

Operational Support Grants 2026-28 Application Form

Form Preview

Program Information

Purpose of the program

The City of Melbourne is committed to creating healthy, connected and inclusive communities. We provide Operational Support grants for volunteer run community organisations to support health and wellbeing, social connection, access and participation for City of Melbourne residents.

Operational Support grants are provided for two years to support organisations to cover operational costs and costs of ongoing activities. This current round is for the two-year period 1 July 2026 to 30 June 2028.

Costs could include but are not limited to:

- insurance
- venue hire
- incorporation fees
- printing
- bus hire
- supplies for activities

Objectives/Outcomes of Operational Support grants

Operational Support Grants enable the City of Melbourne to strengthen social connection, improve health and wellbeing, build community cohesion, and support equitable access and participation across our neighbourhoods. They aim to:

- increase opportunities for people to connect, participate and feel included
- support communities to identify and respond to local needs and priorities

Eligibility Criteria

To be eligible to apply for funding through Operational Support Grants, applications must meet the following criteria:

- Applicant organisations must be a not-for-profit constituted body. Auspiced applications are not permitted in this program.
- Applicants must be fully volunteer run and not employ staff or regular contractors (more than once per fortnight) to deliver services to members, for example facilitators or trainers.
- Applicants must create opportunities for community members to experience greater connection to their community through opportunities that improve access and participation.
- Applicants must be located within, or demonstrate clear evidence of operating within, the City of Melbourne municipality with benefits for local people.

Funding will not be considered for:

- organisations and activities with a religious focus. For example, organisations whose core activities are faith-based, such as religious service, preaching or proselytizing, or organisations that exclude community members of different faiths of joining.
- organisations whose activities includes political lobbying or advocacy

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- organisations that City of Melbourne considers denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage
- organisations that conduct, or have conducted, themselves in a way that the City of Melbourne considers to be injurious or prejudicial to the character or interests of the City of Melbourne
- capital works
- commercial activities and/or organisations
- fundraising activities, competitions, prizes or award events
- interstate and international travel costs including travel costs for facilitators/consultants
- activities that are being, or have already been, funded through other City of Melbourne grant or sponsorship programs
- an organisation that is in legal conflict with Council
- organisations with outstanding acquittals or debts owing to the City of Melbourne
- incomplete applications
- late submissions.

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

Is the applicant 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 organisation's ABN registered as one of the following *

- an Incorporated body
 an Australian Public Company Limited by Guarantee
 a Cooperative
 a Charitable Foundation

Incorporation number *

Does the applicant organisation employ paid staff *

- Yes
 No

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Does your organisation pay contractors to deliver services to members once per fortnight or more frequently? This could include facilitators or trainers *

- Yes
- No

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

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

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

Email address *

Website

Must be a URL.

ABN *

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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	

What is the purpose of your organisation? *

Word count:

Must be no more than 50 words.

Contact Person

Contact name *

First Name

Last Name

Position *

Phone number *

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

Mobile phone number

Email address *

Proposal

* indicates a required field

Describe what the grant will be spent on and how is this essential for your organisation. *

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Word count:

Must be between 30 and 200 words.

How does your organisation foster community connection, social inclusion, access or participation for the City of Melbourne community? *

Word count:

Must be between 30 and 200 words.

Public Liability Insurance

Applicants can choose to opt in to the Group General Public and Product Liability Insurance option. If you opt in and your application is approved, the City of Melbourne will purchase General Public and Product Liability Insurance on your behalf with a coverage limit of \$10 million.

The cost of this insurance will be taken out of your total grant amount, and you will receive the remaining balance. The current estimated cost is \$635, although this amount may increase at the time of purchase and in the second year of coverage.

Please note: this option only provides General Public and Product Liability Insurance. It does not include any other types of insurance.

Please read the information below and ensure that you understand the limitations of the policy and the activities that will not be covered under this policy. If your organisation does not meet the requirements or if the organisation delivers any of the activities listed in the *Declined activities* document we will not be able to include it in this program.

[General Public and Product Liability Insurance Policy Wording](#)

[Policy endorsements](#)

[Declined activities](#)

Do you want to opt-in to the General Public and Product Liability Insurance purchase? *

- Yes
- No

I confirm that I have read the documents above and confirm that the applicant meets the requirements to be covered under the policy and that it does not deliver any 'declined activities' *

- Yes
- No

We are unable to include this applicant in the Insurance program as it does not meet the requirements for insurance coverage.

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Please complete this [Bulk Policy Insurance Questionnaire form](#) and attach it below.

Please note:

- insurance will only be arranged if this grant application is approved. If the application is unsuccessful, insurance will not be provided.
- the insurance provider has the final authority to approve or decline insurance applications. If they determine that the organisation or its activities do not meet their requirements, they may refuse to provide insurance

Completed questionnaire *

Attach a file:

Participation details

* indicates a required field

Staff participation

Total staff *

How many staff are City of Melbourne residents? *

Volunteers

How many active volunteers does the organisation have? *

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

Membership

How many members does the organisation have? *

How many members are City of Melbourne residents? *

Target sector of the community

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

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

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.

Does your organisation engage children or young people aged between 0 - 18 years? *

- Yes
 No

Attach a copy of your organisations Child Safe Action Plan *

Attach a file:

Budget

* indicates a required field

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Outline the items that you will be spending the grant on.

Note that the items listed are an example only you can add any items that are core operational costs for your organisation.

Total Amount Requested *

\$

Must be a dollar amount between \$1 and \$2500. If you choose to purchase Public Liability Insurance through the group purchase option, please ensure the cost is included in the total amount requested.

Expenditure

Description	\$
e.g. Presenter costs	\$ <input type="text"/>
e.g. Venue hire	\$ <input type="text"/>
e.g. Catering	\$ <input type="text"/>
e.g. Printing	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

Budget Totals

Total Expenditure Amount

\$

This number/amount is calculated.

Are you applying for funding to purchase capital items such as a computer, furniture etc? *

Yes No

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 the relationship *

Word count:

Must be between 10 and 100 words.

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Attachments and checklist

* indicates a required field

Attachments

Certificate of Currency for Public Liability Insurance *

Attach a file:

Letters of support

Attach a file:

Relevant brochures and promotional materials

Attach a file:

Checklist

Have any previously funded and completed applications been fully acquitted? *

- Yes No Not applicable

If your organisation already has an Operational Support grant, you do not have to finish or report on that grant before you submit this application

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

- Yes No

Have you attached at least one quote if you are applying for the purchase of capital items? (Quote section, page 5) *

- 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"/> |
| <input type="checkbox"/> City of Melbourne Instagram | |

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

- | | |
|-----------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Email correspondence | <input type="checkbox"/> I didn't make any contact with Council |
| <input type="checkbox"/> Phone call | <input type="checkbox"/> Other: <input type="text"/> |

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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 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

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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 an Operational Support 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 *