

Seniors Festival Events Grants Application Form 2024

Form Preview

Eligibility

* indicates a required field

Before completing this application you should read the Seniors Festival Event Grants Guidelines 2024. Please note you cannot apply for more than \$800 (+GST if applicable)

City of Port Phillip Seniors Festival runs from 1 - 14 October 2024.

Is your organisation a not-for-profit? *

☐ Yes ☐ No

Have you read the Seniors Festival Event Grants Guidelines 2024 *

☐ Yes ☐ No

Are you an incorporated legal entity or auspiced by an incorporated entity? *

☐ Yes ☐ No

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

☐ Yes ☐ No

If you have previously received funding through the City of Port Phillip have you met all acquittal requirements? *

☐ Yes ☐ NA
☐ No

Do you have appropriate insurance for this project? *

☐ Yes ☐ No

If you have answered NO to any of the above questions you should not proceed with this application. If you have any questions, please contact the Community Building Officer on 9209 6777 or email grants@portphillip.vic.gov.au

Organisation Details

* indicates a required field

Organisation Details

Applicant Organisation *

Organisation Name

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Applicant Contact Person *

First Name	Last Name
<input type="text"/>	<input type="text"/>

Applicant Organisation Position *

Applicant Organisation Primary Address *

Address

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

Applicant Organisation Postal Address *

Address

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

Applicant Organisation Primary Phone Number

Must be an Australian phone number.

Applicant Contact Person Mobile Phone Number

Must be an Australian phone number.

Applicant Organisation Primary Email *

Must be an email address.

Applicant Organisation Primary Website

Must be a URL.

Applicant Organisation 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

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ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Provide a brief description of what your cultural and or community organisation does: *

Must be no more than 100 words.
100 word maximum.

How many members in your organisation? *

Number, if you do not have members put 0.

Is your organisation or group incorporated? *

☐ Yes ☐ No

If NO please supply name and contact information of your auspice organisation. (see additional notes in the information kit). Note: Payments are made out to auspice organisations.

Incorporated Organisations

What is your organisations incorporation number

Auspice Organisation Details

Auspice Organisation

Organisation Name

Auspice Contact Person

First Name

Last Name

Auspice Contact Person Position

Auspice Organisation Primary Address

Address

Auspice Organisation Postal Address

Address

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**Auspice Organisation
Primary Phone Number**

Must be an Australian phone number.

**Auspice Organisation
Primary Website**

Must be a URL.

**Auspice Organisation
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.

Event Details

* indicates a required field

Program Objectives

Please nominate which program objectives your event will meet: *

- ☐ Promote independence and social connectedness for older people through the provision of high-quality services and programs that are inclusive and accessible for all cultures and backgrounds
- ☐ Support programs that strengthen and leverage the capacity of local groups and networks that support volunteers
- ☐ Promote opportunities for older people to participate in community and cultural life and strengthen health and wellbeing

Please provide details on how your event will meet the nominated objectives: *

Word count:

Must be no more than 200 words.

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Council Plan Priorities

Please indicate which of the below priorities the event aligns best with. You may select more than one.

Inclusive

☐ A place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities.

Vibrant

☐ With a flourishing economy, where our community and local business thrive, and we maintain and enhance our reputation as one of Melbourne's cultural and creative hubs.

Event Details for Seniors Festival Program

If any of these details change after the grant is approved, the applicant must contact the Team Leader Community Building immediately on 03 9209 6777 or email grants@portphillip.vic.gov.au.

Name of Event:

Please describe the aim (purpose) of this event:

*

Must be no more than 200 words.

Describe the specific issue or need you want to address (200 words recommended)

Describe the event as you would like it to read in the Seniors Festival Program *

Must be no more than 100 words.

Provide a short description (100 words recommended) of your project - what are you out to do?

How did you establish the need for this event and how will this event meet that need? *

Word count:

Must be no more than 200 words.

Please describe the benefits of the event to the community: *

Word count:

Must be no more than 100 words.

Event date:

Must be a date.

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You can use the calendar to select a date. Event must occur between 1 -14 October 2024.

Event start time: *

eg: 10am

Event finish time: *

eg: 2pm

Name of venue where the event is taking place: *

eg: South Melbourne Community Centre

The address of the venue where the event is taking place: *

Address

Suburb State Postcode

Must be an Australian postcode.

Full address

Venue confirmation *

Have you confirmed the venue availability for date and time?
Provide details i.e. Organisations venue or booked through CoPP
Community Facilities

Participant cost: *

Put a cost for the event or put FREE i.e. FREE includes morning tea

Are bookings are essential? (If not then your event listing will say No Bookings Required) *

Please provide contact and phone number

If bookings are essential please provide the latest date they will be accepted:

Must be a date.

Please nominate which category your event would be classified as:

- | | |
|--|--|
| <input type="radio"/> Dance | <input type="radio"/> Musical afternoons |
| <input type="radio"/> Exhibition | <input type="radio"/> Talks |
| <input type="radio"/> Fitness | <input type="radio"/> Literary events |
| <input type="radio"/> Gardening | <input type="radio"/> Showcases |
| <input type="radio"/> Information sessions | <input type="radio"/> Other: |

☐ Movies

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Target Population

How many participants do you estimate will attend?

Must be a number.

How many of the participants will be Port Phillip residents? (estimate) *

Must be a number.

Planning Management

How will your organisation plan and manage the event to ensure environmental sustainability? *

Word count:

Must be no more than 150 words

What is the capacity of venue? (how many people can come?) *

Must be a number.

How many volunteers will be needed to organise and run this event? *

Must be a number.

How many volunteer hours will be needed to organise and run this event? *

Must be a number.

Budget

* indicates a required field

Budget

Please note maximum funding available per application is \$800 (+GST if applicable), please do not apply for more.

Overall cost of this project *

Must be a dollar amount.

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

Total funds sought from Port Phillip Seniors Festival Grants - up to \$800 only *

Must be a dollar amount, do not apply for more than \$800, if you are registered for GST it will be added on to your requested amount. Depending on the demand for event funding your

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organisation may not be allocated the full amount of your request.

If you are not allocated your full requested amount will you be able to go ahead with your event? *

☐ Yes ☐ No

Are you applying for funding for this project from other sources *

☐ Yes ☐ No

If Yes, please advise from where and how much?

Word count:
Must be no more than 150 words.

What in-kind contributions will your organisation bring to the program? *

Word count:
Must be no more than 150 words.
eg: Administration, catering, set up, advertising etc

Budget

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
This space must be completed for your application to be processed, your columns totals should equal each other.			

Additional Information

Please enclose the following information relating to your organisation:

Public liability insurance certificate *

Attach a file:

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Application Checklist

* indicates a required field

1. Have you enclosed the following documents?

Brochures and or promotional material

☐ Yes ☐ No

Public Liability Insurance *

☐ Yes ☐ No

2. Have you answered all the questions on the application form? *

☐ Yes ☐ No

3. Has an authorised person approved the application form? *

☐ Yes ☐ No

4. Have you included your ABN? *

☐ Yes ☐ No

5. Successful applicants from last year are required to complete and return an Acquittal Form for each project. Have you done this? *

☐ Yes ☐ No ☐ NA

6. If you contacted a council officer before submitting this application, who did you speak to?

If you answered no to any of the above questions, please explain

Declaration

I certify that all details 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 full knowledge and agreement of the management/ committee of the applicant organisation.

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I have read the Seniors Festival Event Grants Guidelines 2024 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.

I agree to the above *

☐

Applicant Contact

First Name

Last Name

Applicant Contact Position

The personal information requested on this form is collected by Council for the Seniors Festival Funding Grants. This information will be used solely by Council for this primary purpose or directly related purposes. Without this information the Seniors Festival Funding Grant application will not be eligible, and not be considered during the assessment process. The applicant understands that the personal information provided is for the verification of the Seniors Festival Funding Grants application and correspondence purposes. The applicant may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to Seniors Festival Funding Grants Officer.

Applicant Feedback

* indicates a required field

Applicant Feedback

How did you hear about the Seniors Festival Funding Grants Program *

- ☐ Council website
☐ Word of Mouth

- ☐ E bulletin
☐ Other:

Did you find the guidelines and application form easy to understand? *

- ☐ Yes ☐ No

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How can they be improved?

Any other comments?

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 and Budget
- ☐ Other:

Staff / Volunteers

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

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☐ 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