COVID-19 COMMUNITY ACTION GRANTS 2020–21

How do I apply?

Grant applications are made online by completing an application form through SmartyGrants.

Please make sure you read these *Guidelines* before completing your application.

To complete your application, you will need access to a computer, the internet and an email address.

All sections of the application must be completed for your application to be accepted.

STEP 1: go online to SmartyGrants

Open the online application form link at https://gleneira.smartygrants.com.au/

STEP 2: select the application form

Select COVID-19 Community Actions Grants 2020 Application Form.

STEP 3: preview the form (optional)

Choose 'Preview the form' to view the COVID-19 Community Actions Grants Application Form.

STEP 4: start an application

Choose 'Start a submission' then 'Login' to SmartyGrants using an existing account or 'Register' a new account.

A new account set-up requires you to use your organisation's/group's email address as a username and create a password. Please ensure you record your login details. Once registered, you can then 'Login' and start an application.

SmartyGrants allows you to save your progress and return to your application at a later date, to open an application already started, log in and go to the 'My submissions' Link.

What do I need to complete the application form?

- Details of your project.

- Budget for your project.

- Details of your organisation including incorporation number, GST status and ABN.

- Bank account details.

- A copy of your most recent annual financial report.

- A copy of your Certificate of Currency for your public liability insurance.

- Supporting documentation, including:
  - evidence of cost of items you wish to purchase;
  - evidence of loss of income; and
  - evidence of the impact of COVID-19 on your organisation and its members, and the broader Glen Eira community and how your application responds to this need.

If another organisation is auspicing your application, you will also need a completed Auspicing Agreement Form available at www.gleneira.vic.gov.au/grants