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 and will be assessed in:

- February
- August
- November

This application form is for the following category only:

Responsive Grants

Providing financial support to address emerging and urgent community needs.

Examples of eligible projects:

Neighbourhood activation projects, projects to raise community awareness on specific issues such as gambling, homelessness and community safety.

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

-
  - **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:

- **Certificate of Incorporation** or evidence of other legal status
- **Public Liability Insurance** Certificate of Currency
- **Supplier Financial Details** form from your organisation or your auspice, if you are a first-time applicant or if your banking details have changed

If you are applying in partnership, you must attach a letter of support from your partnership organisation

If you are auspiced: provide the auspice's Public Liability Insurance details, ABN and Supplier Financial Details Form. You are required to attach the Auspice Authorisation Form, which you can download as part of this process.

Optional Uploads

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

- pricing quotes
- letters of support from relevant groups
- marketing plan
- case study
- research findings

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

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

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

Are you an Incorporated, not-for-profit organisation that is based in, or otherwise services the Brimbank Local Government Area? *

○   Yes, we are an Incorporated, not-for-profit organisation that is based in, or otherwise services the Brimbank Local Government Area

○   No, but I am using an auspice organisation

○   No, and I don't have an auspice (Then you are NOT eligible for this grant and cannot proceed with this application)

Unfortunately, you are ineligible to apply based on your answer above.

DO NOT PROCEED WITH THIS APPLICATION.

General Eligibility

To be eligible applicants must be Incorporated, not-for-profit organisations that are based in, or otherwise service the Brimbank Local Government Area **or** apply through an auspice arrangement.

Need Assistance?

For clarification, please contact the Community Grants Officer on 9249 4036 or email CommunityGrants@brimbank.vic.gov.au.

I Have An Auspice

What is your auspice's Australian Business Number (ABN) *

[   ]

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

What is your auspice's Public Liability Insurance number? *

Your auspice must have Public Liability Insurance for the duration of your project

Your Public Liability Insurance Certificate of Currency Expiry Date **must be a future date**.

If you are in the process of securing insurance, please upload a receipt of payment or other evidence of this.

Public Liability Insurance expiry date *

Must be a date.
Provide your auspice's PLI expiry date

You must upload your Certificate of Currency on the last page of this application. You will not be able to submit your application if you do not have insurance paperwork.

I am a not-for-profit organisation or incorporated group

To be eligible, applicants must be Incorporated, not-for-profit organisations that are based in, or otherwise service, the Brimbank Local Government Area.

What is your organisation's Australian Business Number (ABN) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Does your organisation have Public Liability Insurance coverage for the duration of the project? *

○ Yes
○ No (Then you are NOT eligible for this grant and cannot proceed with this application)
You must have Public Liability Insurance.

What is your Public Liability Insurance Policy Number. *

Public Liability Insurance expiry date *

Must be a date.
provide your PLI expiry date

Upload a copy of your Certificate of Currency. You will not be able to submit your application if you do not have public liability insurance for the duration of your project.
Attach a file:

Will your project and event be based in Brimbank and can you demonstrate that the proposed project will substantially benefit Brimbank residents? *
○ Yes
○ No
Please note: You will be assessed against how well you can demonstrate that your proposal will benefit Brimbank residents

Council will not fund the same project annually. Is this application for a new project or a new stage of a previously funded project? *
○ This is an entirely new project
○ This is not a new project but it is a new stage of a project
○ This project is not new at all

Have you satisfactorily acquitted previous grants funded under Brimbank Council's Community Grants Program from 2022/2023 or prior? Ongoing projects with written approval are exempt. *
○ Yes
○ No, (Then you are NOT eligible for this grant and cannot proceed with this application)
○ No, but we have received an extension in writing
○ No, the acquittal is not yet due
○ Not applicable
If you have received funding in the past under Brimbank Council's Community Grants Program from 2022/2023 or prior and your acquittal is overdue, you are ineligible for funding in this round. Please complete any prior acquittals before applying for a grant. For clarification please contact the Community Grants Team on 9249 4000 or email CommunityGrants@brimbank.vic.gov.au.

Previously Funded Project

Your previously funded projects will be reviewed against this application.

Annual limit to the number of applications

Only one application can be submitted per organisation or group per calendar year. Council may consider funding a grant in the same calendar year if the urgency is clearly articulated and justified.

New Projects

Council will not fund the same project annually. However you can deliver a similar project as long as it has new or different activities or a different target group.

Which project did you receive funding for? Enter the Application Number if you have it. *

In which year did you receive the funding? *

Only one application can be submitted per organisation or group per calendar year. Council may consider funding a grant in the same calendar year if the urgency is clearly articulated and justified.

Please use dot points to highlight the differences between your past funded project and this application. *

Must be no more than 100 words. Clearly explain what is different.

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

To be eligible applicants must be Incorporated, not-for-profit organisations that are based in, or otherwise service the Brimbank Local Government Area **or** apply through an auspice arrangement.

Public Liability Insurance

You must have Public Liability Insurance to apply for this grant.

You can either apply under an auspice arrangement and complete the auspice section, or obtain Public Liability Insurance.

Overdue Acquittals

If you have received funding in the past under Brimbank Council's Community Grants Program from 2022/2023 or prior and your acquittal is overdue, you are **ineligible** for funding in this round. Please complete any prior acquittals before applying for a grant.

Cannot demonstrate that the proposed project will substantially benefit Brimbank residents

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

outcomeconfined to the school property and/or school community would not be considered for funding.

Please do not proceed with this application.

Need Assistance?

For clarification, please contact the Community Grants Officer on 9249 4036 or email CommunityGrants@brimbank.vic.gov.au.

Contact Officers

We recommend that you speak with a Council Contact Officer before starting your application.

The Council Contact 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 Council Contact Officers via the Council website or on the first page of this form: ***https://www.brimbank.vic.gov.au/grants***

Have you spoken to a Council Contact Officer? *
○   Yes
○   No

If you have spoken to a Council Contact Officer please provide the Officer's name.

Council Contact Officer's job title

Applicant's Administration Details

* indicates a required field

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.

When was your group or organisation established?
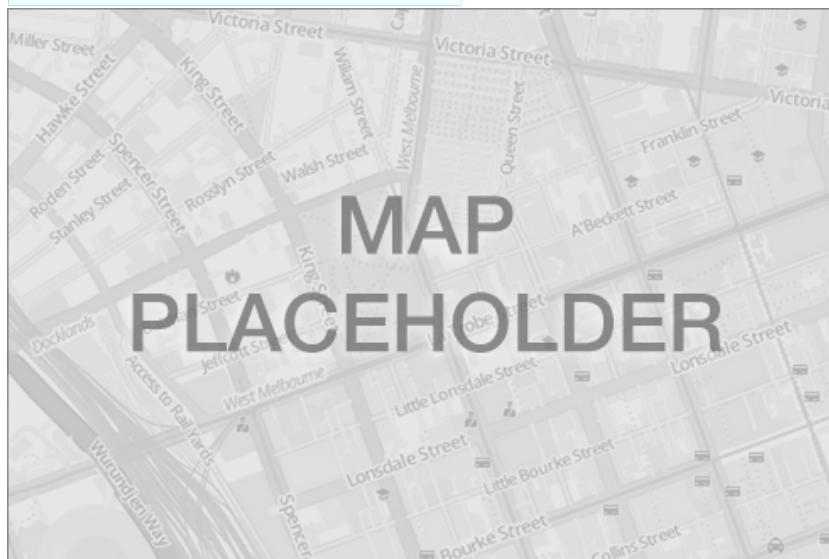
Enter your Organisation's postal address. We will send documentation to you at this address.

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

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 *

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 (No Auspice)

Only complete this section if:

- **You are a not-for-profit, or an incorporated group**
- **You have current public liability insurance cover**
- **You have an ABN**

Do not complete this section if you are applying under an auspice arrangement.

Supplier Financial Details Form

To provide your group's financial details, please complete the Supplier Financial Details Form. You must fill out this form to confirm your bank detail in our system.

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:

Organisation and Financial Details (Auspice)

* indicates a required field

Only complete this section if you are applying under an auspice organisation.

The auspice organisation must:

- **Be a not-for-profit, or an incorporated group**
- **Have current public liability insurance cover**
- **Have an ABN**

Do not complete this section if you do not need an auspice.

An auspice is an incorporated organisation that has agreed to take legal and financial responsibility for administering the grant on behalf of the applicant where an applicant is not eligible or unable to apply for funding.

The auspice accepts legal and financial responsibility for the grant if successful.

Applications can be submitted directly by groups being auspiced.

The funding agreement for successful grants is made between the auspice organisation and Council. The grant money is paid directly to the auspice organisation.

Auspice Organisation Details

Auspice organisation's registered name: *
Organisation Name

Auspice Address *
Address

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

Auspice Phone Number (please include the area code) *

Must be an Australian phone number.

Auspice Mobile Number

Must be an Australian phone number.

Auspice Email *

Must be an email address.

Auspice website

Must be a URL

Auspice Contact Person 1

Auspice contact person: *
First Name   Last Name

We may contact this person to verify that this auspicing arrangement is valid and current.

Position held in organisation *

e.g. Manager, CEO

Auspice contact person's phone number *

Auspice contact person's mobile number

Auspice contact person's email address *

Must be an email address

Auspice Organisation Authorisation Form

The Auspice Authorisation Form must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and all fields must be filled out.

Please attach your signed Auspice Organisation Authorisation Form at the end of this application form.

Download the Auspice Organisation Authorisation Form:

Auspice Organisation Authorisation Form

Further information: **_https://www.brimbank.vic.gov.au/making-an-application_**

Upload completed Auspice Organisation Authorisation Form here or at the end of the application
Attach a file:

Auspice Supplier Financial Details Form

To provide your auspice's financial details, please ask the auspice organisation to complete the Supplier Financial Details Form. this form must be filled out to confirm the bank detail in our system.

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

What is the name of your project or activity? *

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

Brief description of the project *

Word count:
Must be no more than 200 words. Please provide a brief project description that can be used to promote your project if you are successful. Please include: who, what, when and where in this description. Describe your project and expected outcomes..

Please indicate the local area where your project or activity 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)

Location/venue of your project or activity: *

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

Project Dates

If you've already completed or commenced delivery of a project, or have already paid for related expense items, you won't be eligible for a Quick Response Grant.

Projects must1. Start within 6 weeks of notification2. Be completed within 6 months of signing the Funding Agreement3. Acquitted 2 months after completion

Applications for projects outside of these dates are ineligible.

Project/activity start date *

This is your expected start date of the project.

Project/activity end date *

This is your expected end date of the project.

Assessment Criteria

Your answers will be assessed based 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

Assessment Criteria - Community Need (30% Weighting)

What is the community need that you are addressing? Where relevant, provide examples or statistics to support your answer. *

Word count:
Must be no more than 200 words.
Please describe your project and outputs in detail

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

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.

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

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

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)

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

Who are your main project participants? (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:

How will your project benefit the Brimbank Community? *

Must be no more than 250 words. How will Brimbank residents benefit from this project and in what ways?

What is the estimated number of people attending or participating in your project/activity? *

What age groups will your main project participants 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:

How will you make sure that people of all abilities, ages, genders and backgrounds will be able to participate in your project or activity? *

Must be no more than 150 words. Explain the types of things you will do to make sure that people with specific needs are fully able to participate. For example: holding activities online, holding activities in venues that are public transport and wheelchair accessible, or producing printed materials in easy English and community languages.

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.

Tell us about your Organisation *

Word count:
Must be no more than 150 words.
Please introduce your organisation as if we know nothing about you. What does your organisation do? Where do you meet? How many members do you have? You may use dot points.

Project Management

* indicates a required field

You need to demonstrate good planning and preparation.

Please list the key actions and milestones for your project or activity, from the planning stage all the way through to delivery and evaluation. 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

3 April 2025

10 Apr 2025

Create action plan & allocate tasks

Project Leader

15 Apr 2025

20 Apr2025

Contact local community groups to investigate partnerships

Project Leader

20 Apr 2025

25 Apr 2025

Allocate tasks to community group partners

Project Leader

1 May 2025

5 May 2025

IMPLEMENTATION

Book a venue

community group partner (NAME)

10 May 2025

20 May 2025

Organise workshop and arrange presenters

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: WORKSHOP All18 Jul 2025

EVALUATION

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

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

Click 'Add More' to add another row.

Action	Responsible person/ people/Organisation	Start date	Completion date

Who Else Is Involved?

Who is involved in the planning and delivery of the project? Please provide the names of the groups, organisations, or businesses and summarise how they are involved. *

Word count:

Must be no more than 150 words.
List the people, organisations, experts, community groups, partners and other groups you are working with

What is your promotion or marketing plan to reach the broader Brimbank community to engage in your project?

Word count:
Must be no more than 150 words.

Project Budget

* indicates a required field

Overview

The **maximum grant amount** is $2,000.00

There are two components of the budget: Income and Expenditure

1. INCOME

Includes ALL of the funding and resources required for your project.

2. EXPENDITURE

Includes ALL of the costs for your project, 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.

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

Getting help with your application | Brimbank City Council

Your Budget:

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

1. What is the total cost of this project? *

Must be a number.
Enter the full cost of your project, including approved expenses and other expenses

2. How much funding are you requesting from the Brimbank Quick Response grant for this project? *

Must be a whole dollar amount (no cents) and no more than 2000.
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 for your project.

✓ 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)

Example of Income Table

Income description

Income Type

Confirmed Income?

Income Amount $

Comment or Calculation

Brimbank Quick Response Grant

Government grant

No

$1,500**

Ticket Sales

Earned income

No

$100

Lunch event

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 Item	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		Confirmed Not Confirmed	$	Enter the amount you wrote in Question 3

			$	
			$	
			$	

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

✓ 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.

Do NOT Include:

✗ 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).

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

Provide a clear breakdown of costs, for example

✓ *Marketing costs $400.00   In-kind marketing support from partner organisation - 8 hours @ @ $50 per hour = $400.00 (this should also be listed as income)*

✓ *Presenter fees $850.00   1x workshop @ $600.00 and 1x video presentation @ $250.00)*

✓ *Venue hire $450.00   6 hours @ $75.00 per hour)*

✓ *Catering $300.00   Catering for 80 people - Quote attached*

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

Facilitator Fees (Keynote Speaker)
Facilitator/Presenter/Artist Fees

$1,000

License fee for software (ticketing)

Administration

$50

Promotion/advertising

Marketing & Promotion

$200

 A quote is attached

Administration - printing, postage

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

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:

 (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

Expenditure Description	Expenditure Type	Amount $ - Other Funding	Comment or Calculation
		$	
		$	
		$	
		$	

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

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 *	**2C. Total Expenditure Amount** *	**Balance** *
$	$	
This number/amount is calculated. Total Income should equal Total Expenditure.	This number/amount is calculated. Total Income should equal Total Expenditure.	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

You selected that you do not have an auspice on Page 2 of this form.

To be eligible, applicants must be Incorporated, not-for-profit organisations that are based in, or otherwise service, the Brimbank Local Government Area.

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.

If applying in partnership, you MUST attach a letter of support from your partner organisation

Attach a file:

You selected that you are a new applicant or that you need to update your/your auspice's banking details with us.

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

Uploads - Applying Under An Auspice

You selected that you have an auspice on Page 2 of this form.

Please upload the following documents from your Auspice organisation.

Certificate of Incorporation or evidence of other legal status

Attach a file:

Public Liability Insurance Certificate of Currency *

Attach a file:

Auspice Authorisation Form, completed and signed by your Auspice Organisation *

Attach a file:

If applying in partnership, you MUST attach a letter of support from your partnership organisation

Attach a file:

You do not need a support letter from your Auspice Organisation

Other Requirements

Optional Uploads

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

✓ pricing quotes

✓ letters of support from relevant groups

✓ marketing plan

✓ case study

✓ research findings

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.
- 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.

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 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

Please submit overdue acquittal documentation to 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.