

2026/27 - Quick Response Grant Application Form

Form Preview

Before you begin

* indicates a required field

Funding Stream

Before completing this application form, you should have read the [2026/27 Applicant Guidelines](#) to ensure you are aware of the eligibility criteria of the program.

If you have any questions in regards to the eligibility criteria, please contact the Monash Connected Communities team on **9518 3555** or monash.grants@monash.vic.gov.au.

Please note: these Grants are for cash and venue hire requests only. If you wish to apply for funding to cover the cost of hiring a **Monash Council managed facility** (Monash Hall) you will need to obtain a booking quote from halls@monash.vic.gov.au. If you are wishing to apply for funding for another community venue not managed by Monash Council you should include this in your cash grant application, including a quote from the facility outlining the cost of hiring the space.

An organisation may only apply for a project once, and it must respond to a new and emerging need in the community.

Applications will close on **Tuesday 12 May 2027** or **until allocation of funds is exhausted**.

- Applications will be assessed by an internal panel monthly.
- Applicants will receive a **response from Council** by the middle of the month after the application was submitted. See timetable below:

What are you applying for in this QRG? *

Cash Venue Hire

At least 1 choice must be selected.

Select all that apply.

Timeframe

Applications will close on **Tuesday 12 May 2027** or **until allocation of funds is exhausted**.

- Applications will be assessed by an internal panel monthly.
- Applicants will receive a **response from Council** by the middle of the month after the application was submitted. See timetable below:

Application Month

Notification Date

June 2026

Wednesday, 15 July

July 2026

Friday, 14 August

August 2026

2026/27 - Quick Response Grant Application Form

Form Preview

Tuesday, 15 September

September 2026

Friday, 16 October

October 2026

Tuesday, 17 November

November 2026

Tuesday, 15 December

December 2026

Friday, 15 January

January 2027

Tuesday, 16 February

February 2027

Tuesday, 16 March

March 2027

Friday, 16 April

April 2027

Friday, 14 May

May 2027

Friday, 28 May

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 holds a current ABN
- This project is being conducted within the City of Monash
- The organisation will maintain a minimum of \$20 million public liability insurance over the duration of the funded project
- The organisation has no outstanding debts or documentation to Council
- All requirements for maintaining incorporated association or ACNC registration, including ensuring all submissions to Consumer Affairs Victoria, are current and up to date.
- Your organisation aligns with Council's Public Health Approach to Gambling Harm Policy, including not regularly meeting or holding funded activities in a venue that have electronic gaming machines (EGMs)
- I have read the 2026/27 MCGPP Applicant Guidelines

Applicant Details

* indicates a required field

2026/27 - Quick Response Grant Application Form

Form Preview

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

What is your 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>. If you are being auspiced please enter N/A.

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	

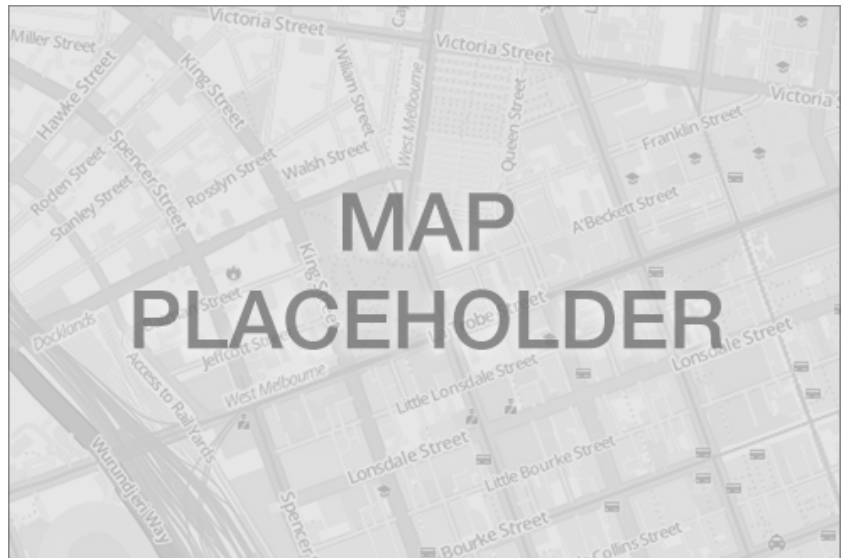
Must be an ABN.

Organisation Primary Address *

Address

2026/27 - Quick Response Grant Application Form

Form Preview



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

Primary contact person *

Title First Name Last Name

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

2026/27 - Quick Response Grant Application Form

Form Preview

**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

**What is the
incorporation
registration number
of the auspicing
organisation?**

**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

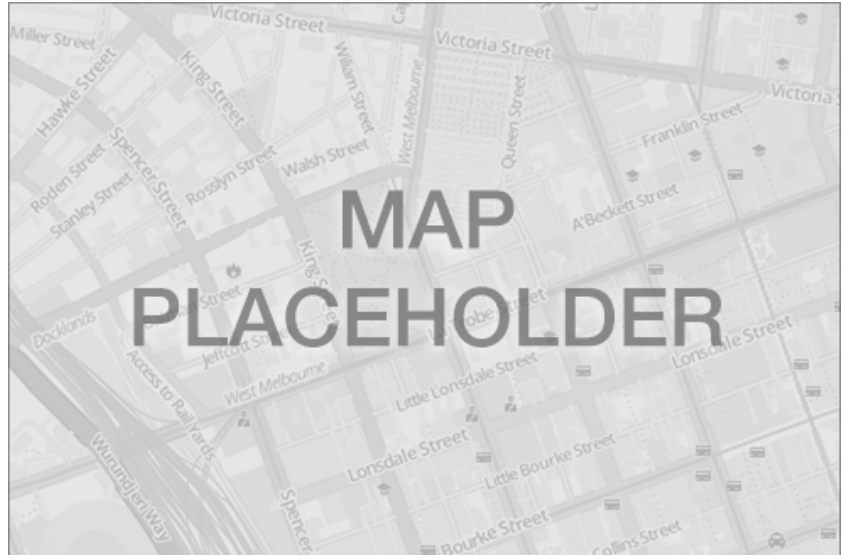
We may contact this person to verify that this auspicing arrangement is valid and current.

2026/27 - Quick Response Grant Application Form

Form Preview

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: *

2026/27 - Quick Response Grant Application Form

Form Preview

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

Project start date *

Must be a date and between 1/7/2026 and 30/6/2027.

Project end date *

Must be a date and between 1/7/2026 and 30/6/2027.

Please provide a short summary of your project *

Word count:

Must be between 50 and 300 words.

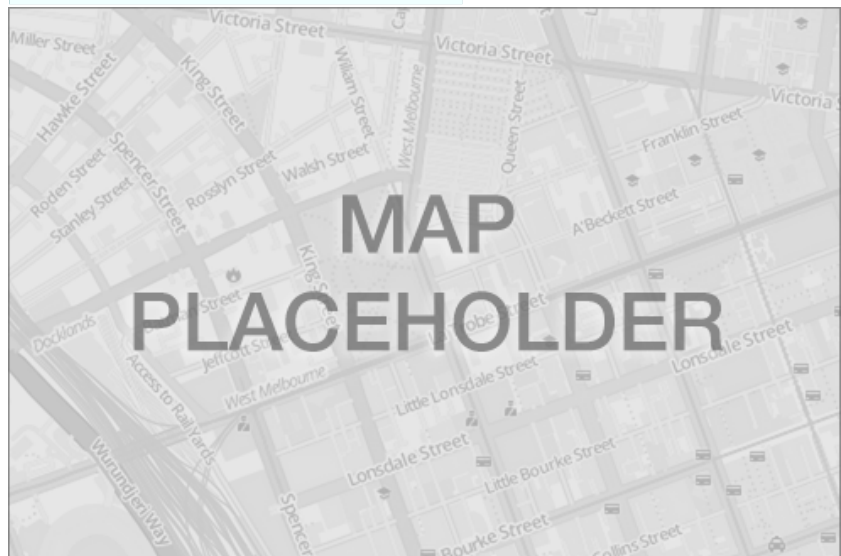
Provide a short description of your project - what are you going to do?

Please note that Council cannot fund projects that take place in a privately owned venue or residence.

A tentative booking must be in place for funding to be considered.

Project Location *

Address



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

What languages do people who will be involved or participating in this project speak?

Arabic

Italian

Sinhalese

2026/27 - Quick Response Grant Application Form

Form Preview

- Cantonese
- Greek

- Mandarin
- Punjabi

- Vietnamese
- Other:

- Hindi

- Tamil

Please select as many that apply.

Who will be the beneficiaries of your project?

- Adults (25-60)
- Artists/ Performers
- Carers
- Children (0-12)
- Families
- First Nations*
- LGBTIQA+*
- International Students
- Jobseekers
- Migrants
- People experiencing homelessness
- People from Culturally & Linguistically Diverse (CALD) backgrounds*
- People with disabilities*
- People of Faith
- Seniors (60+)
- Refugees/ Asylum Seekers
- Retirees
- Victims/ Survivors
- Volunteers
- Young People (13-25)
- Other:

Does your project involve children or young people aged 0 to 18 years old? *

- Yes
- No

This question assists Council to assess the child safety requirements for this project. The project does not have to be exclusively directed to children or young people for this to apply. When answering this question, you should consider things such as: Does your project involve children, young people or their families in any way? Will you be delivering events or services that children or young people might attend? Do grandchildren sometimes attend your activities? If children or young people may be involved in your project in any way, you should tick YES to this question.

Will there be people involved or participating in this project that speak languages other than English? *

- Yes
- No

Assessment Criteria

* indicates a required field

1. ADDRESSES AN EVIDENCE-BASED COMMUNITY NEED

What is the new or emerging need that this project/event responds to? What evidence do you have to show this? *

Word count:

Must be between 100 and 300 words.

2026/27 - Quick Response Grant Application Form

Form Preview

How do you know that there is a need for this project in your community?

What benefits do you expect to occur as a result of the program, and how will you evaluate its success? *

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

Which of Council's Health & Wellbeing Plan Priorities will your project address? *

- 1. Healthy Eating & Active Living
- 2. Building a Respectful & Safe Community
- 3. Strengthening Mental Health & Social Connection
- 4. Tackling Climate Change and its Impact on Health
- 5. Promoting & Supporting a Fair and Inclusive Community

At least 2 choices must be selected.

Council's Health & Wellbeing Plan can be found here: <https://www.monash.vic.gov.au/files/assets/public/v/1/edms/about-us/corporate-plans-strategies/health-wellbeing-plan-final.pdf>

How will your project address Health Eating and Active Living?

Word count:

Must be between 50 and 200 words.

Please reference pages 14-15 of the Health & Wellbeing Plan and connect to strategic objectives, actions and priority populations.

How will your project address Building a Respectful and Safe Community?

Word count:

Must be between 50 and 200 words.

Please reference pages 18-19 of the Health & Wellbeing Plan and connect to strategic objectives, actions and priority populations.

How will your project address Strengthening

2026/27 - Quick Response Grant Application Form

Form Preview

Mental Health and Social Connection?

Word count:

Must be between 50 and 200 words.

Please reference pages 22-23 of the Health & Wellbeing Plan and connect to strategic objectives, actions and priority populations.

How will your project address Tackling Climate Change and Its Impact on Health

Word count:

Must be between 50 and 200 words.

Hint: Please reference pages 26-27 of the Health & Wellbeing Plan and connect to strategic objectives, actions and priority populations.

How will your project address Promoting and Supporting a Fair and Inclusive Community?

Word count:

Must be between 50 and 200 words.

Please reference pages 30-31 of the Health & Wellbeing Plan and connect to strategic objectives, actions and priority populations.

3. NUMBER OF MONASH RESIDENTS DIRECTLY PARTICIPATING IN AND/OR ATTENDING THE ACTIVITY

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.

4. CAPACITY TO DELIVER

2026/27 - Quick Response Grant Application Form

Form Preview

Have you run a similar event/project before? *

Yes

No

If yes, please provide examples of how you ensured successful delivery of your project/event.

Word count:

Must be between 30 and 300 words.

If no, explain how you will ensure successful delivery.

How will you promote and market the project to the Monash community. *

Word count:

Must be between 10 and 150 words.

Please upload any documents, photos, event plans, promotional materials etc from past events or for this project here.

Attach a file:

5. FINANCIALS BUDGET

- Please note that the funding limit in Quick Response Grants is **\$3000**.
- If you are wishing to apply for funding for another community venue not managed by Monash Council you should include this in your cash budget, including a quote from the facility outlining the cost of hiring the space .
- If wishing to apply for the purchase of equipment exceeding \$250, please include quotes or proof of cost of the item/s.

QRG Cash Requested

\$

Must be a dollar amount and no more than 3000.

Overall Project Cost *

\$

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

2026/27 - Quick Response Grant Application Form

Form Preview

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 QRG funding above.

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
- In-kind volunteer hours - this must be off-set by in-kind income of the same value

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 MCGPP 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).

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

			\$	
			\$	
			\$	

Cost Description	Funding Source	Amount (\$)	Notes
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2026/27 - Quick Response Grant Application Form

Form Preview

		\$	
		\$	
		\$	
		\$	

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.

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

Download an example of the above documents from CAV: [Sample Income Statement \(DOC\)](#)

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.

Please upload quotes for other venue hire and/or equipment purchase

Attach a file:

How will you ensure all costs for the project are able to be met and that your organisation will remain viable? *

Word count:

Must be between 20 and 200 words.

There are costs involved in being an incorporated organisation that are not eligible for funding through the QRG, such as Public Liability Insurance, Consumer Affairs lodgement fees and other general costs. How will you make sure these are covered?

Venue Hire

* indicates a required field

2026/27 - Quick Response Grant Application Form

Form Preview

The QRG 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 note that Council cannot fund projects that take place in a privately owned venue or residence. A tentative booking must be in place for funding to be considered.

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

Monash Council run venues (Halls or Pavillions) Other Community Venue

MONASH COMMUNITY VENUE 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 3000.
Please refer to the amount included on your hall hire booking quote. If more than one booking is being requested this should be the total of all bookings you are asking to be covered.

What is the booking number? *

Must be a number.
If multiple bookings are being requested only one booking number needs to be provided. 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:

A minimum of 1 file must be attached.

2026/27 - Quick Response Grant Application Form

Form Preview

OTHER VENUE HIRE

Please note that before you complete this section you need to contact the venue to obtain a Booking Confirmation and quote. Funding will not be considered without a quote.

Name of Venue *

What is the address of this venue? *

Address

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

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

Venue Hire Requested *

Must be a dollar amount and no more than 3000.

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 website at [Privacy Policy | City of Monash](#)

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

2026/27 - Quick Response Grant Application Form

Form Preview

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.

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

Yes

Total QRG Amount Requested

This number/amount is calculated.

What is the total financial support you are requesting in this application?

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 & Partnerships Program?

- | | |
|--|---|
| <input type="checkbox"/> Council Social Media | <input type="checkbox"/> Street Advertising |
| <input type="checkbox"/> Council Staff | <input type="checkbox"/> The Bulletin (City of Monash's monthly newsletter) |
| <input type="checkbox"/> Council Website | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Email from Council | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Multicultural Newspaper | |

Please indicate how you found the online application process:

- Very easy Easy Neutral Difficult Very difficult

How many hours in total did it take

2026/27 - Quick Response Grant Application Form

Form Preview

you to complete this application? *

Do you speak or read in any other languages other than English?

Yes

No

This will help Council to determine which in-language grant resources may be useful for the community.

Which language do you speak or read other than English?

Arabic

Italian

Sinhalese

Cantonese

Mandarin

Vietnamese

Greek

Punjabi

Other:

Hindi

Tamil

What is your gender?

Man

Woman

Trans or Gender Diverse

I'd prefer to self describe

Please provide your gender:

Any other comments?