

2026/27 QRG - Individual Applicant form

Form Preview

Welcome - Quick Response Individual Application Form

* indicates a required field

Thank you for your interest in the Quick Response Grant.

Quick Response Grants for individuals help Maroondah residents achieve their goals by supporting them to take part in state, interstate or international activities in their chosen field. They recognise the significant sacrifices made and financial barriers faced by individuals pursuing their goals.

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

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 Guidelines ([view here](#)) and have spoken to the Community Grants Officer.

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

- Proof of selection / invitation
- Proof of identity
- Proof of Maroondah residency
- Concession card (if applicable)

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

- ☐ Yes
☐ No

Please view the Guidelines here [insert new link]

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

- ☐ Yes
☐ No

No more than 1 choice may be selected.

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.

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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:

- an individual
- a resident of Maroondah
- an Australian Citizen or Permanent Resident (with an appropriate visa)
- 18 years old or over, or have parent/legal guardian authorisation if under 18
- able to provide proof of identity, proof of Maroondah residency, and proof of selection, qualification or invitation from the relevant state, national or international organiser or peak body

Applicant Type

What type of Applicant are you? *

☐ Individual

☐ Organisation

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This application is for Individuals only

If you are an organisation, or if more than 3 people from the same club are applying for the Quick Response Grant, please close this application and complete the Quick Response Grant for Community Groups application form instead.

Individual applicant details

Applicant date of birth *

Must be a date.

Applicant *

Title First Name Last Name

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Applicant Primary Address *

Address

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

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Is the applicant under 18 years of age *

- ☐ Yes
☐ No

Gender *

- ☐ Man/boy
☐ Woman/girl
☐ Non-binary
☐ Self-identify
☐ Other:

The word 'other' is a choice we cannot edit on this grants platform. Please use this space if you wish to describe your gender.

Are you a Maroondah resident?

- ☐ Yes
☐ No

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You must live in Maroondah to be eligible for this grant

Parent/Guardian information

Please complete this section if the applicant is under 18 years.

Applicant name

First Name

Last Name

Parent/Guardian/Carer name

First Name

Last Name

Relationship to applicant

Phone Number

Must be an Australian phone number.

Email

Details of Activity / Event

* indicates a required field

Details of your request

Name of activity/event *

For example State Basketball Championships / Artist exhibition

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 *

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Must be a date.

Please describe the activity/event you are seeking funding for

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

Evidence of selection/participation

Please attach evidence of your selection/participation *

Attach a file:

A minimum of 1 file and a maximum of 3 files may be attached.

Budget breakdown

* indicates a required field

Funding request

Total Amount Requested from Council *

Must be a dollar amount.

The maximum grant is \$350 for Victorian/Interstate activities and \$500 for International activities. Eligible concession card holders may receive an additional 15%.

Total activity / event cost *

Must be a dollar amount.

What is the total cost of your activity / event?

Do you hold a current Health Care, Pensioner Concession or Veteran card?

- ☐ Yes
☐ No

Upload a copy of your approved concession card

Attach a file:

Budget

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

What we CAN fund;

- Event or activity registration or entry fees.

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- Travel and accommodation to an event or activity (excluding conferences).
- Purchase, hire and transportation of equipment or materials required to participate or present at an event, exhibition or activity.

What we CAN'T fund;

- Coaching, training, rehearsal, teaching or membership costs.
- School, TAFE, university, invitational or club-based tours and friendship competitions or events.
- School, TAFE, or university fees.
- Conferences or professional development courses.
- Self-created or produced activities or events.
- Community service, voluntary work or fundraising activities.
- Daily costs for food and beverage, personal products or accommodation on-costs (e.g. room service or minibar).
- Equipment or materials not directly associated with being able to participate in the activity.
- Production, promotion or distribution of CDs, DVDs, writing works, podcasts or vodcasts.
- Website or social media development or maintenance, subscriptions or software licences.
- Participation in an activity that will take place before an outcome on the application is possible.
- Applicants who have received a Quick Response - Individual Grant within the current or previous financial year from July to June.
- 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.
Travel	\$
Uniform/Equipment	\$
Entry Fees	\$
Accommodation	\$
Other - please specify	\$
	\$
	\$
	\$

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:

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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.

Upload proof of Maroondah residency

Attach a file:

This can be a rates notice, utility bill or addressed mail

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*.

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.

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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.