



Sample questions (Example: Melton Social Group)

Contact Information

Organisation

Organisation Name: *Melton Social Group*
Organisation Address: *21 Example Road, Melton 3337*
ABN: *12 345 679 123*

Brief overview of organisation

Melton Social Group was established in January 2023. Our purpose is to help community build connections, friendships, enhance positive mental health and fulfill one of societies basic needs for survival: a sense of belonging. Melton Social Club currently has 32 members, with 3 boards members including a President, Secretary and Treasurer. Since its inception, Melton Social Group has been involved in various community projects and fundraising initiatives including hosting social gatherings for Neighbour Day, Men's Health Week, International Woman's Day and R U OK? Day. We have previously fundraised for group activities through Bunnings.

Project Contact

First name: *Borris*
Last name: *Swan*
Pronouns: *He/Him*
Mobile number: *0400 000 000*
Email address: secretary@meltonsocialgroup.org.au
Position in organisation: *Secretary*

Project Description

Please advise which Grant Category you wish to apply for. *Healthy and Safe Living*

What is the name of the project? *Be Social With Us*

What is the start date of the project? *1 April*

What is the end date of the project? *1 June*

Where will the project take place? *Melton South Community Centre*

What is the project?

We would like to host a games night to increase members of the Social Group. We will be purchasing pizzas, drinks and have a variety of board games available for people to play. We will also have an information table ready for new members to sign up (no cost for membership). To encourage attendance, we will be promoting across the region with posters and social media posts. We will also be contacting other clubs across the region

to help promote the Social Club. We anticipate 70 people in attendance and wish to arrange a small bus service to help those who are unable to travel to the gathering, which may include the elderly, people with disabilities or from diverse backgrounds without a current licence.

Why are you organising this project?

Although we are pleased with our membership numbers over the last 12 months, we would like to gain greater traction and make a bigger difference in the community, especially for people in the community who feel lonely and need a friend. By promoting the event through multiple channels, we hope that those who attend the event will also sign up as a member of the group.

Describe the immediate or ongoing benefits for residents of Melton

Melton residents will benefit from this project as they will make connections with people in the community and begin friendships. They will have fun and laugh. This will improve their social and emotionally wellbeing. We anticipate that this will have both immediate and ongoing benefits.

Please indicate the expected attendance or number people that will benefit from the project

✓ 31-70

Please list the name of the Council Project Officer you discussed your project with

Daisy

Priority Areas for Council

Select which of the following priority areas your project will support (select all that apply):

- ✓ Social and/or Cultural Connection and Participation
- ✓ Diversity, Inclusion and Accessibility
- Gender Equality
- ✓ Public Health and Wellbeing
- Celebrating Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self-determination
- Protecting and enhancing our natural environment
- Lifelong learning
- Volunteerism

How will this project support the selected priority area/s?

This project will support the priority areas as it offers an opportunity for our community to connect with others and encourage future participation in social gatherings. The group is open to anyone – no matter their nationality, age, socio-economic background or gender. We welcome everyone! This project will encourage the community to get out of the house and have fun. It is anticipated that the project will help those experiencing loneliness and poor mental health.

Project Planning

Does your project require any permits from Council or other agencies? No

Which of the following have you considered being involved in the project?

- Youth
- Adults
- Aboriginal and Torres Strait Islanders
- Culturally Diverse
- People with disabilities

What considerations have you made to ensure your project is inclusive and accessible?

- Distribute posters around the City that are in high traffic areas for Youth
- Post on local Social Media pages and include pictures of culturally diverse groups
- Ensure venue is accessible for people with disabilities

Complete the following project plan to list the steps your organisation will take to plan and deliver this project. Remember to list how you will cater for accessibility or inclusion of diverse groups (if applicable).

What needs to be done	Who will be responsible	Completion Date
Set up registration link for attendees	Borris (Secretary)	5 April
Secure venue at Melton South Community Centre, ensuring it is accessible for people with disabilities	Samantha (President)	5 April
Design posters and distribute across the City in high traffic areas for young people and adults	Gilly (Treasurer)	30 April
Organise social media posts, ensuring images include reference to culturally diverse groups	Gilly (Treasurer)	30 April
Confirm bus hire	Samantha (President)	30 April
Purchase board games	Borris (Secretary)	30 April
Actively invite all members and arrange paid advertising through social media	Gilly (Treasurer)	12 May
Pre-order pizzas	Gilly (Treasurer)	27 May
Purchase drinks	Samantha (President)	27 May
Set up	All members	1 June

Pick up/drop off everyone who needs a lift to the venue.	John (member)	1 June
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Budget

Will you be charging entry fees to offset project expenses? No

Total amount you are requesting from Council? \$2,700

Income Item	Income Amount (\$)
Community Grant	\$2,700
Melton Social Group Member Contributions	\$300
TOTAL:	\$3,000

Hint: Examples of income items include Grant Funding, Entry Fees, Sponsorships, Donations, Fundraising or Member Fees

Expense Item	Expense Amount (\$)
Board Games	\$500
Venue Hire	\$100
Pizzas	\$1,200
Drinks	\$300
Social Media Posts	\$250
Poster Printing	\$200
Bus Hire	\$400
Decorations	\$50
TOTAL:	\$3,000

List any in-kind contributions that will help deliver your project. In-kind contribution refers to any non-cash support that covers some project costs.

A local business has offered to develop the posters free of charge
 Borris will volunteer to develop the registration link using free services online
 General volunteer hours to deliver the event x 20
 Fuel to and from shops to purchase pizzas, drinks and decorations
 Venue will provide complimentary tables, plates, cups and microphone for speeches