

# Chapel Off Chapel Venue In Kind Grant Application 2025-2026

## Form Preview

### Introduction and Eligibility

\* indicates a required field

#### Introduction

The City of Stonnington's **Chapel Off Chapel Venue In-Kind** reflects our Creative Stonnington Plan's vision to be "A vibrant imaginative and inclusive city of culture, where people are inspired, informed and connected through creative expression and shared community." Spanning a broad range of art forms and practices, this grant supports inclusive, innovative, engaging, empowering, resilient and environmentally friendly projects. Collectively, these place value on the importance of our creativity and cultural identity, and strengthens the social, community and economic development of the City of Stonnington.

More details information is available in the [Program Guidelines](#) and [Arts and Culture Strategy 2023-2026](#)

#### Eligibility

To be eligible to apply for a Grant, an organisation must meet all required eligibility listed below:

- has read and understands the program guidelines
- is able to demonstrate alignment between their project and the aims of this program
- is a: arts organisations, cultural organisations, community groups, emerging artists, and established artists
- will deliver the project within the City of Stonnington
- is able to demonstrate financial viability
- does not have any pending acquittals, debts or reports owing to the City of Stonnington
- has the appropriate type and level of insurance for the activities that are the subject of this grant

#### Declaration

**I declare that I have read and understand the Grant Guidelines and other relevant City of Stonnington Plans and confirm that I am eligible to apply for this grant. \***

☐ Yes

### Applicant details

\* indicates a required field

#### Applicant

**Organisation \***

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☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

### Pronouns

### Organisation name

Organisation Name

### Organisation 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Organisation Primary Address \*

Address

### Organisation Primary Phone Number \*

Must be an Australian phone number.

### Organisation Primary Email \*

Must be an email address.

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### Organisation Primary Website \*

Must be a URL.

### Does your organisation collect GST? \*

- ☐ Yes  
☐ No

### Do you categorise your organisation as a:

- ☐ Arts organisation  
☐ Cultural organisation  
☐ Education organisation  
☐ Other:

## Project Contact

This is the person who will be the key point of contact for the project.

### Project Contact \*

Title First Name Last Name

### Position \*

### Pronouns \*

### Phone Number \*

Must be an Australian phone number.

### Mobile \*

Must be an Australian phone number.

### Email \*

Must be an email address.

### Do you categorise you or your community group to be a: \*

- ☐ Arts-based community group  
☐ Cultural community group  
☐ Established artist  
☐ Emerging artist  
☐ Other:

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**Please tell us about you or your group \***

Word count:

Must be no more than 75 words.

## Project Summary

**\* indicates a required field**

### Project

**Please provide a name or title for your project \***

Provide a name for your project/program/initiative. Your title should be short but descriptive.

**Please provide a short summary of your project \***

Word count:

Must be no more than 100 words.

Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). Go to the Funding Centre's Answers Bank at <https://explore.fundingcentre.com.au/help-sheets/answersbank#Qu1> if you need some ideas about how to frame your response.

**In 50 words or less, please provide a snapshot of your project \***

Word count:

We use this for marketing and promotional purposes.

**Please select the art form your project will cover: \***

- |   |   |
|---|---|
| <input type="checkbox"/> Dance                    | <input type="checkbox"/> Cabaret                    |
| <input type="checkbox"/> Theatre                  | <input type="checkbox"/> Inter-disciplinary/ hybrid |
| <input type="checkbox"/> Visual Arts              | <input type="checkbox"/> Festivals                  |
| <input type="checkbox"/> Circus/ Physical Theatre | <input type="checkbox"/> Music                      |
| <input type="checkbox"/> Live Art                 | <input type="checkbox"/> Digital media/ Film        |

No more than 1 choice may be selected.

**Please indicate the venue/s or location/s where your project or event will be delivered? \***

Word count:

Must be no more than 50 words.

Please provide the name and address of venue/location

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### Project Start Date \*

Projects cannot commence prior to 1 July 2025

### Project End Date \*

projects must end before 30 June 2026

### Key Project Dates

Performance/exhibition/workshop dates

### Are you applying for any other City of Stonnington grants? If so, please outline. \*

are you applying for Over \$20,000 or Up to \$20,000

## Criterion 1: Artistic Merit

\* indicates a required field

**This criterion has a score weighting of 30%**

### Project Details

**Please describe why does this project need to be done? Why Stonnington, why now? \***

Word count:

Must be no more than 100 words. How will the Stonnington community benefit from your project?

**Please describe how your project will include and/or celebrate local or specific communities within the City of Stonnington? \***

Word count:

Must be no more than 100 words.

**Please describe what sets your project apart from others (e.g. responsive to contemporary culture, innovation, originality, accessibility, social differences, equity)? \***

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Word count:

Must be no more than 100 words. Demonstrate how your project is innovative.

**Number of project collaborators \***

Must be a number.

How many people are collaborating on the project?

### New or Existing Project

**Is this a new or existing project? \***

- ☐ New  
☐ Existing

**Is the project new to the City of Stonnington or previously supported by this council? \***

- ☐ New to Stonnington  
☐ Previously supported by Stonnington

**What lessons have you or your organisation learned, and what changes have you made to ensure the project continues to be innovative? \***

Word count:

Must be no more than 75 words.

**What lessons and knowledge, and community benefit, do you hope to gain by delivering a new project?**

Word count:

Must be no more than 75 words.

### Outcomes and Evaluation

**Please describe what the expected outcomes of this project are \***

Word count:

Must be no more than 100 words.

**Please describe how you will know if these outcomes have been achieved \***

Word count:

Must be no more than 100 words.

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**Please outline how will you measure whether outcomes have been achieved (e.g. surveys, research, attendance levels, participant engagement). \***

Word count:

Must be no more than 50 words.

## Gender Equality

**Please indicate whether your project will address gender inequality \***

- ☐ Yes
- ☐ No
- ☐ Don't know

**Please describe how will you address the needs of different genders in the design and management of your project? How will you know if you have considered all genders adequately? \***

Word count:

Must be no more than 100 words. We want you to show how you have considered gender differences in designing your project/program and how you will assess your results. Please outline how you will know if you've catered for all genders adequately (presuming your initiative is designed for all genders) and how you will measure the gender split of your beneficiaries. If you are running a gender-specific initiative, please tell us why only one gender is being targeted. For more information on applying a gender lens to your work, visit <https://explore.fundingcentre.com.au/help-sheets/gender-lens>

**What is the primary gender type to benefit from the project? \***

- ☐ Mainly female
- ☐ Mainly male
- ☐ Diverse Gender Identity (DGI)
- ☐ Involves all genders

## Targeted Community Groups or Individuals

**What age groups does your project attract? \***

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 0-15 years  | <input type="checkbox"/> 45-54 years |
| <input type="checkbox"/> 15-24 years | <input type="checkbox"/> 55-64 years |
| <input type="checkbox"/> 25-34 years | <input type="checkbox"/> 65 + years  |
| <input type="checkbox"/> 35-44 years | <input type="checkbox"/> All ages    |

**Do you feel that your organisation will appeal to and/or directly support community members that represent:**

- ☐ First Nations people
- ☐ Culturally and linguistically diverse people
- ☐ People living with disability
- ☐ LGBTIQ+ people
- ☐ Other:

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**Please outline how your project directly involves or supports these communities**

Word count:

Must be no more than 100 words. Please outline any specific activities or services that will include, celebrate or cater to the above communities (e.g. Auslan interpreted events, relaxed performances etc.)

## Artistic Support Material

\* indicates a required field

This section is part of **Artistic Merit, this criterion has a score weighting of 30%.**

The provision of artistic support material helps us to better understand your project, and established or emerging skills that individuals or organisations have. It is also an opportunity to provide information about artists that will be involved in the project and submit support letters which highlight your ability to deliver the project.

- Please provide examples of current, proposed or past work (these may be items that you or your organisation have, but it can also be held by people that will play key roles in delivering the project). The following items are strongly suggested that you provide, however you may not necessarily need to present as your project does not relate to them.
- Images (up to 3)
- Show reels/ moving image excerpts (up to 3 minutes, submitted as direct URLs, including relevant passwords)
- Script excerpts (up to 5 pages)
- Audio tracks (up to 2, submitted as direct URLs, including relevant passwords)
- Direct website links (up to 2)
- Key artist bios (max. 150 words per artist)
- Support letters (up to 2 letters)
- Festival support letter (if the project is proposed as part of a festival)
- Reviews of past projects (up to 2 articles, case studies or other types)

Please submit all artistic support material as one PDF file. There is a maximum file limit of 25MB, however we recommend that you try to keep files under 5MB.

### **Artistic Support Material \***

Attach a file:

Our preference is for all artistic support material to be uploaded as one PDF.

**Please outline why these support documents are relevant for your project? And if you had difficulty providing any of these please explain why. \***



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Word count:

Must be no more than 100 words.

Outline how it demonstrates the potential of the proposed project by demonstrating the strength of the artist or organisation's practice and community engagement

## Criterion 2: Capacity and Viability

\* indicates a required field

**This criterion has a score weighting of 20%**

### Dates and Ticketing

**What are the performance/exhibition dates? \***

Word count:

**Please describe your ticketed event and benefits it will deliver for you, your organisation and/or the community? \***

Word count:

Must be no more than 150 words.

**What types of tickets will be available? \***

- ☐ Free
- ☐ Purchased
- ☐ Both types

**Please indicate if you will have different ticket types and prices associated with them \***

Will you options for: Child and Concession ticket price

**Ticket Price (Standard/Adult)**

Must be a number.

You can provide either Adult or Standard Ticket Price per person

**What is the total amount of tickets available to be sold during your event? \***

Must be a number

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**Please indicate whether the event will involve key events (e.g. open and closing night, launch): \***

- ☐ Yes  
☐ No

eg: Opening night, Closing night.

**Please describe why you are or aren't offering key events. \***

Word count:

Must be no more than 100 words. Include dates and times etc.

**Estimated number of participants in your project?**

Must be a number.

### Ticketed Events and/or Project Activities

**Will your project involve ticketed events (e.g. performance, exhibition) and/or community project activities (e.g. learning and development, community practice, other):**

- ☐ Ticketed event/s  
☐ Project activities  
☐ Both ticketed event/s and community project activities

## Funding and Project Cost

\* indicates a required field

### Budget

**This sections falls under Capacity and Viability**

**This criterion has a score weighting of 20%.**

Helpful points to remember when requesting funding and working out your budget. The grant program can't support:

- projects that rely solely on the City of Stonnington for funding (i.e. applicants cannot apply for 100% of total project costs)
- capital purchase of an asset (e.g. furniture, IT equipment) over the value of \$1,000
- the total amount requested = venue hire total

**If you have your own budget template please upload, otherwise use our template or use the tables below.**

### Request amount from Council

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### Total Venue Hire Amount Requested \*

\$

Must not be over \$20,000. What is the total in-kind amount needed for venue hire?

### Total Project Cost \*

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

## Budget

All income and expenditure related to the project needs to appear in the budget, including **cash** and **in-kind**. When you have completed the budget the **Total Income** and **Total Expenditure** must **balance**. Please do not use cents in any of your figures.

Expenditure from the Stonnington grant must be noted in the City of Stonnington Column.

[A budget template can be found here](#). Please use this template to complete your budget and attach below.

### How are you submitting you budget \*

- ☐ Budget template, file upload
- ☐ Own budget, file upload
- ☐ Table in application form

### Budget

Attach a file:

## Budget

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

## Budget Totals

#### Total Income Amount

\$

This number/amount is calculated.

#### Total Expenditure Amount

\$

This number/amount is calculated.

#### Income - Expenditure

\$

This number/amount is calculated.

## Other In kind Contributions

Please provide an indication of all other in kind contributions you expect to receive.

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Type of In kind Support e.g. printing	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

### Budget Totals

#### Total In-Kind Amount

\$

This number/amount is calculated.

#### Please list any further budget notes relevant to your application below

Word count:

Must be no more than 75 words.

100 words maximum

### Contingency

The purpose of this question is to ascertain how resourceful and adaptable you and/or your organisation are.

#### Please outline a contingency plan if you are only partially funded for this project or an unexpected situation occurs during the funding period. \*

Word count:

No more than 75 words.

### Project Timeline

Developing a Project Timeline is critical to your project's success. A Project Timeline is essentially a timetable of what needs to be done, by whom and when.

It should describe crucial activities and milestones for production and development (e.g. booking performers, venue, holding participant activities, staging and equipment, evaluation methods), marketing (e.g. promotion, marketing design and printing) and administration tasks (e.g. reports, financial management, payments, contracts).

#### Please attach a Project Timeline \*

Attach a file:

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### Marketing

Please attach a Marketing Plan that outlines the promotional activities you intend to implement for your project.

A basic [marketing plan template can be found here](#). Please use this template to complete your Marketing Plan and attach below.

For further assistance please refer to our [marketing plan Information sheet available here](#).

#### What is your target audience? \*

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Local       | <input type="checkbox"/> Interstate    |
| <input type="checkbox"/> Wider metro | <input type="checkbox"/> International |
| <input type="checkbox"/> Regional    |  |

#### Marketing Plan \*

Attach a file:

### Venue

If relevant, please attach a letter of support from the venue to confirm your tentative booking.

#### Attach evidence of your tentative venue booking \*

Attach a file:

Your tentative booking document should include the value of the booking in a dollar amount

### Public Liability Insurance

Your organisation, or auspicing organisation, must hold current Public Liability Insurance of at least \$20 million to cover your project.

#### Please attach the Certificate of Currency for your Public Liability Insurance \*

Attach a file:

#### Date of expiry \*

Must be a date.

## Criterion 3: Community Engagement and Reach

\* indicates a required field

**This criterion has a score weighting of 20%**

### Participation and Attendance

**Estimated audience attendance at events or exhibitions (if relevant).**

Must be a number.  
if not relevant please put in 0

**Estimated % local residents to attend events or exhibitions (if relevant).**

Must be a number.  
if not relevant please put in 0

**Estimated % of visitors outside of Stonnington to attend events or exhibitions (if relevant).**

Must be a number.  
if not relevant please put in 0

### Local Business Engagement

**Please describe how your project will engage with local businesses. \***

Word count:  
Must be no more than 100 words.

## Criterion 4: Benefit and Value

\* indicates a required field

**This criterion has a score weighting of 20%**

### Environment

**Please outline how will you ensure your project is environmentally friendly and sustainable \***

Word count:  
Must be no more than 75 words.

### Community Wellbeing and Inclusion

**Do you feel that your project will enhance social cohesion, wellbeing and a sense of inclusion? \***

Word count:  
Must be no more than 75 words.

### Networking and/or Community of Practice

**Do you feel that your project will facilitate networking opportunities or Community of Practice engagement? \***

Word count:  
Must be no more than 75 words.

### Personal and Professional Development

**Please describe how the proposed project will contribute to the development and/or sustainability of the artists, organisations or participant's career/ practice? \***

Word count:  
Must be no more than 75 words.

## Criterion 5: Alignment to Council

\* indicates a required field

**This criterion has a score weighting of 10%**

### Alignment to Council Plan

Stonnington's vision is to be a safe, inclusive and creative city; one where we celebrate our people, history and culture, and embrace a healthy and sustainable way of life. The direction that Council commits to pursue should be considered when applying for your grant. Listed below are key objectives in the [Council Plan](#)

**Please indicate which Council's Plan objectives your project aligns with. \***

- ☐ Identity and Destination
- ☐ Thriving and desirable businesses
- ☐ Pride of place and character
- ☐ Active transport and connected city

**Please outline how your project supports Council strategies, plans and services. \***

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Word count:

Must be no more than 75 words.

If yes please describe

## Declaration

\* indicates a required field

## Privacy Statement

The personal information requested on this form is being collected by Council for the purposes of assessing eligibility under the Arts and Cultural grant. This information will be used solely by Council for those primary purposes or directly related purposes. The applicant understands that the information provided is for these purposes and that they may apply to Council's Privacy Officer on telephone 8290 1333 for access and/or amendment of the information.

## Authorisation of Application

- I certify that all details supplied in this application form and in the attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of the applicant organisation or auspicing organisation.
- I have read the accompanying guidelines.
- I agree to contact the City of Stonnington in the event that any information regarding this application changes or is found to be incorrect.
- I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

**I declare as an Authorised Officer that the information contained in this form is true and accurate. \***

☐ Yes

**Name \***

Title

First Name

Last Name

**Position \***

**Pronouns \***

**Phone Number \***



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Must include area code

### Applicant Primary Email

Must be an email address.

### Date \*

Must be a date

### Did you speak to Arts & Cultural Grant Officer prior to submitting your application?

- ☐ Yes
- ☐ No

### Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

### How easy was this online application process?

- ☐ Very easy
- ☐ Easy
- ☐ Okay
- ☐ Difficult
- ☐ Very difficult

### Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.