

Introduction and Key Information

This form is to apply for a Small Grant with the application amount up to \$5,000.

If you would like to apply for a grant for a different amount, please complete your application for either:

- - Medium Grant (\$5,000 to \$20,000) or
 - Large Grant (\$20,000 up to \$40,000).

Please read the Community Grant Guidelines 2026-2027. This document provides details of what can be funded and what is excluded. [Please click here to access the 2026-2027 Community Grant Guidelines.](#)

- Ensure that you submit your application with enough time.
- It will take **approximately 6 weeks** to be notified after the round has closed. **Each round closes at the end of the month.** If the date falls on a public holiday or weekend, the notification may occur after the date.

In accordance with the City of Whittlesea Grants Policy ([which can be viewed by clicking here](#)), **applicants will be deemed ineligible, and their application will not progress to assessment** if they:

- 1.have an **existing debt** to the City of Whittlesea; or
- 2.have an **outstanding acquittal** or have not successfully acquitted a previous City of Whittlesea grant; or
- 3.**apply to deliver their project or event outside the City of Whittlesea.**

****Applications that don't provide legitimate quotes for budgeted items \$500 and above, or with a minimum of 3 quotes for items \$1,500 and over may not be funded for those items.****

Notifications occur approximately six weeks after the end of month in which an application was submitted. The following table confirms the dates of notification for monthly grants. For dates that fall on a public holiday or weekend, notifications will occur the day after the public holiday.

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Application submission monthNotification Date

July11 Sep
August12 Oct
September11 Nov
October12 Dec
November11 Jan
December11 Feb
January14 Mar
February11 Apr
March12 May
April11 Jun

How to print your application or save as PDF

1. Go to the navigation menu on the left side of the screen
 2. Click on 'Review & Submit' at the bottom of the list
 3. Click on the '**Download PDF**' button at the top of the screen
 4. You may now save to email or print.
-

Getting Help

If you have any **difficulties** logging in to Smarty Grants or viewing the application form, please contact **SmartyGrants** directly as follows;

- **Phone:** [03 9320 6888](tel:0393206888)
- **Email:** service@smartygrants.com.au
- [Technical help guide for applicant](#)

If you have **funding related questions** or need assistance to understand the application, please contact **Council on 9217 2170** and ask to speak to the **Community Grants Team** or email us at community.grants@whittlesea.vic.gov.au.

Translation

If you require the Community Grant Guidelines translated, you can view and translate them through our website.

Follow the instructions below if you need help translating the guidelines:

1. [Access the City of Whittlesea website by clicking here.](#)
2. At the top right of the page, you will see '**English (Australia)**'.
3. Click on the language and change the page to your preferred language.
4. The page will then display the information from the guidelines in your selected language.

If your preferred language is not available, we encourage you to use other translation sites like Google Translate to help you understand the guidelines.

Tips for your application

- Applications submitted with all required supporting documents will be prioritised for funding.
- **Notification time for grants occur six weeks after the close of the round.**
Additional time needs to be added for payment of the grant, particularly if your organisation has never been paid by Council before.
- **We encourage you to apply three to six months BEFORE funding is needed.**
Due to the volume of grants submitted, we are unable to prioritise any applications.
- The application form times out after 20 minutes of inactivity. To avoid losing your work, we recommend that you save your application regularly and prepare longer responses in a notes or document app.
- You can download and save the PDF of the form before you start your application. We encourage you to do this so that you can prepare your information before you start.
- **Incomplete applications will NOT progress to assessment.** This includes applications which are submitted without quotes for items costing \$500 or more (ex GST).

When completing the form * **indicates a required field.**

Privacy Statement and Conflict of Interest

* indicates a required field

Privacy Statement

The personal information you provide on this form is being collected by the City of Whittlesea for the purpose of assessing, processing and allocating grant funding and will be disclosed to relevant staff if required as part of this process. Council may contact a third party to confirm details of your application.

We will only use the personal information you provide for the purposes for which it was collected and any other authorised purpose.

To ensure transparency, some details of successful applicants are required to be published on Council's website including grant type, name or organisation name of recipient, project title and approved grant amount.

The information we collect may also be used for our own planning and research purposes to improve our internal processes across the organisation. Failure to provide the information requested may result in your application being delayed or denied.

For further information about how Council handles personal information, or to request access to your personal information, see www.whittlesea.vic.gov.au/privacy or contact Council's privacy officer by email at privacy@whittlesea.vic.gov.au.

I am over 18 years of age and I am Authorised to complete this application and have read and understood Council's privacy statement. *

☐ I Agree ☐ I Do Not Agree

Disclosure of potential Conflict of Interest

You must declare your Conflict of Interest if you are affiliated with Council with any of the following roles;

- Councillor
- Council Officer
- Volunteer
- Appointed to a Committee or Working Group
- Contractor or Consultant

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Do you have a potential Conflict of Interest due to an affiliation with Council? *

☐ Yes

☐ No

Declaration of Conflict of Interest

Please confirm the following details due to your potential Conflict of Interest.

Full Name *

What is your role or connection to Council *

Eligibility Declaration

* indicates a required field

Eligibility

This section is to help you identify whether you will meet the eligibility requirements before you commence your application.

In accordance with the City of Whittlesea Grants Policy ([which can be viewed by clicking here](#)), **applicants will be deemed ineligible, and their application will not progress to assessment** if they:

1. have an **existing debt** to the City of Whittlesea; or
2. have an **outstanding acquittal** or have not successfully acquitted a previous City of Whittlesea grant; or
3. **apply to deliver their project or event outside the City of Whittlesea.**

****Applications that don't provide legitimate quotes ([see the Community Grant Guidelines](#)) for budgeted items \$500 and over, or 3 quotes for items \$1,500 and over may not be funded for those items.****

Do you confirm that your project or event address is located within the City of Whittlesea? *

☐ Yes

☐ No

Do you agree to provide legitimate quotes for items \$500 and over and a minimum of 3 quotes for items \$1,500 and over (if applicable)? *

☐ Yes

☐ No

Do you acknowledge that your organisation currently does not have outstanding acquittal(s) with Council? *

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☐ Yes

☐ No

Do your organisation hold current public and/or professional liability insurance covering a minimum of \$20 million? *

☐ Yes

☐ No

As you have advised that your project or event location is outside of the City of Whittlesea, you are ineligible to receive funding for City of Whittlesea Community Grants.

Items missing required quotes may not receive funding.

As you have advised that your organisation currently has an outstanding acquittal(s) with Council, as per the City of Whittlesea Grants Policy, your organisation will remain ineligible for City of Whittlesea grants until the outstanding acquittal is submitted.

[Click here to view and read the City of Whittlesea Grants Policy.](#)

If you are successful, you will be required to provide a certificate of currency with a minimum of \$20 million cover for public and or professional liability before your grant is paid.

About Your Organisation

* indicates a required field

Organisation Name *

Organisation Name

Organisation Type *

Organisation Address *

Address

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Organisation Website

Must be a URL.

Is your organisation incorporated as a not-for-profit group? *

- ☐ Yes - group is incorporated
- ☐ No - group is NOT incorporated
- ☐ N/A - group is a registered charity or educational institution
- ☐ N/A - sole trader with public liability insurance
- ☐ N/A - organisation is a business

Does your organisation have an ABN? *

- ☐ Yes
- ☐ No

Is your organisation auspiced for the purpose of this grant? *

- ☐ Yes
- ☐ No

Incorporation Number

What is your Consumer Affairs incorporation number? *

Not needed if organisation is incorporated as a company

As you have advised that your organisation does not have an ABN, you will need to find an auspice to take the legal responsibility for the grant and the delivery of the project or event.

Please 'save and close' your application and resume it later with your auspice details and auspice letter

ABN Details

Organisation 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

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Auspice Details

Auspice Organisation *

Organisation Name

Auspice 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.

Auspice Incorporation Number *

Auspice Address *

Address

Auspice Phone Number *

Must be an Australian phone number.

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Auspice Email *

Must be an email address.

Information required for Auspice letter

Applicants with an auspice organisation must provide a letter of support from the auspice.

The auspice letter should include:

- 1.Date (not more than 12 months old)
- 2.Auspice organisation name and ABN
- 3.Applicant name
- 4.Grant type
- 5.Project or event name
- 6.Grant amount applied for
- 7.Auspice contact details (including contact person) and
- 8.Be signed by the correct delegate in the auspice organisation (and include their contact details).

[Click here to download a sample letter for an auspice arrangement.](#)

Please upload your Auspice letter (on letterhead) *

Attach a file:

Contact Information

* indicates a required field

Administration Contact *

First Name

Last Name

Administration Contact Position *

Administration Contact Phone Number *

Must be an Australian phone number.

Administration Contact Email *

Must be an email address.

Would you like to add an additional Project Contact to your application?

☐ Yes

☐ No

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Project Contact

Project Contact *

First Name

Last Name

Project Contact Position ***Project Contact Phone Number ***

Must be an Australian phone number.

Project Contact Email *

Must be an email address.

Partnership

Are you delivering this project or event in partnership with another organisation(s)? *☐ Yes☐ No

Partner Organisation(s)

Please list the organisations or groups you will be working with to deliver this project/event (if applicable) ***Partner Organisation Contact Name *****Partner Organisation Phone Number ***

Must be an Australian phone number.

Partner Organisation Email *

Must be an email address.

Please upload proof of partnership (on letterhead) or any letters of support for this project/event *

Attach a file:

Grant Proposal

* indicates a required field

Please confirm what you will use the grant for. *

☐ Event

☐ Project

☐ Building project or capital works of non-Council building or facility

What is your project or event called? *

What is the proposed start date for your project or event? (This should be at least 3 months in advance) *

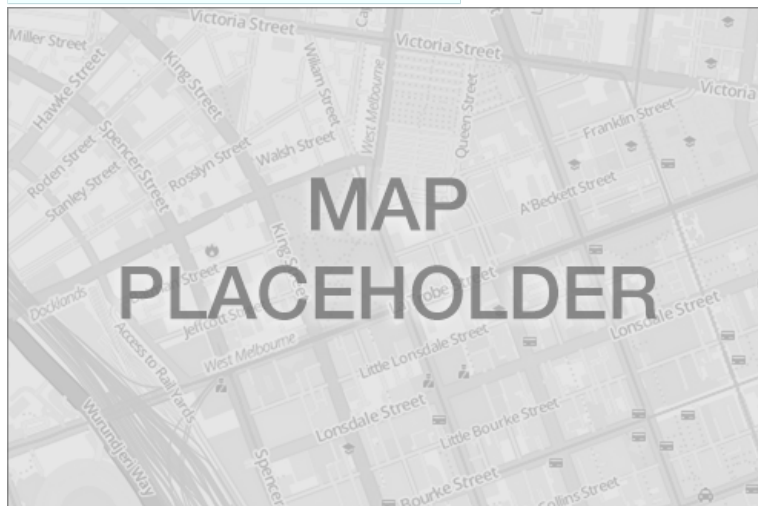
Must be a date.

What is the proposed end date for your project or event? *

Must be a date.

Address of your project or event *

Address



The address of the project of event must be in the City of Whittlesea

How many people will benefit from your project or event? *

Please estimate numbers from your organisation and members of the wider community

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Are you selling tickets to attend your project or event? *

☐ Yes

☐ No

Tickets

What is the price of the tickets and what will ticket costs cover? *

Word count:

Must be no more than 150 words.

About your project or event

How would you like to tell us about your project or event? *

☐ Write

☐ Media file upload

Please keep your media file to a maximum time of 5 minutes
(recommended file size 5MB)

In your file you need to include:

- 1.A brief description of the project/event
- 2.What you hope to achieve through your project/event?
- 3.What activities you will deliver through the project/event

Additional content beyond five minutes will not be reviewed.

Attach your media file here *

Attach a file:

About your project or event

The application form times out after 20 minutes of inactivity. To avoid losing your work, we recommend that you save your application regularly and prepare longer responses in a notes app or document.

Please provide a brief description of your proposed project or event (up to 150 words) *

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Word count:

Must be no more than 150 words.

What do you hope to achieve through your project or event and what activities will you deliver? (up to 200 words) *

Word count:

Must be no more than 200 words.

Feel free to use dot points

Target Audience and Location - 20%

Who is primary target group for your project or event? *

- | | | |
|--|--|---|
| ☐ First Peoples Communities | ☐ LGBTIQ+ | ☐ Veterans |
| ☐ Children and Young People | ☐ People living with a Disability and Carers | ☐ All of the Above |
| ☐ Culturally and Linguistically Diverse People | ☐ Placed-Based Groups | ☐ None of the Above |
| ☐ Gender Based Groups | ☐ Seniors | ☐ Other: |

Place-based groups are groups in a specific area

First Peoples

Please confirm your target group *

- | | | |
|----------------------------------|--|--|
| ☐ Aboriginal | ☐ Torres Strait Islander | ☐ Both Aboriginal and Torres Strait Islander |
|----------------------------------|--|--|

Children and Young People

The City of Whittlesea is committed to ensuring the safety of children and young people and has zero tolerance for child abuse.

Victorian organisations that provide services or facilities for children are required by law to implement the Child Safe Standards ("the Standards") to protect children from abuse and harm. Council expects grant recipients that are subject to the Standards to comply with them, including having in place relevant policies, procedures and practices to keep children safe.

Council also expects grant recipients to notify Council of any significant child safety issues that arise during the implementation of their grant funding (if successful).

More detailed guidance and resources on the Standards are available from the [Commission for Children and Young People website](#).

More information on Council's approach to child safety can be found on the [City of Whittlesea website](#) and in our [Child Safe Policy](#).

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Does your organisation meet the Victorian Child Safe Standards? *

☐ Yes

☐ No

Please provide further information how your organisation meets or does not meet the Victorian Child Safe Standards *

Please upload any other documentation on how your organisation meets or does not meet the Victorian Child Safe Standards

Attach a file:

Please confirm the age group(s) for your project or event *

☐ 0-4

☐ 10-14

☐ 20-24

☐ 5-9

☐ 15-19

Culturally and Linguistically Diverse People

Please confirm the main cultural group for this program or event. *

People Living with a Disability and Carers

Please confirm the target group(s) for this program or event. *

E.g. vision or hearing impaired people, people with a disability etc

Please confirm the Seniors age group targeted for your project or event

Please confirm the age group(s) for your project or event *

☐ 55-59

☐ 70-74

☐ 80-84

☐ 60-64

☐ 75-79

☐ 85+

☐ 65-69

Place-Based groups

Which area are you delivering your project or event? *

☐ Beveridge

☐ Humevale

☐ Thomastown

☐ Bundoora

☐ Kinglake West

☐ Whittlesea

☐ Donnybrook

☐ Lalor

☐ Wollert

☐ Doreen

☐ Mernda

☐ Woodstock

☐ Eden Park

☐ Mill Park

☐ Yan Yean

☐ Epping

☐ South Morang

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Veterans

The Department of Veterans' Affairs define a Veteran as someone who is serving or has served in the Australian Defence Force (ADF). [Homepage | Department of Veterans' Affairs](#)

Do you confirm that your proposed project or event is to benefit Veterans, based on the definition from the Department of Veterans' Affairs? *

☐ Yes ☐ No

2040 Goals - 30%

* indicates a required field

Information about the Whittlesea 2040 goals

The section below tells us what you hope to achieve through your project or event, and how it relates to the Whittlesea 2040 goals. Click the links below for further information:

- [Whittlesea 2040 Goals](#)
- [Connected Community](#)
- [Liveable Neighbourhoods](#)
- [Strong Local Economy](#)
- [Sustainable Environment](#)

The application form times out after 20 minutes of inactivity. To avoid losing your work, we recommend that you save your application regularly and prepare longer responses in a notes app or document.

Please select the 2040 Goals for your project or event *

☐ Connected Community ☐ Sustainable Environment ☐ High Performing Organisation
☐ Liveable Neighbourhoods ☐ Strong Local Economy

Information about the [2040 Goals can be found by clicking here](#)

Connected Community

Please select the key aim of your Connected Community project or event. **Please explain how you intend to achieve this aim for a Connected Community.** **Please confirm the information you will provide to demonstrate meeting this goal.**

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		☐ Attendee list ☐ Registration list ☐ Feedback survey results ☐ Interviews ☐ Testimonials ☐ Videos ☐ Photos Other
		☐ Attendee list ☐ Registration list ☐ Feedback survey results ☐ Interviews ☐ Testimonials ☐ Videos ☐ Photos Other

Strong Local Economy

Please select key aim for your project or event **Please explain how you will meet this aim for a Strong Local Economy** **Please confirm the information you will provide to demonstrate meeting this goal.**

		☐ Attendee list ☐ Registration list ☐ Feedback survey results ☐ Interviews ☐ Testimonials ☐ Videos ☐ Photos Other
		☐ Attendee list ☐ Registration list ☐ Feedback survey results ☐ Interviews ☐ Testimonials ☐ Videos ☐ Photos Other

Liveable Neighbourhoods

Please select key aims for your project or event **Please explain how you will meet the aim selected for 'Liveable Neighbourhoods'** **Please confirm the information you will provide to demonstrate meeting this goal.**

		☐ Attendee list ☐ Registration list ☐ Feedback survey results ☐ Interviews
--	--	--

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		☐ Testimonials ☐ Videos ☐ Photos Other
		☐ Attendee list ☐ Registration list ☐ Feedback survey results ☐ Interviews ☐ Testimonials ☐ Videos ☐ Photos Other

Sustainable Environment

Please select key aims for sustainable event for your project or event **Please explain how you will meet this aim for a Sustainable Environment** **Please confirm the information you will provide to demonstrate meeting this goal.**

		☐ Attendee list ☐ Registration list ☐ Feedback survey results ☐ Interviews ☐ Testimonials ☐ Videos ☐ Photos Other
		☐ Attendee list ☐ Registration list ☐ Feedback survey results ☐ Interviews ☐ Testimonials ☐ Videos ☐ Photos Other

High Performing Organisation

Please select key aim for how your project or event will meet a high performing organisation **Please explain how you will meet this aim for a High Performing Organisation** **Please confirm the information you will provide to demonstrate meeting this goal.**

		☐ Attendee list ☐ Registration list ☐ Feedback survey results ☐ Interviews ☐ Testimonials ☐ Videos ☐ Photos Other
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		☐ Attendee list ☐ Registration list ☐ Feedback survey results ☐ Interviews ☐ Testimonials ☐ Videos ☐ Photos Other
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Innovation, Creativity and Sustainability of your project or event

* indicates a required field

Creativity & Innovation - 10%

Please select the Creative Priority Area that your organisation aim to meet **Please select the strategy that you will meet with this creative choice** **Please comment on how your organisation will meet the creative and innovative approach selected.**

		Must be no more than 200 words.
	☐ Boost productivity ☐ Improve efficiency ☐ Lower costs ☐ Optimise resource use ☐ Utilise technology	

Sustainability 5%

What will you do to develop this project or event in future years? *

Word count:

Must be no more than 200 words.

Applications should explain how the project, event or its benefits will continue after the funding ends. This could include lasting community benefits, ongoing partnerships, or plans for future funding.

Not Previously Funded 5%

To support equitable access to funding, priority may be given to new or emerging groups. We will consider any previous grant funding you have received and how recently you received it.

Organisations that have not previously been funded by City of Whittlesea grants will receive higher weighting than those that have been previously funded.

Do you understand and acknowledge that priority may be given to applicants who have not received previous funding? *

☐ Yes ☐ No

About Your Event

* indicates a required field

****Please read before submitting your grant application as you may require an Event Permit****

Organising an event

Get all the information you need to start planning your event. Find helpful tips as well as advice on the permits you'll need to ensure your event is safe, fun and successful for everyone involved. Please [visit our website by clicking here](#) or reach out to the Events team to see if you will require an event permit.

OUTDOOR EVENTS

- Creative Communities department for more information at events@whittlesea.vic.gov.au or call [03 9217 2170](tel:0392172170).

INDOOR EVENTS

- You can make a tentative booking of Council venues and provide the booking to support your grant application. Please click here to navigate to [Venues for hire at City of Whittlesea](#).
- Alternatively, please contact our community Facilities team also on 9217 2170 or via email at communityfacilities@whittlesea.vic.gov.au
- If you are unsure, please contact our Community Grants team on the number above or via email at community.grants@whittlesea.vic.gov.au

Before submitting your application, you **must** contact a team at Council to discuss your event.

Is your Event indoors or Outdoors? *

☐ Indoors ☐ Outdoors

Does your venue have capacity for the expected number of attendees? *

☐ Yes ☐ No

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Will there be outdoor activities at your event (e.g. food trucks, jumping castle, petting zoo etc)? *

☐ Yes ☐ No

Have you contacted the Events team to see if you have permit requirements? *

☐ Yes ☐ No

Grant funds will only be paid upon meeting all permit requirements, insurances and approvals.

Events with outdoor activities

As you have indicated that you are holding your event outdoors or have outdoor elements, please contact the Events team to see if you will need a permit. They can be contacted by emailing events@whittlesea.vic.gov.au or by calling [03 9217 2170](tel:0392172170).

As you have advised that the venue does not match the expected number of attendees, please move the event to a venue with a higher capacity.

Please [click here to check Bookable](#) to search for a venue which meets your capacity requirements.

If you need assistance seeking an outdoor venue, please contact the Events team by emailing events@whittlesea.vic.gov.au or by calling Council on [03 9217 2170](tel:0392172170) and asking to speak to the Events team.

[Click here to access the Bookable website to search Council facilities.](#)

Please contact the Events team to discuss your event

As you have not spoken to the Events team in relation to your event, please contact them to discuss your event.

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You can contact the team by emailing events@whittlesea.vic.gov.au or by calling Council on [03 9217 2170](tel:0392172170) and asking to speak to the Events team.

Council Contact Record

Please record the details of Council staff you have spoken to regarding your proposed Event.

Have you contacted Council? Who did you speak to at Council? What date did you speak to Council regarding your proposed event? (name and area) What date did you speak to Council regarding your proposed event?

		Must be a date.

Events funding will only be paid after Council has received the permit (or provisional approval) or has received confirmation in writing that no permit is required.

Please upload your permit/provisional approval/waiver (email) from Council (this can be provided later, but grant will not be paid until the information is provided)
Attach a file:

Food at your event

Will you have food or drink for sale at your event? (eg tables selling food/drink, food trucks etc) *

☐ Yes ☐ No

Are food or drinks being promoted for sale at your event? (eg food tasters or samples to encourage purchase) *

☐ Yes ☐ No

As food is being sold or promoted for sale at your event, you will need to contact the Health team to ensure that food safety requirements are being met.

How many food or drink vendors are expected at your event? *

Must be a number.

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Please provide the names of your expected food vendors

Please contact the Health Team at Council about food being sold or promoted for sale at your event.

The Health Team can be contacted by calling Council on 9217 2170 and asking to speak to the Health team, or by emailing publichealth@whittlesea.vic.gov.au.

*****All food vendors will need to register** their attendance at your event on Food Trader before the event.

Event experience

Does your organisation have previous experience delivering an event? *

☐ Yes

☐ No

Previous Event Experience

Please describe your organisation's previous event delivery experience *

Please upload evidence of your previous events experience *

Attach a file:

Could be photos or links to websites or social media

Please upload evidence of your previous events experience

Attach a file:

Please upload evidence of your previous events experience

Attach a file:

Please upload evidence of your previous events experience

Attach a file:

Please upload evidence of your previous events experience

Attach a file:

Building project or capital works of non-Council building or facility

* indicates a required field

Do you need a permit?

If you're planning building works on your property, you may need a building permit, a planning permit **or both**.

[Planning permits](#) are issued by Council. They're legal documents that relate to the use, development and subdivision of land, rather than the method of construction.

If you need a planning permit, you'll need to obtain one before a building permit can be issued. However, you can make both applications at the same time.

It's important to note that a planning permit does not remove the need to obtain a building permit.

[Building permits](#) are issued by registered building surveyors. They usually relate to the construction method of a building or development to ensure the building is safe and compliant with regulations.

*****As you are applying for a grant to support your building or capital works project, only Building and Planning permits provided by Council will be accepted (whichever is applicable) before payment of the grant is made.*****

When do you need a Planning Permit?

You'll generally need a planning permit to change the use of your land, construct a new building, or change an existing building.

You may need a planning permit to:

- build two or more dwellings on one parcel of land, e.g. building units or townhouses
- extend your home
- change the use of land or buildings
- display a sign
- reduce required car parking spaces
- develop in a rural area
- open a restaurant, cafe, bar or tavern
- install a satellite dish

Check out our [planning permits page](#) for more information on when you might need a planning permit and how to apply for one.

When do you need a Building Permit?

You will need to provide a building **permit issued by Council only**, in order to receive payment of the grant.

If you plan to carry out building works on your property, you should check with us first to find out if you need a building permit.

You may need a building permit for the following types of works:

- building extensions and renovations
- carports
- garages and sheds
- building removal
- pergolas
- verandas and decking
- retaining walls
- re-stumping an existing building.

Check out our [building permits page](#) for more information on the types of works that require a building permit or call us on 03 9217 2170 with any questions.

Building projects or capital works

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Please confirm the work you will be completing for your building projects or capital works with the grant on offer from Council.

What type of work will you use the Grant for? **Has this work commenced?** **Exactly what type of work will you undertake?**

Planning Permit

To progress your application for a grant. You will be required to submit either of the following;

- **A planning permit or**
- **Evidence from Council that you do not need a planning permit.**

Please see Council's Planning page for more information. [Click here to find out more at the City of Whittlesea website.](#)

Do you have an approved planning permit? *

- ☐ Yes ☐ No ☐ Planning Permit Not Required

If you do not require a planning permit, you are required to provide written evidence from a Council Officer that you do not require the permit. Please upload this below.

Please upload your Planning Permit or email from Council confirming that you don't need a Planning Permit. *

Attach a file:

Budget and Supporting Documents

*** indicates a required field**

Applications submitted with all supporting documents will be prioritised for funding.

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If your annual turnover is over \$300,000 per year, you will be required to match the support in your application. This includes schools, universities or other educational institutions.

Your support (eg venue, staff wages etc) can be entered under 'other contributions'. Volunteer hours are calculated in a separate section.

Is your annual turnover over \$300,000 or more? *

Please upload your organisation's annual financial statement. *

Attach a file:

Regardless of annual turnover, businesses are required to match grant funding dollar-for-dollar.

Applications submitted with all supporting documents will be prioritised for funding.

Any organisation with an annual turnover above \$300,000 is required to match the funding amount with equal support.

- This could be in the form of venue hire, staff wages, advertising, other grants, own funds etc.

As your organisation has an annual turnover above \$300,000, it is required to match the funding amount with equal support. This could be in the form of venue hire, staff wages, own funds, advertising, catering, other grants etc

Regardless of annual turnover, businesses are required to match grant funding dollar-for-dollar.

Businesses are required to match grant funding dollar-for-dollar.

Do you confirm that the business will match grant funding? *

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Public Liability and or Professional Liability Insurance with a minimum cover of \$20 million.

Please attach your organisation's Public Liability Insurance that covers the project or event. *

Attach a file:

Budget 30%

Please provide **quotes for items \$500 and above** as identified in your budget. **For items \$1500 and above, please upload 3 quotes.**

Quotes must include:

- ABN of the organisation or business providing the quote
- an itemised breakdown of goods or services, including individual costs

Online quotes must include:

- a screenshot showing all the items or services
- the website address (URL) visible in the screenshot
- the business name.

Quotes from emails will NOT be accepted if they do not have the information listed above regarding online quotes.

For items valued \$1500 and more:

- a minimum of three quotes must be provided
- quotes must demonstrate comparison of market rates.

Key tip: To avoid disappointment, ensure that your budget does not include "what can't be funded" under the Community Grant Guidelines and that the budget matches your project or event outcomes.

[Click here to download a budget template for examples.](#)

Budget Category	Budget Description	Cost of Budget Item (excluding GST)	Please provide quotes for items over \$499. If your budget item is over \$1499, please upload 3 quotes for the item.
		Must be a dollar amount.	Items over \$499, without a quote, may not be funded

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Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			

Please review your Equipment costs

Community grants can only pay 50% of portable equipment costs (that you purchase to keep), up to a maximum of \$5,000 of the equipment cost, whichever amount is lower. Community Grants can fully cover rented costs.

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E.g. If your application includes equipment that is \$12,000 you may be funded up to \$5,000 of the purchase price. Or if you apply for a grant for a project and the equipment costs \$1,500, the grant will cover 50% of the purchase cost (\$750).

Please refer to [the 2026-2027 Community Grant Guidelines for more information.](#)

Total Amount Requested

This number/amount is calculated.

Are there any other sources of funding or support for this project? (e.g. your own funds, member contributions, ticket costs, other grants, sponsorship, donations etc) *

Other contributions towards the project or event (including your contributions by your organisation)

Please define other support type (e.g. own funds, part of the support type sponsorship organisation, ticket sales etc) **Please provide a description of the support type** **Please confirm amount**

	E.g. monetary, catering, venue hire, staff hours, ticket sales, stall fees etc	Must be a dollar amount.

Other contributions

Value of other contributions

This number/amount is calculated.

Number of Volunteers *

Must be a number.

Total volunteer hours *

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Must be a number.

Value of volunteer hours

This number/amount is calculated.
Calculated at \$42.00 per hour

Summary of Project or Event Costs

Total Grant Amount Requested

Total value of in-kind and volunteer support

This number/amount is calculated.	This number/amount is calculated.

Total Project Cost

This includes the *Total Grant Amount Requested* and *Total value of in-kind and volunteer support*

This number/amount is calculated.

Please attach any additional documentation as required, e.g. additional quotes, letters of support or any other documents

Please upload additional documents below

Attach a file:

Please upload additional documents below

Attach a file:

Please upload additional documents below

Attach a file:

Please upload additional documents below

Attach a file:

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Please upload additional documents below

Attach a file:

Application Checklist

* indicates a required field

Before submitting your application please double check all requirements to support your application as follows:

Have you read the City of Whittlesea Community Grants Guidelines *

Have you double checked your answers regarding eligibility for this application (page 3)? *

Have you checked the 'What won't be funded' section of the grant guidelines and you are confident your project or event is not included in the 'What won't be funded' section? *

If no - please double check by accessing the guidelines below

Have you attached a copy of your Public Liability insurance covering the period for your event or project? *

Have you attached legitimate quotes for items valued at \$500 and over? *

Have you attached three legitimate quotes for items valued at \$1500 and over? *

Have you attached all relevant paperwork for your application including permits, evidence of previously completed events, letters of support and auspice letter if applicable? *

Please click the link below to check the Community Grant Guidelines

[Click here to download the 2026-2027 Community Grant Guidelines.](#)

Please upload additional files below

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Click here to upload additional files

Attach a file:

Click here to upload additional files

Attach a file:

Click here to upload additional files

Attach a file:

Click here to upload additional files

Attach a file:

Click here to upload additional files

Attach a file:

Declaration

* indicates a required field

Declaration

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge:

- 1.The statements made within this application are true and correct;**
- 2.I understand that if the applicant organisation is approved for this grant, we will be required to accept the grant as stated in the conditions of grant; and**
- 3.This application is submitted after reading and understanding the City of Whittlesea [Community Grants Guidelines 2026-2027](#).**

I have the authority to submit this application on behalf of my community group or organisation. *

I understand that this application may not necessarily result in approval of funding, or the full amount requested. *

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I declare our application for this grant adheres to all applicable Federal, Victorian State and Local Council legislation and policies. *

Name of Authorised Person *

Position in Organisation *

Phone Number *

Email *

Date *

Must be a date.
DD/MM/YYYY

Applicant Feedback - Please complete this section before submitting your application form.

*** indicates a required field**

Did you receive assistance to complete this application? *

☐ Yes

☐ No

What support did you receive to complete the form? *

- ☐ Assistance with English
☐ Grant writer (paid or unpaid)

☐ Assistance with technology

- ☐ Assistance due to a disability
☐ Artificial Intelligence (e.g. Chat GPT, CoPilot, Gemini etc)
☐ Other:

Please indicate how you found the online application process: *

☐ Very easy

☐ Easy

☐ Difficult

☐ Very difficult

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

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Must be a number.

Estimate in minutes i.e. 1 hour = 60 minutes (include numbers only)

Do you have any suggestions to improve the form or process?

How did you hear about this grant opportunity? *

- | | |
|--|--|
| ☐ Grants and Training Opportunities email | ☐ Word of mouth |
| ☐ Local Area Network email | ☐ Social media |
| ☐ Other Council newsletter (electronic or hardcopy) | ☐ Council's website |
| ☐ Poster/flyer | ☐ Other: <input type="text"/> |