

Community Grants 2026/27 CS Application Form

Form Preview

Introduction

Before Completing this application

1. Please read the [Community Grants Guidelines](#)
2. If required, discuss your project with the Grants and Funding Officer on 03 9209 6777 or email grants@portphillip.vic.gov.au

Completing the application

- Save regularly to avoid losing your work you can return and work on the application any time prior to submission.
- Navigate the form by clicking **Next Page** or **Previous Page** or using the index list.
- Having trouble answering a question? Look below each question for hints to help you answer the question.
- If submitting multiple applications, consider having general information e.g. description about your organisation in a word document to cut and paste into each application.
- When you submit the application, you will receive a confirmation email with a PDF copy of the submitted application.
- After submission, changes can not be made to the application.
- After submission, you can also return to <https://portphillip.smartygrants.com.au> at to view a copy of the submitted application.

Documentation that might be required in this form:

- **Public Liability Insurance** Certificate of Currency (to the value of \$20 million)
- If it is your organisation's first time applying for a City of Port Phillip Community Grant, you will need a copy of your **Rules of Association**
- A copy of your most recent **annual report or annual/financial statement** submitted to Consumer Affairs
- If you are applying using an Auspice Organisation you will need a **signed certification letter from the Auspice**
- If applying in partnership, you must attach a **letter of support** from your partnership organisation

Eligibility

* indicates a required field

Eligibility Checklist

Are you a not-for-profit organisation, community group, school, or charity? *

☐ Yes

☐ No

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Are you incorporated or applying through an auspice arrangement? *

- ☐ Yes ☐ No

Can you provide an ABN or an auspice organisation ABN? *

- ☐ Yes ☐ No

Does your organisation operate within the Port Phillip municipality or are you able to demonstrate that the program benefits residents in the municipality? *

- ☐ Yes ☐ No

Are you able to demonstrate financial viability? *

- ☐ Yes ☐ No

You will need to provide a copy of your most recent annual report or annual statement/ financial statement submitted to Consumer Affairs.

Do you have appropriate insurance for this project? *

- ☐ Yes ☐ No

Including but not limited to, public liability to the value of \$20 Million, personal volunteer accident insurance, professional indemnity etc

Has your organisation complied with all terms and conditions including the submission of a satisfactory project status and acquittal reports for all previous City of Port Phillip Grants? *

- ☐ Yes ☐ No

If you answered **no** to any of the above eligibility questions please do not proceed with this application. If you have any questions please contact Grants & Funding Officer on 03 9209 6777 or grants@portphillip.vic.gov.au

Child Safe Standards

The City of Port Phillip has zero tolerance for child abuse. We are a committed [Child Safe organisation](#), ensuring that a culture of child safety is embedded into our practices and processes. Every child accessing Council services has the right to feel and be safe. This City embraces diversity and inclusion. Children of all age, gender, race, religion, disability, sexual orientation, family background and social background have equal rights to protection from abuse. All City of Port Phillip Councillors, employees, volunteers, contractors and community representatives must understand and act to prevent, detect, respond to and report any suspicions of child abuse, and maintain a child safe culture.

Grant projects and activities that work directly with children and young people are required to comply with legislation and regulations relating to child safety including, but not limited to, the *Working with Children Act 2005* and the Working with Children Regulations 2016 and the [Victorian Child Safe Standards \(CSS\)](#).

Successful applicants may be required to provide evidence of complying with Victorian Child Safe Standards by completing a declaration and providing copies of Working With Children Checks.

Will your program or activity work directly with children and young people? *

- ☐ Yes ☐ No

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Does your program or activity comply with the Victorian Child Safe Standards? *

☐ Yes ☐ No

Is your group actively working towards compliance with the Victorian Child Safe Standards? *

☐ Yes ☐ No

If you answered **No to both** of the above two questions unfortunately you are ineligible for funding under the Community Grants Program.

Victorian Government Values Statement

Funded groups are required to uphold the Victorian Government values and the Commitment to Social Cohesion, when delivering their funded projects.

Further information can be found online: [Victorian Government Values Statement | vic.gov.au](https://www.vic.gov.au/victorian-government-values-statement)

Do you agree to uphold the Victorian Government values and the Commitment to Social Cohesion? *

☐ Yes ☐ No

If you answered **No** to this question, unfortunately you are ineligible for funding under the Community Grants Program.

Applicant Organisation Details

* indicates a required field

Applicant Organisation *

Organisation Name

Primary or Meeting Address *

Address

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

Postal Address *

Address

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

Organisation Phone Number *

Must be an Australian phone number.

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Website (optional)

Must be a URL.

Provide a brief description of your organisation? *

Word count:

What is its core business? 100 words or less

Does your organisation comply with the following Australian and Federal legislation? *

- ☐ Accounting and Auditing Requirements
- ☐ Equal Opportunity and Anti-Discrimination Laws
- ☐ Human Rights Laws
- ☐ Privacy, confidentiality and Freedom of Information Laws
- ☐ Registration or Accreditation of Professional Employees
- ☐ Preparation and Dissemination of Annual Reports
- ☐ Child Safe Standards

You may tick multiple answers. Please tick those that apply.

Are you applying as *

- ☐ An incorporated organisation, charity or community group
- ☐ An organisation or group with an Auspice
- ☐ A School

Are you partnering with other organisations to deliver this project/program? *

- ☐ Yes
- ☐ No

This is also relevant for organisations who are not being auspiced

Contact Details

Please provide contact information for 2 members of your organisation.

Contact Person 1 (applicant or project lead) *

First Name

Last Name

Position held within organisation *

Phone Number *

Email Address *

Contact Person 2. *

First Name

Last Name

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Position held within organisation *

Phone Number *

Must be an Australian phone number.

Email Address *

Must be an email address.

Incorporated Organisations

What is your organisation's Australian Corporation Number (ACN)

Must be an ACN <https://abr.business.gov.au/>

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

Must be an ABN.

Auspice Organisation Details

*** indicates a required field**

Auspice Organisation *

Organisation Name

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Auspice Postal Address *

Address

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

Has the Auspice Organisation agreed to manage the grant? *☐ Yes☐ No**Signed certification letter from Auspice Organisation ***

Attach a file:

Auspice Contact Person *

First Name

Last Name

Auspice Contact Person Position ***Auspice Contact Person Office Phone Number ***

Must be an Australian phone number.

Auspice Contact Person Office Email *

Must be an email address.

What is the auspice's Australian Corporation Number (ACN) *

Must be an ACN <https://abr.business.gov.au/>

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

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Partnerships

* indicates a required field

Name of partnership organisation? *

How will you work together to achieve the project goals? *

Word count:

Must be no more than 100 words.

What are the terms of the partnership? *

Word count:

Must be no more than 100 words.

Please provide a letter of support from your partner organisation: *

Attach a file:

Project Details

* indicates a required field

Project Title *

Brief description of the project *

Word count:

Must be no more than 50 words. Please provide a brief project description that if successful we can use it to describe your project. Please include: who, what, where and when in this description.

Where will the proposed project / program primary activities take place? *

- ☐ Online
- ☐ Albert Park / Middle Park
- ☐ East St Kilda / Balaclava
- ☐ Elwood/ Ripponlea
- ☐ Port Melbourne
- ☐ South Melbourne
- ☐ St Kilda Road Neighbourhood
- ☐ St Kilda

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☐ Whole of Port Phillip

☐ Other:

If your project is taking place outside of the municipality please type the suburb in 'other'

Project Start Date *

Must be a date and between 1/12/2026 and 30/11/2027.

Project End Date *

Must be a date and between 1/12/2026 and 30/11/2027.

Project Proposal

* indicates a required field

Demonstrated need for the project

Is your project addressing: *

☐ An emerging need

☐ An existing need

Why is this project needed? How did you identify this need? *

Word count:

Must be no more than 200 words.

Have you consulted with the community? Does your project link to one of Council's strategies?

What are the top three expected outputs this project will deliver to the City of Port Phillip community? *

Word count:

Must be no more than 100 words.

"What will you do?" e.g. 1) Engage with a target cohort. 2) Hold six workshops over a 3 month period. 3) Enable 30 community members to participate and gain new skills etc

What are the top three expected benefits (outcomes) this project will deliver to the City of Port Phillip community? *

Word count:

Must be no more than 100 words.

"What difference will there be?" e.g. 1) Participants will experience an increased sense of wellbeing 2) Program will benefit community that would otherwise not be directly engaged. 3) Participants will learn new skills that lead to future employment opportunities etc

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Participation

What are the age groups of your target participants? *

- ☐ Children and Youth (0 - 17)
- ☐ Young Adults (12 - 25)
- ☐ Middle-Aged Adults (18 - 49)
- ☐ Older Adults (50 - 64)
- ☐ Seniors (65+)
- ☐ All or Mixed Age Groups

Select as many as apply.

Who are your targeted project participants? *

- ☐ Older people
- ☐ People who identify as LGBTQIA+
- ☐ People with a disability
- ☐ People from multicultural backgrounds
- ☐ First Peoples
- ☐ People at risk of or experiencing homelessness
- ☐ Other:

Select as many as apply.

What strategies will you use to engage participants? *

Word count:

Must be no more than 100 words.

From which suburbs do you expect project participants to come from? *

- ☐ Port Melbourne
- ☐ South Melbourne
- ☐ Elwood / Ripponlea
- ☐ Albert Park / Middle Park
- ☐ St Kilda
- ☐ East St Kilda / Balaclava
- ☐ St Kilda Road Neighbourhood
- ☐ Whole of Port Phillip
- ☐ Other:

You may select multiple answers.

How many people will participate in this project? *

Must be a number.

How many participants will be City of Port Phillip residents? *

Must be a number.

Environmental Sustainability

How will you incorporate recycle, reduce and reuse initiatives into your project? *

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Word count:

Must be no more than 100 words.

Council Priorities and Program Objectives

* indicates a required field

Please indicate which of the following Council Strategic Directions the project aligns with (you may select more than one):

For more detail, refer to the [Council Plan and Budget - City of Port Phillip](#)

A Healthy and Connected Community

☐

An Environmentally Sustainable and Resilient City

☐

A Safe and Liveable City

☐

How will the project align with Council's Strategic Direction/s selected above? *

Word count:

Must be no more than 100 words.

Please indicate the primary objective your project aligns with: *

- ☐ Champion and embrace diversity
- ☐ Foster collaboration and mutual support within the community
- ☐ Improves the health and well-being of residents
- ☐ Provide fair and equitable access to services
- ☐ Prepare and build resilience to the impacts of climate change
- ☐ Engages the community in enhancing environmental outcomes
- ☐ Build community leadership and capacity to respond and recover from emergencies
- ☐ Supports arts, culture, sport and recreation
- ☐ Celebrates diversity and multiculturalism

How will the project align with the primary program objective? *

Word count:

Must be no more than 150 words.

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Please indicate the secondary objective your project aligns with (optional):

- ☐ Champion and embrace diversity
- ☐ Foster collaboration and mutual support within the community
- ☐ Improves the health and well-being of residents
- ☐ Provide fair and equitable access to services
- ☐ Prepare and build resilience to the impacts of climate change
- ☐ Engages the community in enhancing environmental outcomes
- ☐ Build community leadership and capacity to respond and recover from emergencies
- ☐ Supports arts, culture, sport and recreation
- ☐ Celebrates diversity and multiculturalism

How will the project align with the secondary program objective?

Word count:

Must be no more than 150 words.

Planning and Management

* indicates a required field

Project Planning

How will the project/ program be planned, managed and implemented? *

Word count:

Must be no more than 200 words.

How will you ensure that your project is accessible and inclusive for all participants? *

Word count:

Must be no more than 150 words.

e.g cost, physical access, translation, safe & welcoming spaces

Milestones

Please outline the top three milestones of the project/program.

Milestone 1 Name *

Example: Planning, Research, Consultation

Milestone 1 Description *

Brief overview no more than 50 words.

Milestone 1 Expected Completion Date *

Must be a date and between 1/12/2026 and 30/11/2027.

Milestone 2 Name *

Example: Major Activities

Milestone 2 Description *

Brief overview no more than 50 words.

Milestone 2 Expected Completion Date *

Must be a date and between 1/12/2026 and 30/11/2027.

Milestone 3 Name *

Milestone 3 Description *

Milestone 3 Expected Completion Date *

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Example: Evaluation

Brief overview no more than 50 words.

Must be a date and between 1/12/2026 and 30/11/2027.

Economic Sustainability

If the program is ongoing, how are you considering the long-term sustainability? *

Word count:

Must be no more than 100 words.

Strategies includes other income streams and in-kind contributions. If your project will end during the funding period, please write N/A

Evaluation

How will you know whether you have achieved the project aim and outcomes? *

Word count:

Must be no more than 100 words.

Examples include feedback from participants and program evaluation

Project Budget

* indicates a required field

Grant Request

Your project income budget will include details of all proposed project income e.g. ticket sales, grants etc.

Applicants will then specify which items of expenditure City of Port Phillip grant money will be used for.

There are many resources that can help you with writing a budget including [The Funding Centre](#)

An example of a grant budget is available on our [website](#)

Total cost of this project? *

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Funding sought from Port Phillip Community Grants for the project? *

\$

Must be a dollar amount and no more than 10000.

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

What is the minimum amount of funding

\$

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required for the project's viability? *

Must be a dollar amount.

If your organisation is offered funding less than the amount you have requested would you be able to proceed with your project? *

- ☐ Yes
☐ No

If yes, please discuss any areas where program costs and/or outcomes may vary.

Word count:

Must be no more than 100 words.

If No please advise not applicable.

Does your project involve volunteers? *

- ☐ Yes
☐ No

Previous Funding

Has this project received City of Port Phillip funding through the Community Grants Program in the past three rounds? *

- ☐ Yes
☐ No

If yes, which previous rounds did the project/program receive funding in?

- ☐ 2025/26
☐ 2024/25
☐ 2023/24

If you received previous funding for this program/project from City of Port Phillip please upload the most recent acquittal report:

Attach a file:

How much funding did the project/program receive in total over the 3 grant rounds outlined above?

\$

Must be a dollar amount.

Volunteers

Total estimated number of volunteer hours: *

Must be a number.

Total value of volunteer contribution: *

\$

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This number/amount is calculated.

\$28 per hour. Volunteer hours are to be included as in-kind contributions in both the income and expense budgets

In-kind contributions: What is your organisation's contribution to this project? *

--

Word count:

Must be no more than 100 words.

In-kind contribution is the 'non cash' contribution made by the applicant that can be allocated a financial value, e.g. a venue, transportation etc. In-kind contributions are to be listed in the income and expenditure budgets.

Project Income

Please list all income, including funding sought from City of Port Phillip, other grants confirmed (C) or not confirmed (NC), in-kind contributions, and any other income sources allocated towards this project/program e.g. fundraising

Income	\$
	\$
	\$
	\$
Please indicate if any other income is confirmed (C) or not confirmed (NC)	Must be a dollar amount.

Expenditure - City of Port Phillip Grant Funding Only

Please list only the items and amounts you intend to spend **City of Port Phillip grant funding on**. Other project expenditure to be provided in the next section

- If successful, this table may be included in your grant agreement.
- Please provide a clear breakdown of items for example

✓ promotional costs for social media campaign	\$1,000
✓ materials for workshops	\$2,000
✓ transport costs	\$1,000
✓ facilitator fee	\$1,500

Expenditure	\$
	\$
	\$
	\$
	Must be a dollar amount.

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Expenditure - Other Funding

Please outline **other project costs** that will be incurred but you will **not** spend City of Port Phillip grant funding on

Expenditure	\$
	\$
	\$
	\$

Budget Totals

The below totals are calculated from figures you have entered above.

Income - Expenditure = Balance

- The balance must equal 0 or you will not be able to submit. If your balances are not 0 please check your figures.*

Income

Total Income

\$

This number/amount is calculated.

Expenditure

Total Expenditure

\$

This number/amount is calculated.

Balance

Balance

\$

This number/amount is calculated.

Documentation

* indicates a required field

Please upload the following information relating to your organisation:

Most recent annual report or annual statement/ financial statement submitted to Consumer Affairs *

Attach a file:

Public liability insurance certificate (to the value of \$20 Million) *

Attach a file:

Any other relevant insurance such as volunteer insurance, professional indemnity etc.

Attach a file:

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**Rules of Association
(required if applying for
the first time)**

Attach a file:

**Any other
documentation
supporting the
application**

Attach a file:

Declaration

* indicates a required field

I certify that all details supplied in this application form and in the 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/committee of the applicant organisation.

I have read the Community Grants Guidelines and understand the information contained within it forms part of the conditions of payment if this application is successful.

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.

**Declaration of Contact
Person ***

First Name

Last Name

**Do you agree with the
above statement ***

☐ I agree

The personal information requested on this form is being collected by the council for the Community Grants Program. The personal information will be used solely by the council for that primary purpose or directly related purposes. If this information is not collected the Community Grant application will not be considered eligible, and therefore will not be considered during the assessment process. The applicant understands that the personal information provided is for the verification of Community Grants application and correspondence purposes and that they may apply to the council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Information Privacy Officer.

Applicant Feedback

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How did you hear about the Community Grants Program?

- ☐ Council Website
- ☐ Word of Mouth
- ☐ Email / Newsletter from City of Port Phillip
- ☐ Email / Newsletter from other organisation
- ☐ Promotional poster
- ☐ Other:

Did you attend a City of Port Phillip Grant Information Session and/ or Grant Writing Workshop?

- ☐ Grant Information Session
- ☐ Grant Writing Workshop
- ☐ Did not attend

How can City of Port Phillip Community Grants Program be improved?

Word count:

Must be no more than 50 words.

Any other comments?

Word count:

Must be no more than 50 words.

Community Organisation Training and Development Requirements

Which of the following training areas would be of benefit to your organisation?

Funding / Finances

- ☐ Sources of Funding
- ☐ Grant Writing- Beginner
- ☐ Grant Writing - Advanced
- ☐ Fundraising and Sponsorship
- ☐ Crowdfunding
- ☐ Managing Finances & Budgets
- ☐ Other:

Staff / Volunteers

- ☐ National Standards
- ☐ Volunteer Management and Policies
- ☐ Volunteer Recruitment and Retention
- ☐ Managing Volunteers and the Law
- ☐ Engaging Young People
- ☐ Managing Staff
- ☐ De-escalation/Conflict Training
- ☐ First Aid Training

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☐ Other:

Communications / Social Media

- ☐ Social Media
- ☐ Marketing and Promotion
- ☐ How to work with media
- ☐ Other:

Management / Governance

- ☐ Creating an Incorporated Organisation
- ☐ Governing a Community Organisation
- ☐ Leading a Child Safe Organisation
- ☐ Making Your Organisation More Inclusive / Accessible
- ☐ Financial Management for Small Organisations
- ☐ Strategic Planning
- ☐ Project Planning
- ☐ Project Evaluation
- ☐ Managing Mental Health in the Workplace
- ☐ Safety, Risk and Insurance
- ☐ Other:

Committees of Management / Boards

- ☐ Top Legal Tips for Community Organisations
- ☐ Roles and Responsibilities
- ☐ How to Conduct an Effective Meeting
- ☐ How to Write Minutes
- ☐ Other:

Other: