

Welcome - Quick Response Community Group / Organisation Application Form

* indicates a required field

Thank you for your interest in the Quick Response Grant for Organisations.

Quick Response grants for community groups provide one-off support for the delivery of creative or community programs and activities that build participation and strengthen the Maroondah community and which may fall outside of the annual grant timeframes or are urgent or unexpected.

The Quick Response Grant is offered throughout the year; however, applicants are restricted to one application per financial year per organisation.

Applications are normally assessed in the next available assessment round. If your request is urgent and requires a decision before the next scheduled assessment round, you may request urgent consideration by indicating this in your application and providing a brief explanation of the urgency. Urgent requests will be considered subject to available funds and alignment with grant objectives.

Before you commence your application, please ensure you meet the eligibility requirements outlined in the Quick Response Grant ([view here](#)) Guidelines and have spoken to the Community Grants Officer.

To successfully complete this form, you will need the following information:

- ABN and Incorporation number
- Public Liability Certificate of Currency
- Quotes to support the funding request

I have read the 2026-27 Maroondah Community Grants program Guidelines *

- ☐ Yes
☐ No

Is this application urgent and requiring assessment before the next scheduled round? *

- ☐ Yes
☐ No

I have spoken to a Council Officer *

- ☐ Yes
☐ No

Please speak to the Community Grants Officer on 9298 4598 or 1300 88 22 33 before progressing.

Please enter the name of the of the Council Officer you have spoken with about this application.

Urgent Request

Applications are normally assessed in the next available assessment round.

If your request is urgent and requires a decision before the next scheduled assessment round, you may request urgent consideration by indicating this in your application and providing a brief explanation of the urgency.

Urgent requests will be considered subject to available funds and alignment with grant objectives.

Please briefly explain why urgent assessment is required, including any relevant dates or deadlines.

Contact for Assistance

If you have any questions or need support with your application, please contact the Grants Officer on 1300 88 22 33 or 03 9298 4598, or email grants@maroondah.vic.gov.au

Applicant details

*** indicates a required field**

Who can apply?

To be eligible to apply for this grant, you must be:

- Be a not-for-profit community group or organisation that is legally constituted, a registered pre-school or school, or auspiced by an eligible organisation.
- Meet the General Eligibility Requirements.
- Beneficiaries of community group applications participating in an event for which they have been selected must be Maroondah residents.

Applicant Type

What type of Applicant are you? *

☐ Individual

☐ Organisation

This application is for Community groups and Organisations

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Form Preview

If you are an individual, please close this application and complete the Quick Response Grant for Individuals application form instead.

Applicant details

Application Contact *

Organisation Name

Applicant Primary Address *

Address

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

Contact Phone Number *

Must be an Australian phone number.

Contact Email *

Must be an email address.

Organisation Name

Organisation Name

Position

Organisation Details

Are you a not-for-profit incorporated organisation? *

- ☐ Yes
- ☐ No
- ☐ No - we have an Auspice
- ☐ No - we are a school or Rotary club

Individual applicant - Not eligible

In-eligible response

Your application is not eligible. If you are an individual or not yet incorporated, please arrange an Auspice before applying.

Incorporation Details

* indicates a required field

Incorporation Details

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.

You can look up your organisation's ABN here www.abr.business.gov.au/

What is your Incorporation Number *

Must be a number. You can look up your incorporation number here www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations

Further information - organisation applicants

Briefly describe your organisation's core mission. *

Public Liability Insurance

Please upload your Public Liability Certificate *

Attach a file:

Organisation applicants require a minimum of \$20 million Public Liability Insurance

Auspice details

Auspice details

Auspice Project Contact

Organisation Name

Auspice Project Contact 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.

Auspice Project Contact Primary Address

Address

Auspice Project Contact Primary Phone Number

Must be an Australian phone number.

Auspice Project Contact Primary Email

Must be an email address.

Auspice Project Contact Primary Website

Must be a URL.

Please upload your Public Liability Certificate

Attach a file:

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Form Preview

Organisation applicants require a minimum of \$20 million Public Liability Insurance

Details of Activity / Event

* indicates a required field

Details of your request

Name of funded activity/event/equipment *

Location of activity / event *

Word count:

Where will your activity take place

Start date of activity / event *

Must be a date.

Applications should be submitted at least 2 months before your event/activity

Finish date of activity / event *

Must be a date.

Please describe the activity/event/equipment you are seeking funding for

Briefly explain what the activity is and your role or involvement.

Please advise if you have recieved Council funding for this activity / event / equipment before.

Budget breakdown

* indicates a required field

Funding request

Total Amount Requested from Council *

\$

Must be a dollar amount.

The maximum grant is \$1,500 (with a maximum \$1,000 for equipment)

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Form Preview

Total activity / event / equipment cost *

\$

Must be a dollar amount.

What is the total cost of your activity / event?

Budget

If you are **not** registered for GST, please include GST in your relevant budget items.

What we can fund

- Small community or creative activities - projects, programs and events that help a community group or organisation to achieve their own goals whilst strengthening the Maroondah community.
- Small equipment - Purchase of standalone small equipment that doesn't require installation, to support the organisation's ability to operate, improve accessibility, or help the environment.
- New group start-up - Assistance to establish a new community group in Maroondah that supports inclusion and participation of Maroondah's diverse community. For example, incorporation fees, Public Liability Insurance, member recruitment, or venue hire.

What we CAN'T fund;

- Project management or administration costs that are more than 10% of the total project cost (this does not include artist fees).
- Equipment replacement where the equipment is still considered to be within its useful life and/or that should be covered by insurance or registration/participation fees.
- Equipment insurance or storage.
- Public liability insurance for established groups.
- Requests to replace the same equipment that has already been funded by Council's Community Grants Program since July 2024.
- Small digital equipment purchases such as laptops, mobile phones or tablets above \$1,000.
- Online subscriptions, software licences, or plans.
- Website or social media development or maintenance.
- Activities that duplicate support already available through the Council or other providers.
- More than one year of start-up support for new community groups.
- New or top-up emergency relief support.
- Support to relocate to the Maroondah municipality, or to move to new premises if already based in the Maroondah municipality.
- Retrospective projects, activities or events have already commenced.
- Activities held in the same or next month of your application date

Expenditure

\$ Total cost

List each item and its cost	Must be a dollar amount.
	\$
	\$
	\$
	\$

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Form Preview

	\$
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Other Financial Information

Do you have any quotes to support your funding request? *

- ☐ Yes (recommended)
☐ No

Please provide quotes and other documents that support the items listed in your budget. Supporting documents will be highly regarded.

Upload relevant quotes

Attach a file:

Has other financial assistance been sought for this project, eg other grants? *

- ☐ Yes
☐ No

If Yes, please provide details

Word count:

Must be no more than 75 words.

Supporting documents

Upload your proof of selection or invitation to activity / event

Attach a file:

This could be an official letter of email

Upload proof of identity

Attach a file:

This could be a driver's licence, Proof of Age card, or student ID.

Terms and Conditions

* indicates a required field

Privacy Collection Notice

Maroondah City Council is committed to protecting your privacy as prescribed by the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

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Form Preview

The information you provide on this form is being collected by Maroondah City Council via SmartyGrants, an online grants management system, for the strict purpose of conducting Council business.

Your information will not be disclosed to any other external party without your consent, unless Council is required or authorised to do so by law.

Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form.

Any access to the information, amendments that may be required, or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 9298 4598 or email privacy@maroondah.vic.gov.au.

Declaration

In submitting this application, I certify the following:

- The information supplied in this application is true and correct to the best of my knowledge.
- If I have requested an urgent assessment, I confirm that the information provided is accurate and that the request is genuinely urgent.
- I have read the accompanying Grant Program guidelines and agree to contact Maroondah City Council should any changes be made to any details provided.
- I understand how Council is using my application as per the privacy statement.
- I acknowledge the Privacy Collection Notice above.
- This is an application only and may not necessarily result in funding approval. I understand that if this application is successful, funding will be subject to terms and conditions as outlined in the Quick Response Grant Guidelines.
- I understand that if successful, I will be required to submit an acquittal report and evidence of expenditure.

I have read the above and agree *

☐ Yes, I agree

Name *

First Name

Last Name

If an individual applicant is under 18 years, the parent/guardian must sign.