



CITY OF
MONASH

Monash Community GRANTS

Hall Hire Booking and Funding APPLICATION FORM

There is one round of funding per year for projects to be held during January to December in the following year. Applications are due at the end of July each year.

Applications must be received by close of business, Monday 27 July 2009.

Applications will not be accepted via fax.

BY POST:

City of Monash
Monash Community Grants Program
PO Box 1
GLEN WAVERLEY VIC 3150

BY E-MAIL:

monashgrants@monash.vic.gov.au

OR HAND DELIVER TO:

Civic Centre (Ground Floor Reception)
City of Monash
Monash Community Grants Program
293 Springvale Road
GLEN WAVERLEY VIC 3150

Oakleigh Service Centre
City of Monash
Monash Community Grants Program
3 Atherton Road
OAKLEIGH VIC 3166

OFFICE USE ONLY

Applicant Name: _____

Amount Requested: \$ _____

Amount Granted: \$ _____

**2010 Monash Community Grants Program:
Hall Hire Booking and Funding Application**



CITY OF
M O N A S H

ORGANISATION DETAILS

Applicant/Organisation Name:		
Postal Address:	Suburb:	Postcode:
Phone:	FAX:	
Website:		
ABN (Yes or No) If no please attach 'Statement by a supplier' form	ABN (if applicable):	
GST Registration (Yes or No)	Incorporated Assoc. (Yes or No) Certificate No.	
What is your total membership?		
How many of your members reside in the City of Monash?		
Of your membership that reside in the City of Monash, how many are active members?		
What areas of Monash will the project target?		

Contact Details:

Contact Name:	Position within organisation:
Contact E-mail Address (if applicable):	
Contact Mobile Phone Number (if applicable):	

WHAT IS THE PRIMARY OBJECTIVE OF YOUR ORGANISATION?

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Service Area:	Please tick one box only: <input type="checkbox"/> Aged - Senior Citizens <input type="checkbox"/> Aged – Probus Club <input type="checkbox"/> Aged – Other Category <input type="checkbox"/> Disability Services <input type="checkbox"/> Neighbourhood Houses <input type="checkbox"/> Children's Services <input type="checkbox"/> Counselling & Community Support <input type="checkbox"/> Multicultural <input type="checkbox"/> Youth <input type="checkbox"/> Community Strengthening & Participation <input type="checkbox"/> Arts and Cultural Projects and Events <input type="checkbox"/> Arts Groups
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THE PROJECT/SERVICE

Project/Service/Event Title:
Project/Service/Event Summary (30 words):

Please identify all other sources from which your organisation receives funding

Source	Amount Received
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

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HALL BOOKING REQUEST 2010

Please complete this page and the next page to book and apply for funding for the following venues:

Alvie Hall (Mount Waverley)	Ashwood Hall	Clayton Hall	Clayton Senior Citizens Centre
Fregon Hall	Glen Waverley Community Centre	Hughesdale Community Centre	Huntingdale Hall
Monash Community Inn (Clayton)	Mount Waverley Community Centre	Mount Waverley Youth Centre	Mulgrave Community Centre
Oakleigh Community Centre	Oakleigh Hall (formally the Mechanics Institute)	Oakleigh Senior Citizens Centre	Monash Seminar and Training Centre

TO ENSURE THAT OUR RECORDS ARE ACCURATE, PLEASE FILL IN THE DETAILS BELOW, AND RETURN.

COMPLETE TITLE OF ORGANISATION

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PRINCIPAL CONTACT Name..... Position

Address Postcode.....

Phone: Bus. Priv. Mobile..... Fax.

POSTAL ADDRESS

General Correspondence Postcode.....

Invoices Postcode.....

PRESIDENT Name.....

Address Postcode.....

Phone: Bus. Priv. Mobile..... Fax.

SECRETARY Name.....

Address Postcode.....

Phone: Bus. Priv. Mobile..... Fax.

TREASURER Name.....

Address Postcode.....

Phone: Bus. Priv. Mobile..... Fax.

KEYS HELD

Identification numbers

Quantity Held

Name of Holders

Please attach separate sheet if insufficient space.

We prefer to be invoiced: Monthly Quarterly Half Yearly Yearly

Public Liability Insurance: Own Policy Council Policy Required

* TO KEEP OUR RECORDS UP TO DATE PLEASE NOTIFY US *

OF ANY CHANGES TO THE ABOVE DURING THE YEAR

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ORGANISATION NAME _____

VENUE _____

REQUIREMENTS FOR 2009

MONTH	DAY	DATE	TIMES FROM – TO (INCL SET UP & PACK UP)	AREA WITHIN VENUE	NOTES
JAN			am / pm – am / pm		
FEB			am / pm – am / pm		
MAR			am / pm – am / pm		
APR			am / pm – am / pm		
MAY			am / pm – am / pm		
JUN			am / pm – am / pm		
JUL			am / pm – am / pm		
AUG			am / pm – am / pm		
SEP			am / pm – am / pm		
OCT			am / pm – am / pm		
NOV			am / pm – am / pm		
DEC			am / pm – am / pm		

*** PLEASE BE SPECIFIC REGARDING THE INFORMATION FOR EACH DAY / DATE. ***
 AVERAGE NUMBER OF PERSONS ATTENDING AT ANY ONE TIME _____

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Please complete this page to book and apply for funding for venues other than those mentioned previously.

HALL HIRE – OTHER COUNCIL BUILDINGS

If you wish to hire or rent another Council facility and you wish to apply for in kind support, please provide the following information:

Name and Address of Facility: _____

Frequency of use: _____

Day(s) of use: _____

Total Cost for 2010: _____

Is there a lease / licence / facility agreement with Council?.....Yes/No

If yes, what is the expiry date? _____

FINANCIAL & LEGAL DOCUMENTATION *Please attach copies of the following*

- Certificate of Incorporation
- Latest Audited Financial Statement
- Current Public Liability Insurance Policy/Certificate

CERTIFICATION

To be signed by the chair or the Chief Executive of the organisation.

- I certify that to the best of my knowledge the statements made in this application are true.
- I understand that if the Monash City Council approves funding for the requested project, I will be required to accept the conditions of funding as outlined in the Funding Deed.
- I consent to the information contained within this application being disclosed to or by Monash City Council for the purpose of assessing, administering and monitoring my current and any future Monash City Council funding applications.
- I consent to be on a mailing list for the use by Monash City Council to promote other Council opportunities, programs and services.

Name

Position in Organisation

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Signature and Date

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SUBMITTING THE APPLICATION

- Please read the 2010 Policy and Guidelines before commencing your submission
- If submitting a hardcopy application, please ensure it is clear and legible. If hand written, please ensure it is clearly printed using black ink.
- Please keep a copy of your application for future reference
- Incomplete, faxed or late applications will be deemed ineligible
- *Please do not submit your application bound, in display folders or plastic sleeves.*
- **Please submit your applications by Close of Business of Monday 27 July 2009 and mark it attention to MICHELLE MILLER**

By Post: City of Monash Monash Community Grants PO Box 1 GLEN WAVERLEY VIC 3150	By E-mail: monashgrants@monash.vic.gov.au
Hand Delivered to Civic Centre (Ground Floor Reception): City of Monash Monash Community Grants 293 Springvale Road GLEN WAVERLEY VIC 3150	Hand Delivered to Oakleigh Service Centre City of Monash Monash Community Grants 3 Atherton Road OAKLEIGH VIC 3166

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For further information contact:

Community Grants Contacts:	Arts Grants Contacts:
<p>Julius Peiker Coordinator Community Development Ph 9518 3531 Email: juliusp@monash.vic.gov.au</p> <p>Or</p> <p>Michelle Miller Community Development Administrative Officer Ph 9518 3649 Monday – Wednesday, 9:30am – 3:00pm Email: michellem@monash.vic.gov.au</p>	<p>Fatima Almeida Cultural Development Officer Ph 9518 3569 Email: fatimaa@monash.vic.gov.au</p>
Website: www.monash.vic.gov.au	Website: www.monash.vic.gov.au
TTY (Hearing Impaired) 9518 365	TTY (Hearing Impaired) 9518 365

MONASH LANGUAGE ASSIST DIRECTORY

للاستعلام باللغة العربية	9321 5480
如需廣東話資訊	9321 5481
Για πληροφορίες στα Ελληνικά	9321 5482
Per informazioni in italiano	9321 5483
한국어로 된 정보를 원하시면	9321 5484
普通话的信息	9321 5485
Информация на русском языке	9321 5486
Muốn biết thông tin Việt Ngữ	9321 5487
For information in all other languages including Polski, Español, తెలుగు, தமிழ், Nuër, Thuaṅjǎṅ, Malti, Bahasa Indonesia and हिन्दी please call	9321 5488