

Small Grants Program - Application Form

Form Preview

South Gippsland Small Grants Program

* indicates a required field

Please note before starting:

Small Grants open on the first day of the month and close on the last day of the month. They are assessed and announced by the close of the following month. For example, if you make a submission in September, you will not know the outcome until the end of October.

- Small Grants provide a **maximum** of \$1,000 at any time and a minimum of \$100. Requests for amounts above \$1,000 or below \$100 are automatically ineligible for assessment.
- Organisations may only receive two (2) Small Grants per calendar year.
- Full financial disclosure is required. The latest annual Financial Report and current bank statement(s) for the organisation **MUST** be provided. Applications submitted without a Financial Statement and current bank statement are automatically ineligible for assessment.
- Please have ready Quotes for your application.

If you have any queries, please do not hesitate to contact Council's Grants Team on 5662 9200 or via email grants@southgippsland.vic.gov.au

Please acknowledge you have read the above information *

☐ YES

Organisation Information

Is your organisation managed by a volunteer committee of management *

☐ YES

☐ NO

No more than 1 choice may be selected.

Is your organisation (Choose One) *

Are you based within the South Gippsland Shire or can you demonstrate that you serve a significant number of residents within the South Gippsland Shire *

☐ YES

☐ NO

No more than 1 choice may be selected.

Are you operating in accordance with equal opportunity and non-discriminatory philosophies and occupational health & safety guidelines? *

☐ YES

☐ NO

No more than 1 choice may be selected.

Does your organisation have an ABN? *

☐ YES

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☐ NO

No more than 1 choice may be selected.

Please enter your 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.

Contact Information

* indicates a required field

Applicant Organisation Name *

Organisation Name

Primary (Physical Address) *

Address

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

Postal Address (If different from above)

Address

Organisation Primary Email Address *

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Must be an email address.

Contact Person *

First Name

Last Name

Phone Number *

Must be an Australian phone number.

Position held in organisation *

Auspice Organisation Details

Auspice Organisation Name *

Organisation Name

Auspice Postal Address *

Address

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

Auspice Project Contact *

First Name

Last Name

Auspice Project Contact Position *

Auspice Project Contact Primary Phone Number *

Auspice Project Contact Primary Email *

Organisations are encouraged to have a generic email address rather than using a private email address.

IA or ACN Number

Incorporated Association or Australian Corporation Number

Does the Auspice Organisation have an ABN Number? *

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- ☐ Yes
☐ No

Please attach signed certification letter by Office Bearer of Auspice Organisation *

Attach a file:

President, Chair, Secretary or Treasurer. Letter must include name, position, signature and date. Max 25mb

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)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Project Information

* indicates a required field

Council's 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 or event 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 South Gippsland community.

You are welcome to select more than one option.

What category best fits your project? *

- ☐ Equipment
- ☐ Event

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☐ Other:

At least 1 choice and no more than 1 choice may be selected.

Project Title *

Short project description *

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

Why does your organisation require Council funds to undertake this activity? *

Word count:

Must be between 100 and 400 words.

Explain why your organisation cannot undertake the project with its own funds.

Start Date *

Must be a date.

Must be a date a month away.

End Date (if known)

Must be a date.

Must be a date within the next 12 months.

Total Amount Requested *

\$

Must be a dollar amount and between 100 and 1000.

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 (in dollars) of your project?

Budget (GST Inclusive)

An example of a budget is provided on the Community Grants Page of the Council Website

Outline your project budget including details of other funding that has been confirmed or unconfirmed.

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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).

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 columns. All figures are GST inclusive.

***The provided template must be attached for In-Kind contributions.**

Please don't add commas to figures, eg. write \$1000 not as \$1,000

Income	\$	Expenditure	\$
Requested Small Grant Amount	\$		\$
Cash Contribution	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
e.g. South Gippsland Shire Grant	\$1000	New Equipment	\$1000

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.

Supporting Documentation

* indicates a required field

Financial Statements from last Annual General Meeting (AGM) *

Attach a file:

A minimum of 1 file must be attached.

Full Balance Sheet is required as well as the most recent Annual Profit and Loss Statement.

Bank Statement(s) *

Attach a file:

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Statements from ALL accounts held by the organisation must be included with the application. This includes investment accounts and special purpose accounts held by organisation.

Quote(s) / Budget *

Attach a file:

A maximum of 4 files may be attached.

Ensure that quotes clearly identify the supplier.

Other Supporting Documentation

Attach a file:

e.g. photos, letters of support, etc

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) *

Title	First Name	Last Name
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Position *

2. Name (Secretary or Treasurer) *

Title	First Name	Last Name
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Position *

Today's Date *

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Must be a date.

Privacy Notice

South Gippsland Shire Council collects personal information to assess and administer grant applications, enter into funding agreements, make payments, and monitor compliance.

The information requested is necessary to process your application.

Personal information may also be disclosed to Council's financial institutions, auditors, or government agencies where required or authorised by law. Information is otherwise handled in accordance with the Privacy and Data Protection Act 2014 (Vic). Council's Information Privacy Policy is available on Council's website.