

# 2027-2030 CDF Key Organisations application form

## Form Preview

### Applicant Eligibility Check and Organisational Policies

#### Eligibility

**Applicants must be able to demonstrate that they meet the following eligibility criteria**

- ☐ be a legally constituted not-for-profit arts and cultural organisation based in the City of Port Phillip with a current ABN
- ☐ be a legal constituted entity for at least two years with a formal governance structure, annual financial budgeting and reporting and an annual operational or business plan
- ☐ provide activities that primarily involve, benefit or employ artists, arts workers and cultural professionals
- ☐ have a track record of delivering high-quality arts, cultural or creative programs, services or activities.
- ☐ have a primary focus of developing and presenting events and/or exhibition programs;
- ☐ have organisational Public Liability Insurance to at least the value of \$20 Million

#### Organisational Policies and Plans

**Does your organisation have any of the following policies, plans or procedures in place?**

- ☐ Child Safe Policy
- ☐ Access and Inclusion Plan
- ☐ Volunteer Policy / Guidelines
- ☐ Code of Conduct
- ☐ Environmental Sustainability Policy or Plan
- ☐ Diversity, Equity and Inclusion (DEI) Policy or Plan
- ☐ Risk Management Framework or Risk Register
- ☐ Other:

Applicants are not required to have all of these policies or plans in place. This information helps Council understand the organisation's governance, operational capacity and readiness to deliver activities over the funding period.

### Applicant Details

\* indicates a required field

**Applicant Organisation Name \***

Organisation Name

**Organisation Primary Address \***

Address

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

### Organisation Postal Address \*

Address

  

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

### Organisation Primary Phone Number \*

Must be an Australian phone number.

### Organisation Primary Email \*

Must be an email address.

### Organisation Primary Website \*

Must be a URL.

### Organisation Contact 1 \*

Title First Name Last Name

### Contact Person 1 Email \*

Must be an email address.

### Contact Person 1 Mobile Phone Number \*

Must be an Australian phone number.

### Organisation contact 2 \*

Title First Name Last Name

### Contact Person 2 Email \*

Must be an email address.

### Contact Person 2 Mobile Phone Number \*

Must be an Australian phone number.

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### ABN details and eligibility

\* indicates a required field

#### 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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

#### Are you registered for GST? \* \*

☐ Yes

☐ No

#### Applicant ACN

Must be an ACN.

Visit [www.ato.gov.au](http://www.ato.gov.au) for more info.

### About your organisation

\* indicates a required field

#### About your organisation Vision/ Mission? (please summarise) \*

Word count:

Must be no more than 200 words.

This will serve as your application description

#### About your organisation

#### Total number of staff in your organisation \*

Must be a number.

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### Number of EFT staff (equivalent full time) \*

Must be a number.

### Organisation annual turn-over amount \*

Must be a dollar amount.

### Funding request

### What is your funding request per annum (excluding GST)? \*

Must be a dollar amount.

Amounts of up to \$45,000 per annum can be requested. Funding will be provided on an annual basis over the four-year funding period (January 2027 to December 2030), subject to the funding agreement and milestone reporting requirements.

### What are the key goals you expect to achieve with this funding over the three year period? (please summarise) \*

Word count:

Must be no more than 200 words.

## Grant Program Objectives and Criteria

\* indicates a required field

### Objective 1 \*

- ☐ Support significant arts and cultural organisations that contribute to the cultural life, identity and creative profile of Port Phillip

### How does your organisation align with this objective \*

Word count:

Must be no more than 300 words.

Consider your artistic and cultural contribution, support for artists and creative practitioners, key programs and activities, contribution to Port Phillip's cultural identity, and any First Peoples leadership or participation where relevant.

### Objective 2 \*

- ☐ Support a sustainable, resilient and connected creative ecosystem through long-term investment in organisations.

### How does your organisation align with this objective \*

Word count:

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Must be no more than 300 words.

Consider organisational sustainability, workforce development, strategic planning, financial sustainability, audience development, partnerships, sector development and the long-term impact of your organisation.

### Objective 3 \*

- ☐ Increase participation, inclusion, accessibility and community connection through arts and cultural activity.

#### How does your organisation align with this objective \*

Word count:

Must be no more than 300 words.

Consider accessibility, cultural safety, participation by diverse communities, representation, reducing barriers to participation, community connection and social cohesion.

### Objective 4 \*

- ☐ Support collaboration, sector development, partnerships and opportunities for artists and creative workers.

#### How does your organisation align with this objective \*

Word count:

Must be no more than 300 words.

Consider partnerships, artist development, mentoring, collaboration, knowledge sharing, creative networks and contribution to Port Phillip's creative ecosystem.

#### What are the key goals your organisation aims to achieve over the four-year funding period (2027-2030)? \*

Word count:

Must be no more than 200 words.

#### How will you measure the success and impact of your organisation over the funding period? \*

Word count:

Must be no more than 200 words.

#### Who are your key partners and collaborators, and what role will they play during the funding period? \*

Word count:

Must be no more than 200 words.

This can include other arts organisations, professional artists, arts workers, producers, community organisations, participants etc

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**How will your organisation ensure its programs, services and activities are accessible, inclusive and culturally safe? \***

Word count:  
Must be no more than 200 words.

**Describe your organisation's capacity to successfully deliver its activities over the four-year funding period \***

Word count:  
Must be no more than 250 words.  
Consider governance, board and leadership structure, staffing, volunteers, strategic planning, risk management and operational capacity

**How does your organisation incorporate environmental sustainability into its operations and programming? \***

Word count:  
Must be no more than 150 words.

## Participation

**Please indicate age range of expected audience / participant groups \***

- |                                                          |                                                  |
|----------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Children and youth (0-17 years) | <input type="checkbox"/> Adults (50-60years)     |
| <input type="checkbox"/> Young adults (12-15 years)      | <input type="checkbox"/> Senior adults (65+)     |
| <input type="checkbox"/> Adults (18-49 years)            | <input type="checkbox"/> All or mixed age groups |

**Which communities are likely to participate in or benefit from your organisation's activities? \***

- ☐ Older people
- ☐ People who identify as LGBTIQ+
- ☐ First Peoples community
- ☐ People with a disability
- ☐ people of diverse cultural backgrounds
- ☐ people at risk or experiencing homelessness
- ☐ People who are experiencing significant financial hardship
- ☐ all or multiple audience /participant groups

**Where does your organisation primarily deliver its activities?**

**Proposed venue(s) / locations \***

Include your primary venue, office location, operating locations or key precincts where activities occur.

## Other funding

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**Please provide details of current funding from other government bodies or funding partners . \***

Please include the funding body, amount received (or sought), funding period and purpose of the funding. nt of support, and dates

### Previous City of Port Phillip Funding

**Have you previously received funding from the City of Port Phillip ?**

- ☐ Cultural Development Fund - Key Organisations multi year funding  
☐ Cultural Development Fund - Projects  
☐ Cultural Development Fund -Festivals and Events  
☐ Community Grants  
☐ Other:

Choose any that apply

**Does your organisation have any City of Port Phillip outstanding funding acquittal reports or debts? \***

- ☐ Yes ☐ No

**If yes, what is the reason?**

**Funding Period Budget Projections (2027-2030) Provide a detailed budget for Year 1 (2027) and indicative budgets for Years 2, 3 and 4 (2028-2030).**

### Budget - Year 1

#### Income Description \$

#### Expenditure Descrip \$ tion

|                         |  |                    |  |
|-------------------------|--|--------------------|--|
| CoPP grant              |  | Wages and Salaries |  |
| Other Local Govt grants |  | Oncosts            |  |
| State Govt grants       |  | Artist fees        |  |
| Federal Govt grants     |  | Consultancy fees   |  |
| Philanthropic grants    |  | Technical costs    |  |

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[illegible]

### Indicative budget - Year 2

[illegible]

### Indicative Budget - Year 3

| Income | \$ | Expenditure | \$ |
|--------|----|-------------|----|
|        | \$ |             | \$ |
|        | \$ |             | \$ |
|        | \$ |             | \$ |
|        | \$ |             | \$ |

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|  |    |  |    |
|--|----|--|----|
|  | \$ |  | \$ |
|  | \$ |  | \$ |
|  | \$ |  | \$ |
|  | \$ |  | \$ |
|  |    |  |    |

### Indicative Budget Year 4

| Income | \$ | Expenditure | \$ |
|--------|----|-------------|----|
|        |    |             |    |
|        |    |             |    |
|        |    |             |    |
|        |    |             |    |
|        |    |             |    |
|        |    |             |    |
|        |    |             |    |
|        |    |             |    |

## Application Support Material

**Documents that support your application may be submitted. Remember to upload your documents well in advance of application closing.**

- **uploaded as either an MS WORD or PDF file. (Please avoid using Dropbox).  
Uploaded documents should be limited to a maximum size of 2MB where possible (see the upload fields below)**
- **support material can be uploaded in the URL links below included as links to vimeo, you tube or to specific documents on a webpage (e.g annual report.)  
Please do not upload files that require passwords.**

**Depending on the type of material, applicants may submit in a combination of these formats.**

**Please read the instructions below.**

**Summary of Board members and key creative and support staff**

Attach a file:

**Documentation of organisational strategic/ business plan**

Attach a file:

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**Most recent annual report and audited financial statement**

Attach a file:

**Public Liability certificate of currency**

Attach a file:

**Summary of organisation achievements and highlights ( can include images)**

Attach a file:

**relevant organisational policies or other documents**

Attach a file:

**Other (please clearly label document name)**

Attach a file:

**Add link**

Must be a URL.

**Add link**

Must be a URL.

**Add link**

Must be a URL

## Supplementary Material Checklist

**1. I have uploaded support material documents with my application**

☐ Yes

**Please list**

## Certification page

\* indicates a required field

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### Victorian Government Values Statement

**The applicant acknowledges the Victorian Government Values Statement and Commitment to Social Cohesion and agrees to uphold these principles in the delivery of funded activities.**

**I agree**

☐ Yes

Please read the following

I certify that I have read the Fund guidelines and criteria, and that all details supplied in this application form and attached documents are true and correct to the best of my knowledge. This application has been submitted with the full knowledge and agreement of the management of the applicant organisation.

I agree to contact the City of Port Phillip in the event that any information regarding this application changes or is found to be incorrect.

**Name \***

Title

First Name

Last Name

**Position in organisation**

**Organisation Name**

**Date \***

### Privacy Notification

*The City of Port Phillip is collecting the personal information requested on this form for the purpose of determining Cultural Development Grants from the Cultural Development Fund. The personal information will be used solely by the City of Port Phillip for this primary purpose and the directly related secondary purpose of contacting you about future Council funding opportunities.*

*The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information. Requests for access or correction should be made to [governance@portphillip.vic.gov.au](mailto:governance@portphillip.vic.gov.au).*

**I agree \***

☐ Yes

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### Contact information

If you have any queries about this application please contact :the Arts Grants and Funding Officer

Ph: (03) 9209 6165

Email: [cdf@portphillip.vic.gov.au](mailto:cdf@portphillip.vic.gov.au)

Web : <http://www.portphillip.vic.gov.au/cdf-key-organisations.htm>

## Cultural Development Fund application feedback form

\* indicates a required field

To assist Council to continuously improve the process involved with Cultural Development Fund grants, your feedback is greatly appreciated.

### 1. How did you hear about the Cultural Development Fund? \*

- ☐ Council website
  - ☐ Previous applicant and on mailing list
  - ☐ Word of mouth
  - ☐ E mail networks
  - ☐ Social media
  - ☐ Council Divercity enews
  - ☐ creative industry contacts e-news
- (please tick at least one box)

### 2. Are the guidelines and criteria easy to understand?\* \*

- ☐ Yes ☐ No

If not, how can it be improved?

### 3. Is the application form easy to use?\* \*

- ☐ Yes ☐ No

If not, how can it be improved?

### 4. Are any aspects of the Cultural Development Fund unclear? \*

- ☐ Yes ☐ No

If yes, please comment on this.

**5. Any other comments?**  
**\***