

# 2026 Small Grants application form

## Form Preview

### Eligibility - Gannawarra Shire Council Small Grant program

\* indicates a required field

#### Applicants: please note

Before completing this application form, we highly recommend you read the **Small Grants Program Guidelines 2026**. Click [here](#) to view the Guidelines.

Copies of the Guidelines are also available from Council's Customer Service Centres in Kerang and Cohuna.

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 Small Grants in the one round.

Maximum amount per application is \$5000.

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 read through this checklist before progressing to ensure you are eligible to apply.

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

### Gannawarra Small Grants Program - Eligibility Checklist

Before applying for funding via the Gannawarra Small Grants program, please confirm that your organisation meets the following requirements:

- The organisation is a not-for-profit group
- The organisation has an ABN or Incorporation Certificate
- The organisation is based in the Gannawarra Shire or provides services that primarily benefit Gannawarra Shire residents
- If the Applicant is a school, the project will provide a clear benefit to the broader community, not just the school
- The Applicant does not have any outstanding Council grants that have not been acquitted
- If applying through an auspice organisation, the auspice organisation also meets these eligibility requirements

If your organisation does not meet all of the criteria listed above, please contact Council before submitting an application to discuss your eligibility.

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 you're organisation/group has an outstanding project, please call Council on 5450 9333 and we can confirm.

# 2026 Small Grants application form

## Form Preview

### IMPORTANT

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

**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.

## Gannawarra Small Grants Program - Project Readiness Checklist

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

1. Project budget **MUST** be completed accurately and must include quotes or a detailed budget
2. Project **MUST** be delivered within the funding timelines - by 31 July 2027
3. Project **MUST** demonstrate that access and inclusion for different demographics (such as abilities, genders, cultural backgrounds and ages) have been considered

If you answered 'yes' to the three questions above, your project is ready to be considered for funding in the Gannawarra Small Grants Program.

If any of the answers were 'no' and you need assistance, please contact Council's Community Partnerships team on 5450 9333 or email [grants@gsc.vic.gov.au](mailto:grants@gsc.vic.gov.au)

## 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 Small 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 5450 9333.

### Applicant Details

- The information below will be used in all Council correspondence relating to the funding application
- If applying for funding through an auspice organisation, please provide the name and contact details of the organisation in **Section 3 'Auspice information'**

## Applicant Organisation Details

# 2026 Small Grants application form

## Form Preview

### 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

At least 1 choice must be selected.

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

### ABN

# 2026 Small Grants application form

## Form Preview

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

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

### Auspice Information

# 2026 Small Grants application form

## Form Preview

\* 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 \*

#### 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.

# 2026 Small Grants application form

## Form Preview

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

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 Information

\* 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

# 2026 Small Grants application form

## Form Preview

**Please describe what you want to do and who it will benefit (100 - 150 words) \***

**Word count:**

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'

**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 1/7/2026.  
If unknown, provide your best guess

**Anticipated end date \***

Must be a date and no later than 31/7/2027.  
If unknown, provide your best guess

### Project locality

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

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

**Please provide the specific location for your project (if relevant)**

For example: site address, building name etc

**Who is the landowner for the location of your project?**

**Do you have permission from the landowner for your project?**

- Yes
- No
- Permission pending

# 2026 Small Grants application form

## Form Preview

**If you selected 'Permission pending' please explain what steps you have taken to obtain permission below.**

**Please upload your evidence of permission from the landowner here**

Attach a file:

i.e. Letter/email from the landowner

## 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 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, as well as telling us a bit more about your project, which is how Council will assess your application.

# 2026 Small Grants application form

## Form Preview

Applications will be assessed using a weighted criteria.

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 **5450 9333** at **grants@gsc.vic.gov.au** or visit our website **www.gsc.vic.gov.au/grants**

### **How has your project considered access and inclusion? (15%) \***

Word count:

Describe how your project will be welcoming and accessible for people of different ages, abilities, cultures or backgrounds. Include any steps you will take to reduce barriers to participation, for example accessible venues, affordable costs, inclusive communication or community consultation (250 words)

### **Briefly outline the key steps of your project delivery timeline, including the expected project completion date (10%) \***

Projects MUST be able to be completed within 12 months of receiving funding (31 July 2027)

## **ADDITIONAL INFORMATION**

In addition to the Essential Criteria, the following questions enable the assessment panel to understand your application more thoroughly.

### **1. What will your project do and who will it benefit? (25%) \***

Describe what you plan to do, who will be involved, and how the Gannawarra community will benefit

### **2. How will your project involve the community? (20%) \***

Word count:

Tell us how community members, groups, or partners will be involved in the planning or delivery of this project (200 words)

### **3. What is new or different about your project? (15%) \***

Word count:

Explain if your project introduces a new idea, improves an existing activity, or brings something new to Gannawarra (200 words)

### **4. How will the project create lasting benefits? (15%) \***

# 2026 Small Grants application form

## Form Preview

### Word count:

Tell us how the project will continue to benefit the community after the grant funding is spent. This could include financial, environmental, or ongoing community benefits (200 words)

**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

## Project Budget

\* indicates a required field

**Total amount requested**

\*

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

## 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 any other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

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.
- **Funding from other sources** Any cash donation or cash sponsorship your organisation has received for this project from external sources, i.e. State Government grant, 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
		\$	

# 2026 Small Grants application form

## Form Preview

		\$	
		\$	
		\$	
		\$	
		\$	
		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
- Cost of materials to deliver your project
- Contractor fees
- Venue hire
- Printing, advertising and promotion

### Examples of expenditure items we are **UNABLE** to fund:

- Travelling expenses e.g. petrol costs, private vehicle hire or purchase
- Ongoing core operational or maintenance costs
  - For example, rent, utilities, internet costs, office/stationary supplies, insurance etc.
- Regular salaries/wages (this does not include presenter, consultant, instructor or facilitation fees)
- 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 Small Grants Program Guidelines [here](#)

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

## Budget totals

Total income amount \*

Total expenditure amount \*

Income - Expenditure

# 2026 Small Grants application form

## Form Preview

\$

This number/amount is calculated.

\$

This number/amount is calculated.

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 explanation of costs 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.

Sometimes successful applicants are offered a lower amount than requested. Amounts recommended are based on the information that is provided in the application budget section, which is why it is particularly important to be clear and specific in your budget and to include quotes.

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.

## 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

# 2026 Small Grants application form

## Form Preview

**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.**

Word count:

Must be no more than 50 words.