

# Community Grants Program

## Application form-2020



### 1. Instructions to Applicants

- Community grants provide financial support to projects and events that provide community benefit to the Shire. Grants from \$500 are available to a wide range of community-based organisations.
- Only not-for-profit organisations and community groups will be considered for funding. Organisations must provide an ABN. Individuals are not eligible to apply for community grants.
- Before you start applying, please read the guidelines and tip-sheet at [www.centralgoldfields.vic.gov.au/communitygrants](http://www.centralgoldfields.vic.gov.au/communitygrants) carefully, to ensure you have a full understanding about the requirements.
- Closing date for applications is 5 pm on Wednesday 16 December 2020. Late applications will not be accepted.
- **Getting Support:** If you have any questions about the grants, please contact the Recovery Community Development Officer on 0428 927 338 during business hours (Monday, Tuesday, Wednesday, and Friday).
- **Saving your application:** Please print your Application form and save it for your records. Applications may be submitted via the online application portal along with all supporting documentation. Alternatively, the application may be downloaded and delivered with all the supporting documentation to the Customer Service Centre at 22 Nolan St Maryborough or mailed to PO BOX 194, Maryborough, VIC, 3465
- **Attaching supporting documents:** You may need to provide attachments to support your application. If you are applying online, you are required to have the documents saved on your computer or a USB drive. Please remember to allow enough time for each file to upload before trying to attach another file. It is recommended to keep files to a maximum of 5MB.

### 2. Eligibility

Before completing this application form, you should have read the community grants program guidelines and grants tip-sheet at [www.centralgoldfields.vic.gov.au/communitygrants](http://www.centralgoldfields.vic.gov.au/communitygrants). Applications received after the closing date will not be considered.

It is 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 questions in regard to these eligibility criteria, please contact Council's Recovery Community Development Officer on 0428 927 338

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I, as an applicant, confirm that

- I have read and understood the community grants guidelines.
- I am an incorporated not for profit organisation/business/group or is auspices by one.
- I have an Australian Business Number (ABN).
- I am located in the Central Goldfields Shire.
- I am able to demonstrate financial viability through the statements for review.
- I adhere to Work Health and Safety policy and practices as required under legislation.

I confirm that all above statements are true and correct (Required)

Yes

No

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

### 3. About your community organization/group

Organisation name: \_\_\_\_\_

Organisation ABN: \_\_\_\_\_

Incorporation number: \_\_\_\_\_

*(If your Organisation is not Incorporated, please contact CGSC office)*

Primary contact person: \_\_\_\_\_

Position held in your organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

What year was your group established? \_\_\_\_\_

### 4. Auspice Organisation details

Auspice is an organisation who manages grant funding on your behalf. For example, a small community-based group with limited resources may use a larger non-Government organisation as their auspice.

If you have an auspice organisation, please complete Section 4. If not, please go to Section 5.

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**Auspice organisation name:** \_\_\_\_\_

**Auspice organisation address:** \_\_\_\_\_

**Auspice organisation contact:** \_\_\_\_\_

**Auspice organisation incorporation number:** \_\_\_\_\_

*(If your Group is not Incorporated, please contact CGSC office)*

**Auspice organisation postal address:** \_\_\_\_\_

**Auspice organisation email:** \_\_\_\_\_

**Auspice organisation telephone:** \_\_\_\_\_

## 5. Assessment of Applications

- Eligible applications will be assessed against the following criteria:
  - 50% How the project benefits the Central Goldfields Shire community.
  - 25% How well the project aligns with Council plans and strategies.
  - 25% Demonstrated capacity of the project to succeed.
- **Note:** This year the community grants are part of the Council's response to the COVID-19 pandemic and projects that support the community's recovery.
- Recommendations for funding will be presented to Council for consideration and final approval.

## 6. About the Project

**Project title:** \_\_\_\_\_

**Project anticipated start date:** \_\_\_\_\_

**Project anticipated end date:** \_\_\_\_\_

### Project description

(In 200 words or less, can you provide the project details you are applying funding for? Be descriptive, and succinct. Include a summary of what is your vision, who this project is for, what you will do (i.e. the activities you will perform), why your initiative is needed, provide evidence of both the need and how you will achieve your vision.

For example, we are seeking funds to install a new kitchen in our clubrooms. The project aims to provide a welcoming and inclusive environment for the new families in town, a community destination for all ages and genders and a catalyst for increased participation in sport. In addition to feeding the hungry hordes and increasing safety for our volunteers, an upgraded kitchen will also allow us to improve our facility hire revenue stream. Therefore, A new kitchen will help us attract new players, volunteers, and supporters.)

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**Provide Project description here:**

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## **Alignment to the Council's Plan Objective**

The Central Goldfields Shire Council Plan 2017-2021 overarching vision is to be a vibrant, thriving, inclusive community.

In pursuing this vision, the Council aims to uphold four strategic objectives that cover broad interrelated areas.

- o Our Community: A Supported, cohesive community, living a full and healthy life.
- o Our Economy: A vibrant local economy which contributes to the municipality's economic prosperity.
- o Our Built and Natural Environment: Central Goldfields Shire celebrates the rich built and natural heritage and a sustainable environment.
- o Our Organisation: Central Goldfields Shire is a proactive, well-governed, professional, and financially sustainable organisation.

**With this in mind, please tell us how your project will provide benefit to the Central Goldfields Shire Community and how it aligns with the strategic objectives.**

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## Project Sustainability

How do you propose to continue to support the project for long term sustainability? (if applicable)

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## Who will benefit ?

This can be people who will receive a direct benefit (those who participate directly in the initiative) or an indirect benefit (those who were not directly involved and benefit from the influence of the initiative).

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## 7. Project funding

Some examples to assist in the completion of this section can be found in the community grants resources on [Council's website](#).

Your project budget explains exactly what the grant money will be used for. The budget includes details of all funding that will contribute to the project (income) and all the cost of all the items required for the project (expenses).

### In-kind support

In-kind support refers to any non-cash support towards your project. This may be in the form of donations of services or goods (e.g. donated catering or free equipment hire). Donated services

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or goods should be displayed at the cost price and included in the separate in-kind support table.

### Income

What contributions will your organisation be making to the total cost of the project, what contribution are you requesting from the Community Grants Scheme, and will you be sourcing other funding?

**Note: Please upload the budget for your project. Budget examples and a template can be found at [www.centralgoldfields.vic.gov.au/2020communitygrants](http://www.centralgoldfields.vic.gov.au/2020communitygrants)**

### Budget Template:

<b>Funding Source</b> <i>(The <b>income</b> section should include all the funding sources contributing to the project)</i>	<b>Income Amounts (\$)</b>	<b>Expenses Description</b> <i>(The <b>expenses</b> section should include all the costs of the project)</i>	<b>Expenses amount (\$)</b>
<b>Grant amount requested from Central Goldfields Shire</b>			
<b>Cash Contribution from your group</b>			
<b>Funding from other sources</b> <i>(eg raffles, donations)</i>			
<b>Value of in-kind support from other areas (other than your group)</b>			
	<b>Total:</b>		<b>Total:</b>

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## 8. Insurance and Permits

### Insurance

- It is your responsibility as the applicant to obtain and maintain adequate insurance (including public liability), in relation to project activities, to guard against any claims for loss or damage to property and injury or death to persons.
- Applications must include a Certificate of Currency demonstrating appropriate insurance cover if required.

### Permits

- It is your responsibility as the applicant to apply for and obtain all required permits for the project (including planning, building or local laws permits).
- Applying for a permit can cost between \$100 and \$1500 and should be included in the budget. Some permit fees may be able to be waived, the application should be made through the Fee Waiver Form.
- Funding through the Community Support Program does not constitute approval of required permits. More information about permits is available on the Council's website.

### Approvals

- If your project requires approvals, for example, landowners please submit supporting letters demonstrating their support to your project.

## 9. Key dates and Timelines

Task/Activity	Dates	Notes
<b>Applications open</b>	Wednesday 4 November 2020	Applications are available
<b>Application closed</b>	5 pm Wednesday 16 December 2020	Late applications will not be accepted. Any incomplete application will be reverted until they are complete.
<b>Applications assessed by the panel</b>	19 December 2020	The panel will make its recommendations to the council.
<b>Application approval</b>	February 2021	Council consider and approve funding recommendations. Successful applicants will be notified in writing.



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		Unsuccessful applications will be provided with the feedback as to the reason/s behind the decision.
<b>Funds Distribution</b>	At the time of the project	Successful applicants for grants will be sent a funding agreement outlining the terms and conditions of the funding being approved by the council.  90% of the funds will be distributed at the time of the project.
<b>Acquittals</b>	At the completion of the project	10% of the amount of the grant will be retained by the Council and will be paid upon acquittal of the grants.

### 10. Applicant's Declaration:

(This declaration needs to be signed by two members of the group, one of whom must be the Chairperson).

*"We declare that we have been authorised by the applicant group to prepare and submit this application to the Central Goldfields Shire Council for the Community Grants Scheme. We further declare that the information included in this application is true and correct."*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: Chairperson

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: Please contact Council's Recovery Community Development Officer for any Community grants related queries on 0428927338**