

## Welcome

Please read the **Community Grant Guidelines** before starting an application <http://www.basscoast.vic.gov.au/Grants>

We recommend seeking advice about a grant project from relevant Council officers, before starting an application. You **must** seek advice from Council officers for Minor Capital Works and Major Project applications.

Your group or organisation **must have submitted all due Acquittal Reports** for past funded community grant applications or your application may be ineligible.

For advice or assistance contact Council's **Grants Officer** email [grantenquiry@basscoast.vic.gov.au](mailto:grantenquiry@basscoast.vic.gov.au), 1300 BCOAST(226 278) or (03) 5671 2211.

As you fill out this application form, it is highly recommended that you click the '**save progress**' button every 10 minutes or you may lose your work.

## Applicant and Organisation Details

\* indicates a required field

### Auspecting Organisation and Applicant Organisation

Applications are only accepted from legally incorporated groups or organisations.

Groups that are not legally incorporated need to be auspiced by a group that is legally incorporated, to make an application.

**If your group is registered as a not-for-profit legal entity** only fill out the section: **Applicant Organisation Details** below.

**If your group is being auspiced** fill out:

- **Auspecting Organisation Details** about the incorporated group auspicing this grant application
- **Applicant Organisation Details** with information about your group including the key contact for this grant application
- A copy of the Community Grants Auspicing Form found on Council's Community Grants web page at <http://www.basscoast.vic.gov.au/Grants> and attach it to the application in the 'additional supporting information' section

**Is your grant being auspiced \***

- Yes  
 No

## Auspecting Organisation Details

**Auspice organisation registered name**

**Auspice contact name**

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position in the organisation**

**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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

**Auspice email**

**Auspice website**

**Auspice organisation** Organisation Name

## Applicant Organisation Details

**I confirm that the applicant organisation has completed all due Acquittal Reports for**

- Not Applicable
- Yes
- No. If no, you must speak to the Grants Officer before completing this applicaiton

# 2018 Community Grants

## Form Preview

### past funded Community Grants

Don't know. If you don't know you must speak to the Grants Officer before completing this applicaiton  
If all past due acquittal reports are not submitted, your group/ organisation may be ineligible for future funding

### Applicant organisation registered name \*

### Australian Business Number (ABN) - not required by auspiced applicants

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	

### Organisation postal address \*

Address

Suburb State Postcode

### Applicant contact name \*

Title

First Name

Last Name

We will contact this person for all communication about this applicaiton

### Position in the organisation \*

### Applicant email \*

We will use this email address for all communication about your application

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**Applicant contact business hours phone number \***

write number like this (03) 0000 0000

**Applicant contact mobile number**

**How many members are in your organisation/group \***

**How many of those members are Bass Coast residents \***

**In which Bass Coast Shire Ward (electoral district) is the work of your group or organisation located. These are the new ward boundaries which operate from the October 2016 Council election. \***

Island                       Bunurong                       Group operates across all of Shire

Western Port

For the new ward map go to <http://www.basscoast.vic.gov.au/getmedia/4fccbc49-8e06-4c95-8b57-0199731750b6/BassCoastCPOMap2015.pdf.aspx>

## Project Details

\* indicates a required field

**Have you sought advice from a Council officer about your project \***

Yes  
 No

**If yes, please name the person/s you sought advice from**

**Brief project description**

Word count:

Must be no more than 25 words

**Project name \***

**What specifically would you like the grant funding to pay for \***

Word count:

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Must be no more than 25 words

**Which community area does the project aim to target \***

- Sports and Recreation
- Arts, Culture and Heritage
- Environmental
- Health and Wellbeing
- Children and Youth
- Disability
- Aged and Seniors
- All Community

**What is the community need for your project \***

Word count:

Must be between 5 and 100 words

**How will the community benefit from your project \***

Word count:

Must be between 5 and 100 words

**How will you know that your project has been successful \***

Word count:

Must be between 5 and 100 words

**Which theme in the Council Plan 2017-2021 or other strategic document aligns best with your application \***

- Economic Development - expanding, attracting and retaining business and investment
- Environment - maintain and protect the natural environment
- Health and Wellbeing - we are a healthy and active community
- Liveability - enjoying the place we live
- Our Character - celebrating the uniqueness of our townships
- Other:

For a copy of the Council Plan go to <http://www.basscoast.vic.gov.au/Council/CouncilPlansPolicies/CouncilPlan> For a copy of other Council strategic documents go to <http://www.basscoast.vic.gov.au/plans>

General Project Management - all categories

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\* indicates a required field

**What is your planned project start date \***

**What is your planned project end date \***

**What are the key project dates and activities from start to end of the project \***

Word count:  
Must be between 5 and 100 words

**Who will manage the project \***

eg. the committee of management

**Does your project require ongoing costs and how will these costs be funded in the future \***

Word count:  
Must be between 5 and 100 words

**Which Community Grant category are you applying for \***

- Festivals, Celebrations and Events Grant
- Minor Capital Works Grant
- General Community Grant - Equipment
- General Community Grant - Other Projects

## Major Funding

\* indicates a required field

### General Community Grant - Other Project - Major Funding

Major project funding applicants are required to complete a project plan template found on Council's Community Grants web page at <http://www.basscoast.vic.gov.au/Grants> and attach it to the application in the 'additional supporting information' section. Equipment purchase is excluded from Major Project funding.

**Are you applying for Major Project funding from \$5,001 to \$10,000 \***

- Yes, I am applying for major project funding
- No, I am not applying for major project funding

**If you are applying for Major Project funding from \$5001 to \$10,000 and your application is**

- Yes
- No

**unsuccessful for this amount, do you agree to having your application reassessed for a grant of up to \$5,000 funding**

## Festivals, Celebrations and Events Grant

\* indicates a required field

### Festivals, Celebrations and Events including Major Projects

Questions below relate to ensuring applicants are aware of their responsibilities in event planning and event management. An approved grant application may be conditional upon supply of an event permit or other approvals and permissions as required. Event funding is paid after the successful completion of the event.

Major project funding applicants are required to complete a project plan template found on Council's Community Grants web page at <http://www.basscoast.vic.gov.au/Grants> and attach it to the application in the 'additional supporting information' section.

**Are you applying for Major Project funding from \$5,001 to \$10,000 \***

- Yes, I am applying for major project funding
- No, I am not applying for major project funding

**What is the start date of the event \***

**What is the length of the event \***

**What is the expected event attendance \***

**Who owns the land on which the event will be held \***

**Has the land owner given permission \***

- Yes
- No
- Other:

You will be required to provide evidence of permission before an event permit is issued

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**What is the event frequency \***

- Event is being held for the first time and is only expected to run once
- Event is being held for the first time and is planned to be ongoing if successful
- Event was held successfully last year
- Other:

**Have you made enquires about what relevant permits you will need for this event \***

- Yes, and I am able to attach written confirmation of this to this application
- No
- Not Applicable

**How will you manage event safety, including compliance with all legislative and occupational health and safety requirements \***

Word count:

Must be no more than 250 words. You will be required to provide evidence before an event permit is issued

**If the event is being run by a contractor, please provide their contact details and explain what they will do**

**If volunteers are assisting in the running of the event, how many are expected to be involved**

**Are public liability and other Insurances in place for the event \***

- Yes
- No
- Other:

## Minor Capital Works Grant

\* indicates a required field

### Minor Capital Works

Minor Capital Works applicants must contact Council's Asset Officer - Building and Open Space, to discuss the project well in advance of applying.

Major project funding applicants are required to complete a project plan template found on Council's Community Grants web page at <http://www.basscoast.vic.gov.au/>



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[Grants](#) and attach it to the application in the 'additional supporting information' section.

**Are you applying for Major Project funding from \$5,001 to \$10,000 \***

- Yes, I am applying for major project funding
- No, I am not applying for major project funding

**Project address \***

Address

  

Suburb State Postcode

  

**Is your group/organisation a Council appointed Committee of Management \***

- Yes
- No
- Other:

**Is there a report or a strategic/master/business plan that identifies this project as a priority \***

- Yes
- Yes, and I can provide a copy of the document
- No
- Other:

**Is the project in/on a Council owned/managed building or land \***

- Yes
- No
- Other:

**If no, provide the name of the building or land owner/manager**

**Has the building or land owner/manager approved this project \***

- Yes
- No
- Other:

You are required to provide written land/building owner/manager approval for the grant project attached to your application

**How would you best describe your type of capital works project \***

- Fixed plant and equipment eg. professionally installed air conditioning, dishwasher, hot water unit
- A building or facility project
- Improvement to land eg. driveway/paths, fencing
- Fixed furniture fitout eg. fixed cabinetry, joinery, whole kitchen, custom floor and window coverings
- Other structure eg. barbeque shelter, shed, bike rack

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**What type of asset change is being made by this project \***

- Expanding an existing asset
- Renewing or replacing an existing asset
- Upgrading an existing asset
- Creating a new asset

**Explain whether the works will result in increased or decreased maintenance costs and/or increase the life of the asset \***

**Name the permits, approvals and permissions required or likely to be required for this project and their status \***

**Are public liability and other insurances in place for the works \***

- Yes
- No
- Other:

You are required to provide evidence later in this application

**If relevant, name the Australian Standards this project needs to meet**

**Are there people that need to be kept informed about this project, if so, who are they and how will they be kept informed**

## Project Budget

\* indicates a required field

There are two budget tables to fill out, and a budget summary. You can add or delete rows in the tables if required.

You will need to attach written quotations to verify amounts in your budget. Quotations are attached in the next section: Attachments and Supporting Documentation. **Items over the value of \$1,000 including GST if applicable, require two written quotations.**

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There is a grant funding ratio for projects in all grant categories This is a minimum of 30% funded by the applicant and up to 70% funded by Council. An applicant's contribution may be in cash, in-kind or a combination of both.

For more information see the Budget section of the Community Grant Guidelines, on Council's Community Grants web page at <http://www.basscoast.vic.gov.au/Grants>

### Budget IN-KIND - volunteer time or materials and services secured at no cost for the project

Refer to the in-kind support information in the Community Grant Guidelines. In-kind amounts must be directly related to the project and not general operation of the group. In-kind service costs are calculated at professional services \$45.00 per hour and non-professional services at \$25.00 per hour.

<b>IN-KIND supplier</b>	<b>Description eg. number of goods or volunteers and rate</b>	<b>Total</b>

### Budget INCOME and EXPENDITURE

INCOME - list funding sources to pay for your project. EXPENDITURE - list what are you proposing to spend on the project. Do not include IN-KIND in this table

<b>INCOME - item description</b>	<b>Total (incl. GST if applicable)</b>	<b>EXPENDITURE - item description</b>	<b>Total (incl. GST if applicable)</b>
Community Grant request amount			
eg. your group's cash amount			
eg. other income			

### Budget Summary

**How much are you requesting in this grant application \***

\$

Check the Community Grants Guidelines for maximum funding limits and the funding ratio

**What is the IN-KIND total from the table**

\$

**What is the INCOME total from the table \***

\$

What is the  
**EXPENDITURE total from  
the table \***

## Attachments and Supporting Documents

\* indicates a required field

**You are required to attach supporting documents to your application.**

Documents that support your budget include

- Written quotations for purchase of equipment or services from qualified professionals. NOTE: Website quotations must clearly include a description of the purchase, price, the vendor name and contact details. An emailed price from a supplier does not qualify as a quotation.
- The most recent official financial statement from your organisation as evidence that your group has sufficient funds to contribute financially to the project
- Written quotations or letters of support confirming 'in-kind' or cash support from other groups or individuals listed in your budget

**Applications submitted without supporting documentation may not be able to be assessed. There are 9 opportunities to attachment documents below.**

- Attachments 1 and 2 are required for **all** applications
- Attachments 3, 4 and 5 are required (if applicable)
- Attachments 6 to 8 are required for projects that include building works or events carried out on land or property
- Attachments 9 and 10 are optional

**If your group needs assistance uploading documents**, please contact Councils Grants Officer on 1300 BCOAST(226 278) or (03) 56712211. Ensure that you contact Councils Grants Officer at least one week before the grant round close date so that your attachments can be scanned and submitted with your application. Attachments to applications will not be accepted by email without prior arrangement with Councils Grants Officer.

**Attachments 1 and 2 are required for all applications**

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**1. Current bank statement or financial statement \***

Attach a file:

**2. Written quotations for all items requested to be funded by grant \***

Attach a file:

**Attachments 3, 4 and 5 (if applicable)**

**3. Written confirmation of funding from other sources**

Attach a file:

**4. Statement by Supplier (if you do not have an ABN)**

Attach a file:

**5. Completed Project Plan template for major project funding only**

Attach a file:

**Attachments 6, 7, and 8 are required for minor capital works and festivals, celebrations and events grants**

**6. Consent from the building or land owner to undertake an event or minor works on their property**

Attach a file:

**7. Public Liability Insurance Certificate**

Attach a file:

**8. Permits - written confirmation from Council of the permits you will require to complete your project eg. building or event permit**

Attach a file:

**Attachments 9 and 10 are for additional supporting documents**

**9. Other - if you have any other attachments**

Attach a file:

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**you wish to provide to support your application please add them here**

**10. Other - if you have any other attachments you wish to provide to support your application please add them here**

Attach a file:

**Is there anything else you would like to say in support of your application**

Word count:  
no more than 100 words

## Applicant's Declaration

\* indicates a required field

### Declaration

I certify that to the best of my knowledge the statements made in this application are true.

I am authorised by my group/organisation to be the applicant for this grant and complete this form and I agree that:

- The statements made in this application are true
- All necessary permits/approvals will be obtained prior to the beginning of the project
- The project will be covered by appropriate insurance
- All relevant health and safety standards will be met
- Council does not accept any liability or responsibility for the project

If successful, I as the authorised applicant will ensure that my group/organisation will abide by the following **General Conditions**:

- The group will enter into a funding agreement with Council for the grant amount awarded
- Grant funds can only be spent on the project approved by Council. If grant funds are spent on any other project or activity then Council must be reimbursed an equivalent amount. Similarly, any unspent funds must be reimbursed to the Council
- The grant funds are for a specific period and cannot be construed as being a commitment by Council for recurrent funding
- Any proposed major variations of project plans, milestones, budgets or timelines as outlined in your application form need to be discussed with the Grants Officer in advance. If your variation is agreed to, a variation request in writing must be sent to the Grants Officer before any changes to the project can be funded
- An acquittal report must be submitted to Council within one month of project completion. This report will include photos, copies of media and receipts for purchase of goods and services, as evidence of funds having been dispersed as agreed

### Limitations on available funding

I understand that the Community Grants Program is limited by the amount of funds available and applications will be viewed within the context of Council's overall budget. I am

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aware that applicants are not guaranteed funding nor can any applicant be guaranteed full funding

### Council acknowledgement terms

I understand that successful funding recipients are required to acknowledge and/ or promote the financial contribution made by Council to their project.

### Privacy Statement

Bass Coast Shire Council is committed to protecting your privacy and ensuring that all information provided in and arising from this Grant Application be kept confidential. Bass Coast Shire Council may need to collect, use and disclose information about the person, the organisation, the project or other relevant people stipulated in this Grant Application. By ticking the box below, your consent is given to Bass Coast Shire Council to disclose the information contained in and arising from this Grant Application to a third party so that the third party is able to assist Bass Coast Shire Council in assessing the Grant application.

I understand that if the application is successful, the project summary, name of the applying organisation and amount funded will be made public.

**I have read the above and confirm my acceptance \***  Yes

**Applicant contact details may be given to local newspaper journalists for grant promotion purposes**  Yes  No

### Submitted By

**Person completing application \***

First Name

Last Name

**Position in organisation \***

**Date \***

### Feedback

Thank you. Your application is now complete! Shortly after you hit the submit button you will receive an email with your application number and a copy of your application attached. Please check the copy of the application carefully and advise us immediately if there are any errors.

We would appreciate you taking a couple of extra minutes to provide us with any feedback you may have about

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this online application system, or the Community Grants Program. Suggestions will be considered for improving Council's Community Grants Program.

**How did you find our online application system \***

- Very Easy
- Easy
- Neither Easy nor Hard
- Difficult
- Very Difficult

**How did you find out about Community Grants \***

- Council's website
- Someone in my organisation
- Local newspaper
- Word of mouth
- Other:

**Please provide any other feedback you may have about the online application system or the Community Grants Program**