

2024 Community Support application form

Form Preview

Eligibility - Community Support Grant

* indicates a required field

Applicants: please note

Before completing this application form, we highly recommend you read the **Community Grants Program Guidelines 2024**. Click [here](#) to view the Guidelines.

Copies of the Guidelines are also available from Council's Customer Service Centres.

The Guidelines will assist applicants to develop their application, and understand the process once applications are submitted.

Applicants can apply for funding for projects, programs, events and activities. Applicants may apply for multiple Community Grants in the one round.

The maximum amount for a **Community Support** grant is **\$5,000**.

Following assessment of applications, those recommended for approval will be considered at a Council meeting.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any queries please contact Gannawarra Shire Council (**Council**) on **03 5450 9333** or email **grants@gsc.vic.gov.au**

Am I Eligible?

Council invites applications from not-for-profit organisations or groups who meet the following criteria:

- Applicants must be a not-for-profit organisation with either an Incorporation Certificate and/or an ABN. If you are unsure if your organisation is a registered not-for-profit (e.g. if you are an Other Unincorporated Entity, a State Government Entity, a Trust, a Registered Charity or local Committee of Management), please contact Council to discuss eligibility
- Applicants must be located within the Gannawarra Shire and primarily serve residents of the Gannawarra Shire
- Schools are eligible to apply for projects that have a broad community benefit
- Applicants located outside the Gannawarra Shire who provide a service that primarily serves residents of the Gannawarra Shire are eligible to apply

Please note, applicants who have current outstanding projects that have not been acquitted are ineligible to apply for any funding until their project acquittal has been received and approved by Council. This includes applications submitted with an auspice arrangement. If you are unsure if your organisation/group has an outstanding project, please call Council on 5450 9333 and we can confirm.

PLEASE NOTE:

- **Meeting the eligibility criteria is not a guarantee of funding. The decision made by Council is final.**

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- **Successful funding through this program does not imply ongoing funding. Groups should always work towards a sustainable funding model for ongoing projects.**
- **Council will not be responsible for any expenses incurred as a result of an applicant's anticipation of successful funding.**

Is this application for Community Support or for a specific community event?

☐ Community Support

☐ Community Event

I confirm that all the statements above are true and correct and I believe we are eligible to apply *

☐ Yes

☐ No

You must confirm that all statements above are true and correct.

Essential Criteria

Applicants must demonstrate that the project meets the following three Essential Criteria listed below:

1. Project budget **MUST** be completed accurately and must include quotes or a detailed budget
2. Project can be delivered within the funding timelines - by 30 June 2025
3. Project **MUST** demonstrate that access and inclusion for different demographics (such as abilities, genders, cultural backgrounds and ages) have been considered

In addition to the three Essential Criteria above, your project should consider the following to be eligible for funding:

1. Project supports community development and builds community capacity, knowledge and skills
2. Project is innovative and/or a new idea
3. Project aims to create long term financial or environmentally sustainable outcomes
4. Project shows evidence of community partnerships and collaboration
5. Project encourages social connectedness and/or supports the development of liveable communities

Organisation Details

* indicates a required field

Privacy Notice

Gannawarra Shire Council is collecting the personal information requested on this form for the purpose of assessing your Community Grants Program application. Collection and handling of personal information is conducted in accordance with Council's Information Privacy and Health Records policy (No. 74). A copy of the policy can be obtained at Council's Kerang and Cohuna offices, or by clicking [here](#). For further information regarding Information Privacy contact Council on 03 5450 9333.

Applicant Details

- The information below will be used in all Council correspondence relating to the funding application

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- If applying for funding through an auspice organisation, please provide the name and contact details of the organisation in **Section 3 'Auspice information'** and complete an Auspice agreement form to upload with your application. You can find the Auspice agreement form [here](#)

Applicant Organisation Details

Organisation/Club name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Postal address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Organisation/club email address *

This is the address we will use to correspond with you about this grant. If no organisation/club email address is available, a personal email address is acceptable.

Primary contact person *

Title First Name Last Name

This is the person we will correspond with about this grant

Gender of primary contact person

- ☐ Female
- ☐ Male
- ☐ Non-binary
- ☐ I prefer to use a different gender term
- ☐ I prefer not to answer

Position held in organisation/club

e.g. President, Board Member, Secretary, Treasurer

Primary contact person's phone number *

Must be an Australian phone number.

Does your organisation have an ABN and/or INCORPORATION NUMBER? *

- ☐ ABN
- ☐ INCORPORATION NUMBER

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At least 1 choice must be selected.
If neither, please contact Council on (03) 5450 9333

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

If you are unsure if your Organisation has an ABN, check with the appointed Treasurer or Public Officer of the Organisation.

Incorporation number

Please list your organisation's Incorporation Number

Support by an auspicing organisation

Is your organisation auspiced (supported) by another organisation for the purposes of this grant? *

☐ Yes ☐ No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation.

Bank Details

- This section **MUST** be completed as part of your application
- Should your application be successful, the funding amount will be deposited directly into your bank account

Bank Account *

Account Name

BSB Number

Account Number

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Auspice Information

* indicates a required field

Auspice Organisation Details

Name of auspicing organisation *

Organisation Name

Auspicing organisation's postal address

Address

Auspicing organisation's email address *

This is the email address we will use to correspond with you about this grant. If no organisation/club email address is available, a personal email address is acceptable.

Primary contact person at auspicing organisation *

Title First Name Last Name

We may contact this person to verify that this auspicing arrangement is valid and current.

Gender of primary contact person

- ☐ Female
- ☐ Male
- ☐ Non-binary
- ☐ I prefer to use a different gender term
- ☐ I prefer not to answer

Position held in auspicing organisation

e.g. Manager, CEO, President, Secretary

Contact person's primary phone number *

Please attach a copy of the Auspice Agreement form confirming this arrangement is valid and current *

Attach a file:

The Auspice Agreement form is available on the Council website

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Does the auspicing organisation have an ABN and/or INCORPORATION NUMBER? *

☐ ABN

☐ Incorporation number

If neither, please contact Council on (03) 5450 9333

ABN of auspicing organisation

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

If you are unsure if your Organisation has an ABN, check with the appointed Treasurer or Public Officer of the Organisation.

Incorporation number of auspicing organisation

Please list your organisation's Incorporation Number

Bank details of auspicing organisation

Bank details

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

This section MUST be completed as part of your application if auspiced. Should your application be successful, the funding amount will be deposited directly into the bank account of the auspicing organisation.

Project Details

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* indicates a required field

Project Name: *

Provide a name for your project. Your title should be short but descriptive (it helps if you include the name of your town). Your project name will be used in all Council correspondence relating to the funding application. e.g. 'Health and Wellness event' or 'Improved access to meeting space'

Project Summary

Please provide details about your project *

This is a SUMMARY of your project. We are looking for a short description of what are you looking to do. If you are purchasing an item, please tell us what it is in this section e.g. 'Engaging a guest speaker who specialises in health and wellbeing for event' or 'Design, development and delivery of improved access to meeting space'

Please tell us what your project will achieve *

This is about OUTCOMES. We want to understand the difference your project will make once it is completed.

If applicable, please upload photo(s) to support your application

Attach a file:

Photo of the issue that needs fixing/improvement etc.

Project start and end date

Anticipated start date *

Must be a date and no earlier than 1/7/2024.

If unknown, provide your best guess or leave blank

Anticipated end date *

Must be a date and no later than 30/6/2025.

If unknown, provide your best guess or leave blank

Project locality

Please select the community in which your project is located: *

- ☐ Kerang
- ☐ Cohuna
- ☐ Koondrook
- ☐ Lakes District
- ☐ Murrabit & District
- ☐ Leitchville
- ☐ Lalbert
- ☐ Quambatook
- ☐ Macorna/Tragowel

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☐ Other:

Please provide the specific location for your project

For example: site address, building name etc

Project beneficiaries

Please advise who will predominantly benefit from this project.

This information is being captured for data collection and is not part of the assessment criteria.

Age group

- ☐ Children (0-4)
- ☐ Children (4-12)
- ☐ Young people (12-24)
- ☐ Adults (25-59)
- ☐ Older people (60+)
- ☐ All ages

Gender

- ☐ Female
- ☐ Male
- ☐ All genders
- ☐ Gender neutral
- ☐ Other:

Demographic

- ☐ Aboriginal and Torres Strait Islander people
- ☐ Economically disadvantaged communities
- ☐ People with disability
- ☐ People from LGBTIQ+ communities
- ☐ People from different cultural backgrounds
- ☐ Other:

- ☐ None of the above

Essential Criteria

Your project MUST meet the following Essential Criteria to be eligible for funding.

An accurately completed project budget also forms part of the Essential Criteria.

This section requires applicants to indicate how your project addresses the essential criteria, which is how Council will assess your application.

Each section is scored from 0 to 5, with 5 meaning the application meets the criteria at a high level and 0 meaning the application failed to address the criteria.

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Hints have been provided below each question box to assist you in completing this section.

If you have any questions in relation to completing this form, please contact Council on **03 5450 9333** at **grants@gsc.vic.gov.au** or visit our website **www.gsc.vic.gov.au/grants**

Please tell us how your project demonstrates that access and inclusion for different demographics (such as abilities, genders, cultural backgrounds and ages etc.) have been considered *

We want you to demonstrate how you have considered different sectors within your community and how your project will be delivered in an equitable manner. Some things to consider include how will your project include people outside of your community group, how your project will be promoted, who will benefit from the completed project, how will your project increase access for different sectors of the community?

Please provide an approximate timeline, indicating steps required to successfully complete the project by 30 June 2025 *

This shows CAPACITY of the applicant to successfully complete the project within the 12 month timeframe.

ADDITIONAL CRITERIA

In addition to the Essential Criteria, your project should consider the following to be eligible for funding.

An answer for each question is required.

Explain how your project supports community development and builds community capacity, knowledge and skills *

Describe how your project will make a difference to your community. For example, bringing a range of different people together to work on your project, sharing skills and knowledge (i.e. project planning, design, and implementation)

Explain to us how your project shows innovation, or describe how your project is new to Gannawarra *

For example: are you planning to deliver something that already exists but in a different way (online/virtual/additional activities within an existing community event/project that will be completed in a number of stages etc), or is your project new and unique to Gannawarra?

Explain to us how your project aims to create long term financial or environmentally sustainable outcomes *

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For example: installation of automated systems, renewable energy, improved efficiency, reduced burden on volunteers, reduced costs to community groups etc

Please tell us who will be involved in the planning and delivery of this project *

This shows evidence of PARTNERSHIPS and COMMUNICATION. Have you consulted your members and/or included other groups in the planning of this project? e.g. local progress group, schools, sports club, church, service group etc. If so, evidence that they are included (i.e. a letter/email) can be attached to this application below.

Please upload letters/emails of support (if available/relevant). Letters of Support are highly recommended to indicate wider community support for your project

Attach a file:

A maximum of 5 files can be attached. We recommend trying to keep files to a maximum of 5MB each – the larger the file, the longer the upload time. These can be emails/screenshots of DMs/texts or letters

Please tell us how your project encourages social connectedness and supports the development of a liveable community

Tell us how your project intends to bring people together from outside your community group and how it intends to improve the liveability of the community where the project will be located.

Inputs (Budget)

* indicates a required field

Total amount requested

*

Must be a dollar amount and no more than 5000.
What is the total financial support you are requesting in this application?

Total project cost *

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

Budget

****An accurately completed project budget forms part of the Essential Criteria****

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'council community grant', 'trivia fundraising night',

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'company X sponsorship'. Examples of expenses could include 'building materials', 'printing of posters', 'media advertising'.

The budget is only seeking to understand the **physical costs and income** associated with your project. Please DO NOT include any in-kind contribution as this will not be considered.

Use the 'Notes' column for any additional information you think we should be aware of.

Income (explanations of the different types of income):

- **Cash contribution from your organisation** Amount of money your group is contributing to the project. Preference will be given to applicants who provide a cash contribution towards their project.
- **Funding from other sources** Any cash donation or cash sponsorship your organisation has received for this project from external sources, i.e. State Government, local business sponsorship etc. Please indicate if this funding is confirmed or pending confirmation at the time of the application.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

Please **do not add commas, symbols (e.g. \$) letters or spaces** to figures – e.g. type 1000 not 1,000 – this will ensure your figures for each table total correctly.

The first line for INCOME TYPE should be COUNCIL COMMUNITY GRANT.

Income Type	Is funding confirmed?	Income Amount (\$)	Income Description / Notes
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		Please do not add commas to figures	

Expenditure

This part of the budget is a comprehensive list of all the costs associated with your project and it **could** include:

- Equipment hire or purchase
- Building materials
- Contractor fees
- Venue hire
- Permit/application fees
- Printing, advertising and promotion (capped at no more than 15% of your total budget)

Examples of expenditure items we are UNABLE to fund:

- Travelling expenses e.g. petrol costs, private vehicle hire etc.
- Recurrent operating or maintenance costs for day-to-day operations of the organisation/group

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- For example, new tennis balls every year for a tennis club, utility bills, internet costs, salaries/wages, office/stationery supplies etc.
- Prizes, trophies, gifts, sponsorship or donations
- Projects or activities that benefit a single person

To find out more about what projects and initiatives we are **unable** to fund, please refer to our Community Grants Program Guidelines 2024 ([click this Link](#)).

Expenditure Type	Expenditure Amount (\$)	Expenditure description / notes
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
What will you spend the grant money on?	Please do not add commas to figures	for example: verbal quote received, cost based on previous event, photograph or screenshot of pricing

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.
The amount should equal zero as Income and Expenditure need to be equal.

Quotes / Additional information

Where quotes are not provided a detailed budget is mandatory to substantiate your budget.

Applications which do not include quotes and/or a detailed budget will fail to meet the essential criteria and will not progress to assessment.

Be aware that service providers may vary their quote between putting in this application and when works take place or equipment is purchased. Under these circumstances, the applicant will be responsible for covering the cost of any shortfall.

Please attach quotes for expenditure items

Attach a file:

If a quote or detailed costings are not available at time of application submission, please call Council on 5450 9333 to discuss.

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Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct. 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 agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact email *

Must be an email address.

Organisation/club email address is preferred. If no organisation/club email address is available, a personal email address is acceptable.

Date *

Must be a date

Applicant 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.

Please indicate how you found the online application process: *

☐ Very easy

☐ Easy

☐ Neutral

☐ 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.

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Word count:
Must be no more than 50 words.