

# Connected Neighbourhoods Grants Application Form 2026-27 - Organisation

## Form Preview

### Program information

The City of Melbourne is committed to creating connected and inclusive communities at a neighbourhood or suburb level. We provide small grants to community groups and individuals for projects that support diverse communities of a particular neighbourhood to actively participate, connect and experience a sense of belonging. They also help local community develop and deliver their own solutions to local priorities.

To learn more about local issues and priorities, visit our [Neighbourhood Portals](#). Each Neighbourhood Portal includes a list of neighbourhood priorities. These priorities capture the challenges, opportunities, assets and ambitions of each neighbourhood within the City of Melbourne. The priorities have been identified by community, are unique to each neighbourhood, and reflect the diversity of our City.

#### Eligibility criteria

To be eligible to apply for a Connected Communities Small Grant, applicants must meet the following criteria:

- Applicants must be one of the following:
  - a not-for-profit constituted body;
  - a school;
  - a community leader; or
  - an individual community member supported by their community; or
  - a Body Corporate/Owners Corporation
- Applications may be auspiced.
- Applicants must be located within or currently be providing services or benefits within the City of Melbourne. View the [City of Melbourne boundary map](#).
- Applications must have a focus on providing outcomes for City of Melbourne's local communities.
- Funded activities must create opportunities for community members to experience greater connection to their community through opportunities that improve access and participation.
- One application per year, per applicant will be accepted.

#### What won't be funded

- core operational funding
- applications where more than 25 percent of the funding request is allocated to paying staff. This does not include contractors who are engaged to provide a specific service for the project.
- applications where funding will be used to pay the applicant for goods or services they provide as part of their own business or other for-profit entity
- activities with a religious focus. For example activities that include religious service, education, preaching or proselytizing, or those that exclude community members of different faiths from participating
- party political activities, including 'meet the candidate' debate style events
- activities that denigrate or exclude parts of the community or that breach Commonwealth and State anti-vilification laws
- activities based on the consumption of alcohol or gambling
- capital works/purchases

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- commercial or for-profit activities and/or organisations
- fundraising activities, competitions, prizes or award events
- interstate and international travel costs including travel costs for facilitators/consultants
- activities that have already commenced or occurred
- activities that are being, or have already been, funded through other City of Melbourne grant or sponsorship programs
- activities run by the City of Melbourne
- organisations with outstanding acquittals or debts owing to the City of Melbourne

### Key dates

- Applications must be received a minimum of eight weeks prior to the start of the activity.
- Applications will be open until 7 May 2027 or when the budget for the program is fully allocated.
- Applications will be assessed monthly, if your application is received by the cut off date you will receive an email with the outcome of your application by the end of the following month. Cut off dates for each month are the second Friday of the month except in May 2027, when it will be the first Friday. Note that applications are not assessed in January. Any applications received after the November cutoff date will be reviewed and reported in February.
- Projects must be delivered within 12 months of receiving the grant.

For full a list of the detailed eligibility criteria, things that won't be funded, assessment criteria and conditions of funding refer to the [Program Guidelines](#)

## Eligibility

\* indicates a required field

### Are you applying as

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

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.

### Incorporation Number \*

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### Evidence that the person submitting the application is a member of the Body Corporate/Owners Corporation committee \*

Attach a file:

This could include a letter from the Chairperson/Secretary of the committee or Annual General Meeting documents listing current committee members

### Owners Corporation Number \*

### [Map of City of Melbourne boundary](#)

### Is the applicant located within the City of Melbourne municipality? \*

Yes

No

### Does the applicant currently provide services or benefits to the City of Melbourne community? This does not include the project/event in this application \*

Yes

No

### Describe the services currently provided to the City of Melbourne community \*

Word count:

Must be between 20 and 100 words.

### Do you receive support from or is this activity being delivered in partnership with any other area of City of Melbourne? \*

Yes

No

### Provide details of the partnership \*

## Applicant details

\* indicates a required field

### Organisation name \*

Organisation Name

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### Street Address \*

Address

  

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

### Postal Address \*

Address

  

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

### Phone Number \*

If you are using a landline please include 03 before your phone number

### Email \*

Must be an email address.

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Contact person

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\*

First Name

Last Name

**Position \***

**Phone Number \***

If using a landline please put 03 before your phone number

**Email \***

Must be an email address.

## Auspice details

\* indicates a required field

**Auspice organisation name \***

Organisation Name

**Auspice street address \***

Address

  

**Auspice Postal Address \***

Address

  

**Auspice contact person \***

First Name

Last Name

**Auspice contact email \***

**Auspice contact phone number \***

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If you are using a landline please include 03 before your phone number

### 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.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Confirmation of auspice agreement \*

Attach a file:

## Project details

\* indicates a required field

### Project Title \*

### Provide a brief project description. What will the funding will be used for? \*

Word count:

Must be no more than 70 words.

### Is this application for an event? \*

Yes

No

**Note that we cannot accept applications for events that will take place less than 8 weeks from the time of submission**

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**What date will the event take place? \***

### Permits

Permits may be required for your event. There are a number of permits that may be required depending on the size of your event and the activities that will take place as part of your event. To find out more information about what permits may be required and to find out how to apply and the costs associated see the links below.

- [Event Permit](#) - If you intend on using any outdoor public open space managed by City of Melbourne, you need to submit an event permit application online. A minimum of six (6) weeks' notice will be required to process an application. Fees may be applicable for an event permit regardless of the outcome of this application. For information about an outdoor space, [view the City of Melbourne interactive map](#), contact the Event Operations Team on (03) 9658 9658, or via email at [events@melbourne.vic.gov.au](mailto:events@melbourne.vic.gov.au)
- [POPE permit](#) - If you want to hold an event over an area of more than 500 m2, or erect temporary structures such as inflatable jumping castles or large stages or marquees, you may need a special permit. This is an occupancy permit for a place of public entertainment. A minimum of 15 business days will be required to process an application. The Event Operations Team will let you know if you require this permit when you apply for your Event Permit. Fees may be applicable for a POPE permit. For further information, contact the Building and Planning Team on 9658 9658 or [building@melbourne.vic.gov.au](mailto:building@melbourne.vic.gov.au)

If you do require an Event Permit you must allow at least six (6) weeks for the permit to be processed, and depending on the complexity and size of the event it can take up to three (3) months for permits to be reviewed and approved. If your grant application is successful it is recommended that you apply for permits as soon as you are advised that the grant application is successful, to ensure that any permits are in place before the event takes place.

**Will the event be held in a public open space managed by the City of Melbourne?**

\*

- Yes
- No

**We recommend that you [apply for an Event Permit now](#), if you have not done so already.**

The initial application is free and to apply for an initial event permit you only require;

- Event name
- Date
- Venue
- Number of attendees
- Will there be trading (i.e. food, beverages, merchandise etc)

**Have you applied for an Event Permit? \***

- Yes
- No

## Project proposal

\* indicates a required field

**In what City of Melbourne neighbourhood will your event occur? \***

[Carlton Neighbourhood Priorities](#)

[CBD Neighbourhood Priorities](#)

[Docklands Neighbourhood Priorities](#)

[East Melbourne Neighbourhood Priorities](#)

[Kensington Neighbourhood Priorities](#)

[North Melbourne Neighbourhood Priorities](#)

[Parkville Neighbourhood Priorities](#)

[Southbank Neighbourhood Priorities](#)

[South Yarra Neighbourhood Priorities](#)

[West Melbourne Neighbourhood Priorities](#)

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**Projects must support at least one Neighbourhood priority for the area where the activity will occur.**

**The link above shows the priorities for the Neighbourhood you have chosen.**

**Which priority/priorities does the project support and how? \***

Word count:

Must be between 30 and 200 words.

**How will the project work? What activities will take place? \***

Word count:

Must be between 30 and 150 words.

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

Word count:

Must be between 30 and 200 words.

**What partnerships have you formed for this activity?** Complete the table below. Note that we may contact some of your partners.

<b>Organisation</b>	<b>Contact person and contact details</b>	<b>What will they contribute to the project?</b>

## Participation details

\* indicates a required field

### Volunteer participation

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

Must be a number.

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

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Must be a number.

### Project participants

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

Must be a number.

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

Must be a number.

### Focus Community Sector

**What the primary sector of the community that your project focuses on? \***

**What is the secondary sector of the community that your project focuses on?**

### Child Safety

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.

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

Child Safe information for City of Melbourne funded projects can be viewed [here](#)

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.

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**Will your project engage children or young people aged 0-18 years? \***

- Yes  
 No

**Attach a copy of your organisations Child Safe Action Plan \***

Attach a file:

## Budget

\* indicates a required field

**Total Amount Requested \***

\$

## Expenditure

The items listed below are examples only, please delete them and add the items relevant to your project.

Applicants cannot request more than 25% of the total grant amount for staffing costs. This does not include costs for contractors who are engaged to deliver a specific service for the project.

Do not include in-kind/volunteer costs in this section, these should be listed in the 'In-kind/Volunteer contribution' section below.

Description	Total amount \$	City of Melbourne contribution
	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).
e.g. Venue hire	\$ <input type="text"/>	\$ <input type="text"/>
e.g. Catering	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>

## Income

- If this application is to part fund the project ensure that you;
  - list other sources of funding here;
  - state the income is confirmed or not confirmed
  - If you have other grant funding please provide the name of the organisation providing the grant.

Description	Amount \$	Funding status
City of Melbourne grant (amount you are requesting)	\$ <input type="text"/>	<input type="text"/>

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Your organisations cash contribution	\$	
Fundraising	\$	
Participant fees	\$	
Other grants	\$	
	\$	

### Budget Totals

**Total Income Amount**

\$

This number/amount is calculated.

**Total Expenditure Amount**

\$

This number/amount is calculated.

**Income - Expenditure**

\$

This number/amount is calculated.

### 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 \$38 per hour as a standard rate for admin/project support costs.

Description	Amount \$
Volunteer time ('X' hours x \$38 x 'X' volunteers)	\$ <input type="text"/>
Phones/internet	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>

**Total in-kind amount**

\$

This number/amount is calculated.

### Attachments and Checklist

\* indicates a required field

#### Attachments

**Certificate of Currency for Public Liability Insurance \***

Attach a file:

If you provide a risk assessment document that is deemed inadequate for the activity you will be required to purchase public liability insurance

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### Letters of support from partners, community members etc

Attach a file:

### Checklist

#### Has this application been sighted and approved by an authorised person? \*

- Yes  No  Not applicable

#### Does the budget add up, does the expenditure equal the income? (Budget page 7)

\*

- Yes  No

#### Have you indicated if any additional funding listed in the income is confirmed or not confirmed? (Budget page 7) \*

- Yes  No

#### How did you hear about the grant program? \*

- City of Melbourne website  Newspaper or online article  Email  
 I'm a previous applicant / recipient  City of Melbourne Facebook  Word of mouth / referral  
 Internet search  City of Melbourne Instagram  City of Melbourne staff member  
 Newsletter article  City of Melbourne LinkedIn  Other:   
 Social media (other than City of Melbourne)  City of Melbourne Twitter

Please choose one option

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

- Face-to-face meeting  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  Maybe

#### 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

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### 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 anything else you would like to tell us about this grant program or the application process or form?

## 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](mailto: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

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I hereby apply for funding for a Connected Neighbourhoods 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 if the application is from an organisation that the application has been submitted with the full knowledge and support of the Committee of Management of the applicant organisation.

**I agree to the above terms and conditions \***

Yes

**Name \***

First Name

Last Name

**Position \***

If you are an individual applying please use 'Organiser' as the position title

**Date \***

Must be a date.