

2025 Small Grants application form

Form Preview

Section 1: Before you begin

* indicates a required field

Speak with the relevant Council officer for your stream before submitting an application

Applicants are required to speak to the relevant Council officer for your stream before submitting an application. They will help you shape your application to give it the best chance of success. Follow this link to the stream contacts. [Grants Stream Contacts](#)

Please read the 2025 - Small Grants Guidelines before completing this form

[2025 - Small Grants Guidelines](#)

I have discussed my application with a City of Boroondara officer *

- ☐ Yes
☐ No - please contact the relevant Council officer for the stream you are applying in before completing this form

Name of Boroondara Officer

- | | |
|---|--|
| <input type="radio"/> Andrea Learbuch - Healthy Community (Safety) | <input type="radio"/> Liz O'Loughlin - Healthy Community (Reconciliation) |
| <input type="radio"/> William Bullock - Active Community (Recreation) | <input type="radio"/> Georgia Lukas-Rotow - Healthy Community (Volunteering) |
| <input type="radio"/> Chloe Cook - Active Community (Sport) | <input type="radio"/> Benjamin Breslin - Healthy Community (Youth) |
| <input type="radio"/> Maree Guthrie - Life-long Community | <input type="radio"/> Amaya De Silva - Sustainable Community |
| <input type="radio"/> Jemma Hansen - Healthy Community (Children & Families) | <input type="radio"/> Sonja Tomasovic - Vibrant Retail Precincts |
| <input type="radio"/> Mel Brown - Healthy Community (Cultural Diversity) | <input type="radio"/> Traci Alchin - Grants Team |
| <input type="radio"/> Natalie Bryant - Healthy Community (Disability, Access & Inclusion) | <input type="radio"/> Grace Morrison - Grants Team |
| <input type="radio"/> Melissa Grimes - Healthy Community (Health & Wellbeing) | <input type="radio"/> Other: <input type="text"/> |
| <input type="radio"/> Katelyn Stanyer - Healthy Community (Neighbourhood Houses) | |

Required documentation and information to complete this application

To complete this application you will require the following documents and information listed in the checklist below.

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You can find more information about Incorporation Annual Statements on the [Consumer Affairs website](#) and Annual Information Statements on the [Australian Charities and Not-for-Profit Commission's website](#).

*

- ☐ Annual financial statement (income statement or balance sheet) for your organisation, (audited if appropriate)
- ☐ Most recent Incorporation Annual Statement or Annual Information Statement, Notice of Assessment, or ACNC reporting
- ☐ Your organisation's (or auspice organisation's) current public liability insurance certificate of currency (\$20,000,000)
- ☐ Your organisation's (or auspice organisation's) ABN (if you/they have one)
- ☐ The budget income and expenditure details for the project or equipment purchase
- ☐ Quotes for items more than \$1,000 (Section 5)
- ☐ An authorised representative of your organisation to complete the declaration (Section 6).
- ☐ The applicant has completed the conflict of interest declaration (Section 6)

At least 7 choices must be selected.

Without all the documents and information listed above, your application cannot proceed to the assessment stage.

Call a member of the Grants Team on 9278 4753 if you are having trouble getting any of the documents or information.

Tips for completing this application

1. Review the application form and gather all required information before submitting your application
2. Enter your organisation's name as it appears on your ABN or Certificate of Incorporation
3. Upload ALL required supporting documents (such as most recent financial statement. Incorporation Annual Statement or Australian Charities and Not-for-profits Commission Annual Information Statement, Public Liability Certificate of Currency)
4. Please ensure your application is proofread before you submit the application
5. Contact your Council officer if you have any questions about your project, or a grants team member if you require assistance with completing this application form.

Contact Details for Grant Correspondence

Contact details for Grant Correspondence *

First Name

Last Name

Title/position of contact person *

Primary phone number *

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Correspondence Email address *

Section 2: Organisation Details

* indicates a required field

Organisation Name *

Organisation Name

Please ensure Organisation name is entered EXACTLY as with the registered body e.g. ABR, CAV

Contact First Name *

Contact Last Name *

Organisation Primary Address *

Address

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

Organisation Primary Phone Number *

Must be an Australian phone number.

Organisation Primary Email *

Must be an email address.

Organisation Primary Website

Must be a URL.

Tell us the purpose of your organisation? (300 word max) *

Word count:

Must be no more than 300 words.

How many active members are in your organisation? *

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Must be a number.

Active members are members who participate in your organisation such as attend events or meetings.

How many members are based in Boroondara? *

Must be a number.

Include members who live or work in Boroondara.

Organisation Committee of Management

List the members of the Executive Committee or Board of Management and the length of time each has served. Contact numbers are requested to assist us with contacting your group during the life of the grant.

Committee Member Name	Position Held	How long have they been involved with your organisation?	Phone Number
			Must be an Australian phone number.

Financial Status

Is your organisation not-for-profit? *

- ☐ Yes
☐ No

Your application is not eligible for a Small Grant Grant

To be eligible to apply for a 2025 Small Grant your organisation has to be not-for-profit, as classified by the Australian Tax Office in the *Income Tax Assessment Act (1936)*.

Is your organisation incorporated as defined under the Associations Incorporation Act, a company limited by guarantee, a co-operative, Charity or have an auspice? *

- ☐ Yes
☐ Yes - but no ABN (A Statement by Supplier form will be sent to successful applicants to be completed with Funding Documentation)
☐ No
☐ I am applying through an Auspice (NB An Auspice will hold the Funding Agreement with Council and hold responsibility for grant funding)
☐ No - I am applying for \$1,000 or less

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Organisation ABN

Provide the ABN of your organisation. *

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	

Your application is not eligible for a Small Grant

To be eligible to apply for a 2025 Small Grant your organisation has to be incorporated as defined under the Associations Incorporation Act, a company limited by guarantee, a co-operative or have an auspice.

Auspice Organisation details

Name of Auspice Organisation *

Organisation Name

(Please ensure Auspice Organisation name is entered EXACTLY as displayed on the ABN Register below)

Auspice Organisation Contact Name *

Auspice Organisation Office Address *

Address

Auspice Organisation Postal Address *

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Address

Auspice Organisation Primary Email *

Must be an email address.

Auspice Organisation Primary Phone Number *

Must be an Australian phone number.

Auspice Organisation Incorporation number *

Auspice Organisation most recent Incorporation/Charity Annual Statement or Annual Information Statement *

Attach a file:

See the 2025 Small Grants Guidelines

Auspice Organisation most recent annual financial statement *

Attach a file:

Auspice last financial statement lodged with Consumer Affairs Victoria

Must be a date.

Auspice Organisation 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	

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Tax Concessions

Main business location

Must be an ABN.

Attach Auspice Organisation current Public Liability certificate of currency *

Attach a file:

Auspice Public Liability Insurance date of expiry *

Must be a date and no earlier than 17/2/2025.

**Provide the
Incorporation or
Charity number of your
organisation ***

**Attach Incorporation/
Charity Annual
Statement or Annual
Information Statement ***

Attach a file:

See the 2025 Small Grants Guidelines

**Date last financial
statement lodged
with Consumer Affairs
Victoria or /Australian
Charities and Not for
Profit Commission**

Must be a date.

**Attach your
organisation's annual
financial statement ***

Attach a file:

**Attach current Public
Liability certificate of
currency ***

Attach a file:

\$20,000,000 is the minimum amount required

**Public Liability
Insurance date of expiry

Must be a date and no earlier than 17/2/2025.

**Does your organisation
comply with the
following Australian and
Victorian legislation and/
or requirements? 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

Section 3: Tell us about your grant proposal

* indicates a required field

Select which stream you are applying for

Stream definitions are available on the [Community Grants](#) webpage

Select stream *

- ☐ Active Community - applications that develop recreation, sport and physical activity opportunities
- ☐ Creative Community - applications that support the development and delivery of artistic and cultural activities
- ☐ Healthy Community - applications that promote safety, good health and wellbeing across all ages, abilities and cultural backgrounds
- ☐ Life-long Community - applications that support opportunities for older people (aged 55+)
- ☐ Sustainable Community - applications that build community capacity to live sustainably and ensure the natural environment is healthy and sustainable
- ☐ Vibrant Retail Precincts - applications to support initiatives that increase the vibrancy and functionality of the City of Boroondara's retail precincts

Only one selection allowed

Are you applying for equipment or a project/activity *

- ☐ Equipment Purchase
- ☐ Project / Activity

If you are applying for equipment only, select 'Equipment Purchase'. If you are applying for equipment as part of a project or activity select 'Project/Activity'

Is this grant application for: *

- ☐ a new project or activity
- ☐ an extension of a current project or activity previously funded by Council

Tell us how this activity is different from a previously funded project or is an extension of an activity previously funded by Council *

Must be no more than 150 words.

Equipment purchase

In this section, we want to learn about your equipment purchase.

1. Tell us about the equipment you want to purchase with this grant *

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Must be no more than 200 words.

2. Have you purchased the equipment ? *

- ☐ Yes
☐ No

Your application is not eligible for a Small Grant

Refer to 2025 Small Grants Guidelines, Item 4.1 Exclusions '*projects or activities that have already started or have been completed, or equipment already purchased (no retrospective funding).*'

Project details

In this section, we want to learn about your project, in particular:

- What is your project
- Who will be involved and benefit from your project
- When will the project happen
- Where will the project happen

What is the name of your project? *

Must be no more than 10 words

Give an overview of your project. *

Word count:

Must be no more than 100 words.

Answers can be written in WORD first then copy/paste into field.

Be succinct & include dot points.

Give a short outline of what the grant will be spent on *

Word count:

Must be no more than 100 words.

Answers can be written in WORD first then copy/paste into field.

Be succinct & include dot points

Project / Activity Start Date *

Must be a date and no earlier than 21/7/2025.

Projects must not start before 21 July 2025 when funding period commences

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Project / Activity End Date *

Must be a date.

All activities and expenditure must be completed within 6 months of the funding period commencing

Where will your project/ activity be held? Tick all boxes that apply *

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Ashburton | <input type="checkbox"/> Hawthorn East |
| <input type="checkbox"/> Balwyn | <input type="checkbox"/> Kew |
| <input type="checkbox"/> Balwyn North | <input type="checkbox"/> Kew East |
| <input type="checkbox"/> Camberwell | <input type="checkbox"/> Mont Albert |
| <input type="checkbox"/> Canterbury | <input type="checkbox"/> Surrey Hills |
| <input type="checkbox"/> Glen Iris | <input type="checkbox"/> Boroondara wide |
| <input type="checkbox"/> Hawthorn | <input type="checkbox"/> Outside Boroondara |

Section 5: How do you propose to spend the grant

* indicates a required field

How will the grant be spent? (Do not include GST)

Examples of items you can apply for are:

- Advertising, promotion and marketing (please specify)
- Equipment (maximum of \$2,000) or materials (please specify)
- Venue hire costs (please provide details or quote)
- Catering
- Other costs as specified by applicant and within the Small Grants Guidelines

IMPORTANT: Professional fees (e.g coaching fees, graphic designer, guest speaker fees) and administration costs (e.g phone calls, postage) are not eligible for Small Grants. Please apply under the Annual Community Strengthening Grants category.

Note: All items in the budget must not include GST. Use the [Money Smart GST Calculator](#) to remove the GST

Formal quotes must be provided for all services or products you are requesting that are more than \$1,000. All quotes must include the suppliers ABN.

Only List the expenditure items to be funded by the small grant.

Budget category	Budget item	Amount (with no GST)	Amount (with GST)	Attach a quote (if over \$1,000)
		Must be a dollar amount.	Must be a dollar amount.	

Total Amount requested from Small Grants

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\$

This number/amount is calculated.

There is no need for you to enter an amount for this question. SmartyGrants will do it for you.

Additional Income

Let us know if your proposal is or will be supported through other forms of income (e.g. other grants outside of the Boroondara Grant program, or contribution from your organisation) to meet the total cost of proposal.

Income examples could include:

- Memberships
- Ticket sales
- Non-Boroondara grants
- Funds from your organisation
- Sponsorship

Additional Income Source

\$ Amount with no GST

	Must be a dollar amount.
	\$
	\$

Total Additional Income amount (with no GST)

\$

This number/amount is calculated.

In-kind support (if applicable)

Let us know if your project will benefit from any in-kind support.

In-kind (no cost) support could include:

- use of space at no charge
- volunteers ([Volunteer Hour Labour Value](#))
- use of equipment at no charge.

Other In-kind support

Amount

	Must be a dollar amount.
	\$
	\$
	\$
	\$

Total In-kind support

\$

This number/amount is calculated.

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Total cost of project or equipment purchase with no GST *

\$

Must be a dollar amount.

What is the total budgeted cost of your project including requested funding from Small Grants?

Partial Funding

If you do not receive the full amount requested, could you still run your project or purchase the equipment? *

What changes would you need to make?

Section 4: Assessment Criteria

* indicates a required field

WHAT Community Strengthening Grants objectives does your proposal support?

The objectives of the Community Strengthening Grants are to:

- increase participation of residents in their community
- increase inclusion and representation of under-represented groups and issues
- develop innovative approaches to local issues
- assist groups and volunteers to develop skills and build capacity
- encourage the sustainability and better governance of community organisations
- encourage partnerships between local organisations and the development of local community networks

Community Strengthening Grant objective

How will your project/equipment purchase deliver on this objective?

Increase participation of residents in their community Increase inclusion and representation of under-represented groups and issues Develop innovative approaches to local issues Assist groups and volunteers to develop skills and build capacity Encourage the sustainability and better governance of community organisations Encourage partnerships between local organisations and the development of local community networks	
Select at least one of the Community Strengthening Grant objectives your proposal will address	Please be clear and concise

WHAT Healthy Community Grants objectives does your proposal support?

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This stream is available for projects and activities that promote safety, good health and wellbeing of all individuals, families and community groups, across all ages, abilities and cultural backgrounds.

The objectives of the Healthy Community stream are to support programs and activities to:

- promote health, wellbeing, community safety, and prevention of forms of violence
- build connected and inclusive communities
- offer learning opportunities for Boroondara's diverse community

Healthy Community Grant Objective

How will your project/equipment purchase deliver on this objective?

Select at least one of the Healthy Community Grant objectives your proposal addresses	Please be clear and concise

WHAT Sustainable Community Grants objectives does your proposal support?

This stream is available for projects and programs that build community capacity to live sustainably and ensure our natural environment is healthy and sustainable for future generations through the efficient use of resources, reduction in waste and the protection of our local biodiversity.

The objectives of the Sustainable Community stream are to:

- increase community awareness and understanding of environmental sustainability
- help ensure our natural environment is healthy and sustainable for future generations
- build community capacity to live sustainably through efficient use of water and energy, including use of renewable energy, resource recovery and/or reuse of materials, and increasing biodiversity
- support initiatives and projects that demonstrate diverse environmental sustainability benefits.

Sustainable Community Grant Objective

How will your project/equipment purchase deliver on this objective?

Select at least one of the Sustainable Community Grant objectives your proposal addresses	Please be clear and concise

WHAT Creative Community Grants objectives does your proposal support?

This stream is available for diverse arts and cultural programs, festivals, events and activities that articulate and enhance arts, culture and heritage practice across Boroondara.

The objectives of the Creative Community stream are to:

- promote health, wellbeing, safety and/or a sense of community within Boroondara

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- 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 Boroondara community at Boroondara facilities, open spaces or public realm across the municipality
- introduce a new or emerging art form or cultural practice to the Boroondara community

Creative Community Grant Objective

How will your project/equipment purchase deliver on this objective?

Select at least one of the Creative Community Grant objectives your proposal addresses	Please be clear and concise

WHAT Vibrant Retail Precincts Grants objectives does your proposal support?

This stream is available to eligible community organisations to deliver initiatives, projects and activities that increase the vibrancy and functionality of retail precincts, enhance a sense of community and pride, and promote a 'buy local' ethos. Applications under this stream must be developed in consultation with, and supported by, relevant trader association/s (if not led by a trader association).

The objectives of the Vibrant Retail Precincts stream are to support events, festivals and major initiatives that:

- increase visitation by showcasing the retail precinct
- increase spending in local businesses
- strengthen the connection between people, local community groups and retail precincts
- encourage participation in community life and enhance health and wellbeing
- activate spaces to create memorable and social experiences
- showcase the skills and talents of the local business community
- promote and expand the local night-time economy.

Vibrant Retail Precincts Objective

How will your project/equipment purchase deliver on this objective?

Select at least one of the Vibrant Retail Precincts Grant objectives your proposal addresses	Please be clear and concise

WHAT Active Community Grants objective does your proposal support?

This stream is available to develop recreation, sport and physical activity opportunities that meet the needs of the community (now and in the future) and enhance the functionality of public sport and recreation spaces for a wider range of uses.

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The objectives of the Active Community stream are to:

- provide new and innovative opportunities for local sport, physical activity and social connection
- enhance participation in both structured (e.g. team sports) and non-structured (e.g. walking and cycling) sport and recreation opportunities for a diverse range of residents participants e.g. females, LGBTIQ+, culturally and linguistically diverse, older adults, people with disability etc.
- encourage clubs to be self-sustainable (e.g. specialist coaching clinics, sustainable sport club ideas, club governance or administration skills).

Active Community Grant Objective

How will your project/equipment purchase deliver on this objective?

Select at least one of the Active Community Grant objectives your proposal addresses	Please be clear and concise

WHAT Life-long Community Grants objective does your project support?

This stream supports older people (aged 55 years and over) to develop opportunities that maximise quality of life, social connections, and the ability to participate and engage in the community through the provision of programs, activities, volunteering and community sharing projects.

The objectives of the Life-long Community stream are to:

- enhance older peoples' health and wellbeing and participation in the community
- improve older peoples' access and mobility around the community
- enhance social cohesion, promote strong community networks of mutual support and reduce social isolation.

Life-long Community Grant Objective

How will your activity/equipment purchase deliver on this objective?

Select at least one of the Life-long Community Grant objectives your proposal addresses	Please be clear and concise

WHY is the project or equipment purchase needed in Boroondara?

The [Boroondara Community Plan 2021-31](#) (BCP) describes the needs of our community and can assist you in identifying how your activity/equipment purchase can deliver on these needs. The [Small Grant Guidelines](#) outline the assessment criteria the questions below will be assessed against.

Tell us why your proposal is needed in line with the BCP strategies, and how have you identified the need for this project or equipment purchase? You can include relevant research and data to support your response if relevant. *

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Upload supporting documentation (if applicable)

Attach a file:

Who will benefit from your proposal?

Who will participate in the proposal?

Who will be involved? (active participants, committee members, audience, other community stakeholders)

How will they be involved and how will this benefit the project or equipment purchase?

How many will participate? (Must be a number)

How have you determined the number of participants?

Tell us which groups your proposal will support, engage or work with. Tick all boxes that apply

☐ Aboriginal and Torres Strait Islander Peoples

☐ Children

☐ Culturally Diverse Communities

☐ Families

☐ LGBTQIA+ Communities

☐ Low income

☐ Men

☐ People living with disability

☐ People who are homeless or at risk of homelessness

☐ Seniors

☐ Socially isolated

☐ Women

☐ Youth

☐ Other

HOW will you deliver your proposal?

Task

Person Responsible

Time Frame

Must be no more than 100 words.		

Section 6: Declaration and Final Checklist

* indicates a required field

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Declaration

(To be completed by an authorised representative of your organisation)

I confirm 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

First Name *

Last Name *

Conflict of Interest Declaration

Tell us if you have a relationship with any Council officers who could be involved in the assessment of your application, or a member(s) of the Grants Review Panel.

Please note, "*relationship*" includes friendship and family members but does not include acquaintances or remote associations.

- ☐ I do not have a relationship with any Council officer or a member(s) of the Grant Review Panel
- ☐ I do have a relationship with with any Council officer or a member(s) of the Grant Review Panel

If yes, please provide name of Council officer or Grants Review Panel member and nature of relationship:

Final application checklist

To ensure your application meets eligibility requirements, please check that you have completed the following information and uploaded all documents.

Please check box to indicate yes *

- ☐ Application form is completed in full and letters of support are attached, if appropriate
- ☐ Annual financial statement (income statement or balance sheet) for your organisation, (audited if appropriate) has been provided

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- ☐ Your organisation's (or auspice organisation's) Incorporation Annual Statement or, Annual Information Statement or similar is attached
- ☐ Your organisation's (or auspice organisation) current public liability insurance certificate is attached
- ☐ Your organisation's (or auspice organisation's) ABN has been provided (if you have one)
- ☐ A budget with no GST has been provided (Section 5)
- ☐ The budget income and expenditure tables have been completed and all quotes over \$1,000 have been provided (Section 5)
- ☐ You have indicated that your organisation complies with all relevant Australian and Victorian legislation
- ☐ An authorised representative of the organisation has completed the declaration (Section 6)
- ☐ The person filling in this form has completed the conflict of interest declaration (Section 6)

Attach any letters of support or other supporting documentation here

Attach a file:

Tell us how you found out about the City of Boroondara Small Grants? *

- ☐ Word of mouth
- ☐ E-newsletter
- ☐ The Fuse
- ☐ Social media
- ☐ Direct email from City of Boroondara
- ☐ Boroondara Bulletin article

Would you like to subscribe to The Fuse, the Community OnBoard e-newsletter?

The Fuse will keep you up to date with future City of Boroondara grant opportunities, free capacity building workshops and helpful information for community groups, clubs or organisations.

*

- ☐ Yes, I would like to subscribe to The Fuse
- ☐ No, I do not want to subscribe to The Fuse
- ☐ I am already subscribed to The Fuse

Would you like to receive information about other grant programs?

- ☐ Yes, I would like to receive information about other grant programs
- ☐ No, I do not want to receive information about other grant programs

Privacy Statement

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Privacy Information

The personal information requested on this form is being collected by Council for the purpose of assessing, processing and allocating the Community Strengthening Grants applications and if consented to, receiving the Fuse. The personal information will be used by Council and the Rotary Club of Balwyn for that primary purpose or a directly related. The information may also be used to update Council's customer databases to assist Council in discharging its statutory functions and/or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected, we are unable to accept or process your Community Strengthening Grant application. If you do not consent to receiving the Fuse it will not be sent to you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.