



Boroondara Community Development Grants

Individual Initiative Grant Guidelines and Application Form

Applications are accepted on an ongoing basis.

INDIVIDUAL INITIATIVE GRANTS - APPLICATION GUIDELINES

The purpose of the individual initiative grant program is to recognise individual achievements of Boroondara residents and to help ease the financial burden that participating at a higher level can bring.

The grants are aimed at high achieving individuals selected to compete, perform or represent their chosen sport/ recreation or arts/ cultural field. The individual grants program assists residents by providing partial financial assistance towards the expenses incurred.

Eligibility

- The applicant must reside within the City of Boroondara
- Funding is only available for individual participation
- Must be an officially recognised event conducted by a governing body
- The event that the resident is participating in has the capacity to profile the achievements of Boroondara residents
- Applications must be received at least four weeks prior to the commencement of the event for which funding is requested
- A resident is not eligible for funding if they have received funding through this grant program in the previous financial year.

How much is available?

City of Boroondara provides eligible residents with a maximum grant of \$300 upon their first application and a maximum of \$150 for their second application.

The level of funding provided will be based on the level of event, as per below:

- International level event – maximum of \$300 available
- National level event – maximum of \$200 available
- State/ regional level event – maximum of \$100 available

What will not be funded?

- Community service/ voluntary work
- Attendance at academic projects or events
- Participation in commercial based events
- Participation in regional or state level university games
- Participation in events that may be perceived to portray a negative image e.g. association with; alcohol, gambling, smoking

Conditions of Funding

- Acknowledgment must be given for the support provided by the City of Boroondara in any public relations opportunities undertaken by the funded individual

- In the case that the applicant is suspended for any reason from the activity for which funding has been awarded, the applicant will be required to reimburse City of Boroondara the full amount awarded
- Should it be found that any of the information in the application form was incorrect or misleading; the applicant will be required to reimburse City of Boroondara the full amount awarded
- Should the activity for which funding was awarded be cancelled, the applicant will be required to reimburse City of Boroondara the full amount awarded
- In the case that the applicant is required to return the awarded amount to City of Boroondara, they, or their parent/guardian will be forwarded an invoice for the amount owing and be required to pay immediately
- City of Boroondara reserves the right to refuse funding

Application Process

- Applications are assessed by City of Boroondara officers in the order in which they are submitted
- Applicants will be notified of the outcome within 4 weeks of the application being received
- Where the applicant is under 18 years of age, the cheque will be made payable to the applicant's parent/ guardian
- Incomplete applications will not be assessed until all required documents are received

Information Privacy

City of Boroondara treats all personal information provided as part of a grant application in accordance with the Information Privacy Act 2000 and the Public Records Act 1973. The personal information requested on this form is being collected for the purposes of assessing, processing and allocating individual initiative grants. The information will be used only for these purposes and will not be disclosed to any external party without the consent of the grant applicant.

Application Checklist:

- Submit completed Individual Initiative Grant Application Form
- Supply proof of residential status within the municipality (e.g. copy of drivers licence, rate notice, with current address)
- Provide notification confirming your selection to participate in the event in the form of an official letter from the events governing body

Applications can be submitted by email individualgrants@boroondara.vic.gov.au

or by mail: **Leisure & Cultural Services - Individual Grants**
City of Boroondara
Private Bag 1 CAMBERWELL 3124

For further information phone: 9278 4770

INDIVIDUAL INITIATIVE GRANTS – APPLICATION FORM

Applicants Details:

Date:

Name:

DOB:

Address:

State:

Postcode:

Parent/ Guardian (please provide if under 18 years):

Contact Person:

Phone: (H)

(W)

(Mb)

Email:

Purpose for which the grant is sought:

Date of event:

Event Name:

Location:

Governing body:

Briefly describe event/ activity:

Please select: State/ Regional National International

Amount Requested: \$ _____

Briefly describe how the grant would assist you to participate:

| | |
|----------------------|-----------------|
| Expenses: | |
| Travel | \$ _____ |
| Accommodation | \$ _____ |
| Uniform | \$ _____ |
| Entry Fee | \$ _____ |
| Other (please state) | \$ _____ |
| | \$ _____ |
| TOTAL COST | \$ _____ |

Funding:

Have you received funding for this event from any other body?
Please select: YES NO

If yes, how much?

Have you previously received an Individual Initiative Grant from City of Boroondara?
Please select: YES NO

If yes, which financial year?

Application Checklist:

Have you attached the following documents?

Proof of residential status in the City of Boroondara

Official notification confirming your selection in the event

Signature: _____ Date: _____

Note: Please provide parental/ guardian signature if under 18 years old.

OFFICE USE ONLY

| | |
|--|--------|
| Date received | |
| Individual grant form | Yes No |
| City of Boroondara resident | Yes No |
| Letter confirming selection | Yes No |
| Approval | Yes No |
| Date confirmation letter sent to applicant | |
| Dataworks | Yes No |