

### Eligibility

\* indicates a required field

### Small Grants

The Small Grants aim to support new community groups or eligible individuals, those with emerging or unexpected needs outside of the annual grant timelines and other community priority needs.

Applicants may apply for up to **\$3,000** to support small-scale projects or activities. Examples may include:

- Short series of community workshops such as arts, exercise, walking groups, community forum, get to know your neighbourhood activities such as BBQ in the park or at a community centre
- Setting up a new community group which may include recruiting new members, acquiring Public Liability Insurance and certificate of incorporation
- Small environmental or sustainability projects such as community gardening or clean-up activities
- Start of a youth engagement project which may include mentoring or a co-design activity
- Host a small-scale community celebration or cultural activity manageable within the grant amount. Larger events requiring formal permits may not be suitable for this grant funding stream
- Pop-up activities in community spaces or libraries.

Brimbank City Council will accept Small Grant applications throughout the calendar year and will be assessed at the end of:

- February
- August
- November

Read the Brimbank Community Grants 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

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## Form Preview

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 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? \*

- Project, Program or Activity
- I want to start a new not-for-profit organisation or community group. I need help with Public Liability Insurance and incorporation costs.

## 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 individual applying under auspice? \*

- Yes
- No

### 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?

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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 activity 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? \*

- 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).

### Eligibility (Establishment)

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

- Yes  
 No

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

- Yes  
 No

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

- Yes  
 No

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

- Yes  
 No

**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) Does your group already have Public Liability Insurance? \***

- Yes  
 No

## 7. Subject Matter Expert Officer

### Please note:

It is **strongly encouraged** 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.

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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:

- 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 activity
- You do not have an ABN
- Your project or activity 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 employee 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 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.

**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 \***

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

            

**Position held in organisation \***

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### 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

#### 2) Organisation Postal Address \*

Address

  

#### Organisation Phone Number \*

Must be an Australian phone number.

#### Organisation E-mail address \*

Must be an email address.

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### Organisation Website, if applicable

Must be a URL.

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

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 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.

## Project or Activity Information

\* indicates a required field

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

### Assessment Criteria

#### Community Need

- Show the need for your project or activity

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- Provide a clear description of the community need, issue or opportunity your activity is responding to
- Include information that may support your application such as data, statistics, community consultation results or support letters

### Community Benefit

- Demonstrate positive outcomes for the Brimbank community
- Clearly identify who will benefit from the project or activity, and whether they belong to a 'community of interest' as referenced in Brimbank's [Social Justice Framework](#).
- Number of Brimbank residents who will benefit from the project or activity
- Evidence of promoting project or activity to the wider Brimbank community (i.e. beyond your existing members or connections)

### Project Planning

- Your budget is appropriate, realistic and balanced
- Your project or activity demonstrates value for money
- Project plan and timelines are realistic and compliant
- The requested funding amount is reasonable for the nature of the project or activity, and have therefore applied under the most suitable grant funding stream

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

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 or activity. \*

Word count:

Must be no more than 200 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 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)

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

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/activity start date \*

Must be a date.

This is your expected start date of the project.

### 6) Project/activity 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 activity? Explain why your project has been identified as important. Where relevant, provide examples or statistics to support your answer. \*

Word count:

Must be no more than 150 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).

### 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 Nations peoples
- People at risk of or experiencing homelessness

### 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 activity? \*

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

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

Word count:

Must be no more than 150 words.

## Establishing a New Organisation or Group

\* indicates a required field

**1) What will your registered Organisation Name be? \***

**2) Briefly introduce your group and explain what the group will do. List your primary activities. \***

Word count:

Must be no more than 200 words.

**3) How many people are currently part of your group? \***

Must be a whole number (no decimal place).

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

Word count:

Must be no more than 150 words.

**5) 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)

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Sydenham (including the suburbs of Calder Park, Delahey, Keilor Downs, Keilor North, Sydenham, and part of Hillside, Keilor Lodge and Taylors Lakes)

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

### 7) 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 Nations Peoples
- People at risk of or experiencing homelessness
- Other:

### Young Adults (12 - 25) \*

- 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:

### 9) How will you promote your group to attract more members? \*

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**

**Start date**

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### Completion date

Meet with key partners to set up a working group

Committee members

1 Feb 2027

4 Feb 2027

Book venue

Project Team

5 Feb 2027

6 Feb 2027

Organise Catering

Project Team

6 Feb 2027

7 Feb 2027

Promote the program

Project Team

10 Feb 2027

31 Mar 2027

Run Program

Project Team

1 Apr 2027

7 Apr 2027

Evaluation meeting

Project Leader

20 Apr 2027

20 Apr 2027

Evaluation report writing

Project Leader

27 Apr 2027

27 Apr 2027

### Your Action Plan

To be eligible for funding, all actions need to be planned within 6 months of the next notification period. ie. March, September or December

Action Description	Responsible person	Start date	Completion date

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## Budget

\* indicates a required field

### 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:** 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 or activity.

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

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

**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

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

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## Position

## 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

\* indicates a required field

**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.

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- 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.

### 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.

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**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)

### 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:**

- 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 and 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?

**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?