

# 2025/2026 Community Grants Application Form

## Form Preview

### ORGANISATION DETAILS

\* indicates a required field

#### Before You Start

Before you complete this form, it is important that you read the [Community Grant guidelines](#) and [Council's Grants policy](#).

If you need advice or are having difficulty completing or submitting this form or attaching documents, please refer to the [Help Guide for Applicants](#) or contact the Grants Team via email [communitygrants@casey.vic.gov.au](mailto:communitygrants@casey.vic.gov.au)

#### Collection Statement

City of Casey (Council) is collecting your personal information through this Grant Application Form to assess your application for grant funding. Personal information will only be collected if you give your consent at the time we collect the information from you unless an exception in the Privacy Act applies or is required by law. The personal information requested on this form is being collected by Council for the purposes of confirming applicant eligibility, for grant assessment panels and for grant allocation to successful applicants. The application including personal information collected may be disclosed to other Council departments for the purposes of assessment of this and other applications or requests for support to Council from this applicant as part of the applicant's funding record. General information (excluding personal information) may be used for publication such as the applicant's name, project details and funded amount on the City of Casey website and in Council reports such as evaluation reports and social and economic impact assessments to inform program improvements and policy decisions. If you wish to gain access to the information provided or amend any of the personal information you have supplied to Council, please contact Council via telephone on 9705 5200. Council will not be liable for the copy or misuse of the information contained in this feedback form.

**I understand and agree to Council's collection statement \***

☐ Yes

#### Privacy Statement

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. All personal information collected by the City of Casey will only be used for the purposes outlined within our Collection Statement. Council's Privacy Policy is available from our website [Privacy Policy | City of Casey](#) and all Council Customer Service Centres. For further Information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website [Leave your feedback form | City of Casey](#) or by calling on 9705 5200.

#### Organisation Details

**Organisation name \***

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### Postal address \*

Address

  

Suburb State Postcode

### Website

### Regular meeting location \*

Please provide a full address or facility name

### Is this a Council managed facility? \*

☐ Yes

☐ No

☐ Unsure

## Contact Person

Who is the main contact person nominated by your organisation for this project?

### Name \*

Title

First Name

Last Name

### Position

### Mobile phone number

### Alternate phone number \*

### Email address \*

This email address will be used for posting correspondence relating to the grant application.

## Organisation Endorsement

**Please list the name of one other committee/organisation member who has knowledge of this application and approves of the application being made.**

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### Endorsed by \*

Title

First Name

Last Name

### Position

### Phone number \*

### Endorser address

## ORGANISATION DETAILS continued

\* indicates a required field

### Legal Status

#### What is your organisation's legal status? \*

☐ Incorporated

☐ Charity

☐ Company limited by guarantee

☐ Trust

☐ Unincorporated with an auspice

☐ Other:

☐ Cooperative

#### If incorporated, please provide incorporation number

If you are unsure of your incorporation number, go to: <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association>

### ABN

#### Does your organisation have an Australian Business Number (ABN)? \*

☐ Yes

☐ No

If you do not have an ABN, you will be required to complete a Statement by Supplier form if this grant application is successful. Grants Officers will contact you if this applies.

#### If yes, what is your 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

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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

### Auspice Information

If your group is unincorporated, you will need to negotiate an auspice agreement with an incorporated organisation to receive and hold the funding for you and to support you to deliver this project. An information sheet about auspicing is available [here](#).

You **MUST** obtain permission from an organisation to nominate them to act as an auspice for this application before providing their details below.

**Auspice organisation name \***

**Auspice incorporation number \***

**Auspice Australian Business Number (ABN) number \***

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
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**Please attach a copy of the auspice organisation's Certificate of Currency for public liability insurance (mimimun \$20,000,000) \***

Attach a file:

**Auspice organisation contact person \***

Title First Name Last Name

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

**Auspice contact phone number \***

**Auspice contact email \***

**Please upload evidence of support from the auspicng organisation \***

Attach a file:

You must provide confirmation of auspice support. This can be a letter, an agreement, or copy of an email.

## Insurance

To apply for this grant, your organisation must have public liability insurance of a minimum \$20 million.

**What is the amount of your Public Liability Insurance coverage? \***

\$

**Please attach a current copy of your Certificate of Currency \***

Attach a file:

Important note: a tax invoice or expired public liability insurance certificate will not be accepted.

## ORGANISATION DESCRIPTION

**\* indicates a required field**

### Organisation Description

**Provide a short description of your organisation and what you do. \***

Word count:

Must be no more than 200 words

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**In which year was your organisation established?**

**How many members in your organisation? \***

Members are individuals that belong to your group. They may be participants, committee members or volunteers but are not paid staff.

**How many members live in the City of Casey? \***

The City of Casey is committed to reducing harm caused by gambling and responding to and preventing gambling-related issues. Projects that are supported by gaming venues or facilities with electronic gaming machines (EGMs) or held in venues where there are EGMs cannot be funded through this grant program.

**Does your organisation receive any funding (including sponsorship) or have any association with the gambling industry or venues where there are electronic gaming machines? \***

☐ Yes

☐ No

**If yes, please detail further.**

## PROJECT DETAILS

**\* indicates a required field**

### Funding Request

**Which category does your project best fit? \***

☐ Arts and culture

☐ Health, wellbeing and equity

☐ Diversity and harmony

☐ Environmental sustainability

You can refer to the grant guidelines to learn about the categories: <https://www.casey.vic.gov.au/community-grants>

### Project Details

**What is the name of your project? \***

Must be no more than 20 words.

**Describe your project. \***

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### Word count:

Include a short summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform or the event you will hold), and what effects you expect to result from your activities (outcomes). Go to the Funding Centre's Answers Bank at <https://explore.fundingcentre.com.au/help-sheets/answersbank#Qu1> if you need some ideas about how to frame your response.

**Where will the project take place? (Important note: You must confirm any facility/venue/park/sports ground booking for this project with the relevant Council team. This application is not considered a booking request). \***

Maximum 25 words. It is helpful if you include the suburb in your answer.

### Anticipated start date \*

Must be a date and between 1/7/2025 and 30/6/2026.

For one day events, please use the event date as the start date and the finish date.

### Anticipated finish date \*

Must be a date and no later than 30/6/2026.

**If you have already discussed your project with a Council staff member, who did you speak with?**

## Criteria 1 - How much the community needs the project

### Which of Council's community grant priorities does your project support? \*

- |                                                                                                      |                                                                                               |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Innovative and of a high quality programs and events                        | <input type="checkbox"/> Locally led projects with community support                          |
| <input type="checkbox"/> Promotes a sense of community, resilience and social inclusion across Casey | <input type="checkbox"/> Celebrates diversity and cultural heritage                           |
| <input type="checkbox"/> Increases opportunities for community participation and education           | <input type="checkbox"/> Enables the community to share in the benefits of digital technology |
| <input type="checkbox"/> Promotes sustainable living practices                                       | <input type="checkbox"/> Support Council's plans and strategic objectives                     |
| <input type="checkbox"/> Helps residents to be healthy, active and engaged in community life         |                                                                                               |

Select at least one choice.

### How will it meet these priorities and what will it achieve? \*

Describe three things you want the project to achieve in terms of benefits for participants or others (200 words recommended)

**Why is this project needed? What evidence supports this? E.g. anecdotal or statistics. \***

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Word count:

Describe the specific problem or need you want to address. How do you know there is a the problem?  
100 - 200 words recommended.

**What do you think will be the main impact of this project for Casey residents? \***

- ☐ This project will improve people's personal wellbeing
- ☐ This project will improve people's sense of safety
- ☐ This project will improve people's connection to others

Your project may have multiple outcomes but please select ONE outcome that is at the CORE of this project.

Criteria 2 - How much the community will benefit from the project

**Who will this project benefit? \***

- ☐ Just members of your organisation
- ☐ The Casey community
- ☐ Both your members and the broader Casey community

**How will you promote the project and encourage people to attend or participate? \***

- ☐ Website
- ☐ Word of mouth
- ☐ Social media
- ☐ Newspaper/Radio
- ☐ City of Casey Event Calendar
- ☐ Other:
- ☐ Flyer/Newsletter

Council can help to promote community events. For more information go to: <https://www.casey.vic.gov.au/support-we-provide-your-event>

**Who are the expected primary beneficiaries of this project/program? \***

Click in the answer field to see a list or start typing for suggestions. Please choose only the main group/s that you expect to benefit from the program/event. If it's open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'.

**What is the approximate number by gender of people who will directly participate in this project?**

Please include your group members, participants or attendees, committee members and volunteers, not paid staff.

Number of female participants	Number of male participants	Number of non-binary participants
<div></div>	<div></div>	<div></div>
Estimate only.	Estimate only.	Estimates only

**Total approximate number of participants**



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This number/amount is calculated.

**Criteria 3 - How involved the community is in the project. This includes leaders, partners, participants and spectators.**

**Who has helped you to design or plan this project? \***

Must be no more than 100 words.

For example, committee members or volunteers, people with lived experience, feedback from community members, partner organisations

**Who will help you to deliver this project and how will they be involved? \***

Must be no more than 100 words.

For example, committee members or volunteers, staff or contracted professionals, other community organisations or Clubs.

**How will you make the project as accessible as possible? For example for people of different genders, people who speak different languages, or people with different abilities. \***

Must be no more than 100 words.

**Some examples of ways to make a program/event more accessible are:**

- choose an indoor venue that has wheelchair access or an outdoor venue that has a firm and level ground surface
- provide adequate seating and allocate spaces for wheelchairs and prams
- cater for different dietary requirements and preferences
- consider audio documents for people who have a hearing impairment
- consider printed promotional materials in [Easy English](#) and use fonts and colours that are easy to read
- ask people if they have any access or communication requirements and try to cater for these
- use interpreter services if needed, so that people who speak a language other than English can participate.
- consider how caregiving responsibilities might impact participation
- consider ways to make people of all genders feel welcome and safe

**Criteria 4 - How well your group or organisation can budget for and deliver the project.**

Now that we know about your project, we want to find out more about your organisation's ability to undertake what you propose. Please provide some information about your organisation that will give us confidence that you can deliver the project described in this application

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**Describe the structure of your group/organisation, including the roles of committee members, volunteers and any paid staff. \***

**Tell us about your previous experience in delivering similar projects. \***

Must be no more than 150 words.

**What types of evidence will you use to evaluate your project to make sure that it has achieved the outcomes you are seeking? \***

- ☐ Verbal or written feedback from participants (comment boards, emails, social media comments)
- ☐ Participation or attendance logs (number of people, demographics such as gender, age group, cultural background, suburb)
- ☐ Feedback forms, surveys, questionnaires
- ☐ Interviews, focus groups, round table discussions
- ☐ Observations
- ☐ Measure changes in knowledge/skills (quizzes, tests)
- ☐ Other:

At least 1 choice must be selected.

**How will you know if this project is successful? What will success look like for your organisation or community? \***

Must be no more than 150 words.

## PROJECT BUDGET

\* indicates a required field

**How much funding are you requesting? \***

\$

Minimum \$1,000, maximum \$5,000.

### Preparing your project budget

Your project budget explains exactly what the grant money will be used for. The budget includes details of all money that will contribute to the project (income) and all the cost of all the items required for the project (expenditure).

Hints for making a good project budget:

- Clearly explain and provide specific details for each item in separate lines
- Obtain and attach quotes or pricing, especially for larger items

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- List all forms of funding/income contributing towards your project, including sponsorship, sales, membership fees or entry fees
- Don't over or underestimate your projects costs
- The income total and the expenditure total must be equal

If your budget is unclear or includes unexplained items, the grant assessors will be unable to understand what you intend to spend the grant money on and will likely impact on the assessment of your application.

In-kind support refers to any non-cash support towards your project. This may be in the form of donations of services or goods (e.g. donated catering, donated time from a professional or free equipment hire). In this form, in kind support **MUST NOT** be included in the budget table. There is an opportunity to provide this information later.

### Project Budget - EXAMPLE ONLY

#### **Income Description**

**\$ dollar amount**

#### **Expenditure description**

**\$ dollar amount**

City of Casey Grant

1200

Venue Hire for workshops (8 weeks)

800

Course fees (25 participants)

500

Newspaper advertisements x 3

360

Organisations contribution

140

Hire of audio visual equipment

480

Sponsorship (to be confirmed)

200

Workshop booklets - photocopying and binding

250

Catering (light supper)

150

**TOTAL**

**2040**

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### TOTAL

2040

Your project budget

#### Important tips for completing this budget table:

- 1.You **MUST** include the amount of funding you are requesting in the table under 'Income Description'. It **MUST** be the same amount that you entered for the question above.
- 2.Only use whole dollar amounts (no cents)
- 3.Total income **MUST** match total expenditure. Refer to example below.

Income description	\$ dollar amount	Expenditure description	\$ dollar amount
Include grant amount you hope to receive			
Amount requested in this application	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

### Budget Totals

#### Total Income Amount

\$

This number/amount is calculated.

#### Total Expenditure Amount

\$

This number/amount is calculated.

#### Income - Expenditure

\$

This number/amount is calculated.

### In-kind support

In-kind support refers to any non-cash support towards your project. This may be in the form of donations of services or goods (e.g. donated catering, donated time from volunteers or a professional service, or free equipment hire).

To assign a dollar value to the volunteer labour that your project will require, you can use a simple [Cost of Volunteering calculator](#).

Please include all in-kind contributions towards this project in the table below.

In-kind description	\$ dollar value
Eg. volunteer hours, donated printing of flyers, donated venue hire	Estimates are accepted.

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### Partial funding

In some cases, the assessment panel may decide to recommend only part of the funding amount that i requested.

**Will you accept a funding amount that is less than what you have requested for this project? \***

☐ Yes ☐ No

**Why can't you accept a partial amount? What will be the impact on your project if you do not receive the full amount that is requested. \***

**What is the minimum amount you would require for your project to still take place? \***

\$

The minimum amount that will be funded is \$1,000.

**If you received only part of the funding you have requested, what changes would you need to make to deliver your project, if any? \***

### OUTDOOR EVENTS

If your project includes any public outdoor activities, you may need to complete an Event Approval Application Form. For more information, visit [Host Event Casey](#) or email the City of Casey Events Team on [events@casey.vic.gov.au](mailto:events@casey.vic.gov.au) to discuss your project, including any approvals, permits or licenses you may need to safely run your event.

**Will your project involve any of the following?**

- ☐ Temporary structures such as marquees, stages, fencing, portable toilets, amusement rides, jumping castles, or shade structures
- ☐ Road closures or use of public car parks or metered sites
- ☐ Fireworks, firecrackers or pyrotechincs
- ☐ Alcohol (serving, sale or consumption)
- ☐ Filming the event in a public space or playing music/singing in a public space (including Bunjil Place)

**If you have already contacted Council's Events Team, who did you speak with?**

### DECLARATION

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\* indicates a required field

### Other grant opportunities

The City of Casey provides information to community groups about upcoming grant opportunities.

You can sign up to our monthly Grants Update email newsletter which contains information about a wide range of funding opportunities for community organisations. Go here to sign up: <https://www.casey.vic.gov.au/sign-up-grants-update-e-newsletter>. You can unsubscribe at any time.

### Declaration

**I hereby make this application for a City of Casey Community Grant on behalf of my organisation and am authorised to do so. \***

☐ Yes

**I affirm that all of the details in this application and attachments are true and correct to the best of my knowledge. \***

☐ Yes

**I hereby agree to adhere to the conditions outlined in the Grants Guidelines and Council's Grants Policy, including that if this application is successful an acquittal is due within 60 days of completion of the project, or by 30 June 2026, whichever is earlier. \***

☐ Yes

**I give permission for Council Grants Officers to share my contact details with other Council Officers (who may wish to contact you about other Council or community opportunities)? \***

☐ Yes

☐ No

**Name of person completing declaration and giving permission. \***

**Email address of person completing declaration and giving permission. \***

Must be an email address.