



## 2021-22 Community Grants Program Application Form

### Applications open 3<sup>rd</sup> May 2021-18<sup>th</sup> June 2021

The Borough of Queenscliff advises all applicants to:

- Read the Grant Guidelines before you complete the Application Form.
- Use the checklist below to ensure all required documentation is provided.
- Attend the workshop Grant writing - hints and tips.
- Please contact the Community Development Team on 5258 1377 or email [info@queenscliff.vic.gov.au](mailto:info@queenscliff.vic.gov.au) to discuss your proposal.

If you are unsure about any of these requirements, please contact the Economic and Community Development Officer on 5258 1377 for assistance.

#### Grant Application Checklist:

- Have you discussed your application with a Borough of Queenscliff Officer?
- Has the application been discussed with members of your organisation?
- Did you or a member of your organisation attend the Grant writing- hints and tips workshop?
- Have you provided all contact details?
- Have you completed all sections of the Grant Application?
- Have you accurately completed the Budget, including your income and expenditure amounts are the same?
- Have you attached relevant quotes?
- Have you attached any relevant letters of support (where applicable, highly encouraged)
- Have you attached a copy of your latest annual financial report?
- Have you signed the Authorisation/Funding Agreement
- Have you provided all the necessary taxation documentation, eg. ABN, statement by Supplier (if needed)?
- Have you attached your public liability insurance Certificate of Currency?

**\*\*Incomplete applications will not be assessed\*\***



## Applicant Details?

A. Name of Club/Group/Organisation undertaking the project:	
B. Postal address of the organisation undertaking the project:	
C. Contact person for this project:	
D. Business hours telephone number of the contact person:	
E. Email address:	
F. Name of the auspice* organisation managing the project (if applicable): <i>* Refer below for definition of "auspice"</i> <u>If you are not being auspiced, please go to question H</u>	
G. Postal address of the auspice* organisation managing the project (if applicable):	
H. Incorporation number of the organisation:  (if you do not have an incorporation number please state the nature of your organisation – only groups which are incorporated or similar legal entities can receive funding)	
I. Australian Business Number (ABN) of the organisation:	
J. If you do not have an ABN you need to complete a "Statement by Supplier" form and submit it with your application. Form available from the ATO <a href="http://www.ato.gov.au">http://www.ato.gov.au</a> . Failure to provide either an ABN or statement by supplier will result in Council being obliged to withhold 46.5% of the grant allocation (if successful):	Statement by supplier attached to application: Yes <input type="checkbox"/> No <input type="checkbox"/>
K. Please identify your GST Tax status:	Registered for GST <input type="checkbox"/>
	Not registered for GST <input type="checkbox"/>



L. Public Liability Insurance may be required for your grant to be approved. If your group or auspicing organisation has public liability insurance, please forward the Certificate of Currency as part of your application:

Certificate of Currency attached to application:

Yes

No

*\* If the group or individual applying for the Community Grant is not an incorporated body (or similar legal entity), then an incorporated body is needed to handle any funds that are received from the grant program. This incorporated body is called an Auspice. If you are using an auspice organisation they will need to complete application details in relation to Incorporation number, ABN and GST Tax status.*



## Project Details

Name of the project/event/activity:	
Estimated number of participants involved:	
Estimated number of participants from the Borough:	
Amount requested from this Grant Program:	\$
Please tick one or more of the Funding Categories:	<input type="checkbox"/> Community Support and Inclusion eg. Projects, events or activities that address social isolation, accessibility and/or provide community celebrations or events. <input type="checkbox"/> Leisure and Recreation eg. Projects or activities that promote recreation, physical activity and participation. <input type="checkbox"/> Minor Equipment. Priority will be given to groups that demonstrate access for all, shared use of community facilities and equipment. <input type="checkbox"/> Arts and Culture. Priority will be given to projects that strengthen participation in arts activities and contribute to the cultural life of our community.
Is the project located within the Borough of Queenscliffe?	
Commencement date (if applicable):	
Estimated completion date:	
Cost to participants (if applicable):	
Please advise what age groups your project/event/activity will be involved in the activity:	



Please provide a brief description of your proposed project/event activity:  
(maximum of 300 words)

- Please include the aims and objectives of the project/event/activity



## Selection Criteria?

1. How will the project/event/activity encourage or increase community involvement?

2. Who is the target audience of the project?

3. Which member's from your organisation will be involved in the planning and execution of the project?



4. Please detail the Organisation's capacity including experience and range of skills to deliver the project/event/activity:

5. Please detail how your project/event/activity meets an identified community need:

6. How will your group promote your project/event/activity to other groups or people in the community?



## Project Budget?

Please complete the table below and supply quotes where possible.

Source of funds/income	\$	Expenditure*	\$
eg. club contributions		eg. promotion and publicity	
Participant fees		General administration – photocopying, word processing, etc.	
Other funding		Labour/consultants fees	
“In kind” support** (please explain how you have calculated this)		Hire fees – venue and equipment	
Sponsorship		Project costs – materials	
Fundraising		Travel costs	
Borough Grant (not confirmed)			
<b>Total Income</b>		<b>Total Expenditure</b>	

*NB - Income should equal expenditure*

### *\*Expenditure*

Estimate and list all project costs and list which component/s are likely to use funds received from this grant. **PLEASE SUPPLY ESTIMATES/QUOTES WHERE AVAILABLE.**

### **\*\*In Kind Support**

Describe how the group intends to contribute to the project through voluntary services or in-kind services. List the support for the project that is "non-financial", ie. Voluntary labour, free office space, donated materials. For the purposes of this budget, calculate voluntary labour @ approx. \$30.00 per hour per person.



**Borough of Queenscliffe**

Queenscliff & Point Lonsdale, Victoria, Australia



The amount requested in this application may be reduced. Should the grant amount be reduced, please indicate the minimum amount of grant that would allow the project or part of the project to continue.

\$ \_\_\_\_\_

PLEASE ATTACH YOUR LATEST FINANCIAL REPORT



## Authorisation/Funding Agreement

I affirm, on behalf of, \* \_\_\_\_\_ that any funds provided by the Borough of Queenscliffe will be expended:

- in accordance with the Community Grant Guidelines;
- within the Borough of Queenscliffe boundaries;
- as outlined in this application; and

if this application is successful, our group agrees to submit a Community Grant Acquittal Form.

I affirm that if this application is successful that the Borough of Queenscliffe will be acknowledged as a supporter of the project, and the Borough of Queenscliffe Logo will be used on all advertising material, and displayed where applicable at the event.

I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge and the application form has been submitted with the full knowledge and agreement of the applicant organisation. I acknowledge that I have read the Guidelines.

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

Name: \_\_\_\_\_  
CHAIRPERSON/PRESIDENT

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

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

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

\* *Please insert the name of your group or organisation.*

