2024/25 - Quick Response Grants Application Form
Form Preview

Before you begin

* indicates a required field

Please note

Before completing this application form, you should have read the **Quick Response Grant Guidelines** on our website. You can also access a PDF version **here**.

It is estimated it will take you approximately **3 - 4 hours** to complete this application, if you have all information available.

It is recommended you discuss your application with a member of the Community Grants team before submitting your application or if you have any questions in regards to the eligibility criteria, on **9518 3555** or monash.grants@monash.vic.gov.au.

Which Council officer have you spoken to about your application? *

This does not include Council officers from Monash Halls or other areas of Council or Councillors.

Monash Council is committed to supporting community groups and artists to remain agile and responsive to issues that arise in the local Monash community. The Quick Response Grant program (QRG) is designed to support local community groups and individual creative efforts to assist in strengthening community and building cohesion and whose project, program or issue may arise outside of the normal funding cycle of the Monash Community Grant Program (MCGP). This program ensures that Council can continue to support community groups to respond to issues as they arise.

Applicants are able to apply for up to $5,000, for a once-off grant. The Quick Response Grants will be open for applications from 1 June 2024 until 9 May 2025, or until the allocation has been exhausted.

I wish to apply for the following funding:
☐ Cash ☐ Hall/Venue Hire
Please note: requests for funding can be a maximum of $5,000 in TOTAL across both cash and hall hire.

Eligibility

By ticking the following you are agreeing you are eligible to apply for a City of Monash Quick Response Grant: *
☐ I am applying as an incorporated organisation, or are being auspiced by one, or are an individual artist with an ABN
☐ The organisation has no outstanding debts or documentation to Council
☐ This project is being conducted within the City of Monash
☐ No aspect of the project is being held in a venue with Electronic Gaming Machines (poker machines)*
☐ I have read the Quick Response Grant Applicant Guidelines

All 5 choices must be selected to proceed with the application. *Council is committed to promoting non-gambling social, cultural and recreational opportunities in Monash and, as such, does not provide funding for any activities that take place within a venue that has poker machines, this also includes one-off functions or events.

Organisation and Applicant Details

* indicates a required field

Applicant Organisation Details

Applicant organisation name *

Organisation Name

Please use your organisation's full name, eg. Monash Cloud Appreciation Group. Check your spelling and make sure you provide the same name that has been used with MCGP previously

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.

Organisation Primary Address *

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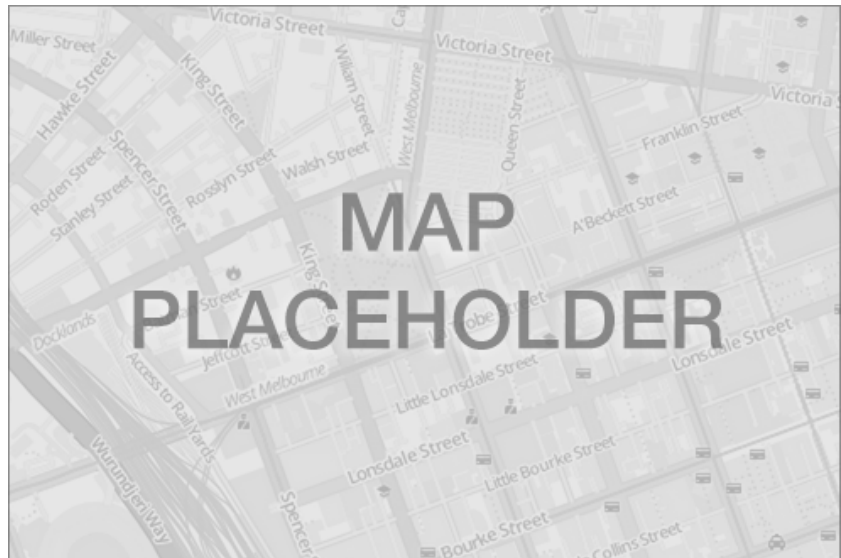
Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Organisation Postal Address

Address

For PO Boxes please start typing in the field and then select 'Can't find my address' from drop down menu to input

Applicant website

Must be a URL

What is you incorporated association registration number? *

This can be found on your certificate of incorporation or on the Consumer Affairs website by searching for the organisation: https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association

Primary contact person *

Title   First Name   Last Name

This is the person we will correspond with about this grant for the duration of the funding.

Position held in organisation *

e.g. President, Secretary, Committee Member

Primary phone number *

Must be an Australian phone number.

Primary contact email address *

This is the address we will use to correspond with you about this grant. We recommend a generic address, eg. MonashClouds@outlook.com, so this can be passed on and accessed by future grant managers.

Is this project being auspiced by another organisation?

○ Yes ○ No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you should not apply for this grant as you will be deemed ineligible.

Auspice Information

* indicates a required field

Auspice Organisation Details

Name of auspicing organisation *

Organisation Name

Auspicing organisation's website

Must be a URL

ABN of auspicing organisation

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.

Primary contact person at auspicing organisation *
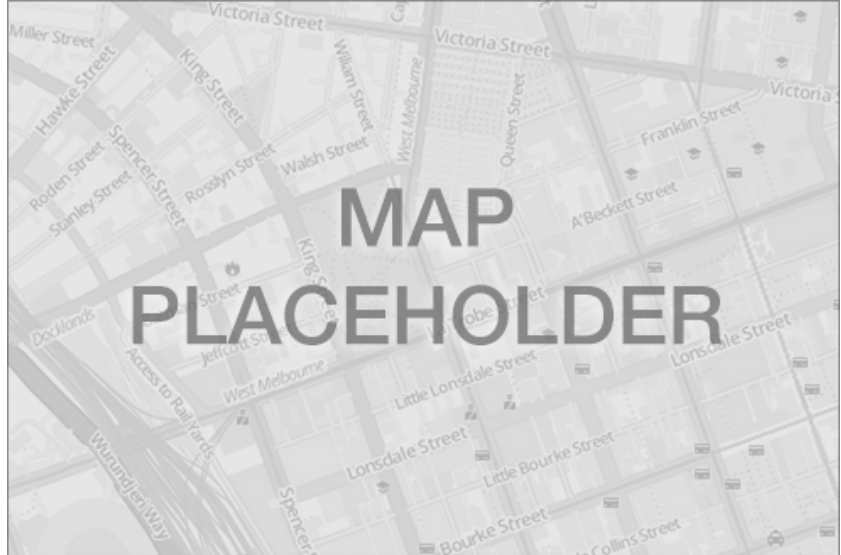
Title   First Name   Last Name

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

Auspice Primary Address

Address

Auspice Postal Address

Address

Position held in organisation

e.g. Manager, CEO

Contact person's primary phone number *

Contact person's email address *

Must be an email address

Please attach a letter from the auspicing organisation confirming this arrangement is valid and current *

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

Project Details

* indicates a required field

Project title: *

Provide a name for your project/program/initiative. Your title should be short but descriptive

Project start date *

Must be a date and between 1/7/2024 and 30/6/2025.

Project end date *

Must be a date and between 1/7/2024 and 30/6/2025.

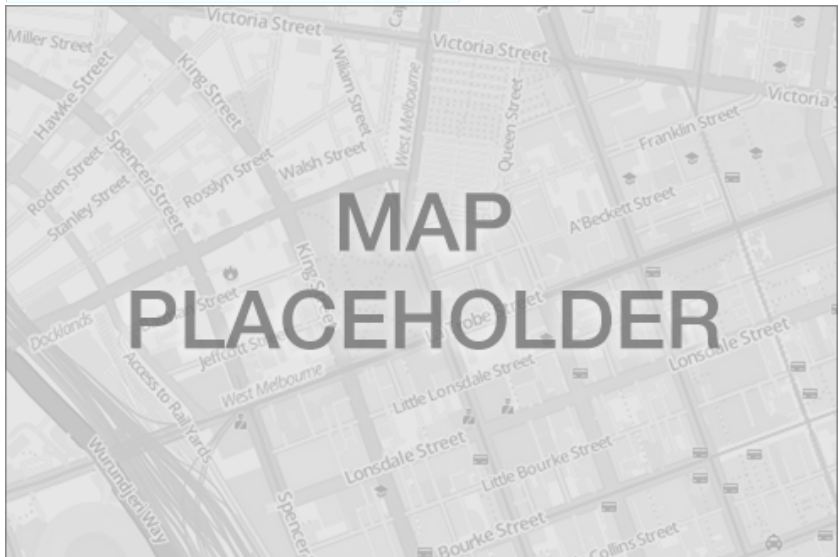## Please provide a short summary of your project *

Word count:
Must be between 50 and 300 words.
Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes).

Project Location *

Address

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

What are the primary areas of focus for this project/program? *

You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific.

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

Beneficiaries are the people the people your project will affect and benefit from. More than one item can be selected. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'

Will your project address gender inequality? *

○ Yes   ○ No

Answer 'yes' if your project/program is specifically designed to improve opportunities for people of all genders (women, men and gender diverse people) or you think this may occur as a side-benefit to your initiative.

How will your initiative address gender inequality? *

Word count:
Must be between 30 and 300 words.
What will you do to address gender inequality and what changes do you expect will occur as a result?

What are some of the ways you ensure your group is inclusive and accessible to everybody? *

Word count:
Must be between 30 and 300 words.
For example people of different genders, ages, cultural backgrounds, people with disabilities, etc

Assessment Criteria

* indicates a required field

1. ADDRESSES AN EVIDENCE-BASED COMMUNITY NEED (20%)

How does this project address a new or emerging need and what benefits do you expect to occur as a result of this project? *

Word count:
Must be between 100 and 300 words.
How has the need for this project has arisen outside of the Monash Community Grant Program (MCGP) funding cycle, and how you will evaluate it's success?

What will the funding be used for? *

Word count:
Must be between 50 and 300 words.

Ways to evaluate success could be through member or participant feedback, surveys, statistic changes etc.

Please upload any copies of letters of support and support materials

Attach a file:

Please attach any supporting materials to demonstrate community need and other support. This is not a requirement, but could strengthen your application. Support letters should be no more than 2 years old (the more current these supporting documents are the more relevant they are to your application).

2. RELEVANCE TO COUNCIL'S PLAN (20%)

Which priorities in Council's Municipal Public Health and Wellbeing Plan are relevant to your project? *

☐ Pillar 1: Healthy Lifestyle - Active Living

☐ Pillar 1: Healthy Lifestyle - Healthy Eating & Preventing Obsesity

☐ Pillar 1: Healthy Lifestyle - Harm Prevention

☐ Pillar 1: Healthy Minds - Loneliness

☐ Pillar 1: Healthy Minds - Mental Health

☐ Pillar 1: Healthy Minds - Strong Connected Families & Resilient Young People

☐ Pillar 1: Healthy Minds - Age-Friendly

☐ Pillar 1: Healthy Environments - Built Spaces

☐ Pillar 1: Healthy Environments - Open Spaces & Green Spaces

☐ Pillar 1: Healthy Environments - Climate Change & Health

☐ Pillar 2: Connected - Active Community Engagement

☐ Pillar 2: Connected - Creative Expression & Community Events

☐ Pillar 2: Connected - Lifelong Learning

☐ Pillar 2: Connected - Strengthening Neighbourhoods & Communities

☐ Pillar 2: Supported - Accessible & Affordable

☐ Pillar 2: Supported - Homelessness & Social Housing

☐ Pillar 2: Supported - Assertive Outreach

☐ Pillar 3: Advocacy - Advocacy & Policy

☐ Pillar 3: Inclusive for All - Addressing All Forms of Discrimination

☐ Pillar 3: Inclusive for All - Equitable Communications

☐ Pillar 3: Inclusive for All - Fair for All Abilities

☐ Pillar 3: Inclusive for All - Gender Equity

☐ Pillar 3: Inclusive for All - LGBTIQA+ Inclusion

☐ Pillar 3: Inclusive for All - Celebrating Diverse Communities

☐ Pillar 3: Inclusive for All - Aboriginal & Torres Strait Islander Reconciliation

☐ Pillar 3: Safe Communities - Preventing Violence Against Women & Children

☐ Pillar 3: Inclusive for All - Community Safety

No more than 5 choices may be selected.
You can view detail of the each of the priorities in the Monash Health & Wellbeing Plan 2021-25 which can be found on Monash website here: https://www.monash.vic.gov.au/files/assets/public/our-services/health-and-safety/plan-2021-2025/monash-health-and-wellbeing-plan-2021-2025.pdf

How will your project address Active Living?

Word count:
Must be between 30 and 100 words.

How will your project address Healthy Eating & Preventing Obesity?

Word count:
Must be between 30 and 100 words.

How will your project address Harm Prevention?

Word count:
Must be between 30 and 100 words.

How will your project address Loneliness?

Word count:
Must be between 30 and 100 words.

How will your project address Mental Health?

Word count:
Must be between 30 and 100 words.

How will your project address Strong Connected Families & Resilient Young People?

Word count:

How will your project be Age-Friendly?

Word count:
Must be between 30 and 100 words.

How will your project address Built Spaces?

Word count:
Must be between 30 and 100 words.

How will your project address Open Spaces & Green Spaces??

Word count:
Must be between 30 and 100 words.

How will your project address Climate Change & Health?

Word count:
Must be between 30 and 100 words.

How will your project address Active Community Engagement?

Word count:
Must be between 30 and 100 words.

How will your project address Creative Expression & Community Events?

Word count:
Must be between 30 and 100 words.

How will your project address Lifelong Learning?

Word count:
Must be between 30 and 100 words.

How will your project address Strengthening Neighbourhoods & Communities?

Word count:
Must be between 30 and 100 words.

How will your project be Accessible & Affordable?

Word count:
Must be between 30 and 100 words.

How will your project address Homelessness & Social Housing?

Word count:
Must be between 30 and 100 words.

How will your project address Assertive Outreach?

Word count:
Must be between 30 and 100 words.

How will your project address Advocacy & Policy?

Word count:
Must be between 30 and 100 words.

How will your project address All Forms of Discrimination?

Word count:
Must be between 30 and 100 words.

How will your project address Equitable Communications?

Word count:
Must be between 30 and 100 words.

How will your project make it Fair for All Abilities?

Word count:
Must be between 30 and 100 words.

How will your project address Gender Equity?

Word count:
Must be between 30 and 100 words.

How will your project address LQBTIQA+ Inclusion?

Word count:
Must be between 30 and 100 words.

How will your project Celebrate Diverse Communities?

Word count:
Must be between 30 and 100 words.

How will your project address Aboriginal & Torres Strait Islander Reconciliation?

Word count:
Must be between 30 and 100 words.

How will your project address Preventing Violence Against Women & Children?

Word count:
Must be between 30 and 100 words.

How will your project address Community Safety?

Word count:
Must be between 30 and 100 words.

3. NUMBER OF MONASH RESIDENTS DIRECTLY PARTICIPATING IN AND/OR ATTENDING THE ACTIVITY (20%)

How many people in TOTAL do you expect to participate in the project/service?

Depending on the project this could include those that are organising the project, directly participating and those who attend or view any outcome, such as an exhibition or performance.

Male *

Must be a number.

Female *

Must be a number.

Trans or Gender Diverse *

Must be a number.

Total Participants *

This number/amount is calculated.

Of these, how many do you expect to be MONASH residents?

Male (MONASH) *

Must be a number.

Female (MONASH) *

Must be a number.

Trans or Gender Diverse (MONASH) *

Must be a number.

Total Monash Participants *

This number/amount is calculated.

Proportion of Monash Participants *

This number/amount is calculated.

Please upload any supporting information relating to the number of participants stated for your project
Attach a file:

4. CAPACITY TO UNDERTAKE THE PROJECT (20%)

Please outline your capacity to deliver the project. *

Word count:
Must be between 50 and 300 words.
nclude examples of previous projects and/or current plans, and marketing and promotional strategies.
Project and marketing plans can be added as attachments under criteria 1 support materials.

5. FINANCIALS & BUDGET (20%)

QRG Cash Requested *
$
Must be a dollar amount and no more than 5000.

Overall Project Cost
$
This number/amount is calculated.
What is the total budgeted cost (dollars) of your project?

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not.

The first line of income has been completed based on the amount you have requested for MCGP funding above. If you are requesting hall hire with this application please complete the second line in the income section and first line of the expenses section ensuring they match the estimate provided to you from Monash Halls.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns.

Examples of income could include

- Organisational contribution
- Member contributions
- Any other grant you have/are applying for
- In-kind (non-cash) contribution made - this must be offset as an expense of the same value

Examples of expenses could include:

- Materials
- Equipment hire
- Contract facilitator
- Volunteer hours - this must be off-set by in-kind income of the same value

Please see *here* for an example of how the budget should look.

Use the 'Notes' column for any additional information you think we should be aware of, for example if you are paying for staff outline the hourly rate of pay and hours to be worked that you used to determine the amount (30 hours x $30/ph).

Please ensure you have read the MCGP Guidelines to ensure you are aware of individual item caps and only assign items to the Monash grant that are eligible under the category you are applying in. If the application is successful items that are not eligible will be deducted and will see funding reduced. A list of program-wide ineligible items can be found in the Guidelines on page 9.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

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Please **do not add commas** to figures – e.g. type '1000' not '1,000' – this will ensure your figures for each table total correctly.

Income Description	Income Type	Confirmed Funding?	Income Amount ($)	Notes
QRG Cash	Monash Grant Other Grants Member fees Earned Income Other Income	Confirmed Unconfirmed Not Applicable	$	Requested in this application
Monash Hall Hire (delete if not applicable)	Monash Grant Other Grant Members Fees Earned Income Other Income	Confirmed Unconfirmed Not Applicable	$	Details provided in the Hall Hire section of this application
			$	
			$	

Cost Description	Funding Source	Amount ($)	Notes
Monash Hall Hire (delete if not applicable)	Monash Grant Other	$	Must match the income line & request in the Hall Hire section
		$	
		$	
		$	

Budget Totals

Total Project Income
$
This number/amount is calculated.

Total Project Cost
$
This number/amount is calculated.

Income - Expenditure
This number/amount is calculated.

Total Amount Requested
$
This number/amount is calculated.
This is the total amount of funding you are requesting in this application through cash and venue hire.

It is a requirement of being an incorporated organisation to have true and fair financial statements that are presented each year at an Annual General Meeting. Please provide a copy of the financial statements for your organisation that have been compiled in the last 12 months. This must include:
- Balance Sheet

- Income (Profit/Loss) Statement

Please note: bank statements are NOT acceptable financial statements.

For more information visit the CAV website: Financial Statements & Auditing.

Please upload your organisation's financial statements *	Attach a file:
	A maximum of 3 files may be attached.

Venue Hire

* indicates a required field

The MCGP provides funding for venues in which community activities take place. There are 2 options:

- Monash Council-owned community halls
- Other venues that could be Council owned, such as Neighbourhood Houses or non-Council owned community facilities, such as a church hall (if there is not an appropriate Council venue available)

Please select from the following options which you would like to include in your application:

☐ Monash Community Halls   ☐ Other Venue

MONASH COMMUNITY HALLS HIRE

To submit an application for Hall Hire as part of your grant you must contact **Monash Halls Management** on **9518 3684** to discuss your needs and submit a booking request.

Every effort will be made to meet your request, however Monash Halls are heavily utilised and Council will determine which groups can use which spaces and how often. If your preferred venue is not available every effort will be made to work with you to find another suitable space.

You will then receive a confirmation letter stating the hall, dates and quoted amount of the booking. This does not guarantee funding will be granted, it is to hold your group's place in the Monash booking system. If the grant is not approved you will still be able to use the hall and your group will be invoiced by Monash Halls Management for the whole amount of the booking.

In the event full funding is not granted your group will need to decide whether to reduce dates or pay the difference between the granted amount and the hall cost. This will be communicated to you in May when advice notifications are sent out.

Please see your Monash Halls Community Grant Program Quote/Estimate to provide the funding you are requesting to cover your hall hire.

If you require assistance to complete this, please contact a member of the Community Partnerships team on 9518 3568.

Hall Hire Requested *

$

Must be a dollar amount and no more than 5500.

What is the booking number? *

Must be a number.
This can be found on the Monash Halls Community Grant Program Quote/Estimate on the top line, above the Venue Name and Address.

Please upload a copy of the booking confirmation letter you received: *
Attach a file:

OTHER VENUE HIRE

Please note that before you complete this section you need to contact the venue to obtain a Booking Confirmation and quote.

Name of Venue *

What is the address of this venue? *

Address

Why is your group unable to use a venue managed by Monash Halls? *

Please provide the amount per year, excluding GST, for the funding you are requesting to cover the costs of this venue.

If applying for multiple venues please include the total amount to cover all bookings.

Venue Hire Requested *

$

Must be a dollar amount and no more than 5500.

Please upload a written quote provided by the organisation *
Attach a file:

This statement should be on the governing body letterhead.

Certification and Feedback

* indicates a required field

Certification

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the accompanying guidelines for applicants provided on Council's website.

I agree that I will contact the City of Monash immediately if any information provided in this application changes or is incorrect.

The Privacy and Data Protection Act 2014 protects the personal information of individuals. Monash Council takes this responsibility seriously and endeavours to manage and protect personal information in its possession at all times. Council has adopted policies and procedures to protect personal information.

These are available on Council's web site at www.monash.vic.gov.au/legal/privacy

Privacy Collection Statement

Monash City Council ("Council") collects personal information via this form to provide you with the service you are seeking and/or to fulfill its statutory responsibilities, and for related purposes which you may reasonably expect. Council will not release or provide your personal information to any other person or body, unless

(a) it has been authorised to do so by you, or (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council.

If you do not supply the requested information, we may not be able to provide you with the service and/or fulfill our statutory responsibilities. You may gain access to your personal information by contacting Council's Privacy Officer via telephone on 9518 3555 or email at mail@monash.vic.gov.au. Further details are available at the Privacy page on Council's website (www.monash.vic.gov.au).

I am authorised to complete this application and have read and understood the declaration and privacy statement. *
○ Yes

Name of authorised person *	Title	First Name	Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Date *

Must be a date

Applicant Feedback

Council is committed to the continuous improvement of our programs, therefore we would appreciate if you could please answer the below questions.

How did you hear about the Monash Community Grant Program?

☐ Council Social Media
☐ Council Staff

☐ Council Website
☐ Email from Council

☐ Multicultural Newspaper

☐ Street Advertising
☐ The Bulletin (City of Monash's monthly newsletter)

☐ Word of Mouth
☐ Other:

Please indicate how you found the online application process: ○ Very easy   ○ Easy   ○ Neutral   ○ Difficult   ○ Very difficult

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

What is your gender?   ○ Man   ○ Woman   ○ Trans or Gender Diverse   ○ I'd like to self describe

Please provide your gender:

Any other comments?