

### General Information

\* indicates a required field

### Medium Grants

Applicants may apply for up to **\$10,000** to support community projects or festival/events that deliver clear, meaningful benefits to the Brimbank community. This category is designed for organisations, groups and individuals seeking to deliver community initiatives that create lasting positive impacts across Brimbank.

Examples of community grants which could be applied under Medium Grants include:

- A cultural festival or event celebrating one of Brimbank's diverse communities, open to the broader public and attending audience of up to 5000 people
- Series of workshops such as arts, exercise, health and wellbeing
- Climate adaptation project such as solar panel or solar battery installation at a community venue as part of addressing the Climate Emergency
- Inclusive sports program designed for people with a disability to encourage physical activity and wellbeing
- Healthy cooking and nutrition program for families to address food security and building skills
- Work with schools in Brimbank to implement an after-school program for young people to build leadership skills, communication skills and confidence.

**Read** the Brimbank Community Grants 2026/2027 Guidelines before you fill in this application. To access the guidelines visit <https://www.brimbank.vic.gov.au/grants>

### Privacy Statement

Council is committed to protecting the privacy of personal information it holds. Where personal opinions or information is collected, this information will be handled in accordance with the requirements of the *Privacy and Data Protection Act 2014*. Information will not be disseminated outside Brimbank Council except in a disaggregated format whereby the original contributors will not be identifiable or where Brimbank Council is required by law to disclose such information.

To view our privacy statement, visit <https://www.brimbank.vic.gov.au/privacy-policy>

### Child Safe Standards Information

Brimbank Council is committed to being a child safe organisation with zero tolerance for child abuse. Council is committed to promoting and protecting the safety, rights and wellbeing of all children and young people. We believe every child and young person has the right to feel and be safe, valued and respected.

Grant recipients who are working with children or young people or whose grant activity involves children or young people (directly or indirectly) have a responsibility to ensure that the organisation complies with current legislation and regulations related to Child Safety. This may include the Victorian Child Safe Standards, Reportable Conduct Scheme

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and Working with Children Act 2005. Funded organisations are expected to demonstrate a commitment to best practice when working with children and young people.

Council may request information and evidence in support of these requirements. For further information, visit the Child Safety Standards website or contact Council's Child Safety and Wellbeing team [childsafety@brimbank.vic.gov.au](mailto:childsafety@brimbank.vic.gov.au)

## Type of Application

### Which of the following best describes your application? \*

Community Festival or Event - A Community Festival/Event is a time limited, community organised, singular focus activity delivered to the wider community or a target audience with 100-5,000 estimated attendees.

Project, Program or Activity

For more information about what is considered a Festival or Event, please read the Guidelines.

### You have selected Project, Program or Activity. Does your project, program or activity have a presentation, showcase or end-of-project celebration component with over 60 estimated attendees? \*

Yes

No

If you have over 60 estimated attendees, you may require an event permit. Reach out to the Community Grants team if you have any questions about this.

## Eligibility

\* indicates a required field

### Confirmation of Eligibility

The following questions are related to your eligibility. **If you are not eligible, you will not be able to proceed with your application.**

#### 1. Are you a not-for-profit organisation, incorporated community group, or an individual applying under an auspice arrangement? \*

Yes

No

Individuals are only eligible to apply under an auspice arrangement.

#### 2. Are you using an auspice? \*

Yes

No

Auspice organisations help individuals or small organisations who are not incorporated, or who do not have an ABN, to access grant funds. An auspice organisation must be a not-for-profit organisation, have an ABN and Public Liability Insurance. They accept legal and financial responsibility for the grant if successful. Applications can be submitted directly by groups being auspiced. However, the funding agreement for successful grants will be made between the auspice organisation and Council. The grant money will be paid directly to the auspice organisation. All applications through auspice organisations need to submit an Auspice Organisation Authorisation Form at the time of grant application.

### 3. Does your group have Public Liability Insurance or plan to obtain Public Liability Insurance for the duration of the project? \*

- Yes
- No

If you answered No, you must apply under auspice arrangement, and complete the auspice section.

#### What is your current Public Liability Insurance number?

Provide your current or previous Public Liability Insurance

#### Public Liability Insurance expiry date

Must be a date.

Provide your current or previous Public Liability Insurance expiry date

### 4. Does your group have an Australian Business Number (ABN)? \*

- Yes
- No

If you answered No, you must apply under auspice arrangement and complete the auspice section.

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

Must be an ABN.

### 5. Will your project or festival/event be primarily based in Brimbank, and can you demonstrate that it will substantially benefit Brimbank residents? \*

- Yes
- No

### 6. Have you satisfactorily acquitted previous grants funded under the Brimbank Council's Community Grants Program, where applicable? \*

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- Yes
- No, (Then you are NOT eligible for this grant and cannot proceed with this application).
- No, I have been approved for extension.
- No, my funding through the Brimbank Community Grants 2025/2026 is not due yet
- Not applicable

Please note: Grant applicants previously funded under the Brimbank Community Grants or Brimbank Community Recovery Grants Program will only receive their grant after satisfactorily acquitting former grants. For clarification please contact the Community Grants Officer on 9249 4036 or email [CommunityGrants@brimbank.vic.gov.au](mailto:CommunityGrants@brimbank.vic.gov.au).

### 7. Subject Matter Expert Officer

**Please note:**

It is a **requirement** that you speak with a Subject Matter Expert Officer before submitting your application. The officers will be able to advise you on what to include in your application and assist with identifying potential partners, if needed.

Find the List of Subject Matter Expert Officers [here](#) or via the Council website <https://www.brimbank.vic.gov.au/grants>

**Have you spoken with a Subject Matter Expert before applying for this grant? \***

- Yes
- No

**If you have spoken to a Subject Matter Expert Officer please provide the Officer's name.**

**Subject Matter Expert Officer's job title**

### 8. Conflict of Interest Declaration

**Are you a Council employee or a Councillor? \***

- Yes
- No

**Do you have any conflicts of interests to declare? \***

- Yes
- No

Applicants must formally declare any personal or professional ties to Council staff or Councillors that could be perceived as a conflict of interest.

**If yes, please explain your conflict of interest.**

### Ineligible

You are not eligible to apply for a community grant as you have selected one of the following:

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- You are not a not-for-profit organisation, incorporated community group or individual applying under auspice
- You do not plan to have Public Liability Insurance for the duration of the project or festival/event
- You do not have an ABN
- Your project or festival/event is not primarily based in Brimbank and will not substantially benefit Brimbank residents
- You have not satisfactorily acquitted previous grants funded under the the Community Grants Program
- You are a Council complayee or a Councillor

**Do not proceed with the application.**

## Auspice organisation details (if applicable)

\* indicates a required field

Auspice organisations help small or new organisations who are not incorporated, or who do not have an ABN, to access grant funds. An auspice organisation must be a not-for-profit organisation, have an ABN and Public Liability Insurance. They accept legal and financial responsibility for the grant if successful. Applications can be submitted directly by groups being auspicied. However, the funding agreement for successful grants will be made between the auspice organisation and Council. The grant money will be paid directly to the auspice organisation. All applications through auspice organisations need to submit an Auspice Organisation Authorisation Form at the time of grant application.

**Download the Auspice Organisation Authorisation Form [here](#) or via <https://www.brimbank.vic.gov.au/grants>**

## Auspice Organisation Details

**Please attach your signed Auspice Organisation Authorisation Form here. \***

Attach a file:

**1) Auspice organisation's registered name: \***

Organisation Name

**Auspice Address \***

Address

  

**Auspice Phone Number \***

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Must be an Australian phone number.

### Auspice Email \*

Must be an email address.

### Auspice website

Must be a URL.

### 2) Auspice contact person: \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Position held in organisation \*

### Auspice contact person's phone number \*

Must be an Australian phone number.

### Auspice contact person's email address \*

Must be an email address.

### 3) Auspice organisation's financial details

To provide the auspice's financial details, your auspice must complete a Supplier Financial Details Form, and attach the completed form below.

The Supplier Financial Details Form can be downloaded [here](#) or at <https://www.brimbank.vic.gov.au/grants>

### Upload your auspice's Supplier Financial Details Form here \*

Attach a file:

## Contact Details

\* indicates a required field

## Administration Details

### 1) Name of your group or organisation \*

Organisation Name

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### 2) Organisation Postal Address \*

Address

  

### Organisation Phone Number \*

Must be an Australian phone number.

### Organisation E-mail address \*

Must be an email address.

### Organisation Website, if applicable

Must be a URL.

### 3) Contact details person 1 (project lead) \*

Title      First Name      Last Name

            

### Contact 1 position held in organisation \*

### Contact 1 phone / mobile number \*

Must be an Australian phone number.

### Contact 1 email address \*

Must be an email address.

### 4) Contact details Person 2 (CEO, executive or program manager) \*

Title      First Name      Last Name

            

### Contact 2 position held in organisation \*

### Contact 2 phone / mobile number \*

Must be an Australian phone number.

### Contact 2 email address \*

Must be an email address.

## Festivals and Events (Takso)

\* indicates a required field

### Community Festival and Event Grants (up to \$10,000)

Support the contribution of Brimbank's smaller groups and organisations that play a role in building a more connected and engaged community via a festival or event. These are local smaller scale festivals and events primarily attracting local audiences.

*For example, art, music, sporting or cultural celebrations, Reconciliation and NAIDOC week activities as an example.*

## Takso

Council uses Takso, an online outcomes planning platform for festival and event applications, which is aligned with the application questions and assessment criteria to make event planning, evaluation, and reporting simple. If successful, the Festivals and Events Community Development Officer will provide support on how to use this platform.

For information on Takso visit: <https://culturaldevelopment.net.au/takso/>

For queries contact Festivals and Events Community Development Officer on tel. 9249 4792 or email [CommunityGrants@brimbank.vic.gov.au](mailto:CommunityGrants@brimbank.vic.gov.au)

To address Council's Key Pillars, Council aims to achieve social and cultural outcomes for the community through the Community Grants Program.

The following application questions focus on social and cultural outcomes. Please follow the guiding information below to help you to identify the social and cultural outcomes that you are aiming to achieve with your festival or event.

### Measuring the outcomes

The cultural engagement you deliver as part of your festival or event will create a measurable outcome. This allows organisations to understand how effective that engagement has been in achieving their outcomes and provides solid evidence. What you learn about the outcomes of your festival or event can then be shared with Council and will help us to design future programs.

For more information on how to measure outcomes visit: <https://www.takso-outcomes.com>

### The TAKSO platform and measuring outcomes

TAKSO is a system that helps planning and evaluation of program outcomes. Measuring the outcomes helps us understand what is achieved for our community and how efficiently the program has been delivered.

Successful applicants will be supported to complete planning and evaluation in TAKSO by the Festivals and Events Community Development Officer. For further information on the

TAKSO platform visit: <https://www.takso-outcomes.com>

### Theory of Change

The following answers you provide will link into the logic behind your festival or event. This section will help you explain why you are doing your festival or event, how you are doing your festival or event and what you want to achieve through your festival or event. This is a great way to help you measure your outcomes.

#### Select your type of organisation: Please tick \*

- Service provider
- Independent Producer: Corporate entity (Co Ltd)
- Independent Producer: Corporate entity (Inc Assn)
- Independent Producer: Individual
- Unincorporated Group (auspiced)

Service provider: is a business, supplier, or organisation engaged to deliver specific services, goods, or works | Independent Producer: (Co Ltd, Inc Assn or Individual): is a legally incorporated organisation, association or individual - primarily for non-profit and non-commercial community purposes |

Unincorporated Group (auspiced): clubs, or community projects that do not have their own legal status, and instead run their project through a registered organisation that manages the legal and financial responsibilities on their behalf

#### What is the name of your festival/event? \*

#### Summary of your festival or event. Thinking about your outcomes and what you will do at your festival or event, please provide a short summary/description of what your festival or event will look like. \*

Word count:

Must be no more than 150 words.

HINT - Provide a short description (100 words recommended) of your festival/event - what are you planning to do?

#### Cultural Outcomes. These are the cultural outcomes that Brimbank is aiming to achieve for community. Thinking about your festival or event, which outcome will your proposed festival or event aim for? (Please select one): \*

- Diversity of cultural expression appreciated - We mean enjoying different types of art, music, dance, food, stories etc. Valuing how people's backgrounds, interests and experiences are reflected in what they make or
- Sense of belonging to shared cultural heritage deepened - This could be how our heritage and traditions are an important part of who we are. How sharing heritage and traditions makes us feel more connected to a place, or other people.

#### Explaining your festival or event. Thinking about the outcome selected above and based on your experience, knowledge or any other evidence, please tell us what you know about achieving this outcome? Please fill in the text box below by beginning your sentence with "Knowing....." \*

Word count:

Must be no more than 200 words.

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Hint/Example: "Knowing that this annual cultural celebration is a highlight for our community, it will bring our community together to share knowledge and ideas, increase a sense of belonging and enable our community to participate (your insights). Since we have successfully held, in the past three years, our annual ABC Festival we have been asked by our community to hold this yearly festival (your experience). Over the years, our volunteers have gained strength and expertise in working together to organise this event that cater for our diverse community and needs. We have expanded our network of local suppliers to ensure the benefit of our community (your expertise)"

**Thinking of what you said above about 'what you know', please describe how it will shape your proposed festival or event, the approach you will use to achieve your intended outcome, and complete this sentence beginning with, "... We will ..." \***

Word count:

Must be no more than 200 words.

Hint/Example: "We will create an event that encourages our community to actively participate through workshops, performances, music and dance"

**Social Outcomes. Below are the social outcomes that Brimbank is aiming to achieve for community. Thinking about your festival or event, which outcome will your proposed festival or event aim for? (Please select one): \***

- Wellbeing (physical and/or mental) improved - We mean how you feel in your body or mind. And how that impacts your health and comfort level. Your readiness to cope with life events and challenges, or
- Social connectedness enhanced - We mean the bonds we share with people, such as family, friends, or neighbours. Or the connections we make with people who share our interests or backgrounds.

**Explaining your festival or event. Thinking about the outcome you selected above, again based on your experience, knowledge or any other evidence please tell us how you will achieve this outcome? Please fill in the text box below beginning your sentence with: "Knowing . . ." \***

Word count:

Must be no more than 200 words.

Hint/Example - "Knowing the impact of the cost of living on our community which has left people feeling socially isolated, stressed due to job loss and financial pressures and mental health issues experienced by community like never before (your insight), and or group has an experienced team of volunteers who have worked with people under stress (your experience). We found, through our trial last year with our group of volunteers providing specific activities that encouraged participants to express their feelings in the forms of spoken words, performances and music had helped improve participants' mental health and encouraged them to maintain connections with others. This group of volunteers have gained more experience in running the activities several times over the past 12 months (your expertise).

**Thinking of what you said above about 'what you know', describe how it shapes your proposed festival or event and the approach you will use to achieve the intended outcome, and complete the sentence, beginning with "... We will ..." \***

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### Word count:

Must be no more than 200 words.

Hint/Example: "We will create a program of activities for our event that enables community access to creative workshops that bring people together in a safe space, led by our experienced volunteers this will encourage story telling through spoken word, through performance and music".

### Please describe what methods you will use to evaluate your Festival or Event. \*

### Word count:

Must be no more than 200 words.

Hint: How do you plan to measure community outcomes? For example: focus group, survey using questionnaire, interview, etc.

## Project or Festival/Event Information

\* indicates a required field

Your answers in this section will be assessed using the following criteria:

### Assessment Criteria

#### Community Need (20%)

- Evidence of clear and demonstrated need in the community
- Identification of gap in existing services or programs
- Answers are supported by evidence like data, statistics, community consultation results, etc
- Shows alignment with the community needs and priorities listed in [We Are Brimbank](#)

#### Community Benefit (30%)

- Demonstrate positive outcomes for the Brimbank community
- Target audiences are identified 'communities of interest' in relation to equity in the [Social Justice Framework](#)
- Number of people who will benefit
- Application primarily benefits Brimbank residents
- Accessibility and inclusion have been considered so that people of all sexualities, genders, ages, ethnicities, cultures and abilities are able to participate
- Long-term benefits that continue beyond the grant funding
- Evidence of promoting to the wider Brimbank community (i.e. beyond your existing members or connections)
- Where relevant, applicant chooses to use local Brimbank business/organisations for the supply of goods and/or services
- Where relevant, provide volunteer opportunities for community members to be involved in your project or festival/event

#### Project Planning (30%)

- Budget is appropriate, realistic and balanced
- In-kind contributions are included to demonstrate commitment, investment and ownership
- Demonstrate value for money

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- Project plan and timelines are realistic and compliant
- Application is well written and considered
- Applicant has consulted with a relevant Subject Matter Expert Officer prior to submission
- Evaluation methods have been considered
- Demonstrate previous experience in delivering a similar project or festival/event
- The requested funding amount is reasonable for the nature of the project or festival/event, and have therefore applied under the most suitable grant category
- Demonstrate appropriate planning and time to obtain event permits, child safety planning and traffic, risk and emergency management that may be required to safely deliver your project or festival/event

### Collaboration and Partnerships (20%)

- Working with other organisations to deliver
- Support letters provided to strengthen your application
- Demonstrate support from the community
- Project or festival/event has been designed with input from the community or intended participants

### 1) What is the name of your project? \*

Must be no more than 250 characters.

Provide a name for your project/program/initiative. Your title should be short and straightforward. e.g., mental health awareness program, community arts project.

### 2) What are you going to do? Please provide a summary of your project. \*

Word count:

Must be no more than 150 words.

Please provide a project description or a SUMMARY of your project or activity including your aims, objectives, main activities, outcomes and benefits, and specific target groups. This information may be used on Council's website and in reports.

### 3) Please indicate the local area where your project or festival/event will be held: (please tick all that apply) \*

- Across Brimbank
- Deer Park (including the suburbs of Albanvale, Cairnlea, Deer Park and Derrimut)
- Keilor (including the suburbs of Keilor, Keilor Park, and part of Keilor East, Tullamarine, Keilor Lodge and Taylors Lakes)
- St Albans (including the suburbs of St Albans, Kings Park and Kealba)
- Sunshine (including the suburbs of Albion, Ardeer, Sunshine, Sunshine North and Sunshine West, and part of Brooklyn)
- Sydenham (including the suburbs of Calder Park, Delahey, Keilor Downs, Keilor North, Sydenham, and part of Hillside, Keilor Lodge and Taylors Lakes)

### 4) Location/venue of your project or festival/event: \*

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Even if it is not confirmed, applicants must provide a tentative location for their project or activity, i.e. Location can be online such as Zoom, Facebook Live, Webinar, venue such as community meeting space, or a park among others.

**5) Project/event start date \***

Must be a date.

This is your expected start date of the project.

**6) Project/event end date \***

Must be a date.

This is your expected end date of the project.

**7) Why is there a need for your project or festival/event? Explain why it has been identified as important. Where relevant, use statistics to support your answer. \***

Word count:

Must be no more than 200 words.

Describe the community need or issue that you are addressing. You may describe how your project or activity will address a gap in existing programs and services. Provide evidence e.g. relevant data collected from community consultations, community surveys, statistics or demographic data, and anecdotal evidence (such as shared community experience).

**8) Who is your main target group and how many of them will be involved in this project or festival/event? \***

Word count:

Must be no more than 200 words.

List the main target groups of your project, activity or event

**What is the percentage of men in your target group? (%) \***

**What is the percentage of women in your target group? (%) \***

**What is the percentage of gender-diverse people in your target group? (%)**

You can put N/A if you are unsure about this

**9) What is the estimated number of people attending or participating in your project or festival/event? \***

**Of the estimated attendees or participants, how many are expected to be Brimbank residents? \***

**10) How will you promote your project or festival/event to ensure it reaches and engages the wider community, including people beyond your existing members? \***

Word count:  
Must be no more than 200 words.

**11) Who are you collaborating with in the planning and/or delivery of this project or festival/event, and what role will they play? \***

Word count:  
Must be no more than 200 words.

**12) Provide some measurable goals or outcomes from delivering your project? \***

Word count:  
Must be no more than 150 words.

## Action Plan

**Please list the key actions to ensure successful planning of your project or activity.**

Include key actions or administrative milestones of your project or activity from planning stage all the way through to delivery.

**Example only:**

**Action**

**Responsible person/people**

**Start date**

**Completion date**

Meet with key partners to set up a working group

Committee members

4 Nov 2026

4 Nov 2026

Apply for event permit

Project Leader

11 Nov 2026

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11 Nov 2026

Book venue

Project Team

3 Feb 2027

15 Feb 2027

Organise Catering

Project Team

15 Feb 2027

27 Feb 2027

Promote the program

Project Team

16 Mar 2027

31 Mar 2027

Organise a Forum

Project Team

20 Apr 2027

20 Apr 2027

Evaluation meeting

Project Leader

27 Apr 2027

27 Apr 2027

Evaluation report writing

Project Leader

18 May 2027

18 May 2027

## Your Action Plan

To be eligible for funding, all actions need to be planned with a **start date from November 2026**. The project or activity needs to be **completed by December 2027**.

Action Description	Responsible person	Start date	Completion date

## Budget

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### Total Project Cost

Must be a dollar amount.

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

### Total Amount Requested from Brimbank

Must be a dollar amount.

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

## Project Budgeting Information

Refer to the Brimbank Community Grant Guidelines for **What will be funded and won't be funded when preparing your budget.**

There are two components of budget: Income and Expenditures.

### Project or activity **INCOME** includes:

- Amount requested from Brimbank Community Grants.
- Income types - these specify the sources of your income including: your organisational contributions, fundraising income, donations or sponsorships or other grants.
- If you have received funding from another source this should be included. We would also like to know if you have applied for, but not received, funds from other sources.
- In-kind contributions - these are voluntary services or free items that are provided to the project or activity from your group, volunteers and your partner organisations. eg. materials, equipment, bowls, plates, food, etc.
- Volunteer time e.g. for letter boxing, setting up stalls, umpiring, bookkeeping, project administration, marketing/promotional support, translation. Volunteer time costs can be calculated at an average rate of \$35 per hour, and material costs are calculated at the cost that you would expect to pay commercially.

### Project or activity **EXPENDITURE** includes:

- Budget items that you intend to cover with the Brimbank Community Grant. **Please add these in the far right column.**
- Budget items that will be covered by other funding
- Budget lines that are provided in-kind (by volunteers or project partners)
- Council funding cannot be used for competitions, prizes, fundraising activities, alcohol drinks or fireworks
- Note the following limits as outlined in the Guidelines: Project management costs (\$1,000), Catering cost (\$2,000), Sporting equipment (\$2,500), Small digital equipment (\$1,000)

**Note:** your application will be rejected if your entire expenditure budget is allocated to a single item. The assessors will evaluate your budget as a whole, so please ensure it includes a variety of expenses that accurately reflect the costs of running your program, activity or event.

**Note:** For a balanced budget: your total Income should equal your total Expenditure.

To see a sample of project budget visit the Council website <https://www.brimbank.vic.gov.au/grants>

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**Please make sure to insert dollar amounts, and insert 0 instead of blank spaces in the Income Amount column.**

**Ensure you include all funding streams including in-kind support (calculated at \$35 per hour)**

### Project Income

Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Comment, if any
			Must be a dollar amount.	

### Project Expenditure

Note: Refer to the Guidelines for **What will be funded and won't be funded** via <https://www.brimbank.vic.gov.au/grants>

All project expenditures should be listed to show a complete picture of your plan, even though not all expenditure items are funded via the grant.

Your Expenditure will be thoroughly assessed in alignment with your project details, action plan and the Grants Guidelines.

Expenditure Description	Expenditure Amount	Items the Brimbank Community Grant will be used for: \$
Provide breakdown details of each expenditure item.	Must be a dollar amount.	Enter the \$ amount that the grant will fund for this item Must be a number.

### Budget Totals

**Total Income Amount**  
  
This number/amount is calculated.

**Total Expenditure Amount**  
  
This number/amount is calculated.

**Total Amount requested from Brimbank Community Grant**  
  
This number/amount is calculated.

### Applicant's Financial Details

#### Supplier Financial Details Form

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Please fill out your bank and financial details below. These will only be used if your grant application is successful.

### **Business**

#### **ABN**

A Statement By Supplier form must be attached if no ABN supplied.

#### **Entity Name**

#### **Business / Trading Name**

#### **Type of Business**

Type of Business

#### **Postal Address**

#### **Suburb**

#### **State**

#### **Postcode**

#### **Phone**

#### **Email**

#### **Contact Name**

#### **Position**

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### Bank Details

#### Bank Name

#### BSB Number

#### Account Number

#### Account Name

**By ticking this, I confirm that the details entered above are correct.**

Confirmed

If you are using an auspice, or prefer to fill out the form as an attachment, please complete a **Supplier Financial Details Form**, and attach the completed form below.

**The Supplier Financial Details Form can be downloaded [here](#) or via Council's website <https://www.brimbank.vic.gov.au/grants>**

**Upload your completed Supplier Financial Details Form here:**

Attach a file:

## Authorisation

**To be completed by an authorised member of the group or organisation (please tick all that apply)**

- I am authorised by the group to sign this certification.
- I will immediately contact Brimbank Council if any information provided in this application changes.
- I acknowledge that if I am awarded a grant under this program, that I will comply with all regulations, by-laws, insurance and permit requirements.
- I agree to have the organisation or group names, project names, project descriptions and amount funded published.
- I certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge.
- I agree to have the organisation or group's contact details be shared with other Council services so information about programs, events and consultations can be forwarded to the organisation or group.
- I agree to acknowledge the support of Brimbank Council in all materials and publications associated with the grant.

Before submitting your application, please ensure that you have attached all required documents. Once submitted no changes can be made.

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### Attachments/ other requirements

- Evidence of incorporated entity and limit of liability/public liability insurance details and expiry date.
- Evidence of other approvals required including event permits, where relevant. For information on events permit visit <https://www.brimbank.vic.gov.au/living-here/our-community/community-led-programs-and-events/running-events-brimbank/event-permits>
- Support letters from project partners or partnership agreements.
- Your completed [Supplier Financial Details](#) and [auspice organisation authorisation forms](#), as relevant.

### ATTACHMENTS:

Attach a file:

These include: support letters, auspice authorisation form, partners engagement details/plan, your organisation's Annual Reports (including Financial Report), etc.

### Certification

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval and Funding Agreement.**

### Name of authorised person

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be a senior community/organisation member, board member or appropriately authorised volunteer

### Position

### Contact phone number

Must be an Australian phone number.

### Contact Email

Must be an email address.

### Date

Must be a date.

**If you have any queries** please contact the Grant Officer on tel. 03 9249 4036 or email [CommunityGrants@brimbank.vic.gov.au](mailto:CommunityGrants@brimbank.vic.gov.au) **before 5pm on Friday 12 June 2026.**

**Applications must be submitted by Sunday 14 June 2026 at 11.59pm.**

**Late or incomplete applications and email applications will not be accepted.**

### Final Checklist

Before submitting your application, please ensure that you have gone through the checklist below. No further changes can be made once you submit your application.

**Please select all that apply:**

- Have you spoken to a Council Contact Officer about your application?
- If your application is being auspiced, have you attached a completed auspice authorisation and auspice's financial details forms?
- If you received a Brimbank Council Grants have you submitted and completed all acquittal reporting requirements?
- Have you attached a support letter from your partner organisation and any other documents, if relevant?
- Have you attached your current Public Liability Insurance - Certificate of Currency?

**Do you have any other feedback or suggestions about the Guidelines?**

for example was there too much information or jargon?

**Do you have any other feedback or suggestions about the application form?**

for example was the form easy to understand and answer?

**Do you have any other feedback or suggestions about the website?**

for example was it easy to get the information you needed?