

# 2024-25 Community Arts Venue Grant application form

## Form Preview

### SECTION A - ORGANISATION

\* indicates a required field

#### Community Arts Venue Grants

##### Community Arts Venue Grant program

This annual grant program provides community members access to Boroondara's two cultural arts facilities, Hawthorn Arts Centre and Kew Court House, by offering in-kind venue use and providing staff.

Community groups, arts organisations, and artists from Boroondara are welcome to apply.

The Community Arts Venue Grant Guidelines outline availability for both spaces. Please call 9278 4770 for more information on which venue best suits your needs.

##### Submit your application:

Before submitting your application, please read the Community Arts Venue Grant Guidelines and contact Hawthorn Arts Centre's Caterers - Essential Catering, by email at [Hawthornevents@essentialcaterer.com.au](mailto:Hawthornevents@essentialcaterer.com.au) or by phone at (03) 9278 4770 to:

- Discuss your project
- Confirm your eligibility
- Obtain a quote

**Please be aware that this grant is exclusively for events taking place during the 2024-2025 financial years.**

#### Submitting your application

##### Information Privacy

*The personal information requested on this form is being collected to assess, process and allocate 2023-2024 Community Arts Venue Grants. The personal information will only be used by Council for that primary purpose or directly related purposes. It will not be disclosed to any other party except as required by law if you fail to provide the requested information your grant application may not be considered for funding. Requests for access to and/or amendment of the information should be made to Council's Privacy Officer.*

**Does your event take place between July 1 2024 and June 30 2025?**  Yes  No

\*

Your grant application is currently not eligible for consideration as it does not meet the required criteria at this stage.

Applications are only considered for events delivered between **1 July 2024 to 30 June 2025** at Hawthorn Arts Centre and Kew Court House

Please contact Boroondara Arts, [arts@boroondara.vic.gov.au](mailto:arts@boroondara.vic.gov.au) if you have further questions.

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Thank you.

### 1. Type of application

**Are you an Individual or Group / Organisations applying for this grant? \***

- Individual
- Group / Organisation

### 2. Contact details for correspondence

**Applicant \***

Individual       Organisation

Organisation Name

Title      First Name      Last Name

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

**Title / position of contact person**

**Phone BH \***

**Phone AH / mobile**

**Email address \***

**Postal address \***

Address

Suburb      State      Postcode

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

**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)                        |

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|   |
|---|
| DGR Endorsed                                      |
| ATO Charity Type <a href="#">More information</a> |
| ACNC Registration                                 |
| Tax Concessions                                   |
| Main business location                            |

Must be an ABN

### 2.1 Financial status (applicable for groups / organisations only)

**Is the group / organisation Not-For-Profit as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)?**

Yes  
 No

**Please attach evidence as to Not-For-Profit status**

Attach a file:

### 2.2 Governance

**Does your group / organisation comply with the following Australian and Victorian legislation? Please tick all that apply.**

- accounting and auditing requirements
- equal opportunity and anti-discrimination laws
- human rights laws
- privacy, confidentiality and freedom of information laws
- registration or accreditation of professional employees
- preparation and dissemination of annual reports

**Do you currently have a current Certificate of Public Liability Insurance worth \$20 million? \***

- Yes
- No

**Please upload current Public liability insurance**

Attach a file:

You will need to provide a current PLI to be eligible for the grant.

**You have indicated you do not currently hold a current Certificate of Public Liability Insurance.**

Please be aware that you must obtain Public Liability Insurance and submit evidence to the City of Boroondara before your application can be approved and considered successful.

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**Please acknowledge you understand you must obtain a Certificate of Public Liability Insurance.**

I understand

## SECTION B - EVENT DETAILS

\* indicates a required field

### 1. About the event or activity

Please provide details of your event/activity in this section.

To obtain a quote (valid for the current financial year), please contact the Boroondara Arts team at 9278 4770 or email [hawthornartscentre@boroondara.vic.gov.au](mailto:hawthornartscentre@boroondara.vic.gov.au) for more information.

**Name of event \***

**Event number \***

This will be on your venue quote

**In 25 words or less, tell us about your event. \***

Word count:

Must be no more than 25 words.

**Starting date of event \***

Must be a date.

**End date of event**

Must be a date.

Only required if your event carries over a number of days.

### 2. Venue details

**What venue will your event take place?**

- Hawthorn Arts Centre  
 Kew Court House

#### 2.1 Hawthorn Arts Centre

**What room/s have you booked, for your event?**

- The Basement

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- The Chamber
- Chandelier Room
- Community Art Space
- Dora Wilson Room
- Edward C. Rigby Room
- John Beswicke Room
- Main Hall
- Mayor's Room
- Second Empire Space
- Zelman Room

### 3. Budget

#### 3.1. What is the total cost of your event?

\$

Must be a dollar amount.

#### 3.2. Please upload your venue quote \*

Attach a file:

Please ensure it is a current quote.

#### 3.3. Is your event free for the public to attend?

- Yes
- No
- Unsure

#### 3.4. How much will you charge for admission? \*

\$

Must be a dollar amount.

Provide the full price ticket.

### 4. Participation and audiences

#### 4.1 Who will participate in the event, and what roles will they play?

#### 4.2 Who will attend/participate in your event?

e.g. friends and family, young people, community, tourists, etc.

#### 4.3 Where do you plan to advertise your event?

e.g. posters and flyers, local newspaper, website, social media, etc.

### SECTION C - ELIGIBILITY

\* indicates a required field

The applicant must be based in Boroondara

**1. Please select at least two of the following criteria: \***

- Majority of meetings / rehearsals are held within Boroondara
- At least 75% of the members live in Boroondara
- The projects activities deliver clear benefits to the Boroondara community

Majority of meetings / rehearsals are held within Boroondara

**1.1 Address of where majority of meetings / rehearsals are held?**

**1.2 How many meetings / rehearsals are held at this address?**

Must be a number.

**1.3 How many meetings / rehearsals are held at ANY address?**

Must be a number.

At least 75% of members live in Boroondara

**2.1 How many registered members does your organization have?**

Must be a number.

**2.2 How many members live in Boroondara?**

Must be a number.

Previous grants received

**1. Have you received a grant/s before from the City of Boroondara?**

- Yes
- No

**1.1. Please provide details of any previous grants you have received from the City of Boroondara. \***

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Please indicated type of grant and approximate amount.

### SECTION D - RESPONSE TO ASSESSMENT CRITERIA

Boroondara Arts aims to support events and activities that engage Boroondara residents in arts and cultural experiences, promoting learning and community connection. Through this grant, we seek to support events and activities that serve the community in these capacities.

To ensure your event or activity aligns with this goal, we've established six Creative Community objectives aligned with the City of Boroondara's Strengthening Grant program policy. For more details, please visit [boroondara.vic.gov.au](http://boroondara.vic.gov.au).

For this application, please provide information on how your event or activity will meet at least ONE of the following Creative Community objectives:

- Promote health, wellbeing, safety and/or a sense of community within Boroondara.
- Offer life-long learning opportunities for Boroondara's diverse community.
- Develop community stakeholder relationships (including arts and cultural organisations) which promote a sense of civic-pride.
- Empower local community members and stakeholders to contribute to cultural experiences and occasions for, and with, the community.
- Engage the community at facilities and public spaces across Boroondara.
- Introduce a new or emerging art form or cultural practice to the Boroondara community.

**Please choose at least ONE of the following Creative Community objectives:**

- Promote health, wellbeing, safety and/or a sense of community within Boroondara
- Offer life-long learning opportunities for Boroondara's diverse community
- Develop community stakeholder relationships (including arts and cultural organisations) which promote a sense of civic-pride
- Empower local community members and stakeholders to contribute to cultural experiences and occasions for, and with, the community
- Engage the community at facilities and public spaces across Boroondara
- Introduce a new or emerging art form or cultural practice to the Boroondara community.

You are welcome to select more than one answer.

**Please explain how your event or activity will meet the indicated objective/s:**

Please ensure you have provided a response to each of the objectives you have indicated.

### SECTION E: APPLICATION CHECKLIST

\* indicates a required field

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**To ensure your application meets eligibility requirements please check that you have completed the following information and included all document**

**Please check the box to indicate yes \***

- Application form is completed in full
- Evidence of non-for-profit status is attached (not required for individual applicants)
- Public Liability Certificate uploaded
- A Community Venue quote is attached

**DECLARATION (to be completed by an authorised representative of your organisation)**

I confirm that the information in this application and the attachments are, to the best of my knowledge, true and correct and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group/club. I shall notify the City of Boroondara of any changes to this information or circumstances that may affect this application.

**Tick box to indicate yes \***

- Yes

**Authorisation for submission**

**Contact person**

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

**Position \***

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