2024-2025 Small Grant Application Form (Individuals & Non-Inc Groups)
Form Preview

Important Information

Before You Start

Have you read the Community Grants Program Guidelines?

- Read the Guidelines to ensure all eligibility criteria are met.

Have you reviewed the Wyndham 2040 Community Vision and/or Strategies relevant to your project?

- It is important to align your project with the Wyndham 2040 Community Vision and/or one of Wyndham City's Strategies. You can find them here.
- It is strongly recommended that you speak with a Council Officer connected with your projects themes before submitting an application. If you need assistance locating an appropriate Council Officer, contact Customer Service or the Grants Team.

Are you a Community Group that is not incorporated but needs to apply for a grant to fund a project idea?

- You may be entitled to be auspiced. This would be a not-for-profit organisation who acts as a guarantor for your group.
- To find out about an Auspice visit the Community Resources & Support webpage.

Have you gathered all supporting documents to attach to this application?

- Supporting documents may be required for this application, make sure you have them attached before pressing the submit button
- Examples of supporting documents: Project Plan; Letter of Support from Auspice Organisation; Letters of Support; Certificate of Insurance (mandatory); Certificate of Incorporation(mandatory); etc

How to navigate and complete this grant application form in SmartyGrants:

- See the Applicant Help Guide for application assistance.

Have you already submitted an application for this Grant Round?

- Please note only one application per grant round, per financial year is permitted (Medium/Large Grants).
- Small Grants - Please note only one application per month, maximum of three applications per financial year is permitted (case by case basis assessed on identified needs of the community).

Are you having trouble completing the application?

- If you need support with your grant application Wyndham City's Grants Team is here to help. Please call 1300 023 411 or email funding@wyndham.vic.gov.au

How do you find out about other Wyndham Grants Opportunities?

- Sign up to receive Wyndham City's **Community Matters eNewsletter** here

If funded you will be required to complete a Final Report at the end of your project and financially acquit the funding received. You must retain and present all receipts and paid invoices must be accompanied by a receipt or corresponding bank statement evidence.

HINT: Please ensure that you save this application regularly to avoid losing data.

Applicant Details

* indicates a required field

Applicant Organisational/Name

Applicant *
○ Individual   ○ Organisation
Organisation Name

[   ]

Title   First Name   Last Name

[   ]   [   ]   [   ]

Applicant Primary Address *
Address

[   ]
[   ]

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

Applicant Postal Address *
Address

[   ]
[   ]

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

Applicant Primary Phone Number *

[   ]

Hint: Please make sure the contact number provided is available during business hours

Applicant Primary Email *

[   ]

Hint: This is the email address we will use to correspond with you about this grant

What best describes the activity you are seeking funding for? *
○ Community Event/Festival   ○ Project/Program
Select what best describes the activity you are going to do?

Applicant Primary Contact

Applicant Primary Grant Contact *
Title   First Name   Last Name

[   ]   [   ]   [   ]

Applicant Contact Position *

Applicant Contact Primary Address *

Address

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

Applicant Contact Primary Phone Number *

Must be an Australian phone number.

Applicant Contact Primary Email *

Must be an email address.

Application Summary

* indicates a required field

Overview

Project Title *

Hint: Must be no more than 20 words

Total Amount Requested *

$

This is the total financial support you are requesting in this application. It must be a whole dollar amount (no cents), no more than $500 for unincorporated groups and Individuals. Unincorporated groups auspiced by an insured Incorporated Association or not-for-profit organisation can apply for up to $2,000 via the Incorporated/not-for-profit Organisation application form.

Project Summary *

Word count:
Must be no more than 50 words.
Hint: what are you trying to achieve and how? This is the first thing an application assessor reads when assessing all funding applications - be descriptive

Start Date - cannot be in the same month, or the month after, the application is submitted. *

Must be a date and between 6/12/2024 and 31/12/2025.
Earliest Start Date Explained: If you apply anytime in July it cannot be for an activity starting in July or August, and so on...

End Date *

Must be a date and between 1/8/2024 and 31/12/2026.

Have you discussed your project with a Council Officer? *

○ Yes   ○ No

It is recommended that you discuss your project with a Council Officer related to your project's area of focus, especially for a grant application above $1,000. I.E. If you are seeking a grant for a project focused on young people, it is recommended that you speak with a member of the Youth Services Team.

Name of Council Officer

If yes, please provide the name of the Council Officer.

If you have not discussed your application with a Council Officer you can call 1300 023 411 and ask to speak with an officer from an area with interest/relevance to your project or speak with a member of the Community Strengthening Team or the Grants Team to help find an appropriate officer to liaise with. *Tip: Applicants who have engaged with a staff member about their project ideas are often more likely to be funded as they tend to be more informed about a project's strategic alignment to Council's priorities.

Project/Event Benefits

Extent to which the project activities are likely to contribute towards one or more aims of the Wyndham 2040 Community Vision, the Council Plan and other Wyndham City Strategies.

Please choose the top 5 community benefits (up to a maximum of 5) that your project or event will contribute towards.

This project/event will contribute towards the following aims of the Wyndham 2040 Community Vision: *

☐ A welcoming, diverse and inclusive

☐ A community with increased support from family, friends and neighbours

☐ A community that is more actively involved in the local community

☐ A place for creativity, arts and cultural connection

☐ Safe and family friendly

☐ Socially connected and less socially isolated

☐ A healthier and more physically active community

☐ Supportive of vulnerable community members

☐ Better able to manage stress and mental health issues

☐ More environmentally aware and applying more sustainable practices

☐ A community involved in organised community groups or sports/recreation clubs

☐ A cohesive and socially connected community able to ask for help if needed

☐ People have access to formal and informal learning opportunities

☐ People learn to and make healthy food choices and have food security locally

☐ Accessible services that cater for all ages and life stages

☐ Support for problem gamblers

☐ Support for smokers, e-cigarette users and other addictions

☐ We enjoy formal and substantive equality

☐ We are a zero-carbon community consuming locally and responsibly

☐ To meeting our community's housing needs

☐ A place for learning and development for community members

☐ To be safe at home

☐ A place where people feel part of the community

☐ Other

☐ A community more involved in volunteering locally

No more than 5 choices may be selected.

Please tell us how your project/event will support the benefits you have ticked above and any other elements of the Wyndham 2040 Community Vision, Council Plan, Community Grants Program Objectives, and/or other Wyndham City Strategies or Plans that your project relates to: *

Word count:
Must be no more than 200 words.
Hint: Please refer to the Wyndham 2040 Vision, Council Plan and other Wyndham City Strategies via the link provided above.

Activity Type *

○ Place Based Event
○ Cultural Event/ Festival
○ Arts Development
○ Community Mentoring/ Leadership
○ Life Skills
○ Community Health Support & Human Services
○ Sport & Recreation & Wellbeing
○ Employment & Education
○ Environment
○ Organisational Development
○ Other

Hint: One box is required to be ticked for selecting your activity type

Target Groups *

☐ All Community ☐ CALD Communities ☐ Early Years (0 – 7yo) ☐ Middle Years/ Youth (8 – 25yo) ☐ Seniors (60+) ☐ Aboriginal/ Torres Strait Islanders ☐ Disability ☐ Gender Specific

Other

Hint: Maximum groups ticked is three

Priority Target Groups

☐ Young people ☐ Older people ☐ Women ☐ First Nations people ☐ Homeless people ☐ Multicultural communities ☐ People living alone ☐ People on low incomes ☐ People with low educational attainment ☐ Women and their children escaping family violence ☐ People with a long-term health condition or disability ☐ People experiencing financial stress ☐ Unemployed people

Project Information

* indicates a required field

What are the project activities you are seeking funding for? *

Word count:
Must be no more than 200 words.
Briefly list (bullet points) the specific activities that will take place and where they will take place.

What location(s) will your project take place in? *

☐ Cocoroc
☐ Eynesbury
☐ Hoppers Crossing
☐ Laverton
☐ Laverton North
☐ Little River
☐ Mambourin

☐ Manor Lakes
☐ Mount Cottrell
☐ Point Cook
☐ Quandong
☐ Tarneit
☐ Truganina

☐ Werribee
☐ Werribee South
☐ Williams Landing
☐ Wyndham Harbour
☐ Wyndham Vale
☐ ONLINE

At least 1 choice must be selected.
Select all that apply.

What venue will your project be delivered from? *

Do you have a venue booking? *

○ Yes   ○ No   ○ Not Applicable

Note: Proof of booking may be required prior to the awarding of funding.

What is the estimated number of people that will be attending or participating in your event/project? *

Must be a number.

How many of the people that will be attending or participating in your event/ project will be Wyndham residents? *

Must be a number.

How many volunteers are involved in the planning and delivery of your project? *

Must be a number.

In total, how many volunteer or in-kind staff hours will be required to deliver your project? (This must match your budget)

Must be a number.

Will the project/event:

Increase the self-sufficiency of your group/organisations? *

○ Yes   ○ No   ○ Not Sure   ○ Not Applicable

Reduce environmental impact and/or provide energy, water and waste efficiencies? *
○ Yes   ○ No   ○ Not Sure   ○ Not Applicable

Build skills, capacity and governance of your group/organisation? *
○ Yes   ○ No   ○ Not Sure   ○ Not Applicable

Involve local collaborations and partnerships? *
○ Yes   ○ No   ○ Not Sure   ○ Not Applicable

Activate places and spaces in Wyndham? *
○ Yes   ○ No   ○ Not Sure   ○ Not Applicable

Project/Event Inclusions

Within your project are you planning to:

Respectfully acknowledge the Traditional Owners of lands on which Wyndham City is being built, including budgeting for cultural performances and/or education, where appropriate? *
○ Yes   ○ No   ○ Not Sure

Purchase the majority of goods and services from local Wyndham businesses, from businesses that are social enterprises and/or Victorian Aboriginal and/or Torres Strait Islander businesses? *
○ Yes   ○ No   ○ Not Sure

Apply environmental sustainability practices to your project or event? *
○ Yes   ○ No   ○ Not Sure

Provide access and inclusion of people with a disability? *
○ Yes   ○ No   ○ Not Sure

If 'Yes' to any of the above, please explain how you intend to achieve this.

Word count:
Must be no more than 200 words.
Please provide details of what you are planning.

Community Events and Festivals Information

Please read Wyndham City's Event Planning Guide.

Have you read and do you agree to comply with Wyndham City's Event Planning Guide? *
○ Yes   ○ No
Hint: You may not receive funding if your event is not compliant with the Event Planning Guide.

What planning have you undertaken, and are committed to, in order to reduce the environmental impact of your event or festival? *

Word count:
Must be no more than 200 words.
Examples include litter management, reuse/ recycling, use of sustainable packaging, environmentally friendly practices etc.

Project Delivery

How will you let the community know about your project and, if funded, how will you acknowledge Wyndham City Council's support?? *

Word count:
Must be no more than 200 words.
Hint: How will you promote the project to the community, or target groups? Demonstrate in your answer how you will successfully promote the project.

What evidence do you have to support the need for your project within Wyndham? *

Word count:
Must be no more than 200 words.

Due to COVID and other potential viruses in the community, there may be actions, requests or advice by the State Government at the time of your planned activity. If this occurs, how do you intend to address this? *

Word count:
Must be no more than 200 words.
Hint: HOW will you monitor State Government regulations and advice related to COVID or any other community health warnings? WHAT measures do you plan to undertake to ensure compliance with State Government regulations or advice? WHO will and HOW will you keep project organisers, volunteers and participants safe?

Who is involved in the planning and delivery of the project? Please provide names of the people, groups, organisations, or businesses? *

Word count:
Must be no more than 200 words.
Hint: You are encouraged to form partnerships and engage with other people, groups to plan and deliver your project. Explain the involvement of the partners in the delivery of your project.

Project Plan

You are welcome to use your own version or utilise the template provided at the link below.

Click here to access the Community Support & Resources webpage, which contains a Project Plan template.

Please upload a project plan for your proposed project/event.
Attach a file:

Project Funding

Have you secured funding from another organisation(s) for your project? *
○ Yes   ○ No
Hint: Wyndham City Council encourages organsations to seek funding from other sources. If you have received funding from another source this can be included as an applicant contribution in your budget.

Confirmation of Funding

If yes, who from and for how much?

Previous Wyndham funding received

Have you received a grant or been offered sponsorship from Wyndham City in the past 3 years?
○ Yes   ○ No

Previous Wyndham funding

If yes, what grant or sponsorship did you receive and for what?

Budget Income

When completing your project budget remember to be realistic in estimating costs and include all in-kind and financial contributions toward the project. Volunteer labour is valued at $45 per hour or at the standard hourly rate for the services of a certified professional.

You are required insert in the income and expenditure columns in the table below. It is important that the income and expenditure columns both balance.

Your budget **MUST** balance (Total income = Total expenditure).

Income Source	Income Type	Income Amount	Notes
		$	
		$	

		$	
		$	
		Must be a dollar amount.	

Budget Expenditure

Where necessary, please comment on how you have estimated budget items. If your application is successful, you may be asked to provide supporting documentation (such as quotes and calculations) for budget items.

Expense Description	Expense Type	Expenditure Amount	Note	Grant use
		$		
		$		
		$		
		$		
		Must be a dollar amount.		

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Should be $0.00

Declaration

* indicates a required field

This declaration must be made by the applicant or authorised representative of the applicant or auspice organisation/group.

General

1. I declare that I am the Authorised Representative of the applicant organisation in this funding application, or that I am over 18 years of age applying as an individual.
2. I understand that there is no guarantee that funding will be provided. The application will be assessed against the criteria by an assessment panel and the funding decision of Council is final.
3. I understand that if funding is awarded, the applicant organisation will be responsible for ensuring that funds are appropriately distributed, and that all financial records are kept and that all requirements of the grant are met. If applying as an Individual, I will be responsible for ensuring that funds are appropriately distributed, and that all financial records are kept and that all requirements of the grant are met.
4. I have read and understand all the requirements outlined in the Community Grants Program Guidelines.

5.I understand that the applicant organisation, or person applying as an Individual, will not be eligible for a Community Grant until all conditions are met for this or any pre-existing Council grant.

6.I understand that Council employees and Councillors will not be responsible at any time for any liability incurred or entered into by the applicant as a result of or arising out of this application process or any subsequent grants or projects.

7.I understand that if this application is successful, the applicant organisation, or person applying as an Individual, will be required to enter into a funding agreement with Council and comply with its terms.

8.I declare that all information provided in this application is true and correct to the best of my knowledge at the time of completing the application.

Privacy

I understand that:

- Wyndham City Council will use any information provided in this application for the purpose of assessing, administering and monitoring any applications submitted by the Applicant and for remaining in contact with the Applicant.
- Personal information is only accessed by persons authorised to do so .
- My/our contact information may be passed onto council officers with operational relevance to my/our project proposal or potential future opportunities.
- Wyndham City Council may publish the applicants name and details about the project on its website or in promoting the grants program.

By selecting the YES box you are agreeing to this declaration *
○ Yes

Supporting Documentation

* indicates a required field

The following documents are required to be submitted with your application:

Public Liability Insurance Certificate
Attach a file:

Applications for $501 and over must submit a current, valid public liability insurance certificate (this can be from auspice group if applying with an auspicer) or letter from a venue covering public liability insurance.

Other Supporting Documents
Attach a file:

Hint: Letters of Partnership, In-kind Support, etc. can be uploaded here.

How did you hear about the Community Grants Program? *
☐ Wyndham City website

☐ eNewsletter
☐ Social media
☐ Council email
☐ Flyer/Poster
☐ Newspaper
☐ Word of mouth
☐ Other

Please specify if other:

Please indicate how you found the online application process? *
☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very Difficult

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

Must be a number.
Hint: one hour = 60 minutes

Please provide us with your suggestions about any improvements and/or additions to the applications form that you think we need to consider.