



CITY OF  
MONASH

# Monash Community GRANTS

## Printing Support 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:  
Printing Support Funding Application**



CITY OF  
M O N A S H

**ORGANISATION DETAILS**

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

**Contact Details:**

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

**WHAT IS THE PRIMARY OBJECTIVE OF YOUR ORGANISATION?**

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**2010 Monash Community Grants Program:  
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<b>Service Area:</b>	Please tick one box only: <input type="checkbox"/> <b>Aged - Senior Citizens</b> <input type="checkbox"/> <b>Aged – Probus Club</b> <input type="checkbox"/> <b>Aged – Other Category</b> <input type="checkbox"/> <b>Disability Services</b> <input type="checkbox"/> <b>Neighbourhood Houses</b> <input type="checkbox"/> <b>Children's Services</b> <input type="checkbox"/> <b>Counselling &amp; Community Support</b> <input type="checkbox"/> <b>Multicultural</b> <input type="checkbox"/> <b>Youth</b> <input type="checkbox"/> <b>Community Strengthening &amp; Participation</b> <input type="checkbox"/> <b>Arts &amp; Cultural Projects and Events</b> <input type="checkbox"/> <b>Arts Groups</b> <input type="checkbox"/> <b>Local Emerging Artists</b>
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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**

<b>Source</b>	<b>Amount Received</b>
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

**2010 Monash Community Grants Program:  
Printing Support Funding Application**

**PRINTING**

**\*Please refer to the attached guidelines BEFORE filling out details below**

How many A4 copies do you wish to apply for in 2010? \_\_\_\_\_

**NOTE** – For double sided copies, please count this in the total as 2 copies:



1 sided = 1 copy



+



Double Sided (Front & Back) = 2 copies

How frequently will you be requiring printing?

- Monthly
- Annually
- Other \_\_\_\_\_

**Please note:**

Copies can only be black ink on white A4 80gsm paper.  
Coloured paper for front and/or back cover can be provided upon request  
A minimum of 5 working days notice is required for all print jobs

**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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**2010 Monash Community Grants Program:  
Printing Support Funding Application**

**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**

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

## 2010 Monash Community Grants Program: Printing Support Funding Application

For further information contact:

Community Grants Contacts:	Arts Grants Contacts:
<p><b>Julius Peiker</b> Coordinator Community Development Ph 9518 3531 Email: <a href="mailto:juliusp@monash.vic.gov.au">juliusp@monash.vic.gov.au</a></p> <p>Or</p> <p><b>Michelle Miller</b> Community Development Administrative Officer Ph 9518 3649 Monday – Wednesday, 9:30am – 3:00pm Email: <a href="mailto:michellem@monash.vic.gov.au">michellem@monash.vic.gov.au</a></p>	<p><b>Fatima Almeida</b> Cultural Development Officer Ph 9518 3569 Email: <a href="mailto:fatimaa@monash.vic.gov.au">fatimaa@monash.vic.gov.au</a></p>
Website: <a href="http://www.monash.vic.gov.au">www.monash.vic.gov.au</a>	Website: <a href="http://www.monash.vic.gov.au">www.monash.vic.gov.au</a>
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 <b>Ελληνικά</b>	9321 5482
Per informazioni in <b>italiano</b>	9321 5483
한국어로 된 정보를 원하시면	9321 5484
普通话的信息	9321 5485
Информация на <b>русском языке</b>	9321 5486
Muốn biết thông tin <b>Việt Ngữ</b>	9321 5487
For information in <b>all</b> other languages including Polski, Español, සිංහල, தமிழ், Nuër, Thuəŋjäŋ, Malti, Bahasa Indonesia and हिन्दी please call	9321 5488

## **2010 Monash Community Grants Program: Printing Support Funding Application**

### **2010 IN KIND PRINTING GUIDELINES**

Organisations applying for an "inkind printing grant" should read the following guidelines.

*If your printing task requires additional formatting to those specified in these guidelines, you are advised to seek assistance from an external printing company.*

**Requests associated with the costs of distribution of mailouts and associated staffing will not be funded.**

Monash is committed to producing high quality material for its community groups, but needs your cooperation to achieve this. Therefore we have developed some guidelines which will help you to prepare your original material for Council to print. Monash Council will only provide the following printing facilities.

**Community groups successful in receiving a 2010 Inkind printing grant will only be supplied with:**

- Black & white photocopies on white A4 80gsm paper.
- Coloured paper front and/or back cover can be provided upon request
- Stapled (if required) top left hand corner. Unfortunately we cannot bind documents
- Copies will be automatically double sided unless otherwise requested.

#### **Format**

If you do not have a computer please provide a clean photocopy of the original - Black and white on white paper.

- Clear, legible copies without errors must be provided.
- There should be a margin of at least 1.5 cm around the page.
- The use of photographs is discouraged as they lose copy quality when printed, drawings and sketches are more effective.
- The following disclaimer **must** be displayed clearly on all originals:

**Printed by courtesy of the City of Monash as a community service.  
Responsibility for editorial content is solely that of the editor.**

- Please complete the Community Printing Request (Yellow form) when leaving material for printing. Forms are available from the 2<sup>nd</sup> floor landing of the City of Monash offices.
- Attach the printing request form to the print job and leave them in the Community Group "In Tray" also located on the 2<sup>nd</sup> floor landing.
- Council has the right to refuse to print material that does not comply with these guidelines.
- Groups that provide their own paper for printing are requested to provide more paper than actually required to allow for set up and machine jams. Unused paper will be returned to the individual groups.

***Please note, a minimum of 5 working days (Saturday, Sunday and Public Holidays are not working days.) is required by Council's Print Services for all printing. Completed print jobs can be collected from the Community Printing cupboard.***