

# QRG25 - Application form - Quick Response Grant 2025 - Establishment

## Form Preview

### General Information

#### Introduction

The Quick Response Grants will be delivered as part of the Brimbank Community Grants Program. The Grants aim to fill a gap in funding for not-for-profit community groups and organisations requiring assistance for emerging or unexpected needs, and opportunities outside of the annual Brimbank Community Grants Program timelines.

Brimbank Council will accept Quick Response Grants applications throughout the calendar year.

#### **Applications will be assessed in:**

- February
- August
- November

#### **This application form is for the following category only:**

##### ***Establishment Grants***

Support for new community groups including new Seniors Groups that are permanently based in Brimbank.

To be eligible, you need to be a new group established **within the past two years** of this application. Established community groups are ineligible to apply.

Applicants can be unincorporated at the time of application but must be able to provide evidence of **incorporation** and **public liability insurance** in their final grant's acquittal report.

#### **Examples of approved expenses:**

Incorporation and insurance costs, stationery, materials and equipment to support set up, promotion and recruitment of new members and cost of regular meeting venues.

#### Before You Begin

1. **Read the Guidelines before you begin** and make sure you understand if you are eligible and what will and will not be funded [Quick Response Grants | Brimbank City Council](#)
2. You **must** have satisfactorily acquitted previous grants funded under Brimbank Council's Community Grants Program from 2022/2023 or prior to be eligible for this grant. Ongoing projects with written approval are exempt. **Please complete any overdue acquittals before applying**
3. We **recommend** that you discuss your project with a relevant Contact Officer. Find the List of Council Contact Officers via the Council website: [Brimbank Community Grants - Council Contact Officers List.pdf](#)

#### Completing Your Application

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- **Complete** all sections clearly and accurately. Council will not make contact for further information
- **Submit on time**
- **Save** your work - click SAVE PROGRESS regularly
- If you're not sure how to answer a question, read the hint below the question
- A confirmation email will be sent to you after you submit your application. A PDF copy of your application will be attached for your records
- No changes can be made to the application after submission

You can return to <https://brimbank.smartygrants.com.au> at any time to view your application.

## Assessment

- **Incomplete or late applications will not be considered**
- You must **submit your application before the end of the assessment month** in which you wish to participate. To be assessed in February, you must submit your application before 29th February
- Your application will be assessed against the assessment criteria outlined in the Guidelines. Make sure you refer to the criteria in your answers to make your application strong
- You will be notified of the outcome of your application 4 weeks after the assessment period
- Unfortunately, not all applications will be successful for funding

Applications are assessed on the following criteria:

### **Community Benefit (40% weighting)**

- Demonstrates community benefit for Brimbank residents and community
- Demonstrates evidence that the project is accessible for and inclusive of people of all abilities and backgrounds

### **Community Need (30% weighting)**

- Demonstrates contribution to the Together We are Brimbank Plan inclusive of the [Brimbank Community Vision 2040 | Brimbank City Council](#)
- Demonstrates strong evidence of the need for the project

### **Capacity to Deliver (30% weighting)**

- Demonstrates clearly defined project goals, planning, budget, timeline and outcomes
- Demonstrates support, cooperation and partnership of more than one group
- Demonstrates a high level of initiative, innovation and sustainability
- Demonstrates administration costs that do not exceed 20% of the total Grants budget requested from Council, and any in-kind, cash or a voluntary contribution in the budget

## Documents You Must Upload With This Form

**Your application will not be assessed if you do not upload the required documents:**

- **Supplier Financial Details** form

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- **Letter of support** from your community or target audience
- **List of Board Members**
- **Statement by a Supplier** Form if you do not have an **ABN**

You can download the required forms as part of this application process.

### Optional Uploads

- Certificate of Incorporation or evidence of other legal status
- Public Liability Insurance Certificate of Currency

You may attach other documents to strengthen your application, such as:

- pricing quotes
- letters of support from relevant groups
- marketing plan
- survey results

## Brimbank Child Safe Standards

Creating and maintaining a child safe organisation is of highest priority to Brimbank City Council. All children and young people have the right to feel safe. Council has 'zero tolerance' to child abuse of any form and is committed to creating and maintaining a child safe and child friendly environment.

As a child safe organisation, Council requires organisations applying to the Community Grants Program for activities or projects that have direct contact with children and young people under 18 years of age, to comply with legislation including, but not limited to the [Working with Children Act 2005](#), the [Working with Children Regulations 2016](#) and the [Victorian Child Safe Standards](#).

Successful applicants may be asked to provide evidence of compliance with Victorian Child Safe Standards, including but not limited to copies of Working With Children Checks.

## 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>

## Eligibility

\* indicates a required field

### General

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The questions on this page will determine your eligibility. You must confirm that the below statements are true and correct.

If you are unsure about meeting the eligibility criteria, please contact the Community Grants Team on 9249 4000 or email [CommunityGrants@brimbank.vic.gov.au](mailto:CommunityGrants@brimbank.vic.gov.au)

**You will not be able to proceed if you are not eligible to apply.**

**Are you a not-for-profit organisation or community group? \***

- ☐ Yes
- ☐ No

**Is your group a new group, established within the last 2 years? \***

- ☐ Yes
- ☐ No

**In which year was your group established? \***

Must be a whole number (no decimal place).

If you have not established your group yet, type 2025

**Are you applying for support to become a not-for-profit organisation, or an incorporated community group based in or otherwise servicing the Brimbank Local Government Area? \***

- ☐ Yes
- ☐ No

You will be assessed against how well you can demonstrate that your proposal will benefit Brimbank residents

**Will your group be permanently based in Brimbank? \***

- ☐ Yes
- ☐ No

### Ineligible To Apply

Unfortunately, you are ineligible to apply based on your answers to the questions above.

**DO NOT PROCEED WITH THIS APPLICATION.**

Please read below to understand why.

#### General Eligibility

Eligible applicants are seeking support to become an Incorporated, not-for-profit organisation that is based in, or otherwise services the Brimbank Local Government Area.

To be eligible, you need to be a new group established **within the past two years** of this application. Established community groups are ineligible to apply.

The Quick Response Grants are designed to support the Brimbank community. Projects and activities that limit involvement or benefit to only the applicant's members will not be considered for funding. For example, a school-based project involving students and with an outcome confined to the school property and/or school community would not be considered for funding.

**Please do not proceed with this application.**

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### Need Assistance?

For clarification, please contact the Community Grants Officer on 9249 4036 or email [CommunityGrants@brimbank.vic.gov.au](mailto:CommunityGrants@brimbank.vic.gov.au).

## Applicant's Administration Details

\* indicates a required field

You do not need an ABN to apply. Instead you must complete and attach a **Statement by A Supplier Form**, which you will can access below.

### Do you already have an ABN? \*

- ☐ Yes
- ☐ No

### No ABN

#### Statement by a Supplier form (if you do not have an ABN)

Because you don't have an ABN you must complete and upload a **Statement by a Supplier form (for not quoting an ABN)** at the end of this application.

For information on the Statement by a Supplier Form and to download visit <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

You may indicate in the form that you are a partnership without a reasonable expectation of profit or gain.

### Already has an ABN

**If your Organisation already has an Australian Business Number (ABN) please enter it below \***

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	

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Main business location

You do not need to have an ABN at the time of application.

### Incorporation

**If you already have an Incorporation Number, please enter it**

You do NOT need to be a registered not-for-profit at the time of application. To search for an incorporation number visit: <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association>. This could be an ACN (Australian Company Number) if your organisation has registered as a not-for-profit public limited company. Further information: <https://asic.gov.au/for-business/registering-a-company/steps-to-register-a-company/australian-company-numbers/#:~:text=Every%20company%20in%20Australia%20is,displayed%20on%20all%20company%20documents>.

### Your Organisation

**Name of your group or organisation \***

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Enter your Organisation's postal address. We will send documentation to you at this address.

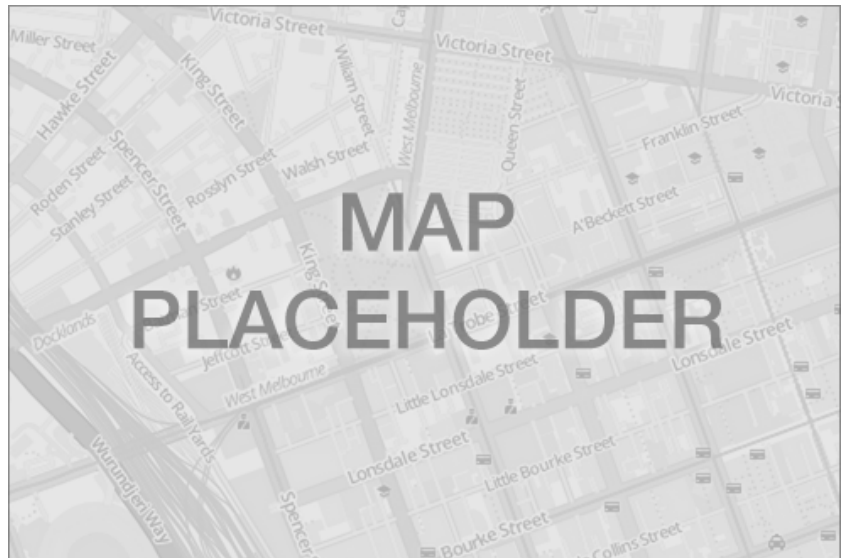
To enter a PO Box, click on the blue link 'Can't find your address?' and follow instructions to enter the address manually.

**Organisation Postal Address \***

Address

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

**Organisation Phone Number daytime**

Must be an Australian phone number

**Organisation Mobile 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.

**Group or organisation meeting/activity address \***

Address

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

## Contact Person 1

This is the primary contact for all communications relating to the grant.

**Contact details person 1 \***

First Name

Last Name

**Contact 1 position held in organisation \***

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e.g. Manager, Chairperson, Board Member, Fundraising Coordinator

**Contact 1 phone / mobile number \***

**Contact 1 email address \***

**Preferred communication method (please tick one) \***

- ☐ Email  
☐ Mobile  
☐ Postal address

Contact Person 2

**Contact details Person 2 \***

First Name

Last Name

**Contact 2 position held in organisation \***

**Contact 2 phone / mobile number**

**Contact 2 email address \***

Office Bearers

**Officer Bearer's name (if different from above):**

**Officer Bearer's Position:**

## Applicant's Financial Details

### Supplier Financial Details Form

To provide your group's financial details, please complete the Supplier Financial Details Form.



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### Download the Supplier Financial Details Form:

[Supplier Financial Details Forms](#)

Further information: <https://www.brimbank.vic.gov.au/making-an-application>

### Upload completed Supplier Financial Details Form here or at the end of the application

Attach a file:

## Project or Activity Information

\* indicates a required field

### General Information

If you are successful, information about your project will be shared in public forums.

Please introduce your group below. You will have the chance to provide more detail later in this application.

#### What will your registered Organisation Name be? \*

If you already have an Organisation Name, enter it here.

#### Briefly introduce your group and explain what you want to do. Include your group name, what your group will do and why, and list your primary activities. \*

Word count:

Must be no more than 75 words.

Please provide a brief description that can be used to promote your group if you are successful.

#### Think about where you will be operating, who will benefit from your group and where those people live. Please indicate where your group will work and have impact. \*

- ☐ 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)

Think about how Brimbank residents will benefit from your group or in which areas of brimbank you will have activity.

#### Where will you meet or deliver activities? What venues or locations? \*

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Even if it is not confirmed, applicants must advise where their group activity is planned to take place. I.e. Online (Zoom) / In-Person (Community Hall) / In-Person (at a park)

### Project Dates

Explain when you want to use the Quick Response Grant funds.

**If you have already paid for related expense items, you won't be eligible for a Quick Response Grant.**

**Projects must** 1. Start within 6 weeks of notification 2. Be completed within 6 months of signing the Funding Agreement 3. Be acquitted 2 months after completion - you must provide a **Certificate of Incorporation** and **Certificate of Currency for Public Liability Insurance** with your acquittal

Applications for expenses and activities outside of these dates are ineligible.

When will you begin establishing your group? \*

You must provide a Certificate of Incorporation within 8 months. If you are unsure, please guess.

When will you complete your group's establishment? \*

You must provide a Certificate of Incorporation within 8 months. If you are unsure, please guess.

### Assessment Criteria

#### Community Benefit (40% weighting)

- Demonstrates community benefit for Brimbank residents and community
- Demonstrates evidence that the project is accessible for and inclusive of people of all abilities and backgrounds

#### Community Need (30% weighting)

- Demonstrates contribution to the Together We are Brimbank Plan inclusive of the [Brimbank Community Vision 2040 | Brimbank City Council](#)
- Demonstrates strong evidence of the need for the project

#### Capacity to Deliver (30% weighting)

- Demonstrates clearly defined project goals, planning, budget, timeline and outcomes
- Demonstrates support, cooperation and partnership of more than one group
- Demonstrates a high level of initiative, innovation and sustainability
- Demonstrates administration costs that do not exceed 20% of the total Grants budget requested from Council, and any in-kind, cash or a voluntary contribution in the budget

**Your answers to the below questions will be assessed against the relevant Assessment Criteria.**

### Assessment Criteria - Community Need (30% Weighting)

**Quick Response Grants are provided for the delivery of initiatives benefiting the Brimbank community and aligning with Council's strategic directions.**

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Read more about the Strategic Directions below or on page 3 of the Quick Response Grant Guidelines.

### People and Community

- A welcoming, safe and supported community
- An inclusive place for all
- Wellbeing and Belonging
- Responsive services that support mental and physical wellbeing
- Pride and Participation
- Community and cultural connections built through social and artistic expression.

### Places and Spaces

- Liveable and connected neighbourhoods that support healthy and sustainable futures
- A green place for all
- Liveable and Connected
- Inviting and liveable spaces and facilities, connected so people can get around
- Sustainable and Green
- Protect natural environments for current and future generations.

### Opportunity and Prosperity

- A future focused, transforming city where all have opportunities to learn and earn
- A prosperous place for all
- Growing and Transforming
- Optimise community opportunities through infrastructure innovation and investment.
- Earning and Learning
- Everyone has access to education, training and lifelong learning to support their aspirations

**Describe the community need you are addressing. What is the need, and how did you identify that there is a need? \***

Word count:

Must be no more than 200 words.

Explain exactly what opportunity or need you have identified, and how you became aware of it.

Explain any conversations, consultations, research, or other information that you used. This will help us understand WHY your proposal is important and what NEED it will address.

**Why does this initiative need urgent funding through the Quick Response Grant category? Explain why your proposal couldn't be planned for and must be acted on within a short timeframe. \***

Word count:

Must be no more than 150 words.

Describe the issue, challenge or opportunity that requires immediate funding and explain why it needs to be funded in a short timeframe, instead of under Brimbank's Annual Community Grants.

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**Does your project seek to achieve one of the following Council's Strategic Directions? (Please tick one or more). \***

- ☐ People and Community
- ☐ Places and Spaces
- ☐ Opportunity and Prosperity

**Please tick one or more aims for your project below:**

### People and Community

(tick all that apply)

**People and Community - Projects that assist our community to: \***

- ☐ be healthy and active
- ☐ build social connections
- ☐ support families, children and youth
- ☐ support disability access and inclusion
- ☐ improve gender equality
- ☐ increase physical activity and healthy eating
- ☐ address crime prevention
- ☐ build safer and inclusive communities
- ☐ support vulnerable communities and those most at risk

At least 1 choice must be selected.

### Places and Spaces

(tick all that apply)

**Places and Spaces - Projects that assist our community to: \***

- ☐ get around our city
- ☐ showcase and improve our public spaces
- ☐ live sustainably
- ☐ protect our natural environment
- ☐ address waste and litter, climate change, renewable energy or water use
- ☐ demonstrate local action for sustainable living or the natural environment

### Opportunity and Prosperity

(tick all that apply)

**Opportunity and Prosperity - Projects that assist our community to: \***

- ☐ Access education, training and life learning for people of all ages, backgrounds and interests
- ☐ deliver intergenerational initiatives
- ☐ run place-making events
- ☐ access employment
- ☐ promote Brimbank for its location and significant qualities including historical, cultural and recreational features

### Assessment Criteria - Community Benefit (40% weighting)

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### Read more about accessibility and inclusivity in Brimbank:

Brimbank City Council Community Strengthening Policy visit: <https://www.brimbank.vic.gov.au/plans-policies-and-strategies/policies/community-strengthening-policy>

Brimbank City Council Disability Action Plan, visit: <https://www.brimbank.vic.gov.au/plans-policies-and-strategies/plans/disability-action-plan>

### Think about the people who will benefit from your group. Who are they? (tick all that apply) \*

- ☐ Older people
- ☐ Young people
- ☐ People who identify as LGBTQIA+
- ☐ People with a disability
- ☐ People from multicultural backgrounds
- ☐ First Peoples
- ☐ People at risk of or experiencing homelessness
- ☐ Other:

### Think about the people who will benefit from your group. What age groups will they be in? (tick all that apply) \*

- ☐ Children and Youth (0 - 17)
- ☐ Young Adults (12 - 25)
- ☐ Middle-Aged Adults (18 - 49)
- ☐ Older Adults (50 - 64)
- ☐ Seniors (65+)
- ☐ Families
- ☐ Mixed age groups
- ☐ Other:

### Who is your MAIN target group and how do you plan to reach out to and engage with your target group of participants/members? \*

Word count:

Must be no more than 150 words.

Explain how community members will be involved in the planning and delivery of your group or activities. Describe the strategies you will use to encourage people to get involved and participate.

### How will the Brimbank Community benefit from your group? \*

Word count:

Must be no more than 200 words.

How will Brimbank residents benefit from this project and in what ways?

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### Assessment Criteria - Capacity to Deliver (30% Weighting)

Your **Project Action Plan** and **Budget** are also used to assess your capacity to deliver, and should be realistic, accurate and show value for money.

**Does the community support your new group? Please explain if you have support from community members or groups and if so, how are they supporting you? \***

Word count:

Must be no more than 150 words.

Think about why you decided to start your group. Who did you speak to and who supports the idea?

Who have you spoken to or worked with on this project?

**You will need to upload a letter or other evidence of support from the community.**

**Is there anyone else your group is working with? Please provide the names of the groups, organisations, or businesses and summarise how they are involved in your group's work. \***

Word count:

Must be no more than 150 words.

List any other people, organisations, experts, community groups, partners and other groups you are working with

## Project Management

You need to demonstrate good planning and preparation.

Please list the key actions and milestones for setting up your group. This will help us to understand how well you have thought through your proposal from start to finish.

### **Example Action Plan**

**Action**

**Responsible Person or Organisation**

**Start Date**

**Completion Date**

**PLANNING**

*Meet with key partners*

*Committee members*

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3 April 2025

10 Apr 2025

Create action plan & allocate tasks

Project Leader

15 Apr 2025

20 Apr 2025

Contact local community groups to investigate partnerships

Project Leader

20 Apr 2025

25 Apr 2025

Research Incorporation and ABN Registration, arrange committee meeting

Project Leader

1 May 2025

5 May 2025

### **IMPLEMENTATION**

Purchase Public Liability Insurance

Project Leader

10 May 2025

20 May 2025

Complete Incorporation

Register for ABN

Project Team

10 May 2025

25 May 2025

Plan and implement marketing and promotion (bookings open in June and July)

Marketing Team

25 May 2025

4 Jul 2025

Prepare surveyProject Leader & Marketing Team01 Jul 202516 Jul 2025

**EVENT: COMMUNITY WORKSHOP** All18 Jul 2025

### **EVALUATION**

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*Evaluation meeting and report writing*

*Project Leader*

*20 Jul 2025*

*25 Jul 2025*

*Submit Acquittal to Brimbank City Council*

*Project Leader*

*20 August 2025*

*20 August 2025*

### Your Action Plan

Explain when you want to use the Quick Response Grant funds.

**If you have already paid for related expense items, you won't be eligible for a Quick Response Grant.**

**Projects must**1. Start within 6 weeks of notification2. Be completed within 6 months of signing the Funding Agreement3. Be acquitted 2 months after completion - you must provide a **Certificate of Incorporation** and **Certificate of Currency for Public Liability Insurance** with your acquittal

Applications for expenses and activities outside of these dates are ineligible.

Click 'Add More' to add another row.

Action	Responsible person/ Start date people/Organisation	Completion date

### Project Budget

\* indicates a required field

#### Overview

The **maximum grant amount** is \$1,500.00

**There are two components of the budget: Income and Expenditure**

#### 1. INCOME

Includes ALL of the funding and resources required to set up your group.



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### 2. EXPENDITURE

Includes ALL of the costs to set up your group, such as insurance, administration and and Incorporation Registration

#### 2A. Expenditure - Brimbank City Council Grant Funding Only

- Budget items covered by the Quick Response Grant (make sure you only include **approved expenses** in this section!)

#### 2B. Expenditure - Other Funding

- Budget items that will be covered by other funding (such as costs that cannot be funded by the Quick Response Grant)
- Budget items that are provided in-kind (by volunteers or project partners)

**Your TOTAL INCOME must be the same as your TOTAL EXPENDITURE.**

### Hints for Making a Good Budget

Read pages 8-12 of the Guidelines under ‘**What will be and won’t be funded**’ : <https://www.brimbank.vic.gov.au/quick-response-grants>

- Obtain **quotes** or pricing, especially for larger items
- Where there is no quote, **explain** how you have calculated the amounts
- Your budget should include **more than one single cost**
- You cannot include costs for items that have already been purchased
- The hours a **volunteer** works for you can be calculated at an average rate of \$35 per hour
- Any **donated goods** or services (in-kind contributions) can be calculated at the cost that you would expect to pay commercially. List in-kind contributions as **both** income **and** expense lines of your budget
- Council funding cannot be used for **competitions, prizes, fundraising** activities, **alcohol** or **fireworks**
- Council funding is not for **operational** and **core business** costs of the organisation e.g. salaries and wages, office rent, utility bills and insurance.
- **Administration costs** must be no more than 20% of your grant.

### Naming Your Files

If you plan to upload files to strengthen your budget, please name your uploads as below

#### Type - Application Number - Business

For example:

Quote - QRG24-EG0010 - Coles

Pricing Flier - QRG24-EG0010 - Sunshine Cafe

#### What Not To Do:

If your budget is unclear or includes costs that are not clearly explained, the assessors will not understand what you intend to spend the grant money on. Strong budgets include notes and details about each budget line.

#### Extra Resources:

A range of general Community Grants resources and templates are available on our website

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[Getting help with your application | Brimbank City Council](#)

We recommend you watch the video '**Turning Your Idea into a Project**' via the Council website. Click the link above and click 'Things to Consider'

### Your Budget:

**Please make sure to insert dollar amounts, and insert \$0.00 instead of blank spaces in the Income Amount column.**

**1. Have you sought funding from any other sources for this project or activity? \***

- ☐ Yes  
☐ No

**2. What is the total cost of setting up your group? \***

Must be a number.

What is the total budgeted cost of setting up your organisation?

**3. How much funding are you requesting from the Brimbank Quick Response grant for support with set-up costs? \***

Must be a whole dollar amount (no cents) and no more than 1500.

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

### 1. Income - All Project Income

Please list **ALL** income, including any in-kind (voluntary/free) contributions and grants required to set up your group.

- ✓ Quick Response Grant
- ✓ Your Organisation's financial contribution (if any)
- ✓ Other grants of funding (confirmed or not confirmed)
- ✓ Sponsorship, donations, ticket sales - demonstrate your group's ability to find the resources you need
- ✓ In-kind contributions from your organisation, your volunteers or other sources (such as free venue hire, use of your own equipment, or volunteer hours)

#### **Do NOT Include:**

**X** Anything you have received for free (in-kind), like donated prizes, volunteer hours, or free venue hire. The grant funds should be used to pay for items with an actual cost (where you have actually paid money for something).

### Example of Income Table

**Income Description**

**Income Type**

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### Confirmed Income?

Income Amount \$

Comment or Calculation

**Amount requested from Brimbank Grants\***

Government grant

No

**\$1,500\***

Ticket Sales

Earned income

No

\$100

Cake sale

Volunteer time

In-kind

yes

\$350

10 hours x \$35 per hour = \$350.00

**TOTAL INCOME**

**\$1,950**

**(This is your total expected income)**

Income Description	Income Type	Confirmed Income?	Income Amount \$	Comment or Calculation
Please indicate if each income item is confirmed or not confirmed			Must be a dollar amount Must be a dollar amount.	Provide your calculation, or further detail
Brimbank Quick Response Grant	Government Grant Philanthropic Grant Donations or Sponsorship Earned Income In-Kind Other Income	Confirmed Not Confirmed	\$	Enter the amount you wrote in question 3
			\$	
			\$	

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			\$	
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### 2A. Expenditure - Brimbank City Council Grant Funding Only

Quick Response Grant Funding can only be used on specific expenses. Make sure you have read and understood the Quick Response Grant Guidelines.

Please list only the items and amounts you intend to spend **Brimbank City Council grant funding on**. Other project expenditures are to be provided in the next section.

#### Include:

- ✓ Administration costs (max 20%)\*
- ✓ Marketing and promotion
- ✓ Venue hire
- ✓ Insurance costs
- ✓ Incorporation costs
- ✓ Materials and equipment to support set-up
- ✓ catering
- ✓ make sure you include the value (cost) of anything you get for free or any volunteer hours. Anything you receive in-kind or you donate should **also** be listed as income.

\* Administrative items might include: postage, stationery, and printing costs up to 20% of the total Grants budget requested from Council.

#### Example of Expenditure Table - Brimbank City Council Grant Funding Only:

##### Expenditure Description Expenditure Type

Amount \$

Brimbank City Council Grant Funding Only

**(This column lists the items you would like for this grant to fund)**

##### Comment or Calculation

*Public Liability Insurance  
Insurance/Registration*

*\$1,000*

*A quote is attached*

*Incorporation registration*

*Insurance/Registration*

*\$50*

*\$50 flat fee*

*Promotion/advertising*

*Marketing & Promotion*

*\$200*

*A quote is attached*

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## Form Preview

Administration

Administration

\$100

Printing costs \$50, subscription to survey app \$50 - a pricing summary is attached

Venue hire

Venue Hire

\$150

3 hours @ \$50 per hour - A quote is attached

### EXPENDITURE - QUICK RESPONSE GRANT

**\$1,500.00**

Expenditure Description	Expenditure Type	Amount \$ - Brimbank City Council Grant Funding Only	Comment or Calculation
		Must be a dollar amount	
		\$	
		\$	
		\$	
		\$	
		\$	

## 2B. Expenditure - Other Funding

Please list the rest of your project costs.

### Include:

- ✓ Expenses you are paying with funds from other sources
- ✓ In-Kind contributions
- ✓ Expenses you are paying yourself (these might be items that we will not fund with the QRG)

### Example of Expenditure Table - Other Funding:

Expenditure Description

Expenditure Type

Amount \$

Other Funding

Items the Brimbank Community Grant will **NOT** be used for:

# QRG25 - Application form - Quick Response Grant 2025 - Establishment

## Form Preview

***(These items might not be approved expenses, or you might already have funding for them)***

### **Comment or Calculation**

Shade sail for the community hall

Equipment

\$100

*Ineligible expenses funded with a different grant*

*Volunteer hours (packing envelopes, answering the phone)*

*In-Kind*

\$350

*10hrs x \$35 per hour (in-kind)*

### **EXPENDITURE - OTHER FUNDING**

**\$450.00**

<b>Expenditure Description</b>	<b>Expenditure Type</b>	<b>Amount \$ - Other Funding</b>	<b>Comment or Calculation</b>
		\$	
		\$	
		\$	
		\$	

### **Total Expenditure**

Your total expenditure is calculated based on the items you wrote in 2A and 2B:

### **2A. Expenditure - Brimbank City Council Grant Funding Only**

+

### **2B. Expenditure - Other Funding**

=

### **2C. Total Expenditure**

This number/amount is calculated.

### **Budget Totals**

# QRG25 - Application form - Quick Response Grant 2025 - Establishment

## Form Preview

The totals below are automatically calculated based on the numbers you entered in your income and expenditure tables.

*Your budget should show that you have enough income to cover all of your expenses. **Your Total Income and Total Expenditure should be equal.***

### Income - Expenditure = Balance

- The balance must equal 0 or you will not be able to submit this form. If your balance is not 0 please adjust your budget so that your Income and expenditure and the same.*

#### 1. Total Income Amount \*

\$

This number/amount is calculated.

Total Income should equal Total Expenditure.

#### 2C. Total Expenditure Amount \*

\$

This number/amount is calculated.

Total Income should equal Total Expenditure.

#### Balance \*

This number/amount is calculated.

Total Income should equal Total Expenditure.

## Authorisation and Uploads

\* indicates a required field

### Required Documentation

You must upload the below documents before you can submit your application.

### Uploads

**Please attach a letter of support for your group from the community, or from your target audience \***

Attach a file:

**Please attach a list of Board Members \***

Attach a file:

**Supplier Financial Details form (SFD) \***

Attach a file:

The SFD is available for download on Page 4 of this application form - Applicant's Financial Details

### No ABN

**Upload your Statement by a Supplier form (for not quoting an ABN) \***

Attach a file:

# QRG25 - Application form - Quick Response Grant 2025 - Establishment

## Form Preview

### Optional Uploads

If you have them already, please upload the below documents.

#### **Certificate of Incorporation or evidence of other legal status**

Attach a file:

#### **Public Liability Insurance Certificate of Currency**

Attach a file:

If your coverage is due to expire before the project date/s, please upload your current PLI Certificate. You will need to provide an updated Certificate once it is issued.

### Other Documentation - Optional

You may attach other documents to strengthen your application, such as:

- ✓ pricing quotes
- ✓ letters of support from relevant groups
- ✓ marketing plan
- ✓ survey results

You may upload multiple files

#### **Upload Other Files**

Attach a file:

### Authorisation

#### **To be completed by an authorised member of the group or organisation.**

The following statements are true:

- 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.



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## Form Preview

- I agree to acknowledge the support of Brimbank Council in all materials and publications associated with the grant.

**Do you agree with the above statements? \***

☐ I agree

At least 1 choice must be selected.

## 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.**

**I agree \***

☐ Yes

☐ No

**Name of authorised person \***

First Name

Last Name

Must be a senior community/organisation member, board member or appropriately authorised volunteer

**Date \***

Must be a date

If you have any queries please contact the Community Grants Team on tel. 9249 4000 or email [CommunityGrants@brimbank.vic.gov.au](mailto:CommunityGrants@brimbank.vic.gov.au).

This is a Year-Round Grant with three assessment periods throughout 2024. Please refer to the Community Grant Guidelines for relevant submission and assessment dates.

## Final Checklist

Make sure you have fully completed your application and all related requirements.

✓ **If you are having trouble submitting this form**, click PREVIOUS PAGE and carefully review each page of your application. Look for the \* symbol and make sure that you answer all of the questions

✓ **Double-check your budget.** Make sure you have only applied for funding for approved expenses

✓ Upload all of the **required documents**. Once submitted no changes can be made and we will not contact you to ask for missing documentation

✓ **Submit overdue acquittals.** If you have overdue acquittals for previous grants funded under Brimbank Council's Community Grants Program from 2022/2023 or prior, your application will be ineligible. Ongoing projects with written approval are exempt

# QRG25 - Application form - Quick Response Grant 2025 - Establishment

## Form Preview

Please submit overdue acquittal documentation to [CommunityGrants@Brimbank.vic.gov.au](mailto:CommunityGrants@Brimbank.vic.gov.au) before submitting your application.

**Is there anything else you need to tell us about this application? This information will not be assessed.**

Please note Council will not accept any incomplete application or make contact for further information.

## Applicant Feedback

Your responses on this page will help us to improve the Brimbank Community Grants program.

Information you provide on this page will not be used to assess your Quick Response Grant application.

**You may provide feedback or comments about your experience applying for the grant.**

When you are happy with your answers, please click Submit.

You will be sent an automatic email confirming your submission, with a PDF version of your application attached.

If you do not receive a confirmation email, please call the Community Grants Team on 9249 4000.