

Quick Response Grant 2023/24 Application

Form Preview

Grant Conditions

* indicates a required field

About this grant

Grants of up to \$1,000 are available to support community groups and not-for-profit organisations with emerging or unexpected needs, or help deliver one-off activities to support community initiatives that will benefit and engage the Nillumbik community.

Our Quick Response grant aims to fill a gap in funding for community groups requiring assistance outside the regular grant timelines.

Applications will be received until funds are expended or 31 May 2024, whichever comes first.

Applicants can receive a total of \$1,000 in Quick Response funding during a financial year for one or more projects.

To discuss your project idea and ensure it is eligible please contact our Community Development Team via community@nillumbik.vic.gov.au or 9433 3111.

Funding can assist with **one-off** costs such as:

- Expenses associated with establishing a new community group (e.g. incorporation, insurance and promotion costs)
- Communications, media and marketing
- Seed funding to support a new idea with potential for strong community benefit
- Equipment, tools or training that supports a culture of equity, diversity and inclusion
- Capacity building opportunities including skills development and training
- Facilitating community participation in local activities and enhancing access for those identified as having additional needs
- Volunteer recruitment and support costs (e.g. training and recruitment expenses)
- Purchase or hire of materials and equipment
- Consultant, speaker, or contractor fees
- Venue or meeting room hire

You can save this application and return at any time, just select **Save** and log out.

Eligibility criteria

To be eligible applicants **MUST**:

- Be an incorporated not-for profit organisation or community group that lives, works, studies, volunteers or plays in Nillumbik
- Unincorporated groups must be [auspiced](#) by an incorporated body
- Hold a minimum of \$10 million [public liability insurance](#)
- Have acquitted and be compliant with all Nillumbik grants previously awarded by Council
- Spend the funds and deliver the project before 30 June 2024

Quick Response Grant 2023/24 Application

Form Preview

What won't be funded

Applications will **NOT** be considered for:

- Projects, events or activities that are held outside the Nillumbik municipal boundary
- Projects, events or activities that will not substantially benefit the Nillumbik community
- Ongoing operational expenses or core business costs (e.g. salaries, administrative costs, maintenance costs, supplies, uniforms, utility bills, etc.)
- Projects that are curriculum based or entirely student, club or congregation focused
- Projects solely for fundraising purposes without broad community benefit
- Competition games, uniforms, equipment or other infrastructure necessary to support the primary activities of sporting clubs
- Competitions with no community component
- Prize money and awards
- Projects or events with a political or religious purpose
- Events that are fully ticketed with no free or heavily subsidised component
- Alcohol or gambling related activities
- Projects that could be funded via other Council grant programs
- Projects that have received full funding from another source
- Funding requests that are the responsibility of other levels of government
- Retrospective funding for projects which are due to commence prior to the notification of the application outcome
- Applicants that are in debt to or have any outstanding commitments with the Shire.

Supporting policies and plans

[Community Grants Policy](#)

[Events Policy](#)

[Access, Equity and Inclusion Policy](#)

[Climate Action Plan](#)

[Child Safety and Wellbeing Policy](#)

Your project suitability

Which emerging or unexpected need, or one-off activity best describes your project? *

- ☐ Capacity building opportunities including skills development and training
- ☐ Communications, media and marketing
- ☐ Consultant, speaker, or contractor fees
- ☐ Equipment, tools or training that supports a culture of equity, diversity and inclusion
- ☐ Expenses associated with establishing a new community group (e.g. incorporation, insurance and promotion costs)
- ☐ Facilitating community participation in local activities and enhancing access for those identified as having additional needs
- ☐ Purchase or hire of materials and equipment
- ☐ Seed funding to support a new idea with potential for strong community benefit

Quick Response Grant 2023/24 Application

Form Preview

- ☐ Venue or meeting room hire
- ☐ Volunteer recruitment and support costs (e.g. training and recruitment expenses)
- ☐ None of the above

Unfortunately, based on the selection above, the project would be ineligible for this grant funding and the application cannot proceed.

For further advice please refer to the [guidelines](#) for more information about the Quick Response Grant or contact Council's Community Development team via community@nillumbik.vic.gov.au or 9433 3111

Contact Details

*** indicates a required field**

Your name *

First Name

Last Name

Your email *

Must be an email address.

Your phone number *

How do you describe your gender? *

- ☐ Female
- ☐ Male
- ☐ Non-binary
- ☐ Prefer not to say
- ☐ Prefer to self describe

Please specify *

Your connection to Nillumbik? *

- ☐ Live
- ☐ Work
- ☐ Volunteer
- ☐ Study
- ☐ Play
- ☐ Other:

Quick Response Grant 2023/24 Application

Form Preview

Organisation, Community Group or Club name *

Organisation Name

Organisation type: *

- ☐ Not-for-profit incorporated organisation
- ☐ Unincorporated (auspiced)
- ☐ School (kindergarten to year 12, auspiced)

Your position *

Organisation, Community Group or Club address *

Address

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

Organisation, Community Group or Club email

Is the organisation, group or club *

- ☐ An incorporated association
- ☐ Auspiced by an incorporated association

Auspice details

Auspice name *

Organisation Name

Auspice address *

Address

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

Auspice email *

Financial Details

Does your incorporated association or auspice have an ABN? *

Quick Response Grant 2023/24 Application

Form Preview

☐ Yes

☐ No

If your organisation does not have an ABN, you are required to attach a Statement by a Supplier available from the ATO before submitting your application.

ABN of the Incorporated Association or Auspice *

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.

[Download form](#)

Statement by a Supplier *

Attach a file:

Only required if your organisation or auspice do not have an ABN

Is the Incorporated Association or Auspice registered for GST *

☐ Yes

☐ No

Council will pay a GST amount on top of the approved funding.

Primary bank account of the Incorporated Association or Auspice *

Account Name

BSB Number

Account Number

Project Details

* indicates a required field

Quick Response Grant 2023/24 Application

Form Preview

Project name *

This name will be used to identify and promote your project if successful

Provide a brief description of the project for use in promotional materials if successful

Word count:

Must be no more than 50 words.

Why is this project needed? *

Word count:

Must be no more than 250 words.

Consider the extent of community need and benefit that would be displayed, and/or the level of positive impact on the local community

What do you plan to do? *

Word count:

Must be no more than 250 words.

Describe the specific activities that will take place

Project start date *

Project end date *

Where will your activity, project or event take place? *

If your group or organisation is not based in Nillumbik, state how your activity will benefit the Nillumbik community

Quick Response Grant 2023/24 Application

Form Preview

Nillumbik Shire Council is committed to creating a fair, equitable and inclusive community and acknowledge that some groups and individuals experience more barriers than others.

Indicate if your project aims to target any of the priority groups identified in Council's Access, Equity and Inclusion policy including: *

- ☐ Carers
- ☐ Children and young people
- ☐ Cultural and linguistically diverse people
- ☐ First Nations People
- ☐ LGBTIQ+ communities
- ☐ Gender diverse people
- ☐ Older people
- ☐ People experiencing financial insecurity
- ☐ People who live rurally or are geographically isolated
- ☐ People with a disability, chronic disease and/or mental illness
- ☐ Refugees and people seeking asylum
- ☐ Women and girls
- ☐ Not applicable

www.nillumbik.vic.gov.au/Community/Community-development/Community-Toolkit/Access-equity-and-inclusion

How will this project support the groups of people you have selected above? *

Project Budget

* indicates a required field

Total amount requested *

\$

What is the total financial support you are requesting in this application?

Total project cost *

\$

What is the total budgeted cost (dollars) of your project?

Is there a cost to participants to undertake your activity? *

- ☐ Yes ☐ No ☐ Gold coin donation
- Activities that are fully ticketed with no free or heavily subsidised component will not be considered

How much will participants be charged? *

Quick Response Grant 2023/24 Application

Form Preview

\$

Must be a dollar amount.

Income

Examples of income include: this Grant, other grant funding, organisation funds, minimum expected participation/entry fees to cover expenditure, etc.

- Mark income as **C** (confirmed) or **NC** (not confirmed)

Income	\$	Status
Quick Response Grant	\$	Confirmed Not Confirmed
	\$	
	\$	

Expenditure

Identify how you will spend the Grant funds towards your project.

- Include any costs for equipment, services, venue hire or permits based on quotes
- Your budget needs to reflect all the costs associated with the project **excluding GST**

Expenditure	\$
	\$
	\$
	\$
	\$

Budget total

The total income must equal the total expenditure of the project

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.
Must be \$0

In-Kind contributions

List any support being provided by your organisation or other organisations in-kind here, and give an estimated value for this support. Estimate how much you would have to pay for these goods or services if they were not being provided free of charge. For example, volunteer time could be calculated at a rate of \$25 per hour, or at \$35 per hour for skilled tasks.

Examples of in-kind contributions might include: free use of a venue, administrative support, volunteer time, donated refreshments, or any other donated goods or services.

Quick Response Grant 2023/24 Application

Form Preview

In-kind contribution	\$ Value
	\$
	\$

Total in-kind contribution

\$

This number/amount is calculated.

Attachments

* indicates a required field

Required supporting material

Public Liability Insurance Certificate

Attach a file:

You must have public liability insurance to a minimum value of \$10 million on commencement of the project

If you do not hold current Public Liability Insurance:

- Applications may be submitted without current Public Liability Insurance on the condition that if the grant is successful insurance is purchased and a Certificate of Currency is provided
- You should apply through an auspice organisation if your group does not wish to purchase insurance
- Or you may be eligible for coverage under [Council's Community Liability insurance](#) if your activity is entirely held in a Council venue.

Auspicing organisation letter of support *

Attach a file:

Additional supporting material (if available)

Quotes

Attach a file:

Other supporting materials

Attach a file:

Quick Response Grant 2023/24 Application

Form Preview

Privacy Statement, Declaration and Your Feedback

* indicates a required field

Privacy statement

Nillumbik Shire Council is collecting your personal information for the purpose of registering and assessing your Grant application.

The information you provide will be used for this purpose or a directly related secondary purpose. This information will only be disclosed to third parties if we are permitted to, required to by law, or if Council uses an external panel to assess the Grant applications.

If you do not provide the requested information or it is only provided in part, we may be unable to accept or consider your application.

You may access the personal information that Council holds about you by contacting Council's Privacy Officer on 9433 3271 or privacy@nillumbik.vic.gov.au

Declaration

I certify that: *

- ☐ I have read and understand the terms and conditions in the Grant Guidelines;
- ☐ All details supplied in this application form and in any attached documents are true and correct to the best of my knowledge;
- ☐ This application has been submitted with the full knowledge and agreement of the management of the community group, organisation or auspice body;
- ☐ I agree to ensure all necessary approvals and permits are obtained prior to my project or event taking place;
- ☐ I agree to adhere to all Victorian Coronavirus restrictions current during the delivery of the project;
- ☐ I understand that if Nillumbik Shire Council approves a grant, I will be required to accept the conditions of the grant in accordance with Nillumbik Shire Council requirements;
- ☐ I understand that Nillumbik Shire Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant or their auspicings sponsor to provide appropriate insurance cover; and,
- ☐ I consent to the release of project information in this application for promotional and evaluation purposes relevant to Nillumbik Shire Council.

At least 8 choices must be selected.

All of the above must be checked

Authorised Person's Name *

First Name

Last Name

Date of Declaration *

Must be a date.

Feedback

Quick Response Grant 2023/24 Application

Form Preview

This is the end of the application. We would value your feedback regarding our online grants application process. This information will not in any way be used to assess your application.

Is this the first time you have applied for a grant with Nillumbik Shire Council?

- ☐ Yes ☐ No

How satisfied are you with our application process?

- ☐ Very satisfied
☐ Satisfied
☐ Neither satisfied or dissatisfied
☐ Dissatisfied
☐ Very dissatisfied

Do you have any comments about our application process?

E.G. What worked well, or what could be improved?

How did you hear about Council's grant program?

- ☐ Nillumbik Council website
☐ Council Officer
☐ Social media
☐ Network/Newsletter
☐ Nillumbik News
☐ Local media
☐ Word of mouth
☐ Other: