

*2024_Quick Response Small Grants_Application

Form Preview

Introduction

Overview

Welcome to the application form for Inner West Council's **Quick Response small grants**. Grant funding of up to \$500 per annum is available to support groups to establish, develop or expand community wellbeing activities with materials or resources within the Inner West.

Grant Guidelines

Before completing your application, please read [Council's Grant Guidelines](#) to ensure your project is eligible and aligned to the objectives of the grant stream you are applying to.

For more information

Applicants are invited to talk with a Council grant officer on 02 9392 5842 to clarify your project ideas, eligibility and to ensure you are applying to the correct grant stream.

Instructions

- Please provide a response to all relevant questions
- When you have completed all of the questions click on **Next Page** to view the next page of the form
- Click **Save Progress** regularly to make sure your changes are saved
- You can jump pages by clicking on the **Application Form Navigation** area on the right-hand side of the form
- Once you have completed all pages the last page will ask you to **Review** your application - if you are happy with your responses you can click **Submit**. If your submission was received you will be sent a **confirmation message** saying your application has been submitted.

Project Details

* indicates a required field

Project summary

Please specify how your project will benefit the Inner West. To be eligible for funding, projects must be located in the Inner West Council area or offer a project that primarily benefits Inner West residents. A [detailed Inner West Council ward map](#) is available to download.

Project title *

Must be no more than 15 words.

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Hint: Provide a name for your project/initiative. Your title should be short but descriptive

Start Date *

Must be a date and between 3/6/2024 and 1/6/2025.

End Date *

Must be a date and between 3/6/2024 and 1/6/2025.

Brief project description *

Word count:

Must be no more than 100 words.

Hint: Include a brief summary of your target group (i.e. who it benefits), what you will do (i.e. the activities you will perform), and what you expect to achieve from your activities (outcomes)

Project purpose

How will your project benefit local residents, workers and/or visitors to the Inner West *

Word count:

Must be no more than 100 words.

Hint: Explain why this initiative is needed, and why the activities you propose will produce the outcomes you seek. Where possible provide evidence that demonstrates the link between the activities to the outcomes

Project location

Please indicate the suburb/s your project will cover. **Only select a maximum of four target suburbs.** If your project does not target a particular suburb, but does target the Inner West Council area, simply select *Inner West LGA (all)*.

Which suburbs will the project benefit? *

Hint: Select up to two locations.

Project location address: *

Word count:

Must be no more than 100 words.

Hint: Include address and other relevant information for the project location/s.

Supporting material

Please attach an example of past project experience (i.e.

Attach a file:

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reporting from past projects)

If your project is taking place on land you do not own/manage, attach land managers approval (eg letter from School Principal)

Attach a file:

Budget

* indicates a required field

Preparing your budget

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for. Please discuss your budget with your grant stream officer to ensure it includes:

- Indicative quotes must be included for any items over the value of \$500
- Expected project income, including any contributions (donations of goods or services) or other funding sources
- Expected expenditure, including specifying which items you intend to purchase with Council grant funds
- Please do not add commas to figures – e.g. Figures must read "\$1000" not "\$1,000"

Total amount requested

Quick response small grants funding of up to \$500 is available per annum.

Total amount requested

*

\$

Must be a dollar amount.
Up to a maximum value of \$500.

Council facility hire for projects

Council may provide fee waivers for hire of Council facilities to undertake projects that receive grant funding. Please discuss your needs for a project venue (including parks and open spaces) with the relevant grant stream officer.

Budget

Your budget must show how you arrived at the total amount requested for this grant, including all sources of project income and expenditure.

Income Description	\$ Income Amount	Expenditure Description	\$ Expenditure Amount
	\$ <div></div>		\$ <div></div>

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	\$		\$
	\$		\$
	\$		\$
e.g. Inner West Council Grant	Must be a dollar amount.	e.g. Cost of printing flyers	Must be a dollar amount.

If you or your organisation received a grant from Inner West Council in the last 1-2 years, have you acquitted it? *

☐ Yes ☐ No ☐ Didn't receive funding in the last 2 years

Acquittals are what Council uses to see how funds were spent and what outcomes were achieved from groups or people who have been funded.

About the applicant

* indicates a required field

Applicant Contact Details

Applicant organisation *

Organisation Name

Applicant contact *

First Name

Last Name

Hint: This is the primary person Council will communicate with about this grant

Applicant address *

Address

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

Applicant phone number *

Must be an Australian phone number.

Applicant mobile number *

Must be an Australian phone number.

Applicant email *

Must be an email address.

Hint: This is the email address Council will use to communicate with you about this grant

Organisation Type

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Select which type of organisation you are applying on behalf of: *

- ☐ An incorporated not-for-profit community group or organisation
- ☐ An unincorporated community group applying through an Auspice incorporated not-for-profit organisation

Auspice Approval

Unincorporated groups require an auspicings organisation to be eligible to apply. Auspicing is where a legally constituted not-for-profit organisation administers grant funding and insurance on behalf of an applicant who is not eligible to apply in their own right.

Is this organisation agreeing to act as an Auspice for your grant application? *

- ☐ Yes
- ☐ No

Please upload the letter of agreement from the Auspice Organisation that supports this application *

Attach a file:

Organisation Details

* indicates a required field

Organisation Contact Details

Please think carefully about the Organisation that is applying. If successful, this organisation will be required to sign a funding agreement and be responsible for any funding that is awarded.

Legal name of organisation *

Organisation Name

Hint: Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO

Organisation contact *

First Name

Last Name

Hint: Who is responsible for this project from start to finish?

Organisation address *

Address

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

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Organisation postal address (if different)

Address

Organisation phone number *

Must be an Australian phone number.

Organisation email address *

Must be an email address.

Website URL (if applicable)

Must be a URL.

Does your organisation have an ABN? *

☐ Yes

☐ No

ABN Lookup

Organisation 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.

Supporting materials

Please upload a copy of your organisation's Certificate of Incorporation *

Attach a file:

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Please upload a copy of your organisation's Certificate of Public Liability Insurance (or quote) to the value of \$20 million *

Attach a file:

Certification

* indicates a required field

Certification

Before you can complete and submit an application you must accept the following conditions by declaring:

I certify that:

- I have read and understood the Inner West Council Grant Guidelines
- I accept the conditions and have been authorised to make this application
- All information supplied as part of this application will be true and accurate to the best of my knowledge
- All activities proposed by this application will be conducted in accordance with current legislation, including but not limited to, complying with Working with Children legislation
- The information provided for the title and description may be used for media and communication purposes

I acknowledge that:

- Applications and any additional materials cannot be submitted after the advertised closing date and time
- Inner West Council has the right to investigate any information provided in this application and/or to request for additional information
- It is solely my responsibility to ensure my application is correct and complete before submitting. Inner West Council does not check, amend or update applications. Applications cannot be modified after being submitted
- Inner West Council has the right to withdraw any offer of funding or demand the return of funds already paid if my declaration is found to be incorrect or misleading
- Inner West Council staff are available 9am-5pm Monday to Friday during the grant round to provide technical and general guideline advice. Staff are not able to provide advice on content or choices required within my application.

Do you understand and acknowledge these conditions?

Authorised applicant's endorsement *

☐ Yes

Full Name *

First Name

Last Name

Declaration date *

Hint: No late applications will be accepted

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Important note for applicants

Please keep a record of the SmartyGrants (username and password) details you used to submit this application.

You will need your SmartyGrants login details for all future communications relating to this project, including funding agreements and evaluation acquittal reports.