City of Whittlesea
Draft Community Grants guidelines
2024–2025

City of Whittlesea

Acknowledgement of Traditional Owners

The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.

At the City of Whittlesea we are proud of our diversity and the many cultures, faiths and beliefs that make up our community. We strive to be an inclusive welcoming City that fosters active participation, wellbeing and connection to each other and this land. We commit as a Council to making informed decisions to benefit the people of the City of Whittlesea now and into the future, to support our community's vision of A Place For All.

Table of contents

Community grants overview **4**

Who is eligible to apply? **5**

Who is ineligible to apply? **5**

What won't be funded **6**

What can be funded **7**

When is funding available? **8**

Auspices **9**

Grants application process summary **10**

Individual, unincorporated groups, emergency grants and small grants application process 10

Medium and large grants 10

How do I apply **12**

Individual grants 13

Unincorporated group grants 14

Emergency grants 15

Small, medium and large grants 17

Eligibility 18

Co-contributions 18

What can be funded 19

What won't be funded 19

Mandatory conditions **20**

1. Declaration of Conflict of Interest 20
2. Acknowledge Council support 20
3. Co-contribution 21
4. Acquittals summary 21
5. Consent 21

Supporting documents minimum requirements **22**

Letters of support 22

Quotes 22

Community grants overview

The City of Whittlesea is offering new grants to support individuals, groups and businesses in line with our community vision of ***Whittlesea 2040: A place for all*** goals:

- Connected community
- Liveable neighbourhoods
- Strong local economy
- Sustainable environment and
- High performing organisation.

The proposed guidelines will open up funding opportunities to a wider range of community groups and localities with funding to be available all year round rather than via programs with specific dates for applications. The key highlights of the new program are:

- the introduction of all year-round grants with approval rounds being conducted on a monthly or quarterly basis
- the introduction of grant categories that will open up funding opportunities to individuals and unincorporated groups
- the introduction of emergency grants to support community organisations and businesses requiring immediate assistance
- a centralised and holistic process for receiving and assessing community grant applications which will ensure we can collect data and can develop outreach/ awareness programs where necessary to ensure funding is shared among a wider range of groups and individuals in the City of Whittlesea
- to ensure funding is fair and equitable, all applicants will need to meet the following eligibility criteria:
  - are located in the City of Whittlesea ***or*** will deliver a project or event in the City of Whittlesea
  - have no outstanding debts to Council
  - have acquitted all previous Council grants
  - proposed projects or events align to Council 2040 vision
  - all applications must align with relevant Commonwealth and Victorian State Legislation and Council policies. For example, Child Safety Standards, Fair Access Policy.

Council will be honouring and continuing existing agreements and partnerships with groups who are delivering community services.

Council approves the funding for the Community Grants Program annually through a Budget process. Grants will be assessed by officers in accordance with these Guidelines and a recommendation will be made to the Grants Steering Committee for decision. Quarterly reports on the Community Grants Program (including approved allocations) will be provided to Council for noting.

Who is eligible to apply?

The City of Whittlesea is offering grants to individuals, unincorporated groups, not-for-profit groups, incorporated groups, social enterprise and businesses that all meet the following mandatory eligibility requirements;

- are located in the City of Whittlesea ***or*** will deliver a project or event in the City of Whittlesea
- have no outstanding debts to Council
- have acquitted all previous Council grants
- proposed projects or events align to Council 2040 vision.
- where a staff member is a volunteer of an organisation applying for a grant, the staff member declares a conflict of interest and is completely removed from the grant assessment process.

There are specific requirements per grant type noted further below. The following table provides a summary of the eligible applicants for each grant type.

Who is ineligible to apply?

1. Council staff, Councillors, and members of their household, immediate family or close friends are ineligible to apply for all grants.
2. Businesses owned or operated by Council staff or Councillors.
3. Political Organisations
4. Groups and organisations applying with discriminatory views against a person or group's:

   a) age
   b) disability
   c) race, including colour, national or ethnic origin or immigrant status
   d) sex, pregnancy, marital or relationship status, family responsibilities or breast feeding
   e) sexual orientation, gender identity or intersex status
   f) religious beliefs.

Grant type	Eligible applicants					
	Individuals	Unincorporated groups	Not-for-profits	Incorporated groups	Social enterprise	Business
Unincorporated groups	✗	✓	✗	✗	✗	✗
Individual	✓	✓	✗	✗	✗	✗
Small	✗	✗	✓	✓	✓	✓
Medium	✗	✗	✓	✓	✓	✓
Large	✗	✗	✓	✓	✓	✓
Emergency grant	✗	✗	✓	✓	✓	✓

What won't be funded

Council encourages applications from all individuals, groups, organisations and businesses who meet the eligibility requirements of the grant they are applying for. The following are activities, projects or events Council will not fund across all grants:

1. **Day to day operational expenses**
   Applicant's day to day operational expense or core business that are part of the applicant's every day expense (for example, salaries, electricity, lease or rent payments etc).

2. **Regular activities**
   Projects or events that are part of the applicant's regular activity (for example, if an individual applies to support a morning tea for their existing group who meet would also meet for morning tea, this is not a new project or event).

3. **Building projects, capital works or facility maintenance**

   Fixed or permanent equipment, building maintenance or extension, capital improvements (such as heating or cooling systems, shade sails, solar panels, portable buildings etc) or requests to upgrade Council facilities.

4. **Seek support or assistance from Councillors**
   Seeking or lobbying for Councillor input or support will automatically exclude your application.

5. **Profit and advertise gambling and/or alcohol**
   Organisations or Businesses that undertake or promote gambling unless a significant benefit to the community is demonstrated. For example, RSLs can be funded for Anzac Day Dawn Service, however, the RSL will not be funded for a new television in the members lounge to benefit members. *Significant benefit to the community* would need to be demonstrated in your application and reason to support your application.

6. **More than two approved applications per applicant per grant type per year**
   To ensure and fair and equitable distribution of grants, organisations are limited to two applications per year.

7. **Aupsice organisations supporting more than four other applications**

8. **Political activities**

9. **Groups, projects or events that discriminate against a person or group's:**

   a. age
   b. disability
   c. race, including colour, national or ethnic origin or immigrant status
   d. sex, pregnancy, marital or relationship status, family responsibilities or breast feeding
   e. sexual orientation, gender identity or intersex status

   f) religious beliefs.

10. **Projects or activities that are the responsibility of the State or Federal Government**
    Applicants can include State or Federal government funding as co-contribution in their application.

11. **Catering not integral to the project or event**
    Applicants applying for catering not linked to the purpose of the event can not be funded. For example, catering for a group who meet regularly to cover morning tea is not integral, however, community groups meeting to share a meal due to Ramadan or other significant cultural event would be considered integral to the event.

12. **Fireworks**

13. **Venue or facility hire over $1,500**

What can be funded

The list below shows some examples of what can be funded. What can be funded is not limited to these items, as long as the items don't fall under 'What won't be funded' or are ineligible.

1. **Venue Hire**

   Eligible for 30% of the grant amount up to a maximum of $1,500, whichever amount is lower.

   Please note, groups and organisations currently receiving a discounted venue hire with Council are not eligible to apply for venue hire towards Council venues and facilities.

2. **Facilitator or Presenter Fees**
3. **Portable Equipment – not fixed or permanent**

   Purchases for equipment are eligible for 50% up to $5,000, whichever amount is lower.

   For example: if you apply for a $20,000 grant, you may be approved for a maximum of 50% of the equipment requested, up to $5,000 (whichever amount is lower). If your application includes equipment that is $15,000 you may be funded up to $5,000 of the purchase price. Or if you apply for a medium grant and you have applied for a trailer that is $7,000, your grant would only cover $3,500 of the purchase price.

4. **Events**
5. **Project Materials**
6. **Advertising and Printing**
7. **Entertainment and Artist fees and hire**
8. **Pilot for new projects or services**

****Key Tip – Grants are not for ongoing operational expenses****

When is funding available?

To ensure community are supported all year round, the timing for each of the grant types below will allow time to deliver these grants and ensure community have the opportunity to apply for grants specific to their needs.

The following table provides a summary of the grant type, maximum amount per grant available, timing of when these grants are offered and the opening and closing dates.

Grant type	Maximum amount	Timing	Open date	Close date
Individual	$1,000	Monthly	14th each month	14th following month
Small	$3,000	Monthly	14th each month	14th following month
Medium	$20,000	Quarterly	Q1 – 1 January	Q1 – 31 March
Large	$40,000	Quarterly	**Q2 – 1 April**	**Q2 – 30 June**
			Q3 – 1 July	Q3 – 30 September
Unincorporated groups	$1,000	Quarterly	**Q4 – 1 October**	**Q4 – 31 December**
Emergency grant	On needs basis			

For example:

To allow you enough time to plan an event, we encourage you to apply at least six months in advance.

Once the quarter is closed, it will go through the assessment process and you will be notified on the outcome approximately 6 weeks after you apply. You would commence your project or event by the end of December. Your acquittal will be due in the following quarter.

Auspices

An auspice organisation is an incorporated organisation that can receive and manage a group's grant money on their behalf. The auspice organisation will sign the 'Conditions of Grant' agreement and will take responsibility of the expenditure of funds make sure the project or event is successfully completed or delivered.

1) Auspice organisation name and ABN
2) Applicant name
3) Grant type
4) Project or event name
5) Grant amount applied for and
6) Signed by the correct delegate in the auspice organisation.

The auspice group or organisation will be required to meet all eligibility requirements for the grant and co-contribution requirements explained further in the small, medium and large grants. If the application is approved for funding, the auspice will be required to sign the Conditions of Grant to agree to manage the grant funds and accept legal accountability for the funds ensuring the funds are spent for the purpose of the grant. The auspice will also be required to meet all reporting requirements.

An auspice organisation is limited to auspice a maximum of four other applicants throughout the year.

Grants application process summary

To ensure there is fair consideration for all applications, the following process shows what happens after you submit your application for the grant.

Individual, unincorporated groups, emergency grants and small grants application process

Application received

You submit your application through Smarty Grants

Eligibility check

This is completed by the Grants Officers

Assessment

Assessment is completed by the Grant Coordinator against the set criteria for the Grant applied for

Decision

The Manager of the Grants Team will review all aspects of the application from eligiblity to assessment and make a decision to either approve or not approve your application

Notification

You will be notified of the outcome of your application via the email on your application form

Accepting an approved application

If you are successful, you will be required to sign a 'Conditions of Grant' form

Payment made after *'Conditions of Grant'* signed

Deliver your project or event

Acquittal

Further information provided of why application was not approved

Application not approved

If you are unsuccessful you could seek clarification why your application was not successful.

Medium and large grants

Application received
You submit your application through Smarty Grants

Eligibility check
This is completed by the Grants Officers

Assessment
Assessment is completed by a minimum of two assessors across Council

Decision
The Grant Management Steering Group, Chaired by an Executive Member will consider all applications at all stages and make a decision to approve or not approve an application

Notification
You will be notified of the outcome of your application via the email on your application form

Accepting an approved application
If you are successful, you will be required to sign a 'Conditions of Grant' form

Payment made after *'Conditions of Grant'* signed

Deliver your project or event

Acquittal

Further information provided of why application was not approved

Application not approved
If you are unsuccessful you could seek clarification why your application was not successful.

How do I apply

All applications for our grants will be on-line through SmartyGrants. You will require an email address to apply for the grants. This email address will be the main form of communication for any details regarding your application, conditions of grant, grant variations and acquittal.

Navigating (moving through) the application form

On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving your draft application

If you wish to leave a partially completed application, press 'save and close' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download PDF' button located at the bottom of the last page of the application form.

"We see a lot of great applications come through and unfortunately are made ineligible due to not attaching the required or supporting documents with their applications."

Submitting your application

You will find a **Review and submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top or bottom of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.

Hint: also check the email hasn't landed in your spam or junk email folder.

Attachments and support documents

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

Completing an application in a group/team

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

Individual grants	
Eligibility	• All applicants must apply two months prior to enable a solid month to process. For example, if you require the grant for attendance to a leadership workshop in October, you must apply by August. • No grant will be funded retrospectively. • One application per individual • Parents/guardians apply for those under 18 years old **Arts and culture** • Creative performers, artists **Community leadership** • Attending leadership development opportunities to support their community **Sports and recreation competitions** • Individuals 25yo or younger (parents/guardians apply for those under 18 years old) **Sustainable environment initiatives** • All individuals. Under 18 years old must have a parent/guardian apply on their behalf
Grant amount	**$1,000**
Timing frequency	**Monthly**
Eligible items	• Registration fees • Course fees delivered by a Registered Training Organisation • Travel and accommodation – up to $500 per application • Clothing or uniforms • Materials and equipment
What won't be funded	• Computer equipment • School, TAFE or Uni fees
Supporting documents	It is essential for your application to have supporting documents as priority will be given to applicants with all supporting documentation. In addition, Council staff will contact third parties to verify details of your application where required **Arts and culture** • Artist's CV and/ or • Evidence of the opportunity relevant to their art or cultural practice **Community leadership** • A demonstrated history of volunteering, participation and taking leadership in the community/ community group • Evidence of the leadership development opportunities to support their community • Courses that are delivered by a Registered Training Organisation **Sports and recreation competitions** • Evidence of financial need (e.g. Health care card holder) • Evidence of selection in the event/competition • The list of costs to participate **Sustainable environment initiatives** In line with the Sustainable environment vision, the applicant must complete: • A project plan of the initiative they want to achieve • Clear objectives of the plan • Impact of the initiative • List of costs

Unincorporated group grants	
Eligibility	• The group has been meeting on a regular basis for at least six months at the time of application • The group has a minimum of six members • A minimum of 50% of members reside in the City of Whittlesea • The group is established in the City of Whittlesea • The group has Rules of Association of a Statement of Purpose or a Mission Statement • Unincorporated groups can only apply once for this grant
Grant amount	**$1,000**
Timing frequency	**Quarterly**
Eligible items	• Public Liability Insurance to cover organisation/group • Incorporation costs • Materials and equipment to support organisation set-up • Group promotion and member recruitment • Costs for regular meeting venues • Costs to set up a webpage • Facilitators to support development of strategic plans, governance systems • Costs for activities associated with starting up a social/business enterprise
What won't be funded	• Groups of a political nature • Groups already incorporated • Incomplete applications • Costs for meeting venues that are located in: – A place promoting gambling and serve alcohol or a – Council owned venue
Supporting documents	• Quotes for costs associated with setting up your group • A business plan showing the proposed start up social/business enterprise • Evidence supporting your proposed business plan or project could include (but not be limited to) minutes of a meeting confirming proposed move to start up social/business enterprise

Emergency grants	
Eligibility	• Not-for-profit community groups, incorporated organisations, social enterprises and businesses
Grant amount	**$1,000**
Timing frequency	**As received**
Eligible items	• Reduce financial impact of emergency and unforeseen events • Enable eligible applicants to continue to operate or quickly return to normal operations
What won't be funded	• Emergency initiatives already delivered in community by other key community organisations or the State • Insurance excess for covered event
Supporting documents	• Quotes • Evidence of current financial status • Other documents relevant to the proposed emergency project or activity
Assessment	• **Impact on the normal operations of the applicant** Applicants need to show evidence of how the event occurred and its detrimental effect on normal operations • **Financial hardship or risk the fee will create for the applicant** Applicants need to describe how the fees incurred due to the emergency event will create financial hardship or risk. Applicants will need to provide evidence of their financial status by means of bank statements, proof of loss, recent copy of financial accounts or letter of current standing from a financial accounts • **How the community will be impacted if normal operations are interrupted** Applicants need to describe how their normal services/activities help their local community

Small, medium and large grants

The small, medium and large grants offer supports to social enterprises, not-for-profit community groups, organisations and businesses to undertake activities that have a broad community benefit.

Eligible applicants are encouraged to apply for grants to deliver projects and events that have a broad community benefit in line with Whittlesea 2040 vision:

- Connected Community through:
  a. social cohesion
  b. physical activity
  c. safety in public areas and
  d. civic participation
- Liveable Neighbourhoods:
  a. use of town centres
  b. access to services and facilities
- Strong Local Economy:
  a. increased local employment
  b. education opportunities for all
  c. successful and innovative local businesses
- Sustainable Environment:
  a. valued natural landscapes and biodiversity
  b. climate ready
  c. leaders in clean, sustainable living.

All small, medium and large grants have three sub-categories:

- **Council programs**

  Council will offer programs as a result of identified need in community through the Community Plan Action Plan and Council's 2040 Goals.

- **Projects**

  Community groups, social enterprises and businesses have the opportunity to apply for grants to deliver projects that meet any of the Whittlesea 2040 vision noted above.

- **Events and or festivals**

  To celebrate our diverse community eligible applicants are encouraged to apply to run events or festivals that celebrate who you represent in the City of Whittlesea. Applications for events must ensure it meets all the festival and events requirements including:
  a. traffic management strategy
  b. health and safety considerations and permits where applicable
  c. risk management strategy
  d. communications and/or media plan.

Eligibility

Across all small, medium and large grants, the following are eligible:

- be a registered not-for-profit classified by the Australian Tax Office
- incorporated groups
- social enterprise and
- businesses
- have an Australian Business Number (ABN) or qualify to submit a Statement by Supplier
- hold current public liability insurances appropriate to the proposed project or event
- provide all supporting documentation to support your application
- provide legitimate quotes showing ABN from potential supplier for items $500 or more
- applicants must apply six months in advance for their proposed event to ensure it meets all requirements for the Festival and Events approval. Events applied for must be delivered in the following quarter. For example, an applicant has an event in August. The application must be submitted by end of April quarter.

Co-contributions

To enable equitable distribution and consideration for all groups who are applying for these grants the following requirements for co-contribution is mandatory for all applicants as follows:

1. **Not-for-profits**

   Any not-for-profit groups or not-for-profit organisations agreeing to auspice an application, with an annual turnover or gross income of $300,000 or more per year, must match the grant amount applied for dollar for dollar. This can be in the form of:

   a. cash contributions
   b. grants from other funding bodies
   c. in-kind support (venue, donated goods, services)
   d. volunteer hours.

2. **Businesses**

   Businesses that apply or auspice other applicants for grants must invest and match the same amount of funding they are applying for dollar for dollar.

   For example, if an event company agrees to auspice a not-for-profit group, then the auspice agency or business with a commercial gain must agree to match the funding amount requested by the not-for-profit group dollar for dollar.

3. **Auspice organisations**

   Any organisations that agree to auspice an organisation will be required to meet the eligibility and co-contribution requirements for each of the grants in this category.

4. **Groups that do not include a profit or loss statement** will be required to meet co-contributions according to their entity type.

What can be funded

The list below shows some examples of what can be funded. What can be funded is not limited to these items, as long as the items don't fall under 'What won't be funded' or are ineligible:

- **venue hire**

  Eligible for up to a maximum 30% of the grant amount up to a maximum of $1,500.

  Please note, groups and organisations currently receiving a discounted venue hire with Council are not eligible to apply for venue hire towards Council venues and facilities.

- **events**
- **facilitator or presenter fees**
- **entertainment and artists fees and hire**
- **project materials**
- **advertising and printing**
- **pilot for new projects or services**
- **portable equipment – not fixed or permanent**

  Purchase for equipment are eligible for 50% up to $5,000, whichever amount is lower.

  For example: For a $20,000 grant, you may be approved for a maximum of 50% of the equipment requested, up to $5,000 (whichever amount is lower).

  If your application includes equipment that is $15,000 you may be funded up to $5,000 of the purchase price.

  Or if you apply for a medium grant and you have applied for a trailer that is $7,000, your grant would only cover $3,500 of the purchase price.

What won't be funded

In addition to the items on page six, the small, medium and large grants include the following of what won't be funded:

- individuals
- Council staff and Councillors that apply for their own business
- projects, activities or events that are political in nature
- gifts vouchers, gifts, prizes, trophies, scholarships, donations, other grant programs
- projects already completed or committed to prior to submitting an application
- projects already underway
- activities or events that do not comply with relevant government orders of the day
- travel or accommodation
- fireworks on Council land
- events, activities or projects that are not open to the public or where access is restricted.

Mandatory conditions

To ensure fair and equitable consideration towards all applications submitted, **all grant types** will have the following **mandatory** conditions included:

1. Declaration of Conflict of Interest

All grants are open to all residents within the City of Whittlesea including Council staff. To ensure fairness and transparency a Declaration of a Conflict of Interest must be completed by all applicants who are affiliated with Council with any of the following roles:

a. Councillors
b. Council staff
c. volunteer
d. appointed to committee or working group
e. contractor or consultant.

Failure to disclose your affiliations and subsequent completion of the Conflict of Interest section in your application, will result in your individual or group, organisation or business application being deemed ***'Unsuccessful'*** due to not disclosing your Conflict of Interest'.

2. Acknowledge Council support

All grant recipients are required to acknowledge Council for their support as follows in website, social media post, speeches or radio advertisements:

a. **Individual grants and unincorporated group grants and small grants** (up to $3,000) Acceptable acknowledgement for recipients of these grants may include any of the following:

   (i) Verbal
   "Thank you to the City of Whittlesea for their support through the ***Individual Grants/Unincorporated Group*** Program"

   (ii) Tagging the City of Whittlesea on social media platforms.

b. Small, medium and large grants
Use of Council logo and a more formal acknowledgement is required for any Programs/ Projects or Events supported through these Grants.

Events and Festivals will be required to include the City of Whittlesea logo provided by the Communications team upon approval and or adherence to placement of the logo on communication and advertising material.

If your application for a grant is successful, you will be expected to sign a Funding Agreement that will include a Schedule of Requirements including acknowledge Council's contribution. You will be connected to Council's Public Affairs Department for logo and branding requirements and advice.

3. Co-contribution

Co-contribution will be required for **small, medium and large grant categories only** with the following requirements per entity type:

a. **Not-for-profits**
Any not-for-profit groups or not-for-profit organisations agreeing to auspice an application, with an annual turnover or gross income of $300,000 or more per year, must match the grant amount applied for dollar for dollar. This can be in the form of:

i. cash contributions
ii. grants from other funding bodies
iii. in-kind support (venue, donated goods,services)
iv. volunteer hours.

b. **Businesses**
Businesses that apply or auspice other applicants for grants must invest and match the same amount of funding they are applying for dollar for dollar. For example, if an event company agrees to auspice a not-for-profit group, then the auspice agency or business with a commercial gain must agree to match the funding amount requested by the not-for-profit group dollar for dollar.

4. Acquittals summary

Council values the impact grants can have on an individual, community group, organisation or business and has acquittal approach that reflects grants issued. Acquittals must be completed to:

- capture the great initiatives delivered across City of Whittlesea through grants
- be sure successful grant recipients use the grants for the intended purpose they applied for
- realise the benefits on the impact of the project or event
- to recover any unspent funds.

5. Consent

Through the application process, Council will seek consent to contact third parties noted in your application in order to verify details of your application where required.

To facilitate delivering all year grants that are open and competitive, if consent is not provided at the application stage and we can-not verify information on your application, therefore causing a delay in processing your application, priority will be given to applicants who have provided all information and consent to liaise with third parties.

Contact with third parties noted in your application will be to verify only details specific to your application for the grant, where applicable.

Supporting documents minimum requirements

It is essential for your application to have supporting documents as priority will be given to applicants with all supporting documentation.

Letters of support

Any letter of support you provide must have the following details:

- provided on letterhead or email from supporting group
- acknowledgement of the support for your:
  - group name
  - grant type you are applying for
- the reason they support your grant
- signed off by the authorised contact of the support group or organisation.

Quotes

Any quotes submitted with the application form must include at a minimum:

- ABN details of the organisation or company providing the quote
- an itemised break-down of what is included and costs
- screen shots of online quotes with the website address included in the screen shot and name of business.

Council Offices
25 Ferres Boulevard
South Morang VIC 3752

Email: info@whittlesea.vic.gov.au
Website whittlesea.vic.gov.au

Postal address
City of Whittlesea
Locked Bag 1
Bundoora MDC VIC 3083

Phone: 9217 2170
National Relay Service: 133 677
(ask for 9217 2170)

Connect with us in your preferred language:

Free telephone interpreter service
131 450

City of Whittlesea