over the past 5 years.
- Applicants must not have received this grant type in the previous 12 months.

### 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.
- **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.
- **Unforeseen circumstances:** An issue that could not be reasonably predicted or planned for in the course of normal operations.

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### Eligibility

Please ensure you have read the general Eligibility Criteria on page 6 and the specific information on page 12 of the [Community Grants Guidelines](#).

**I confirm that I have read the Guidelines and understand that my application meets the eligibility criteria: \***

Yes

If your application is deemed ineligible, it will not proceed for assessment. Please contact the Grants Officer if you are unsure about the eligibility or your application

### Applicant Details

\* indicates a required field

#### Type of applicant

**Are you applying as: \***

Community service organisation operating in Moonee Valley, registered as a not-for-profit entity

#### Applicant

**Applicant Name (i.e. name of organisation): \***

Organisation Name

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

**Physical Address \***

Address

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

**Website, if any**

#### Application Contact Details

**Please list the details for the main contact person for this application**

**Application Contact Person \***

Title

First Name

Last Name

**Position \***

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### Postal Address \*

Address

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

### Phone Number \*

### Email \*

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

## Incorporation and ABN details

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

Must be an ABN.

## Project Details

\* indicates a required field

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### Extraordinary Community Support Grant Priorities

Full details are in the [Guidelines](#).

- Designed to support local community service organisations to address unforeseen and urgent circumstances that are directly affecting the core operations of the organisation.
- Funding can be awarded up to a maximum of \$50,000 per application, with a maximum of one application awarded per organisation per financial year.
- Your project proposal should contain a clear plan that outlines how the grant funds will directly address the unforeseen and urgent circumstances.
- The project you are proposing to address the urgent and unforeseen circumstance must take place **after** the grant application is submitted. Retrospective funding is not available.
- The funds will need to be spent within 12 months and successfully acquitted

### Essential Community Service Information

**Please tell us about the essential community services your organisation provides to the Moonee Valley community: \***

Must be no more than 300 words.

Refer to the definitions on page 2 as to what counts as an essential community service.

### Urgent and Unforeseen Circumstances

**Please describe the urgent and unforeseen circumstance your organisation is currently facing and the impact it is having/ will have on operations if not addressed: \***

Word count:

Must be no more than 300 words.

Please refer to the definitions of 'urgent' and 'unforeseen' provided on page 2, and be sure to address both so that assessors can determine the need for funding through this grant stream.

### Project to Address Urgent and Unforeseen Circumstance

**Project Title \***

Must be no more than 10 words. The title should reflect how you will address the urgent and unforeseen circumstances your organisation is facing.

**Brief description of the project in 1 or 2 sentences \***

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**Word count:**

Must be no more than 50 words.

This may be used to briefly describe your project in publications etc. Ensure this summarises your project's activity, the urgent and unforeseen circumstances it is addressing, as well as its anticipated outcome (i.e. "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.").

**Please provide a detailed description of your proposed project to address the urgent and unforeseen circumstance: \***

**Word count:**

Must be no more than 300 words.

Please summarise the core details of your project (i.e. what, when, who, why, where, how?) From reading this answer, someone should be able to understand the core purpose and activities you plan to deliver.

**Please explain why this project cannot be supported through ordinary Council business: \***

**Word count:**

Must be no more than 250 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

Grant projects must take place **after** the grant application is submitted. Retrospective funding is not available.

If your activity to address the extraordinary circumstances takes place *after* submitting your application but *before* the grant is awarded (approximately 1 month after the round closes), you may apply but need to have alternative funding arrangements in case it is not successful.

**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

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Please demonstrate you have considered the delivery of the project within the maximum 12 month timeframe.

**Please outline the key steps to deliver your project: Dates**

	Must be a date.

## Location

**Where will your project take place?**

- |   |  |                                       |  |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Aberfeldie       | <input type="checkbox"/> Essendon Fields | <input type="checkbox"/> Keilor East  | <input type="checkbox"/> Strathmore Heights          |
| <input type="checkbox"/> Airport West     | <input type="checkbox"/> Essendon North  | <input type="checkbox"/> Moonee Ponds | <input type="checkbox"/> Travancore                  |
| <input type="checkbox"/> Avondale Heights | <input type="checkbox"/> Essendon West   | <input type="checkbox"/> Niddrie      | <input type="checkbox"/> Municipal wide              |
| <input type="checkbox"/> Ascot Vale       | <input type="checkbox"/> Flemington      | <input type="checkbox"/> Strathmore   | <input type="checkbox"/> Other: <input type="text"/> |
- Essendon

**Please list specific venue or location, if any:**

## Funding priorities

\* indicates a required field

## Benefit to the local community

**How will this project directly benefit the Moonee Valley community? \***

Word count:

Must be no more than 300 words.

Describe your planned outcomes. Consider the following questions in your answer: What will be the benefit for the Moonee Valley community? How does the project support your organisation to deliver essential community services? Who are the key participants, contributors, target groups? How will it support participation from various members of the community and foster social inclusion? How the project will encourage the participation of people who face physical, social, economic or other barriers?

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

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

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**For example:** your project may target certain age groups (young people, older adults or children) or it may benefit people from culturally and linguistically diverse backgrounds or people with a disability.

Please estimate how many people will participate or benefit from the project \*

Must be a number.

Please estimate how many will be residents of the City of Moonee Valley \*

Must be a number.

**Comment (optional):**

Must be no more than 25 words.

Any comments on your estimated number of participants

**Please select if your project will specifically encourage participation from any of the following groups:**

- |  |  |
|--|--|
| <input type="checkbox"/> No specifically encouraged groups             | <input type="checkbox"/> Women                       |
| <input type="checkbox"/> People with disability                        | <input type="checkbox"/> Children (aged 0-11)        |
| <input type="checkbox"/> People from CALD backgrounds                  | <input type="checkbox"/> Young people (aged 12-25)   |
| <input type="checkbox"/> Aboriginal and Torres Strait Islander Peoples | <input type="checkbox"/> Older adults (aged over 65) |
| <input type="checkbox"/> People identifying as LGBTIQ                  | <input type="checkbox"/> Other: <input type="text"/> |

CALD = Culturally and linguistically diverse; LGBTIQ = Lesbian, Gay, Bisexual, Transgender, Intersex and Queer

### Skills and ability to deliver

**Please explain your ability to deliver the project: \***

Word count:

Must be no more than 300 words.

Demonstrate you have the skills and expertise to deliver this project (i.e. Have you delivered something similar before? Have you got skilled workers/volunteers/partnerships?)

**Have other funding sources or resources been identified to contribute to this project currently and to address a similar circumstance in the future? \***

Word count:

Max. 200 words. For example, have you undertaken fundraising activities or applied for other grants? Do you have a plan to make sure you can better anticipate and address a similar circumstance in the future?



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**Please list the names and roles of the Council Officers you have spoken to in preparing this application: \***

Word count:

Must be no more than 200 words.

Max. 150 words - Please detail the support discussed with Council Officers

## Project Budget

\* indicates a required field

**Total Grant Amount Requested \***

\$

Must match amount requested in budget below

**Total Project Cost \***

\$

Must match total cost of the entire project listed in budget (includes other funding and organisational contributions).

## Budget

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

- The budget **must** balance (**TOTAL INCOME must equal the same as TOTAL EXPENDITURE** - including in-kind contributions).
- **Income descriptions** should include all sources of income such as the grant requested, other grants, ticket sales, fundraising, membership fees, etc.
- **Expenditure items** should include all the costs relating to this project.
- In-kind contributions means any service or item provided for free.
- Detail each item separately in separate lines (i.e. printing, equipment hire, venue hire, etc).
- Provide as much detail as possible: i.e. "Replacement of damaged equipment (2x laptop @ \$2,500 each = \$5,000)"
- Add more rows as needed. Unnecessary rows can be left blank
- Your total project budget may be bigger than the requested grant amount, please include all income towards the project.
- Extraordinary community support grants can fund all costs associated with addressing the urgent or unforeseen circumstances as clearly evidenced in the application.

**For help preparing your budget, [download the budget factsheet!](#)** Or please call the Community Grants Lead on **9243 1930** for assistance with your budget.

### PROJECT BUDGET:

Income descriptions:	Income amounts (\$):	Expenditure item descriptions:	Expenditure amounts (\$):
<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>

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	\$		\$
	\$		\$

### Budget Totals

**Total income must equal total expenditure.**

**Total Income Amount**

\$

This number/amount is calculated.

**Total Expenditure Amount**

\$

This number/amount is calculated.

**Please list which specific budget items you are seeking funding from Council for?**

\*

Must be no more than 200 words.

If your total project cost is greater than the amount requested from Council, please identify exactly which items in the budget Council's funding would cover

### Quotes and additional budget information

- It is **highly recommended to provide quotes** or evidence of pricing (e.g. screenshots of items online etc.).
- You may also attach a more detailed project budget here (e.g. in an Excel spreadsheet).
- You may add more rows

**Description of file:**

**Attach quotes or pricing:**

<input type="text"/>	<input type="text"/>
	Max file 25mb

### Volunteer Contribution

**Does your project involve volunteers? \***

Yes

No

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

**Volunteer role:**

**Number of volunteers:**

**Total number of volunteer hours:**

<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be a whole number (no decimal place).	Must be a whole number (no decimal place).

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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

**Have you received funding from Council within the past five years? \***

Yes

No

**If yes, please provide details below:**

<b>Funding provided for</b>	<b>Year</b>	<b>Amount</b>	<b>Project completed?</b>	<b>Project acquitted?</b>
		\$		
		\$		
		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 computer or an external drive**
- 3. Select the relevant file by clicking Browse to upload**

If you are applying through an **auspice organisation** the following documents may be obtained from your auspice organisation.

Supporting documentation (optional)

You may attach documents such as a letter of support, project plan, case study, photo, map, planning designs, etc.

NOTE: Please ensure there is enough detail within the application form - do not rely on your attachments to explain your project.

**Title of document:**

**Attach file:**

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

Profit and loss statement

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

**Please 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 the [Public Liability Insurance Fact Sheet](#)

If you believe your application may be exempt from requiring Public Liability Insurance please contact the Community Grants Officer **before** applying, on **9243 1664**.

**Do you have Public Liability Insurance cover? \***

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

Please ensure your insurance certificate is **current and not expired**.

**Please attach Certificate of current Public Liability Insurance: \***

Attach a file:

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

## Certificate of Incorporation

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

**Please attach Certificate of Incorporation or evidence of other legal status: \***

Attach a file:

**Please enter your Incorporation Registration Number: \***

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

## Conditions, Declaration and Privacy Statement

\* indicates a required field

Conditions of funding

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

1. Sign and return the Conditions of Funding Agreement
2. For organisations that are registered for Goods and Services Tax, grants will have GST (10%) added to the funds applied for. 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 expended within 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 may disqualify you from future funding and may result in legal action.
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.

### 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, please contact Council via telephone 9243 8888 or email [grants@mvcc.vic.gov.au](mailto:grants@mvcc.vic.gov.au)

By submitting an application you consent to Council publishing the successful 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.

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**Name \***

Title

First Name

Last Name

**Organisation Name (if applicable)**

Organisation Name

**Position**

**Date \***

## Council Grants E-newsletter

Council provides a quarterly e-newsletter with information related to grants opportunities and community activities in Moonee Valley.

**Would you like to join Council's grant mailing list?**

Please [click here](#) to sign up for newsletters and updates.

## 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.

**Did you attend a grant writing workshop provided by Moonee Valley City Council?**

\*

Yes

No

**Please indicate how you found the online application process:**

Very easy

Easy

Neither

Difficult

Very difficult

**Please add any feedback to help us improve this form:**

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

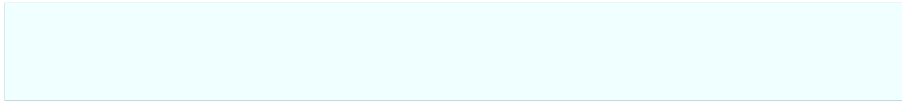
Please estimate in minutes e.g. 1 hour = 60 (only enter numbers)

**How did you hear about the Moonee Valley grants program?**

**Please provide us with any improvements and/or additions to the application process/form that you think we need to consider:**

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### 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.

When you are happy with your answers, please **submit** the application. 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 conformation email,** please call the Community Grants Officer on 9243 1664.