2026/2027 - Micro Funds - Round 3
Form Preview

Overview of Micro Funds (up to $1,000)

Whitehorse City Council is committed to working with the community to encourage, develop and support a wide range of local recreational, cultural, social and community initiatives that make a positive contribution to the health and wellbeing of the Whitehorse community.

Whitehorse City Council provides ongoing annual funding to support the community. Council is committed to providing this funding efficiently, equitably and ethically.

Council offers funding to organisations that meet the assessment and eligibility criteria set out in the Whitehorse Community Grants Guidelines and Fact Sheet.

We encourage you to preview the form and ensure you have all required documentation saved to your computer so that it can easily be uploaded. Please ensure you save as you go.

For queries regarding the application process, please go to the Community Grants website to view the guidelines and Fact Sheet or contact us by email at grants@whitehorse.vic.gov.au and **quote your submission number.**

If you need more help using this form, download the **Help Guide for Applicants** or check out **Applicant Frequently Asked Questions**

Important information
Submitting an application does **not** guarantee that funding will be approved. All applications are assessed against the published criteria.

Applicants must agree to all key requirements and conditions outlined in this application form.

About the Whitehorse Micro Funds

Whitehorse City Council recognises that smaller funds within the community provide important opportunities for local vulnerable people and can help maintain their social connections and overall wellbeing.

This funding can help manage the costs associated with providing activities that will enhance participation in the community, help reduce social isolation or loneliness, or purchase equipment.

Who is this fund for?
These funds provide support for small projects/ initiatives or equipment purchases for local community groups that **demonstrate financial need**. There are available until the budget allocation is exhausted.

When is this fund available?
Micro Funds are available on a **tri-annual basis**, with three funding rounds offered each year in **March, July, and November**.

Each round operates on a **first in, best dressed** basis, meaning applications are assessed and funded in the order they are received until all available funds are allocated.

Applicants can apply for funding in each round available in the year (up to $3,000 max funding), however preference will be granted to applicants who have not received funding.

Applicants are strongly encouraged to submit complete applications early to maximise their chance of receiving funding.

Important information
Applicants will be required to **provide receipts as proof of fund use.** You will need to provide an estimate of fund use to receive funding (e.g. quotes, market prices, etc).

Improper use of funds may disqualify you from applying for funds in future.

To ensure your organisation / application meets the essential criteria and eligibility requirements, please read the ***Whitehorse Community Grants Guidelines including Micro Funds Fact Sheets*** which can be found at Whitehorse Community Grants.

Confirmation of Eligibility and Essential Documentation

* indicates a required field

This application is to be completed in conjunction with the ***Whitehorse Community Grants Guidelines including the Micro Funds Fact Sheet*** which can be found at Whitehorse Community Grants

I acknowledge that I have read and understand the Micro Funds Fact Sheet *

○ Yes ○ No

I agree that our group is eligible to apply for a Whitehorse Micro Fund *

○ Yes ○ No

Please note that the following documents are required and form part of the essential eligibility criteria for the Whitehorse Micro Funds.

IMPORTANT: Funding for this grant is awarded on a first-in, first-served basis.

If you are unsure how to upload documents please see **Step 3** of the Smarty Grants **Help Guide for Applicants** that can be found here

Financial Statements (Note: Bank Statements will not be accepted). *
Attach a file:

Public Liability Insurance - Certificate of Currency *
Attach a file:

The Applicant's insurance information, or if using an Auspice, the Auspice's insurance information

When does your Public Liability Insurance Expire? *

Must be a date.

If it expires before you receive the funding you will need to provide an updated certificate of currency when you submit your funding agreement

Is your organisation based in, or holds regular meetings or other activities in the City of Whitehorse? *

○ Yes ○ No

If your organisation is not actively engaged with the local City of Whitehorse community, it is not eligible.

Will all meetings and activities undertaken using this fund be held in the City of Whitehorse? *

○ Yes, all meetings and activities will occur within the City of Whitehorse
○ No, meetings and activities will be held outside the City of Whitehorse

If your meeting or activity will not take place within the City of Whitehorse, it is not eligible.

Does your organisation have direct or indirect contact with children (Under 18 Years) *

○ Yes ○ No

Upload evidence of compliance to Child Safety

Attach a file:

Organisation's Details

* indicates a required field

Organisation Information

Organisation Name *

Organisation Name

The official name of your organisation. (The name you used when registering as an incorporated organisation)

Organisation Address *

Address

Postal Address (if different to above)

Address

Phone Number *

Must be an Australian phone number.
Can be a mobile or landline.

Organisation Email *

Must be an email address.

Does your organisation have an Australian Business Number (ABN)? *
○ Yes ○ No

Is your organisation incorporated? *
We are incorporated
We are not incorporated, but we are Not-for-Profit and our ABN is provided below
We are applying under the auspice of another organisation

Is your organisation registered for GST? *
○ Yes ○ No

ABN Details

Applicant 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.

Incorporated Organisation details

You can check your organisations incorporation details using this website:

https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association

Incorporation Number *

Auspice Organisation

* indicates a required field

Auspice Organisation Details

Auspice Organisation *
Organisation Name

Auspice 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.

Auspice Incorporation Number

Is the Auspice organisation registered for GST? *
○ Yes ○ No

Auspice Project Contact *
First Name Last Name

Auspice Project Contact Position *

Auspice Project Contact Primary Address *
Address

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

Auspice Project Contact Postal Address
Address

Auspice Project Contact Primary Phone Number *

Must be an Australian phone number.

Auspice Project Contact Primary Email *

Must be an email address.

Auspice Project Contact Primary Website

Must be a URL.

Applicant's Details

* indicates a required field

Contact Details

Who is the best contact person for this application? *

First Name Last Name

This is the person who will speak with Council about this application.

Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

About your organisation

* indicates a required field

Please provide a summary what your organisation does: *

Provide a short description (100 words recommended) of how your organisation supports seniors

Please tell us where your organisation meets or intends to enact the activity related to this fund application: *

Name of venue and the suburb in which it is located.

Activity Details

* indicates a required field

Purpose of funds

What do you require funds for?
- ○ Purchase of equipment
- ○ Catering for events and activities
- ○ Other

Please provide a brief summary of how the funding will provide benefits for the local Whitehorse community: *

For example: We will use the funding towards costs associated with .....

How many people are expected to benefit from the funding? *

Must be a number.

How many of these beneficiaries will be City of Whitehorse community members? *

Must be a number.

% of Whitehorse community member beneficiaries

This number/amount is calculated.

Amount requested

All figures entered in this section should be GST Free.

Total amount requested (ex GST) *

Must be a dollar amount and no more than 1000.
What is the total financial support you are requesting in this application?

Total cost of the equipment/ activity? (ex GST) *

Must be a dollar amount.

If your organisation is financially contributing to the total cost, please advise how much

Must be a dollar amount.

Have you sought financial assistance from other sources towards the total cost? *

○ Yes ○ No

Who is contributing to the total cost?

If required, please click on the + symbol to add more rows

Funding provider	Have you secured the funding?	Amount
		Must be a number.

Please list evidence of the cost for the funding you are applying for in the table below. These will be referred to as 'items' for the purpose of this section.

IMPORTANT: Council requires evidence of how much the item/s cost. There are a number of different ways of providing this information in the table below:

- You can **upload a quote**
- You can **take an image** of the item in store - **ensuring that it shows the price**.
- You can **find the item online and send us a weblink**.
- If you can't provide any of the of the above options, you can tell us the **name of the store you intend on purchasing the item**

You **must** provide one of the above options. Failure to provide quotes or any of the other options listed above will result in no funding.

Item	Cost of item	Quote or Image of the Item	Name of Business & Website of where item will be purchased (if quote or image is not available)
	Must be a dollar amount.		

Declaration

* indicates a required field

- I certify that to the best of my knowledge the statements made in this application are true.
- I understand that if the Council approves this fund, I will be required to accept the conditions of the fund in accordance with the Council audit requirements.
- I consent to the information contained within this application being disclosed to or by the Council for the purpose of assessing, administering and monitoring my current and any future Council fund applications.
- I understand that if the Council approves this fund, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with the Council.

Please fill in details of the Authorised Representative of your organisation below as a sign they endorse this application

Authorised Representative *

First Name Last Name

Name of Organisation or Group *

Position *

Email *

Must be an email address.

Mobile Phone Number *

Must be an Australian phone number.

Date *

Must be a date.

*

○ I certify the above is correct

PRIVACY NOTIFICATION - The personal information requested on this form is being collected for the purpose of assessing, processing and allocating the Micro Funds. The information will be used solely by Council for that primary purpose or directly related purpose and will not be disclosed to any other party except as required by law. Your

personal information held may be accessed by you by contacting Council on 9262 6333 or grants@whitehorse.vic.gov.au

How did you find the application process?

○ very easy ○ easy ○ neutral ○ difficult ○ very difficult

How did you find out about the Micro Funds?

☐ Website
☐ Email from Council
☐ Facebook
☐ Whitehorse News
☐ Other:

How many minutes did it take you to complete the application form

Must be a number.

Would you like to receive eNews updates from Council about funds and other grants?

○ Yes, please send eNews updates to the email address listed in this application (Frequency of eNews updates is only 3 - 4 times per year)
○ No thank you

Only those who select 'Yes' will receive the email.

Do you have any other comments or suggestions?

Word count:

Must be no more than 300 words.