

Community Inclusion Grants Application Form 2027

Form Preview

Program information

Purpose and objectives of Community Inclusion grants

The City of Melbourne is committed to working in partnership to enable an inclusive community. Community Inclusion grants provide funding for projects that build connection, that strengthen inclusion, resilience, accessibility, health and wellbeing, that celebrate diversity and that help make our city fairer and more welcoming.

The Council Plan 2025-29 outlines the strategic priorities for the City of Melbourne to build on its strong foundations to be a city that thrives as a place that benefits all.

Applications to this program must align to the following [Council Plan](#) Strategic Priorities and Outcomes:

- Healthy, safe, clean and connected communities
 - Our neighbourhoods and communities enable physical and mental wellbeing.
 - People can access necessary services in times of need.
 - Melbourne is safe, clean and accessible to all.
 - Our diverse communities can actively participate, connect and experience a sense of belonging in Melbourne.

A particular focus for this grant round will be:

- Programs and initiatives that support social connection and address loneliness, including connecting people in apartment living.
- Projects that create opportunities for multicultural and intercultural celebration, dialogue and programming.
- Projects that strengthen social cohesion by building trust, inclusion and a shared sense of belonging across Melbourne's communities.

Eligibility criteria

To be eligible to apply for funding through Community Inclusion grants, applications must meet the following criteria:

- Applicants must be a not-for-profit constituted body or a school. Auspiced applications are permitted in this program except for capital works projects.
 - Body Corporates are eligible to apply for a Community Inclusion grant only for the provision of a publicly accessible community garden.
- Applicants must be located within, or be running the project within, the City of Melbourne municipality.
- Applications must have a focus on City of Melbourne's local communities and/or communities that are considered disadvantaged.
- Projects funded through Community Inclusion grants are eligible for up to two years of funding. Applications to this program are for one year of funding. Applicants may reapply for a second year of funding, however applications to this program must be submitted one year at a time. This second year of funding is not guaranteed, and applications will be assessed as per the standard process.
- Capital works projects:

Community Inclusion Grants Application Form 2027

Form Preview

- Capital works projects will be considered for funding for local community organisations whose work aligns with Council priorities.
- Auspiced applications will not be accepted for capital works projects.
- Capital works applications will only be considered where the facility is located within the City of Melbourne boundary and owned by not-for-profit organisations. Funding cannot be used for capital works projects on Council-owned land or property.
- Community garden applications will only be considered for property that is within the City of Melbourne boundary, and either owned by a not-for-profit body or privately owned. Funding will not be considered for gardens that are on Council owned land.

Funding will not be considered for:

- applicants who have already received funding through the Community Inclusion grants for projects taking place in the period 1 July 2026 to 30 June 2027
- religious activities that focus on religious service, education, preaching, proselytizing, or those that exclude community members of different faiths from participating.
- activities that denigrate or exclude parts of the community or that breach Commonwealth and State anti-vilification laws
- activities that have an adverse effect on public health, safety, the environment or heritage
- political parties or where the primary purpose of the project is considered to be political
- political lobbying or advocacy activities
- commercial activities and/or organisations
- Commonwealth or State Government Departments
- core operational funding or core service delivery
- events
- fundraising activities, competitions, prizes
- applications where the funding will be used to provide grants to a third party
- interstate and international travel costs including travel costs for facilitators/consultants
- research projects
- projects that include the establishment of a social enterprise
- projects/activities that are the responsibility of either the State or Federal Government
- projects that duplicate existing services and programs
- projects that have already commenced or occurred
- projects that are being, or have already been, funded through other City of Melbourne grant or sponsorship programs
- projects run by the City of Melbourne
- organisations with outstanding acquittals or debts owing to the City of Melbourne
- an applicant that conducts, or has conducted, themselves in a way that the CoM considers to be injurious or prejudicial to the character or interests of the City of Melbourne
- incomplete applications
- late submissions

Community Inclusion Grants Application Form 2027

Form Preview

Funding level

Applications for Community Inclusion grants funding can be made for between \$1000 and \$20,000.

Key dates

- Applications open 9am Wednesday 1 July 2026
- Applications close 11.59pm on Monday 3 August 2026
- Applicants will be advised of the outcome of their application in December 2026
- First instalment of grant payments will be paid in mid-January 2027
- Projects must start after 1 January 2027.
- Projects must be completed by 31 December 2027.
- An online information session will be held on Monday 13 July at 2pm. Registration details can be found on the [website](#). This session will be recorded and can be provided on request

Please refer to the Community Inclusion Grants guidelines for full details of the program including assessment criteria, grant terms and conditions and Frequently Asked Questions

Use of Artificial Intelligence (AI) in Applications

AI tools (such as ChatGPT or Copilot) can be used to help research and write your grant application.

However, there are risks, including:

- generating incorrect, biased or outdated information
- potential confidentiality and intellectual property issues

If you use AI to assist with writing your application you should:

- check any information it provides to make sure it is accurate and relevant
- ensure the application reflects your own knowledge, experience and voice
- avoid copying or relying heavily on large sections of AI-generated text
- ensure you have the right to use any content included in your application
- avoid entering confidential, sensitive or unpublished information into AI tools

Accountability You are responsible for all content submitted in your application, including anything generated or supported by AI tools.

You can use [City of Melbourne's Open Data](#) portal to find data to support your application or to verify data sourced from AI.

Eligibility

* indicates a required field

Community Inclusion Grants Application Form 2027

Form Preview

Are the applicant and/or auspice (if applicable) registered as a not for profit organisation? *

- Yes No

If you answered 'no' to this question your organisation is not eligible to apply for this grant program.

Is your organisations (or auspice) ABN registered as one of the following *

- an Incorporated body
- an Australian Public Company Limited by Guarantee
- a Cooperative
- a Charitable Foundation
- a School
- a Body Corporate / Owners Corporation

Incorporation number *

Attach a copy of the Body Corporate/Owners Corporation rules *

Attach a file:

If you are running a project for City of Melbourne residents that will happen outside of the municipality please select the suburb that the participants will come from.

Which City of Melbourne suburb is the primary focus of your project? *

Which City of Melbourne suburb is the secondary focus of your project?

Project start date *

Project must start after 1 January 2027

Project end date *

Project must finish before 31 December 2027

Does your organisation currently receive funding from any area of the City of Melbourne? *

Community Inclusion Grants Application Form 2027

Form Preview

Yes

No

Provide the details of the funding you've received from City of Melbourne *

Include the funding program and total funding received

Does this project currently receive funding from City of Melbourne or have you applied to another area of the City of Melbourne? *

Yes

No

Provide details of other applications/funding received *

Word count:

no more than 200 words

Applicant details

* indicates a required field

Organisation details

Organisation name *

Organisation Name

Street address *

Address

Postal Address

Address

If you are using a PO Box click into the box above and select "Can't find address?", you can then manually enter your address

Phone number *

If using a landline number please include the area code (03)

Email address *

Community Inclusion Grants Application Form 2027

Form Preview

Website

Must be a URL.

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	

If you are applying using an auspice use the auspice organisations ABN

What is the purpose of your organisation? *

Word count:

Must be no more than 50 words.

Contact Person

Note that any emails automatically generated by SmartyGrants will be sent to the email listed as the User (i.e. the email used to login) for this application

Contact name *

First Name

Last Name

Position *

Phone number *

If using a landline number please include the area code (03)

Mobile phone number

Email address *

Community Inclusion Grants Application Form 2027

Form Preview

Applicant type

* indicates a required field

An auspice is an organisation that has agreed to take legal and financial responsibility for administering the grant on behalf of the applicant where an applicant is not eligible or unable to apply for funding.

Applications for capital works projects cannot be auspiced. Capital works projects/purchases include community gardens, renovating existing buildings, constructing new buildings and purchase of items over \$1000 that are not part of a larger project.

Are you applying as *

an organisation

an organisation or group with an auspice

If you are not using an auspice please click "Next Page"

Auspice details

Auspice organisation name *

Organisation Name

Auspice Street Address *

Address

Auspice Postal Address

Address

If you are using a PO Box click into the box above and select "Can't find address?", you can then manually enter your address

Auspice contact person *

First Name

Last Name

Auspice contact email *

Auspice 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.

Community Inclusion Grants Application Form 2027

Form Preview

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	

Incorporation number (if applicable)

Confirmation of auspice agreement *

Attach a file:

Project details

* indicates a required field

Project Title *

Short project description - do not use dot points *

Word count:

Provide a short description (60 words) of your project

Total Amount Requested *

This field is automatically calculated from the budget section

Project proposal

* indicates a required field

How have you established the need for this project? *

Community Inclusion Grants Application Form 2027

Form Preview

Word count:

Must be between 20 and 200 words.

Include any data or evidence you have to support the need. For example research, literature, consultation, anecdotal, surveys.

Describe how you have engaged with the target participants prior to submitting this application *

Word count:

Must be between 20 and 150 words.

What activities will take place as part of the project? *

Word count:

Must be between 20 and 200 words.

What are the intended outcomes for participants? *

Word count:

Must be between 20 and 200 words.

How will the project promote community connection, social inclusion, access or participation in the City of Melbourne community? *

Word count:

Must be between 20 and 200 words.

Project Plan

Provide a project Plan for your project, you can provide this in a template below or you can attach your own project plan.

If you provide your own plan you must ensure it includes the name of the task/milestone/activity and when it will be completed

Do you want to provide your own project plan or complete a template? *

- Template project plan
- Attach your own project plan

Provide a brief project plan in the table below

Community Inclusion Grants Application Form 2027

Form Preview

Activity / milestone / step	Completion date

Project plan *

Attach a file:

What partnerships have you formed for this project? Partners are other organisations or people who will directly contribute to the project.

It is expected that you will provide a letter or email from the partner detailing the support that will be provided by them.

Letters of support from those who are not directly contributing to the project should be attached on Page 11 of this form, in the letters of support section.

Organisation	Contact person and contact details	What will they contribute to the project?	Letter or email of support from partner

Participation details

* indicates a required field

Project participants

How many people will participate in or benefit from the project? *

How many project participants or beneficiaries will be City of Melbourne residents? *

Explain why you expect this number of City of Melbourne residents will participate in the project *

Staff participation

Total staff *

Community Inclusion Grants Application Form 2027

Form Preview

How many staff are City of Melbourne residents? *

Volunteers

How many volunteers will be involved in planning and delivery of the project? *

How many of the volunteers will be City of Melbourne residents? *

Target sector of the community

What is the primary sector of the community that your project targets? *

What is the secondary sector of the community that your project targets?

Will your project engage young people under 18 years of age? *

Yes

No

Council requires grant recipients to ensure their compliance with all relevant child safety legislation, and with their responsibilities and requirements as a 'contractor' as outlined in [Council's Child Safety Policy](#) apply to community funded programs, activities or services, the Provider must:

- 1.implement and comply with the Standards at all times; and
- 2.supply Council with a copy of their child safety policy at any time upon reasonable request.
- 3.

Information on the Child Safe Standards is available at <https://ccyp.vic.gov.au/child-safe-standards/>

Under the *Worker Screening Act 2020* (Vic), people engaging in child-related work must obtain a Working with Children (WWC) Check. Grant recipients must:

- 1.ensure that all their relevant employees, contractors and volunteers who are providing the services or facilities in any Council-funded program hold a valid and current WWC Check (or for interstate visitors, an equivalent Check from their home State/Territory) as per the requirements outlined in Council's Child Safety Policy;
- 2.maintain an up-to-date register of WWC Checks;
- 3.provide evidence of a valid and current WWC Check for each of their employees, contractors and volunteers providing the services or facilities to Council at any time upon reasonable request; and
- 4.notify Council immediately if any of their employees, contractors or volunteers who are providing the services or facilities to Council have their WWC Check suspended or revoked, or are issued with a WWC Check Exclusion.

Community Inclusion Grants Application Form 2027

Form Preview

5.

Attach a copy of your organisations Child Safety Policy *

Attach a file:

Access and inclusion

* indicates a required field

Select which, if any, of the following sectors of the community the project engages with *

- Aboriginal and Torres Strait Islander communities
- Culturally and linguistically diverse communities
- People with disabilities
- People who are socially or financially disadvantaged
- None of the above

Outline how you will engage with the community sectors you have chosen above *

Word count:

no more than 200 words

Are there any other sectors that you will engage with? *

- Yes No

Which sectors will you engage with and outline how you are inclusive of this group *

Word count:

no more than 150 words

Evaluation

* indicates a required field

What measures or data will you provide after the project has been completed to demonstrate that the project has been successful and has achieved the outcomes stated earlier? *

Community Inclusion Grants Application Form 2027

Form Preview

Word count:
between 30 and 150 words

Sustainability

* indicates a required field

The City of Melbourne has a commitment to reducing the ecological footprint of the municipality. What does your organisation do to improve its environmental sustainability and reduce its ecological footprint? *

Word count:
Must be no more than 200 words.

Is this project expected to continue beyond the term of this grant? *

Yes No Unknown

How will the project be financially sustainable? Will the project be self sustaining, will you secure funding from other sources or will your organisation absorb the costs? *

Word count:
Must be between 30 and 150 words.

Budget

* indicates a required field

- Outline the project budget - this is not your organisation's budget, but specific to the project you are applying for.
- Staff costs included in this budget must be specific to the project that you are applying for
- If this application is to part fund your project ensure that you
 - list other sources of funding for the project in the 'income' section; and
 - state whether the funding is confirmed (C) or not confirmed (NC)
- Total expenditure should equal total income

Expenditure

Community Inclusion Grants Application Form 2027

Form Preview

You can edit the text in the 'Description' column or add and delete rows below as required

Description	Total Cost	City of Melbourne contribution
e.g. presenter/consultant	\$	\$
e.g. staffing costs	\$	\$
e.g. hire charges	\$	\$
	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).

Income

You can edit the text in the 'Income' column or add and delete rows below as required

Income	\$	Funding status
City of Melbourne (the amount of the grant you are applying for)	\$	
Your organisation's cash contribution	\$	
Other grants (ensure you provide details below)	\$	
	\$	
	Must be a whole dollar amount (no cents).	

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure	City of Melbourne contribution
\$	\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Are staff or contractor costs included in your budget? *

Yes No

Provide details of all staff of contractor costs

Position title	Hourly rate	Estimated number of hours work on the project	Total staff/contractor cost
	Must be a dollar amount.	Must be a number.	This number/amount is calculated.
	\$		\$

Are you applying for funding for consultants, capital works or to purchase items valued over \$1000? *

Yes No

Community Inclusion Grants Application Form 2027

Form Preview

Are you applying for *

- Capital works
- Purchase of single items valued over \$1000
- Consultants

Is the property that will be subject to capital works owned by the applicant of this grant? *

- Yes
- No

You may be required to show evidence of property ownership.

The applicant must be the owner of the property, applications will not be accepted by lease holders etc.

Provide at least one quote. If you do not provide quotes for these items the application will not be considered *

Attach a file:

Are any quotes provided by a family member or friend of any member of the applicant organisations committee/management? *

- Yes
- No

Provide details of relationship *

In kind / volunteer contribution

The in kind / volunteer contribution should not be included in the budget above.

In kind refers to any contribution that will be made to the project that is not a direct cash contribution. For example phone or internet charges, printing, venue hire costs etc.

Volunteer time can be calculated using \$30 per hour as a standard rate for admin/project support costs.

Expenditure	\$ Amount
Volunteer time	\$
Phones / internet	\$
	\$
	\$

Community Inclusion Grants Application Form 2027

Form Preview

Attachments and checklist

* indicates a required field

Attachments

Certificate of Currency for Public Liability Insurance of no less than \$20 million *

Attach a file:

Letters of support

Attach a file:

Relevant brochures and promotional materials

Attach a file:

Checklist

Have any previously funded applications been fully acquitted? *

- Yes No Not applicable

Has this application been sighted and approved by an authorised person? e.g. CEO or President of Committee? *

- Yes No

Does the budget add up, does the income equal the expenditure? (Budget page 10) *

- Yes No

Have you indicated if any other grants listed in the budget are confirmed or not confirmed? (Budget page 10) *

- Yes No Not applicable

Have you attached at least one quote if you are applying for consultant costs, capital works or the purchase of capital items? (Quote section, page 10) *

- Yes No Not applicable

How did you hear about the grant program? *

- | | |
|--|---|
| <input type="checkbox"/> City of Melbourne website | <input type="checkbox"/> City of Melbourne LinkedIn |
| <input type="checkbox"/> I'm a previous applicant / recipient | <input type="checkbox"/> City of Melbourne Twitter |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> Email |
| <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Word of mouth / referral |
| <input type="checkbox"/> Social media (other than City of Melbourne) | <input type="checkbox"/> City of Melbourne staff member |
| <input type="checkbox"/> City of Melbourne Facebook | <input type="checkbox"/> Other: <input type="text"/> |

Community Inclusion Grants Application Form 2027

Form Preview

City of Melbourne Instagram

Select the types of contact you made with Council for this proposal *

- Information session I didn't make any contact with Council
 Email correspondence Other:
 Phone call

Is this your first grant or sponsorship application to City of Melbourne? *

- Yes No

It was easy to access information about this program *

- 1 - strongly disagree
 2- disagree
 3 - undecided
 4 - agree
 5 - strongly agree

It was easy to understand information about this program *

- 1 - strongly disagree
 2- disagree
 3 - undecided
 4 - agree
 5 - strongly agree

The application form was easy to access *

- 1 - strongly disagree
 2- disagree
 3 - undecided
 4 - agree
 5 - strongly agree

The application form was easy to understand *

- 1 - strongly disagree
 2- disagree
 3 - undecided
 4 - agree
 5 - strongly agree

The application form was easy to complete *

- 1 - strongly disagree
 2- disagree
 3 - undecided
 4 - agree
 5 - strongly agree

Is there any feedback you would like to provide about the Community Inclusion grant program or this form?

Community Inclusion Grants Application Form 2027

Form Preview

Declaration

* indicates a required field

Privacy Statement

The City of Melbourne is committed to protecting your privacy. The information requested on this form is being collected by City of Melbourne for the purpose of assisting with the management of applications for grants and sponsorship. All information collected is securely stored in Smartygrants and City of Melbourne computer systems. The personal information will be disclosed to assessment panel members for the purpose of assessing your application. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application. If you wish to alter any of the personal information you have supplied to City of Melbourne, please contact Council via telephone 9658 9658 or email contact@melbourne.vic.gov.au

You can [view the City of Melbourne Information Privacy Policy](#) on our website.

By submitting an application you consent to council publishing the successful applicant's name, project name and description and amount funded on our website. This information may also be used for promoting the City of Melbourne's grant program more generally.

Declaration

I hereby apply for funding for a Community Inclusion Grant and acknowledge that if successful in this application we agree to comply with the guidelines set out by the City of Melbourne and to submit necessary acquittal documentation when the project has been completed.

I also acknowledge that all details supplied in this application form and in the attached documents are true and correct and that the application has been submitted with the full knowledge and support of the Committee of Management of the applicant organisation and / or auspice organisation.

I agree to the above terms and conditions *

Yes

Name *

First Name

Last Name

Position *

Date *

Community Inclusion Grants Application Form 2027

Form Preview