SOUTH MELBOURNE COMMUNITY CHEST INC.

Community Grant Application Form – 2026

SECTION 1 – Applicant Information	
Name of Organisation / Entity	
Australian Business Number (ABN)	
Name of Contact Person	
Daytime Phone Number	
Mobile Number	
Email Address	
Postal Address	
Bank Account details incl • Bank Name • Account Name • BSB • Account Number	
Is your organisation incorporated?	☐ Yes ☐ No
Briefly describe the purpose of your organisation	
Total number of members/clients/patients (if applicable)	
Number who reside in the City of Port Phillip	

SECTION 2 – Project Information	
Project/Activity Name	
Expected Start Date	
Expected Finish Date	
Project : Aims and Description *(attach separate page if required)*	
How will the project benefit people who live in the City of Port Phillip?	
How many people who live in the City of Port Phillip are expected to benefit from this project?	

SECTION 3 – Budget

Total Project/Activity Cost		
A	Amount requested through this Grant	
B	Amount that your organisation will be contributing (cash component)	
C	Amount that your organisation will be contributing (in-kind component)	
	Total Project/Activity Cost (A+B+C)	

Has your organisation received financial support from the South Melbourne Community Chest in prior years?

☐ Yes ☐ No

SECTION 4 – Checklist

ABN details provided	☐
Bank Account details provided	☐
Public Liability – Certificate of Currency attached	☐
Latest year's audited/reviewed financial statements attached (The auditor does not have to be a registered auditor)	☐
Latest annual report to members	☐
Minutes of meeting where this application was approved (if applicable)	☐
Application has been signed by an authorised person	☐
Any other supporting documentation is attached (if applicable)	☐

Applications open	10.00am Monday 06 July 2026
Applications close	5.00pm Monday 17 August 2026
Submit Applications to	Brenda Forbath Management Committee South Melbourne Community Chest Inc. c/- Community Chest at 200 Bank Street South Melbourne Vic 3205 or grants@southmelbournecommunitychest.org.au
For more information contact:	Brenda Forbath 0425755907 or grants@southmelbournecommunitychest.org.au Anita Parkinson 03 9699 6839

SECTION 5 – Guidelines and Conditions

1. Only one application can be submitted for each organisation in any financial year.

2. Applications must be received by 5.00pm on Monday 17 August 2026, late applications will not be considered

3. The project must take place by the end of the following calendar year, unless an extension of time is approved by the Management Committee (ie. grant received for a project in November 2026 must completed by December 2027).

4. Funds are only granted for specified community projects/activities and NOT for administrative expenses.

5. The project/activity must benefit the local community of the City of Port Phillip.

6. Where an applicant organisation is not locally based it must show that the grant will benefit the local community of the City of Port Phillip and how many people are expected to benefit.

7. Approval must be obtained from South Melbourne Community Chest Management for any significant change to the project/activity.

8. The applicant must acknowledge the grant in its advertising or publicity of the project/activity and email the South Melbourne Community Chest Management at grants@southmelbournecommunitychest.org.au to advise SMCC when posted.

9. Wherever possible promotional material must include the South Melbourne Community Chest's logo

10. Each project/activity will be considered on its merits.

11. Organisations will be advised of the outcome of their application within two months of the closing date.

12. Grantees will be required to complete a short acquittal at the end of the project. A form will be provided.

13. Applicants who attend grants related events and activities, may be visible in photographs and videos made on behalf of SMCC.

SECTION 6 – Declaration

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (applications must be received prior to 5.00pm on Monday 17 August 2026

The bank account details provided in this application are that of the applicant.

The statements in this application are true and correct to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel.

I understand that the funds are only granted for specified community projects/activities and NOT for administrative expenses.

I understand that the grants are available only for projects that benefit the community in the City of Port Phillip and if the organisation is **not** locally based we must show how the grant will benefit the local community of the City of Port Phillip.

I understand that any information given to applicants by any representative of the South Melbourne Community Chest should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the Grant Guidelines and Conditions and that failure to do so may result in the South Melbourne Community Chest not funding future proposals

I have no unspent funds from previous grant funding or if I do this has been disclosed to South Melbourne Community Chest.

I agree to accept the decision of the South Melbourne Community Chest regarding the assessment of this application.

I understand that the South Melbourne Community Chest's decision process concludes within two months of the closing date, and I will be notified regarding the result of this application within this timeframe.

I authorise the South Melbourne Community Chest to reproduce any attachments provided with this form for internal purposes only.

I agree to advise the South Melbourne Community Chest immediately of any variations which may arise to information supplied in this application.

I hereby certify that I am authorised to make this proposal for and on behalf of the organisation detailed below.	
Applicant's Signature	
Applicant's Name	
Position in Organisation	
Name of Organisation	