

Responsive Grants 2024/ 25

Form Preview

Important Information

* indicates a required field

Before completing this application, applicants are required to:

1. Read the [Moonee Valley Community Grants Guidelines](#).
2. Discuss your application with the Community Grants Officer, or your social support worker to check your eligibility.

Please contact the **Community Grants Officer** on **9243 1930** or email communitygrants@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 Council's Metro Access Officer on 9243 1647.

How are applications assessed?

All applications are assessed competitively based on the assessment criteria outlined in the Guidelines.

Applications are **assessed within one month after the grant round closes**. This means all applications are assessed after the 2nd of each month, or from the first business day after the 2nd of each month, regardless of the date you submit. You will be notified of the outcome via email.

Note that Grant funds cannot be used retrospectively; if your activity/project/event has occurred prior to your application submission date your application will be deemed ineligible.

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

We are not able to fast track any applications.

Responsive Grants categories

Responsive Grants are available through the following 3 categories.

Community Support - up to \$1,000

- Eligible for local community groups or not-for-profit organisations (incorporated or with an auspice, unless seeking to become incorporated).
- To deliver small projects across our neighbourhoods, responding to our community vision, and encourage the establishment of emerging groups.

Business Support - up to \$500

- Eligible for local Moonee Valley based businesses (less than 50 FTE employees), sole traders, social enterprise or Traders Associations.

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- To deliver storefront and outdoor space beautification projects such as outdoor paint refresh, signage upgrades, planter boxes, outdoor furniture, outdoor heaters, umbrellas, etc.
- Please ensure any applications to this stream are in line with the [Footpath Trading Policy](#).
- Eligible applications must include proof of co-contribution to the project budget.

Individual Participation - up to \$500

- Eligible for Moonee Valley residents facing financial hardship who:
 - Have been selected to participate at elite levels in sports, cultural, artistic and learning pursuits.
 - Wish to participate in local (within Moonee Valley) activities such as sports, recreational, cultural, artistic and learning pursuits.
- Eligible applicants must be able to attach evidence of financial hardship in the form of a healthcare card, pension or concession card, or a letter from your social support officer. Note that we are unable to consider bank records. Please do not attach any bank details as this may render your application ineligible.

IMPORTANT: You cannot apply for any cost you have already paid for before submitting your application.

Confirm eligibility

You can view the [Guidelines](#) here.

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

☐ Yes

Please select your category

Which category you are applying through? *

- ☐ Community Support
- ☐ Business Support
- ☐ Individual Participation

It is important to select the correct category, so please contact the Community Grants Officer if you are unsure.

Are you applying as *

- ☐ An incorporated not-for-profit organisation/group
- ☐ A not-for-profit organisation/group (not incorporated) with an auspice agreement
- ☐ A new not-for-profit organisation/group, working towards incorporation

Existing organisations that are not incorporated must have an auspice agreement. 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.

Does your project include an event? *

- ☐ Yes
- ☐ No

Applicant Details

* indicates a required field

Applicant Name *

☐ Individual

☐ Organisation

Organisation Name

Title

First Name

Last Name

Age of applicant: *

Contact Person

Title

First Name

Last Name

If different to Applicant Name (i.e. Parent / Guardian of child under 18 OR Organisation contact)

Relationship to applicant / Position

(i.e. Mother / Father / Guardian OR Club President, etc)

Applicant details:

Primary Address *

Address

Postal Address *

Address

Phone Number *

Email Address *

Applicant website

If applicable

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

☐ Yes

☐ No

If yes, please provide your 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.

For Organisations and Groups

Is your organisation/ group membership based? *

☐ Yes

☐ No

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

Auspice Details

* indicates a required field

Auspice Organisation - Contact Details

If you are an individual or if your community organisation is incorporated, please go back to the start of the form and select the correct application 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 where an applicant is not eligible or unable to apply for funding.

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**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.

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	

Auspice Confirmation

Please attach confirmation of Auspice agreement *

Attach a file:

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Project Details

* indicates a required field

Title of Project / Activity *

Must be no more than 15 words

Project / Activity timing

- Projects/activities must **start in the future** and cannot have been completed before applying
- Projects/activities **cannot include items already paid for** prior to applying - all retrospective costs are ineligible
- Projects/activities must be **completed within 12 months** of funding
- If your project/activity takes place *after* submitting your application but before the grant is awarded (approximately one month after the round closes), you may apply but need to have alternative funding arrangements in case it is not successful.

Project / Activity Start Date *

Must be a date and no earlier than 2/12/2024.

Project / Activity End Date *

Must be a date and no later than 2/12/2025.

Project / Activity location *

Please describe the location - for example, activity / project location, event venue, travel destination, business address, etc.

Please describe the details of the project or activity that you are seeking funding for and why it is important for the grant applicant. *

Word count:

Must be no more than 250 words.

For individuals, explain how this will assist your development. For community groups and businesses, explain why you are seeking funding and what it will mean for your group/business

Please explain how this funding will support you to participate in the nominated project or activity during a time of financial hardship. *

Word count:

Must be no more than 200 words.

Hints: What are the costs involved? How will these costs impact on you? Please explain the situation of financial hardship. Have you sought any other funding?

Please describe how the project or activity will benefit the local precinct where your business is located. *

Word count:

Must be no more than 200 words.

Hints: How will it help to encourage local patronage? Will it enhance the visual appeal of the area?

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, so please ensure you obtain any necessary permits through the relevant process. **Please visit the [website](#) for more information about Footpath Trading.**

I have read the Footpath Trading Policy and my application meets these requirements: *

☐ Yes

If you are not clear about the requirements, please contact Council on 9243 8888 to discuss Footpath Trading requirements

Does your project include any changes or upgrades to a building or property? (e.g. painting, affixed signs, awnings, murals, bolted down furniture, anything fixed to the building or property, etc.) *

☐ Yes, my project includes changes or upgrades to a building or property

☐ No, my project ONLY includes items that are unfixed (e.g. 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

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 6.

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Please describe how this project will benefit the broader community of Moonee Valley. *

Word count:

Must be no more than 200 words.

Hints: Tell us about how your community group benefits the Moonee Valley community

Events

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

Please read the **Community Event Permits** page on our [website](#).

If you need further assistance with Event Permits, please 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

Please provide details and the status of your permit application I.e. is it 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.

Please describe how your event will enable People with Disabilities and people from our diverse community to attend? *

Budget

* indicates a required field

Please remember **maximum grant amounts** are:

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

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

Grant Amount Requested *

\$

The amount of money needed from this grant for your project or activity.

Total Project Cost *

\$

The total cost of your project or activity, including your contribution and any grant funds.

- **Income** includes all the funds towards the cost of the project (e.g. Moonee Valley Council Grant, fundraising, personal contributions, co-contribution, ticket sales, etc.)
- **Expenditure** includes all the costs involved for the project (e.g. cost of weekly classes, printing, uniforms, travel, club fees etc).
- List each income source and expense item in separate rows and add more rows as needed.
- The budget **must** balance (i.e. **TOTAL INCOME must be the same as TOTAL EXPENDITURE**).

For help preparing your Individual Participation Grant budget download the [Responsive Grants \(Individual Participation\) Budget Fact Sheet](#)

For help preparing your budget for all other responsive grants [download the budget factsheet](#)

Or please call the Community Grants Officer on **9243 1930** for assistance with your budget.

Income descriptions	Income amount (\$)	Expenditure descriptions	Expenditure amount (\$)
Moonee Valley City Council grant	\$	[Insert all project expenses here]	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure amount

\$

This number/amount is calculated.

Quotes and pricing

You must provide quotes or pricing for all expenditure items listed in the budget.

You can use screenshots from online shopping carts, quotes from service providers, previous receipts for similar services etc.

File description

Attach quotes or pricing

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Volunteer Contribution

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Please 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 *

Must be a number.

Volunteer value

This number/amount is calculated.

Previous financial support

Please note:

- Applicants are only eligible to receive one Moonee Valley City Council Grant per financial year. i.e. if you have received a Biannual grant as a business in this financial year you are not eligible to apply for a responsive grant until next financial year.

Other support includes free or discounted venue hire, operational funding, parklet, previous grants, etc.

Has the applicant received funding from Council within the past 2 years? *

☐ Yes

☐ No

If yes, please provide details or application ID:

Document Upload and Conditions

* indicates a required field

Required Documentation

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.To upload, click 'Browse' and then select the relevant file

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

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

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

Individual Applicants

Please upload Proof of Residency in Moonee Valley - e.g. utility bill, rates notice, driver's licence *

Attach a file:

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Please attach a document that provides evidence of your selection in an elite activity or participation in local activity: *

Attach a file:

For example a letter from your association confirming elite selection OR proof of cost to participate in a local activity

Please attach a document that provides evidence that the applicant is experiencing financial hardship: *

Attach a file:

This can include: Healthcare card, pension/concession card, letter from your social support officer or other official support provider

Organisations and Groups

If you are applying with an Auspice, please obtain the following documents from your Auspice Organisation.

If you are a new emerging group, please contact the Community Grants Officer to determine what documentation is required on **9243 1930**.

Please attach Certificate of Incorporation *

Attach a file:

Please attach certificate of current Public Liability Insurance *

Attach a file:

Business applicants

Please attach certificate of currency for Public Liability Insurance *

Attach a file:

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

Please attach a letter from the owner/landlord to confirm permission for the proposed changes or upgrades to the property: *

Attach a file:

Other supporting documentation (optional)

- Other than files already provided earlier in the application, you may attach any additional documents such as a letter of support, project plan, case study, photo, map, etc. to demonstrate further evidence of your activity/project.

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- Please ensure there is enough detail within the application form - do not rely on your attachments to explain your project.
- Please ensure quotes are attached in the Budget section.
- You may add more rows below

Attachments:

File description

Attach supporting documentation:

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Conditions of Funding

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

1. Sign and return the Conditions of Funding Agreement within **10 working days** of the successful notification.
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 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 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. Grant recipients are required to submit an acquittal report following the completion of their project or activity. You must submit receipts with your acquittal.

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 a grant. All information collected is securely stored in Smartygrants and Moonee Valley City Council computer systems. The personal information will be used internally 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 1930 or email communitygrants@mvcc.vic.gov.au

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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. (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

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

Please indicate how you found the online application process:

☐ Very easy ☐ Easy ☐ Neither ☐ Difficult ☐ Very difficult

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

Please 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?

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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 1930.