

# 2026 Climate Action Grants Application Form

## Form Preview

### Section A - Application Checklist

\* indicates a required field

Please read the 2026 Climate Action Grant Guidelines before completing this form

[Climate Action Grants | City of Boroondara](#)

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

- Yes  
 No - please contact the relevant Council officer before completing this form

**Name of City of Boroondara officer \***

### Required documentation and information to complete this application

To complete this application you will require the following documents and information:

1. Annual financial statement (income statement or balance sheet) for your organisation, (audited if appropriate)
2. [Incorporation Annual Statement](#) or [Annual Information Statement](#), Notice of Assessment, or ACNC reporting
3. Your organisation's (or auspice organisation's) current public liability insurance certificate of currency
4. Your organisation's (or auspice organisation's) ABN (if relevant)
5. The budget income and expenditure details for the project or equipment purchase (Section D)
6. Quotes for expenditure items more than \$1,000 (Section D)
7. An authorised representative of your organisation to complete the declaration.

### Speak with the relevant Council officer before submitting an application

Please discuss your proposal with the relevant Council officer before submitting an application. They will help you shape your application to give it the best chance of success.

### 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 letters of support)

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4. Please ensure your application is proofread before submission
5. Contact your Council officer if you have any questions about your project, or require assistance with completing this application form.

### Contact Details for Grant Correspondence

**Contact details for Grant Correspondence \***

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

**Title/Position of Contact Person \***

**Primary Phone number \***

**Correspondence Email address \***

### Section B - Organisation Details

\* indicates a required field

#### Organisation Contact Details

**Organisation Name \***

Organisation Name

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

**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**

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Must be a URL.

### What is 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? \*

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 members of your Committee, Organisation 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.

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

## 3B. Organisation Status

### Is your organisation not-for-profit? \*

- Yes  
 No

Your application is not eligible for a Climate Action Grant Grant

To be eligible to apply for a 2026 Climate Action Grant your organisation has to be not-for-profit, as classified by the Australian Tax Office in the *Income Tax Assessment Act (1936)*.

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**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 - though not eligible for an ABN (e.g. Probus Clubs)
- No
- 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

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

Your application is not eligible for a Climate Action Grant Grant

To be eligible to apply for a 2026 Climate Action 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 \***

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### **Auspice Organisation Office Address \***

Address

  

### **Auspice Organisation Postal Address \***

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 2023-24 Annual Community Strengthening Grant Guidelines

### **Auspice Organisation most recent annual financial statement \***

Attach a file:

### **Auspice last financial statement lodged with CAV**

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

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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.

### **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 28/5/2023.

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

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

Attach a file:

See the 2023-24 Annual Community Strengthening Grant Guidelines

### **Date last financial statement lodged with CAV/ACNC**

Must be a date.

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

Attach a file:

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

Attach a file:

### **Public Liability Insurance date of expiry \***

Must be a date and no earlier than 28/5/2023.

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**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

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

Attach a file:

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

Attach a file:

**Public Liability Insurance date of expiry \***

Must be a date.  
must be a date no earlier than 28 May 2023

## Section C - Grant Proposal

\* indicates a required field

**Please select if you are applying for equipment / consumables or a project/activity \***

- Equipment Purchase / Consumables
- Project / Activity

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

**Is this grant application for: \***

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

**Describe 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 / consumables purchase

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

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### 1. Describe the equipment or consumables to be funded by the grant \*

Must be no more than 200 words.

### 2. Has the purchase been made? \*

- Yes  
 No

Your application is not eligible for a Climate Action Grant

Refer to 2026 Climate Action Grants Guidelines, Item 3.1 Exclusions '*projects or activities that have already started or have been completed (no retrospective funding)*'

## Project details

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

- What
- Who
- When
- Where

### Project Title \*

Must be no more than 10 words

### Provide a brief summary of your proposal \*

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.

### What will the grant funding be used for \*

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.

Projects must not start before July 2024 when funding period commences

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**Project / Activity End Date \***

Must be a date.

All activities and expenditure must be completed within 12 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 |

**Total cost of proposal GST exclusive \***

\$

Must be a dollar amount.

What is the total budgeted cost of your project?

**Total funds sought from the Climate Action Grants, GST exclusive. \***

\$

Must be a dollar amount.

This amount must match the expenditure table in Section 1E. What is the total financial support you are requesting from City of Boroondara in this application?

## Section D - Assessment Criteria

\* indicates a required field

**WHAT** are the objectives of your proposed project or activity? (25%)

In the next two questions please describe how your project or activity will deliver on:

- at least one of the Community Strengthening Grants Program objectives
- at least one of the Climate Action Grant objectives

**WHAT** Community Strengthening Grants objective does your proposal align with?

**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

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### Community Strengthening Grants objective

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

Community Strengthening Grants objective	How will your project/activity/equipment purchase deliver on this objective?
Select at least one of the Community Strengthening Grants objectives your proposal will address	Please be clear and concise

### WHAT Climate Action Grants objective(s) does your proposal align with?

The objectives of the Climate Action Grants are to support programs and activities to:

- Build community capacity and knowledge to mitigate contribution to climate change (i.e. reducing emissions). Examples could include a project that makes it easier for our community to access goods and services to make their homes more sustainable, a project that supports the uptake of sustainable transport at a workplace, or providing education about responding to a sustainability challenge.
- Build community capacity to adapt to the impacts of climate change. An example could include a program to assist vulnerable populations to make their homes more resilient to the impacts of climate change.

### Climate Action Grants Objective

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

Climate Action Grants Objective	How will your project/activity/equipment purchase deliver on this objective?
Select at least one of the Climate Action Grants objectives your proposal addresses	Please be clear and concise

### WHY is the proposal needed in Boroondara? (25%)

The [Boroondara Community Plan 2025-2035](#) (BCP) describes the needs of our community and can assist you in identifying how your project / activity or equipment / consumables purchase can deliver on these needs. The [Climate Action Plan](#) can also assist you. The Climate Action Grant Guidelines outline the assessment criteria the questions below will be assessed against.

### Please choose which of the following themes of the BCP your proposal aligns with:

- Theme 3 - Our environment. Aim 3.1 Tree canopy and biodiversity
- Theme 3 - Our environment. Aim 3.4: Circular economy

**Demonstrate why your proposal is needed in line with the BCP themes and aims and the Climate Action Plan, and how you have identified the need for this proposal. Include relevant research and data to support your response. \***

Word count:

Must be no more than 400 words.

### Upload supporting documentation (if applicable)

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Attach a file:

Who will benefit from your project, activity or equipment / consumables purchase? (25%)

**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 proposal?	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**

- |   |  |
|---|--|
| <input type="checkbox"/> Aboriginal and Torres Strait Islander Peoples      | <input type="checkbox"/> Seniors                     |
| <input type="checkbox"/> Children   | <input type="checkbox"/> Socially isolated           |
| <input type="checkbox"/> Families   | <input type="checkbox"/> Women                       |
| <input type="checkbox"/> Low income   | <input type="checkbox"/> Youth                       |
| <input type="checkbox"/> Men  | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> People who are homeless or at risk of homelessness |  |

How will you deliver your project, activity or equipment / consumables purchase? (25%)

Consider the tasks required across the life of the proposal, such as research, planning, coordination, delivery, evaluation etc

Task	Person Responsible	Time Frame
Must be no more than 100 words.		

### Event Plan

Festivals and events are an important part of our community, and the City of Boroondara wants to ensure they are fun, engaging and safe.

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Please refer to the [Organise an event on council land guide](#) to understand the tasks, budget items, documentations, permits and approvals associated with planning an event or festival in the municipality.

### Event

### Proposed date of event

Must be a date.

Between (01/07/2024 and 30/06/2025)

### Proposed location (name of location and address)

### Expected capacity

Must be a number.

### How many hours will the proposed event run for?

## Section E - Budget

\* indicates a required field

### Expenditure Budget (GST exclusive)

**Expenditure** can include the following items, for example:

- Professional Fees e.g labour, salaries and wages (\$ per hour x number of hours)
- Administration (e.g. phone calls, correspondence, stationery)
- Printing
- Advertising, promotion and marketing (please specify)
- Transport
- Equipment lease/hire (please specify)
- Equipment purchases
- New building works, capital improvements, facility maintenance and fixed assets where it is relating to electrification and climate initiatives
- Venue hire (please provide details)
- Catering
- Other costs as specified by applicant within grant guidelines

For events please consider:

- Event plans including traffic management plan and emergency management plan etc
- Non-council permissions or permits

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- Toilets
- Access provisions (e.g. ramps)
- First aid services
- Waste services

Please **ONLY** list expenditure items which the City of Boroondara Climate Action Grants will be funding, exclusive of 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 supplier's ABN.

Expenditure Item	Budget category	Amount (ex GST)	Amount (inc GST)	Attach quote (if over \$1,000)
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
Total expenditure must equal the total amount requested from City of Boroondara in Section C		To remove GST divide amount by 1.1 (e.g. \$110/1.1=\$100) Must be a dollar amount.	List if invoice amount includes GST Must be a dollar amount.	

### Total Expenditure Amount

\$

This number/amount is calculated.

### Additional Income

Let us know if your project will benefit from other financial support (e.g. other grants, or 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 (ex GST)

	Must be a dollar amount.
	\$
	\$

### Total Additional Income amount (ex GST)

\$

This number/amount is calculated.

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### In-kind support (if applicable)

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

In-kind support could include:

- use of space
- volunteers ([Volunteer Hour Labour Value](#))
- equipment.

Other In-kind support	Amount
	Must be a dollar amount.
	\$
	\$
	\$
	\$

### Total In-kind support

\$

This number/amount is calculated.

### Partial Funding

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

What changes would you need to make?

## Section F - Application Checklist and Declaration

\* indicates a required field

### 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
- Your organisation's (or auspice organisation's) Incorporation Annual Statement, Annual Information Statement or similar is attached
- Your organisation's (or auspice organisation's) current public liability insurance certificate is attached
- Your organisation's (or auspice organisation's) ABN has been provided
- A GST exclusive budget has been provided (Section D)

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- The budget income and expenditure tables have been completed and all quotes over \$1,000 have been provided (Section D)
- 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 F)

**Attach any letters of support or other supporting documentation here**

Attach a file:

### The Fuse - Community Planning and Development eNewsletter

The Fuse will keep you up to date with information on upcoming events, non-Council grant opportunities and other support 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

### Community Strengthening Grants eNewsletter

Council offers free workshops, resources and other support to community organisations. The Community Grants eNewsletter will keep you informed of future City of Boroondara grant opportunities and free capacity building workshops throughout the year.

- Yes, I would like to subscribe

### 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

**Title**

**First Name \***

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**Last Name \***

### Privacy Declaration

#### **Privacy Information**

*Council treats all personal information provided as part of a grant application in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1973. The personal information requested on this form is being collected by Council for the purpose of assessing, processing and allocating the Climate Action Grants applications and if consented to, receiving the Fuse. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions 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 process your Climate Action 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.*