

Quick Response Grant Program Individuals Application Form 2024-25

Form Preview

Introduction

Before completing this application

1. Please refer to the [Quick Response Grant Program Guidelines](#)

If required, discuss your project with the Grants and Funding Officer on 03 9209 6777 or 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 required to be uploaded in this form:

- Evidence of being a **City of Port Phillip resident** for a minimum of 6 months.
- A letter or **invitation from the hosting organisation** as evidence of the request to participate in the event or activity.

Eligibility

* indicates a required field

Eligibility Checklist

Have you been a resident of City of Port Phillip for a minimum 6 months (evidence required)? *

☐ Yes

☐ No

Can you provide evidence of invitation to participate in the event? *

☐ Yes

☐ No

Quick Response Grant Program Individuals Application Form 2024-25

Form Preview

Have you complied with all terms and conditions including the submission of a satisfactory project status and acquittal report for any previous City of Port Phillip Grants? *

☐ Yes

☐ No

If you answered **No** to the above eligibility question please do not proceed with this application. If you have any questions please contact the Grants and 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 and we are a committed Child Safe organisation. Our commitment is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip. All grant applications 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) .

All grant applications that work directly with children and young people that are not compliant with the [Victorian Child Safe Standards](#) or be actively working towards compliance to the satisfaction of the Commission for Children and Young People, will not be eligible to receive funding under the Community Grant Program. For more information on the Victorian Child Safe Standards please refer to the above link.

For more information on how CoPP is creating a child safe Port Phillip please [Contact us - City of Port Phillip](#) .

Applicant Details

* indicates a required field

Applicant *

First Name

Last Name

Applicant Home Address *

Address

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

Applicant Postal Address

Address

Quick Response Grant Program Individuals Application Form 2024-25

Form Preview

Applicant Primary Phone Number

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Applicant Mobile Phone Number *

Must be an Australian phone number.

Event or Activity Details

* indicates a required field

Event or activity name *

Brief description of event or activity: *

Word count:

Must be no more than 50 words.

This will be used in publications if your application is successful

Where will the event or activity take place: *

Event or Activity Start Date *

Must be a date.

Projects must start no earlier than 8 weeks from time of application

Event or Activity End Date (if applicable)

Must be a date and no later than 30/11/2025.

Participation Details

Describe the need to attend this event or activity: *

Word count:

Must be no more than 200 words.

Quick Response Grant Program Individuals Application Form 2024-25

Form Preview

Describe the barrier to participate in the event or activity: *

Word count:

Must be no more than 200 words.

What will be the benefits for the individual and or Port Phillip community with participating in the event or activity: *

Word count:

Must be no more than 200 words.

Event or Activity Budget

* indicates a required field

Grant request

Your project budget must include all costs associated with your project or activity. The **income** column will include details of all proposed income e.g. other confirmed (C) and not-confirmed (NC) grants, in-kind, fundraising, your contribution etc. The **expenditure** column will include details of project or activity costs, and items the City of Port Phillip grant money will be used for can be indicated with an asterisk (*)

Both columns need to be equal.

Budget Example:

Income

\$

Expenditure

\$

CoPP Grant

500

Travel – bus fare (*)

200

Own Contribution

200

Equipment costs (*)

150

Entrance Fee (*)

100

Quick Response Grant Program Individuals Application Form

2024-25

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Accommodation – part (*)

50

Accommodation - part

200

Total Income

\$700

Total Expenditure

\$700

There are many resources that can help you with writing a budget including the Our Community [Website](#)

Total Amount Requested *

\$

Must be a dollar amount and no more than 500.

What is the total financial support you are requesting from City of Port Phillip in this application?

Budget

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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.

Documentation

* indicates a required field

Please upload evidence of being a City of Port Phillip resident for a minimum of 6 months *

Attach a file:

Quick Response Grant Program Individuals Application Form 2024-25

Form Preview

Please provide at least 2 documents with proof of address (bank statements, utility bills, or rental receipts etc), one from the past month and one from at least 6 months prior to applying

Please upload a letter or invitation from the hosting organisation as evidence of the request to participate in the event or activity: *

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. I have read the Quick Response Grant Program 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 applicant *

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 Quick Response Grant 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 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 QRG application and correspondence purposes and that he or she may apply to the council for access to and/or amendment of the information.

Applicant Feedback

How did you hear about the Quick Response Grant Program?

☐ Social Media

☐ Council Website

☐ Word of Mouth

☐ Email or Newsletter from City of Port Phillip

☐ Other:

How can the Quick Response Grant Program be improved?

Any other comments?

