

# 2024 / 2025 Community Grants Application Form

## Form Preview

### 2024 / 2025 Community Grants Program

\* indicates a required field

Please note before completing this application form, you should have:

1. Read the Community Grants Program Guidelines available on [our website here](#).
2. Contacted the Grants team on 5662 9200 or via email ([grants@southgippsland.vic.gov.au](mailto:grants@southgippsland.vic.gov.au)) to discuss your project at **least 4 weeks before** submitting an application for a grant under the 'Planning & Development Reports' category or the 'Major Projects & Equipment' category.
3. Prepared all the relevant information and documentation for your application.

*Please note that priority consideration will be given to projects that have direct and clear positive impacts for the South Gippsland community.*

### Eligibility Reminder

A maximum funding request of \$10,000 and a minimum funding request of \$1,000 can be applied for within this grant program. Requests *above \$10,000 or below \$1,000* are automatically ineligible for assessment. Each category within the program has a different co-contribution requirement from the applicant towards the project. Co-contributions that are not met are automatically ineligible for assessment.

A current Balance Sheet / Financial Statement for the organisation from their last Annual General Meeting (AGM) **MUST** be provided. Applications submitted without a Balance Sheet / Financial Statement are automatically ineligible for assessment.

*Please note:* Any incomplete applications and/or applications received after the closing date will not be considered.

The Grants team can be contacted on 5662 9200 or via email [grants@southgippsland.vic.gov.au](mailto:grants@southgippsland.vic.gov.au) if you are unsure of your project or organisation's eligibility.

### The Alignment of your Project with Council's Outcomes

The Community Grants Program's objective is to 'enhance the quality of life, heritage, recreation and cultural opportunities of the South Gippsland community'.

#### **Which of these objectives will your project contribute to? \***

- ☐ Increasing Arts and Cultural opportunities for the South Gippsland community
- ☐ Improving South Gippsland's Community Capacity and Connection
- ☐ Sustaining South Gippsland's Community Assets
- ☐ Enhancing Sport and Recreational opportunities for the South Gippsland community
- ☐ Enhance Diversity, Equity, and Inclusion while increasing access for all members of the community, ensuring equitable opportunities and representation for everyone.

You are welcome to select more than one option.

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Does this proposed project meet another need in the community that is not identified in the list above? If so, please describe. For example, are you aiming for your project to:

- Support, train or attract more volunteers?
- Improving community health and social wellbeing?
- Increasing access and inclusion for vulnerable and disadvantaged groups?
- Fostering and celebrating a sense of identity, diversity and cultural connection within the community?

This answer is not compulsory and will not go towards your assessment score. Your answer will help Council track emergency trends in the community that we can possibly assist with in the future.

### Which Council plan(s) or strategies does your proposed project align with? \*

- ☐ Council Plan 2022-2026
- ☐ Council Vision 2040
- ☐ Sport & Recreation Infrastructure Strategy 2020-2030
- ☐ South Gippsland Youth Strategy 2019-2024
- ☐ Municipal Public Health and Wellbeing Plan 2022-2025
- ☐ Arts, Culture and Creative Industries Strategy 2022-2026
- ☐ Blueprint for Community and Economic Infrastructure 2021-2036
- ☐ Community Strengthening Strategy
- ☐ Paths and Trails Strategy
- ☐ Other:

To view Council's Strategies and Plans, please visit [our website here](#).

### Is this project identified within a community plan or your organisation's strategic plan? \*

- ☐ Yes
- ☐ No

If yes, you will be prompted to attach a copy of this plan.

### Please upload the community plan or strategic plan here: \*

Attach a file:

## Sport and Recreation Organisations

For applications from sport and recreation clubs, please indicate and provide evidence in the attachments if your organisation:

- ☐ Has developed a Fair Access Policy
- ☐ Has developed an Access for All Abilities Program with GippSport

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- ☐ Has participated in an Orange Round
- ☐ Has developed an initiative with GippSport to increase participation in sport (e.g. Women In Sport or Youth activity)

### Evidence - Letter of Support from GippSport

Attach a file:

Contact GippSport directly to request this: <https://gippsport.com.au/ourpeople>

***Providing evidence of these efforts will significantly enhance the weighting of your application, showcasing your commitment to fostering a truly inclusive sporting environment.***

## Applicant Information

\* indicates a required field

### Applicant Organisation \*

Organisation Name

### Organisation Postal Address \*

Address

  

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

### Contact Person \*

First Name

Last Name

### Position held in Organisation \*

### Primary Contact Number \*

Must be an Australian phone number.

### Organisation Administration Primary Email \*

Must be an email address.

**Community Grants are available to community groups or organisations managed by a volunteer committee of management. Please tell us which one you are: \***

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### Does your organisation have an ABN? \*

- ☐ Yes  
☐ No

### Please enter your organisation's 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.

## Auspice Organisation Details

### Auspice Organisation Name \*

Organisation Name

### Auspice IA or ACN Number \*

### Auspice 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)	

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

### Auspice Postal Address \*

Address

  

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

### Auspice Organisation Primary Administration Email \*

Must be an email address.

### Auspice Project Contact \*

First Name

Last Name

### Auspice Project Contact Position \*

### Auspice Contact Number \*

Must be an Australian phone number.

**Please attach signed certification letter by Office Bearer of Auspice Organisation and/or Auspice Agreement form here. \***

Attach a file:

## Project Details

\* indicates a required field

**Please indicate which category of grant you are applying for: \***

- ☐ Minor Projects & Equipment (Max \$5,000 1:1 Ratio)
- ☐ Major Projects & Equipment (Min \$5,000 - Max \$10,000 1:1 Ratio)
- ☐ Festivals & Events (Max \$10,000 1:1 Ratio)
- ☐ Planning & Development Reports (Max \$10,000 Ratio 1:4)

**Project Title \***

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Word count:

Must be no more than 30 words.

**Brief Project Description (Provide a short description of your project in no more than 100 words) \***

Word count:

Must be no more than 100 words.

Provide a short description (100 words recommended) of your project - what are you out to do?

**Start Date - must be after 01 December 2024 \***

Must be a date and between 1/12/2024 and 31/12/2025.

**End Date - must be before 31 December 2025 \***

Must be a date and between 1/12/2024 and 31/12/2025.

**Event Date - must be after 01 December 2024 \***

Must be a date and between 1/12/2024 and 31/12/2025.

Applications to Festivals & Events Category must answer this question.

**I have discussed my application with the Grants Team. \***

- ☐ Yes  
☐ No

If you are applying for over \$5,000 in funding then you need to have spoken to a member of the Grants team at least 4 weeks prior to submitting your application.

## Project Location

**Will this project be conducted at a physical location? \***

- ☐ Yes  
☐ No

**Location of Project/Event \***

**Is it located on Council owned and/or controlled property? \***

- ☐ Yes  
☐ No

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**If no, then who owns/controls the property? \***

**Please attach evidence of owner's and/or property controller's approval: \***

Attach a file:

A minimum of 1 file must be attached.

**Please be aware that project's that are on the Department of Energy, Environment and Climate Action (DEECA, formerly known as DELWP) land require a letter of support from DEECA. Please contact our Grant's Team if you require assistance with obtaining this.**

**Please provide evidence of your permission from Council.**

Attach a file:

A minimum of 1 file must be attached.

e.g. email or letter from Council Officer whom gave permission.

## Project Outcomes

**\* indicates a required field**

**Who are your 'Project People'? (weighting 25%)**

Tell us about the people involved in delivering your project and who from the South Gippsland community will benefit from your project.

**Who will be involved in delivering the project? \***

Word count:

Must be no more than 300 words.

Include all stakeholders that are involved such as your community group members, the land owner, any contractors, etc.

**Who are the primary beneficiaries of this project/program? \***

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program

**What will the project achieve for the community? (Weighting 25%)**

Tell us how the activities you plan to carry out will help the South Gippsland community.

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**Explain what it is you are doing and how you will do it. \***

Word count:  
Must be no more than 300 words.

**Explain why what you are doing will make a difference for the South Gippsland community. \***

Word count:  
Must be no more than 300 words.  
Describe the specific issue or need you want to address

**Upload any documentation that supports your statements above: \***

Attach a file:

A minimum of 1 file must be attached.  
e.g. letter of support from organisations that clearly indicates how they will be supported or benefited from the project, statistical data, business or development plans, feasibility studies, master plans, community plans, photos. Please ensure you provide photos for any capital work upgrade projects. It is recommended to include at least three (or more) supporting documents.

## Planning & Development Reports

A consultant's brief must be provided for Planning & Development Reports funding. Please provide this below.

**Consultant's Brief (compulsory) \***

Attach a file:

A minimum of 1 file must be attached.

## Activities & Tasks

How will your organisation carry out the project / event? (Weighting 25%)

Tell us about the actions/activities you will undertake to deliver this project or event. List one per row. Add more rows using the '+' sign below.

Activity	Start Date of Activity	End date of Activity
One per row. Add more rows if you want to list additional activities. Example: Prepare the site for internal refurbishment.	Leave blank if date is unknown or not relevant. Must be a date and between 1/12/2024 and 31/12/2025.	Leave blank if date is unknown or not relevant. Must be a date and between 1/12/2024 and 31/12/2025.



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### Measuring Success of Your Project

#### How you will measure your project's success? (10%)

A metric is a measurement designed to indicate whether or not progress towards an outcome for a project is occurring.

The ability to measure the success of your project helps you with your acquittal, and gives you the opportunity to gather data which may assist you with future funding programs.

Here we would like you to tell us which of our quantitative metrics you **may** be able to report on. Use the '+' below to add more rows if you want to add additional metrics.

To help you, here are some examples you can use to answer this question:

- Participant numbers
- Number of community groups involved
- Photos of activity (if applicable)
- Number of volunteers involved

Metric	Target	Collection method
Please choose from the list above and type in the metric you will be reporting on here. Select the 'plus' sign to the right of the table to report on more metrics.	Identify a target for the metric you have chosen - an estimated total for your project. e.g. 10 community groups Must be a number.	How will you collect and verify the data? E.g. survey, headcount, observation/estimation, externally verified sources (e.g. ABS).

### Qualitative Metrics

Here we would like you to explain how you will measure your project's success in your own words.

To measure the success of your project, you need to determine how you will know if you have achieved your goals. This means identifying what you want to achieve and how you will measure progress towards those goals. We encourage you to use different type of evidence to demonstrate the success of your project. Use the '+' below to add more rows if you want to add additional metrics.

Some examples of qualitative evidence include:

- Stories or **testimonials** from community members who have benefitted from the project. These could include personal anecdotes about how the project has improved their lives or provided them with new opportunities.
- Feedback from community members who have participated in project activities or events. This could include **surveys, interviews, or focus groups** to gather information about how people have felt about the project and its impact.
- **Case studies** or examples of how the project has helped specific individuals or groups in the community. For example, you could share a story about how the project helped a local family overcome a specific challenge or achieve a specific goal.

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- **Images** or **videos** that showcase the impact of the project in the community. This could include photos of community members participating in project activities or videos that highlight the positive changes that the project has brought about.
- Quotes or statements of support from community leaders, stakeholders, or local organizations. These could include statements from elected officials, business owners, or other community groups that have seen the positive impact of the project who have proclaimed these via a **media appearance** or through **social media** outlets.

### Select the Qualitative evidence you will use to help measure your project's success

Select the type of qualitative evidence you will use to help track your progress. One per row. Add more rows if you want to list additional types of qualitative evidence.

### Explain how this qualitative evidence method you have chosen will help you measure the success of your project?

An example could be that there will be images taken at the event to demonstrate that the intended outcome of bringing the community together happened.

## Project Budget

\* indicates a required field

### In-Kind Contribution

An in-kind contribution is a type of donation or contribution that does not involve money. Instead, it involves giving goods, services, or time to a community group's work.

For example, if a local business donates food or supplies to a community group's event, that is an in-kind contribution. Similarly, if a volunteer spends their time helping with an event or project, that is also an in-kind contribution.

In-kind contributions are important because they can help community groups and organizations meet their needs without necessarily having to spend money. This can be especially helpful for smaller groups or those with limited budgets to make up the co-contribution amount required to be eligible for funding.

### Will you be providing an in-kind contribution to this project? \*

- ☐ Yes  
☐ No

### In-Kind Contribution Table - Voluntary Support

- Provide details of **voluntary** labour in the table below (i.e. volunteers offering their time and skills towards the project)
- An example of a completed In-Kind table can be found on the In-Kind Proforma document on Council's website here: [Grants | South Gippsland Shire Council](#)
- Rates for **basic labouring work** are normally calculated at **\$20 per hour** while **specialist contributions** should be valued at **\$45 per hour or at their working rate**. Costings need to be based on 'reasonable' commercial rates.
- You should provide a letter of commitment from the proposed provider of the in-kind support as a supporting attachment.

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Task to be Completed	Name/s of those who will undertake task	Number of Hours to Complete Task	Rate per hour	Total Costs
e.g. removing building rubble	e.g. John Smith & Jane Doe	e.g. 16 Must be a number.	e.g. \$20	This number/amount is calculated.
			\$	\$
			\$	\$
			\$	\$

### Budget Totals

#### Total Voluntary Support In-Kind Amount

\$

This number/amount is calculated.

### Goods & Services In-Kind Support

- Provide details of goods/services support in the table below (e.g. a business donating goods for free to contribute towards the project)
- An example of a completed In-Kind table can be found on the In-Kind Proforma document on Council's website here: [Grants | South Gippsland Shire Council](#)
- You need to provide a letter of commitment from the proposed provider of the In-Kind support. If the service provider is providing the goods and/or service at a discounted price for your organisation then they need to note the value of these down in their letter of support.

Goods/Services to be provided	Supplier	Value
e.g. 2000 bricks for club rooms	e.g. AZ Bricklaying Company	e.g. \$1800
		\$
		\$
		\$

### Budget Totals

#### Total Goods & Services In-Kind Support

\$

This number/amount is calculated.

#### Letters of Commitment for Goods & Services In-Kind Support

Attach a file:

### Budget Details (Weighting 15%)

- Outline your project budget including details of other funding that has been confirmed or unconfirmed.
- Clear item descriptions in the Expenditure column must be given (e.g. materials, equipment, artists, marketing etc) as well as supplier name (e.g Smith Builders).

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- Where possible, quotes should be attached to support the expenditure costs.
- The budget **must** balance (**TOTAL INCOME = TOTAL EXPENDITURE**). Please include these areas in your budget income and expenditure tables. All figures are GST inclusive.
- Please don't add commas to figures, eg. write \$1000 not as \$1,000
- The budget template will automatically calculate the Totals.
- **If you do not provide correct and balanced budget details, your application will be ineligible.**
- If you are having difficulty with the budget details, please contact the Grants Team

### Total Amount Requested \*

\$

Must be a dollar amount and between 1000 and 10000.

What is the total financial support you are requesting in this application?

### Total Project Cost \*

\$

Must be a dollar amount.

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

## Income

### Income

### Confirmed or Unconfirmed Amount (\$) Funding

e.g. Anticipated Event Income, Other State Funding, Other Community Organisation Contributions, etc	Please provide evidence of confirmed funding in the attachments below.	Must be a whole dollar amount (no cents) Must be a whole dollar amount (no cents).
Funding amount requested from Council	Confirmed Unconfirmed	\$
Cash from your organisation		\$
In-Kind voluntary support		\$
In-Kind goods & services		\$
		\$

## Budget Income Total

### Total Income Amount

\$

This number/amount is calculated.

## Expenditure

### Expenditure

### Amount (\$)

Costs and purchases required for the project e.g. Equipment quotes	Must be a whole dollar amount (no cents).
	\$
	\$

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	\$
In-Kind voluntary support	\$
In-Kind goods & services	\$

### Budget Expenditure Total

Please ensure that budget expenditure = budget income.

### Total Expenditure Amount

\$

This number/amount is calculated.

### Financial Disclosure

- Full financial disclosure must be provided with the application including investment accounts.
- Financial reports are required so Council can confirm that your organisation has the ability to meet its financial commitments to the project.
- Please include statements from ALL accounts held by the organisation.

### Please attach your most recent AGM (Annual General Meeting) Financial Report: \*

Attach a file:

A minimum of 1 file must be attached.

### Please attach your organisation's current bank statement(s): \*

Attach a file:

A minimum of 1 file must be attached.

### Evidence of confirmation of funding sources - if applicable (for example, letter confirming contribution, meeting minutes)

Attach a file:

If your organisation is holding significant funds please give a brief explanation of why you cannot use this funding for this project (\*not weighted).

**At times Council's Community Grant Program is oversubscribed. Some projects may be offered a partial amount of the funding requested to allow a broader reach for the program. Would you accept partial funding if it was offered? \***

- ☐ Yes  
☐ No

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### Supporting Attachments:

- Please attach any additional supporting documents below.
- **Letters of support should be attached as evidence to support your answer to the question 'what will the project achieve for the community?' on page 2.**

**Please attach quotes for all expenditure (cost) items and/or a detailed cost estimate - compulsory : \***

Attach a file:

A minimum of 1 file must be attached.

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

### **Plans and / or Drawings**

Attach a file:

### **Evidence of Building and/or Planning Permits**

Attach a file:

### **Evidence an Event Registration Form has been received by Council**

Attach a file:

### **Other**

Attach a file:

## Certification

\* indicates a required field

This MUST be completed by the applicant organisation.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if South Gippsland Shire Council approves the grant, I will be required to accept the terms and conditions of the grant as outlined in the grant application, policy and/or letter of approval.

**We agree \***

☐ Yes

Certification must be agreed to by two representatives of the applicant organisation

### **1. Name (Chair or President) \***

First Name

Last Name

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**Position \***

**Name (Secretary or Treasurer) \***

First Name

Last Name

**Position \***

**Date \***

Must be a date.

### Privacy Notice

In compliance with the *Information Privacy Act 2009* (the Act) personal information on this form may be stored in South Gippsland Shire Council's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles South Gippsland Shire Council's financial transactions and may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

### Before you submit!

Prior to submitting your application, it can be reviewed by the Grants Team, to ensure that you have provided sufficient evidence and budget details to support your application. Before you hit the submit button, contact the Grants Team on 5622 9200 and they will send a request to view your application. Please request this at least 48 hours before the closing date to ensure the Grants Team can assist in time.

### Feedback

We appreciate the time you have taken to complete this application. To enhance future applications to our Community Grants Program, we ask if you can take a moment to provide us some feedback on your application experience.

**How easy and straightforward would you rate this application?**

**Please provide details on why you gave this rating and how improvements might be made?**

