



PALAIS THEATRE COMMUNITY FUND GRANT APPLICATION GUIDE

A Palais Theatre Community Fund has been established to provide support to enhance a vibrant and creative St Kilda and City of Port Phillip Community.

Grants of up to \$5,000 will be made available to local registered charities and not for profit organisations to help support community infrastructure, activities and people within the City of Port Phillip.

There is a limit to the amount of funds available so there is a likelihood that a number of applications will be unsuccessful in this round as there will not be enough funds available to service all applications. Unsuccessful applicants are encouraged to reapply when Round 2 applications are announced.

1) Eligibility Criteria

Before submitting your application, please go through the checklist below to confirm you are eligible to apply for a grant:

1. Are you a charity or not for profit organization registered with an ABN?
2. Is the project location based within St Kilda or the wider City of Port Phillip?
3. Will the project benefit the residents of the City of Port Phillip?
4. Are the grant funds you are requesting for \$5,000 or less?
5. Can the project be completed and reported on within 6 months from receipt of grant funds?
6. Can you provide audited or certified end of year financial accounts for 2016/17?
7. Does the project fall into one or more of the following categories:
 - a. Infrastructure
 - b. Equipment
 - c. St Kilda Community
 - d. Support for Creative Arts

Support for Creative Arts - includes live music, theatre, film, art, dance, comedy, writing, etc. – this may include, but is not limited to events, internships and educational courses.

You need to answer yes to all of the above 7 questions to be eligible to submit an application.

Decisions about funding will be made by the Palais Theatre Community Fund Committee and will be final. Unsuccessful applicants are welcome to reapply for future funding rounds providing they continue to meet all of the key eligibility criteria listed above.

Successful and unsuccessful applications will be notified by email and due to the likely high volume of applications, it will not be possible to provide detailed feedback back to unsuccessful applicants.

2) Information required with Application

Applications must include details on the following matters;

- Name of organisation
 - Australian Business Number (ABN)
 - Evidence that the organisation is a registered not for profit organisation or charity
 - Registered organisation's address
 - Key contact name
 - Key contact position details
 - Contact details
 - Phone
 - Email
 - Website and/or social media page addresses (e.g. Facebook, Instagram)
 - Location of Proposed Project (list suburb and address)
-

3) Application Details

Applications must include information regarding the following items (please limit your response to a maximum 100 words wherever possible);

1. Describe your organisation's purpose/mission.
 2. Provide an overview of the project for which you are seeking funding support.
 3. How will this contribute to your organisation's purpose?
 4. How will this benefit the local community (City of Port Phillip residents)?
 5. What is the community need for this project?
 6. How much funding are you requesting (maximum of \$5,000)?
 7. What is the total estimated cost for the project?
 8. Have you applied for funding support for this project from any other government agency, philanthropic organisation or individual for the same project?
 9. How will you demonstrate that the project has been completed successfully?
-

4) Other Important Information

1. An information session will be held in the Palais Theatre foyer at 6.30pm on Tuesday 17th April 2018. Please note this will be the only opportunity provided to ask questions regarding the Fund, its purpose and the process.
2. Applications close at 5pm sharp on Friday 18th May 2018. Applications received after this date and time will not be considered.
3. Applications will only be accepted via Survey Monkey – [Click Here](#). If you have any issues lodging your application via Survey Monkey, please contact Mark Graham at communitysupport@palaistheatre.com.au.
4. If your application is successful, a short acquittal report and evidence that the funds have been expended appropriately and within the nominated time frame. This must be submitted within one month of the project completion date and accompanied with a photo or photos.