

Moorabool Community Grant Application Form- August 2026 1.2

Form Preview

Introduction

There are many fields within this form which require mandatory answers or information

Please ensure you have read both the Community Grants Program Guidelines and Community Grants Application Guide before attempting to complete this online application.

These documents can be accessed through the following link.

Community Grants Program Guidelines

Community Grants Program Application Guide

At a minimum, you should have the following documents ready to upload, before submitting:

- Quotes
- Certificate of Incorporation (mandatory except for individuals applying for a Arts & Culture specific project via the Community Strengthening Fund stream)
- Certificate of Currency - proof of public liability coverage (mandatory)
- Bank Statement (mandatory)
- Land Owner Letter of Approval (if required)

Those applying for a Community Infrastructure Fund Grant are required to supply additional documentation as explained in the Community Grants Program Guidelines

Should you experience any technical issues throughout your application please utilise the technical assistance contact details at the bottom of this page.

For all other enquiries please contact the Community Development Team on [\(03\) 5366 7100](tel:0353667100) or info@moorabool.vic.gov.au.

Organisation / Project Eligibility

* indicates a required field

You must confirm that your organisation and project meet all of the following mandatory eligibility criteria or you will be unable to submit your application.

Please contact the Community Development Team should you be unable to confirm any eligibility requirement.

Mandatory Eligibility Requirements

You have read both the Community Grants Program Guidelines and Community Grant Application Guide documents *

☐ Confirm

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Your project takes place within Moorabool Shire and is for the benefit of its residents *

☐ Confirm

Your project will be completed within 12 months of notification of funding success (with the exception of Community Infrastructure Fund projects) *

☐ Confirm

You have discussed the project with a Moorabool Shire Council Community Development Officer *

☐ Confirm

Your group is an incorporated 'not-for-profit' organisation or community group with an Australian Business Number (ABN), or auspiced* by one, OR, an individual applying for a Community Strengthening Fund (Arts & Culture Project ONLY) Grant with an ABN or auspice *

☐ Confirm

Certificate of Currency - Does the applicant hold or have access to \$20 million Public Liability Insurance? *

☐ Confirm

Your group does not have any outstanding acquittals, debts or accounts with Council *

☐ Confirm

If your project permanently impacts property for which you are not the owner, your group has a letter of approval from the land owners and managers? *

☐ Confirm

Your project does not require an ongoing commitment of funds from Council (with the exception of Community Events Grant projects considered for multi-year funding) *

☐ Confirm

Your project is not considered routine/cyclical maintenance works or considered regular organisational activity *

☐ Confirm

Your group did not receive funding in the last Grant round *

☐ Confirm

Your group can provide the necessary contribution for the project by way of cash, in-kind support or a combination of both. (Refer to the Community Grant Guidelines for further information) *

☐ Confirm

Your project and group/individual involvement does not create or cause actual, perceived or potential conflicts of interest? *

☐ Confirm

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Applicant/Auspice Details

* indicates a required field

Applicant Information

Are you applying as an Organisation/Group or Individual?

- ☐ Organisation/Group
☐ Individual

Please note that Individuals can only apply for Community Strengthening Fund (Arts & Culture).

Individual

Applicant

Title First Name Last Name

--	--	--

Organisation/Group

Name of Group/Organisation *

Organisation Name

--

Applicant Name: *

--

Applicant Information

Do you have an ABN?

- ☐ Yes
☐ No

Applicant Primary Address

Address

Any, but at least one field is required.

Applicant Postal Address *

Address

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

Applicant Primary Phone Number *

--

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Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Applicant Information

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.

Applicant Primary Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Auspice Information

Auspice Name *

Organisation Name

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	

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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.

Auspice Primary Address

Address

Any, but at least one field is required.

Auspice Primary Phone Number *

Must be an Australian phone number.

Auspice Primary Email *

Must be an email address.

Auspice Primary Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Auspice Project Contact *

Title First Name Last Name

Auspice Project Contact Position

Auspice Project Contact Primary Phone Number *

Must be an Australian phone number.

Auspice Project Contact Primary Email *

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Must be an email address.

Approval of Auspice organisation has been confirmed? *

☐ Yes ☐ No

Auspice Agreement *

Attach a file:

If using an auspice organisation, you will need to provide an Auspice Agreement confirming the auspice arrangement. Council's Community Development team can provide a template for this if required.

Grant Stream

* indicates a required field

What grant stream are you applying for? *

Community Strengthening Fund (up to \$10,000)
Community Events Fund (up to \$10,000)
Community Infrastructure Fund (up to \$100,000)

Community Strengthening Fund

* indicates a required field

Purpose & Contribution

The Community Strengthening Fund supports projects, programs and initiatives that strengthen community connections, build local capacity and increase participation.

Project Details

Project Name *

Clear short project title

Project Type *

- | | | |
|--|--|--|
| ☐ Community Program | ☐ Local Event | ☐ Youth Engagement |
| ☐ Training | ☐ Small Improvement | ☐ Facility Activation |
| ☐ Volunteer Development | ☐ Environmental Project | ☐ Other |
| ☐ Arts & Culture | | |

At least 1 choice must be selected.

Where will your project or program take place?

Please provide the identified venue/facility and suburb/township name.

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Funding requested

Grant Amount Requested *

Must be a dollar amount and no more than 10000.
Maximum \$10,000.

Project Criteria - Community Benefit (50%)

Criteria 1 - Please describe your project and why you want to do it (10%) *

Word count:

Must be no more than 100 words.

Provide a very clear and brief overview of your project. What you are planning to do? Why you are planning on doing it? Where you are planning on doing it? How you are planning on doing it? Who will benefit?

Criteria 2 - Why is this project needed in your community? (20%) *

Word count:

Must be no more than 250 words.

Explain why your project is needed and provide relevant evidence. To enhance your application, provide any relevant statistics, data or information. Describe what current/future issues or opportunities your project will assist with. Explain how your project is aligned to one or more strategic objectives of Council as outlined in a relevant Council plan or strategy.

Criteria 3 - What will this project achieve? (20%) *

Word count:

Must be no more than 250 words.

Clearly explain the key outcomes of your project. Describe what the community benefits of your project will be, including immediate benefits and long term benefits. Explain how your project will increase membership, participation or use. List the number of groups, members or participants your project will benefit.

Moorabool Shire Community Grant Funding is strategically created to enable community groups and organisations access to funds to assist in delivering their ideas and initiatives that align with the [Council Plan](#), [Community Vision](#) and/or help to deliver objectives within other relevant Council strategies and plans, including, but not limited to:

• [Municipal Public Health and Wellbeing Plan](#) • [Young Communities Strategy](#) • [Disability Action Plan](#) • [Positive Ageing Plan](#) • [Arts & Cultural Strategy](#) • [Female Friendly Strategy](#) • [Fair Access Policy](#) • [Sustainable Environment Strategy](#)

Please ensure you reference one of these plans or strategies and how it relates to your project in the above Criteria 2 section.

Physical Works or Small Improvements

Will there be physical works or small improvements to a facility and/or land of which you/your group are not the owner of as part of your project? *

☐ Yes ☐ No

Physical Works or Small Improvements (continued)

Please upload written approval from the property and/or land owner *

Attach a file:

Project Quotes

Please upload any associated quotes you have gathered for your project. You will be asked to provide more details in the budget section of this application.

New Question

Attach a file:

Community Events Fund

* indicates a required field

Purpose & Contribution

Purpose The Community Events Fund supports larger community events that: • Deliver social, cultural, community or economic benefits. • Attract visitors to the municipality. • Support the local visitor economy. • Activate public spaces and strengthen community life.

Project Detail

Event Name *

Public name of the event.

Event Type *

- | | | |
|--|---|--|
| ☐ Festival | ☐ Economic Event | ☐ Community Celebration |
| ☐ Tourism Event | ☐ Cultural Celebration | ☐ Major Public Event |

Total Funding Amount Requested:

Must be a dollar amount and no more than 10000.

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Event Date *

Must be a date and no earlier than 1/12/2026.

Expected Attendance *

Must be a number.

Where will the event take place?

Please provide the identified venue/facility and suburb/township name.

Is this a new or established event? *

- ☐ New Event
☐ Established Event

Multi Year Funding Consideration

Are you seeking multi-year funding consideration? *

- ☐ Yes
☐ No

If Yes, require event history and previous outcomes.

Event History and Management Experience

To be considered for multi-year funding, please provide a summary of the event history and your groups event management experience. *

Word count:

Must be no more than 250 words.

Please consider uploading letters of support when requested for supporting information later in the application to strengthen your bid for multi-year funding. Letters from community and/or local business stakeholders regarding the impact and benefit of your event are encouraged.

Project Criteria - Community Benefit (50%)

Criteria 1 - Please describe your project and why you want to do it (10%)f *

Word count:

Must be no more than 100 words.

Provide a very clear and brief overview of your project. What you are planning to do? Why you are planning on doing it? Where you are planning on doing it? How you are planning on doing it? Who will benefit?

Criteria 2 - Why is this project needed in your community? (20%) *

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Word count:

Must be no more than 250 words.

Explain why your project is needed and provide relevant evidence. To enhance your application, provide any relevant statistics, data or information. Describe what current/future issues or opportunities your project will assist with. Explain how your project is aligned to one or more strategic objectives of Council as outlined in a relevant Council plan or strategy.

Criteria 3 - What will this project achieve? (20%) *

Word count:

Must be no more than 250 words.

Clearly explain the key outcomes of your project. Describe what the community benefits of your project will be, including immediate benefits and long term benefits. In this section you must provide detail on how your event will attract visitors to Moorabool Shire.

Moorabool Shire Community Grant Funding is strategically created to enable community groups and organisations access to funds to assist in delivering their ideas and initiatives that align with the [Council Plan](#), [Community Vision](#) and/or help to deliver objectives within other relevant Council strategies and plans, including, but not limited to:

• [Municipal Public Health and Wellbeing Plan](#) • [Young Communities Strategy](#) • [Disability Action Plan](#) • [Positive Ageing Plan](#) • [Arts & Cultural Strategy](#) • [Female Friendly Strategy](#) • [Fair Access Policy](#) • [Sustainable Environment Strategy](#)

Please ensure you reference one of these plans or strategies and how it relates to your project in the above Criteria 2 section.

Grant Stream Upload Requirements

Event plan / run sheet

Attach a file:

Recommended; required for larger or higher-risk events.

Quotes

Attach a file:

Please upload any associated quotes you have gathered for your project. You will be asked to provide more details in the budget section of this application.

For more information and event associated templates, please visit Council's [Apply to Hold an Event](#) page.

Community Infrastructure Fund

* indicates a required field

Purpose & Contribution

Purpose The Community Infrastructure Fund supports larger community infrastructure projects that improve community participation, wellbeing, accessibility, sustainability and liveability across Moorabool Shire.

Application Requirements The level of supporting documentation required will depend on the size, complexity and risk of the project. Requirements per tier of funding requested:

- \$10,001-\$25,000 3 written quotes, project plan
- \$25,001-\$50,000 3 written quotes, project plan, 1 letter of support, other funding sources identified, maximum 50% in-kind contribution
- \$50,001-\$75,000 3 written quotes, project plan, masterplan, design drawings, 2 letters of support, other funding sources identified, maximum 30% in-kind contribution
- \$75,001-\$100,000 3 written quotes, project plan, masterplan, design drawings, risk management plan, community consultation plan, 3 letters of support, other funding sources identified, maximum 20% in-kind contribution Note: Council may request additional information depending on project scope, complexity and risk.

About Your Project

Project Name *

Project Type *

- ☐ Facility Upgrade
☐ Building Works

- ☐ Accessibility
☐ Sustainability
Improvement/Initiative

- ☐ Participation Infrastructure

Facility / Asset Name *

Name of facility, reserve, building

Where will your project take place?

Please provide the suburb/township name.

What Funding level is Requested?

This will determine what information is required to support your project.

Exact Grant Amount Requested *

Must be a dollar amount.

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Please provide the amount of grant funding you are seeking. Must be \$10,001 to \$100,000

Project Criteria- Community Benefit (50%)

Criteria 1 - Please describe your project and why you want to do it (10%) *

Word count:

Must be no more than 100 words.

Provide a very clear and brief overview of your project. What you are planning to do? Why you are planning on doing it? Where you are planning on doing it? How you are planning on doing it? Who will benefit?

Criteria 2 - Why is this project needed in your community? (20%) *

Word count:

Must be no more than 250 words.

Explain why your project is needed and provide relevant evidence. To enhance your application, provide any relevant statistics, data or information. Describe what current/future issues or opportunities your project will assist with. Explain how your project is aligned to one or more strategic objectives of Council as outlined in a relevant Council plan or strategy.

Criteria 3 - What will this project achieve? (20%)

Word count:

Must be no more than 250 words.

Clearly explain the key outcomes of your project. Describe what the community benefits of your project will be, including immediate benefits and long term benefits. Explain how your project will increase membership, participation or use. List the number of groups, members or participants your project will benefit.

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Please ensure you reference one of these plans or strategies and how it relates to your project in the above Criteria 2 section.

Required Information

Project Plan *

Attach a file:

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Required for all infrastructure applications

3 Written Quotes *

Attach a file:

Required for all infrastructure applications

Required Uploads

Letters of Support *

Attach a file:

\$25,001-\$50,000 1 letter of support, \$50,001-\$75,000 2 letters of support, \$75,001-\$100,000 3 letters of support

Masterplan *

Attach a file:

Provide evidence of a Masterplan for the Project.

Design Drawings *

Attach a file:

Please provide Design Drawings for the Project.

Required Uploads

Risk Management Plan *

Attach a file:

Please provide a Risk Management Plan for the Project.

Community Consultation Plan *

Attach a file:

Please provide a Community Consultation Plan for the Project.

Project Criteria- Logistics & Budget

* indicates a required field

Criteria 4 - Project Stakeholders and key roles (15%)

Criteria 4 - Who will be involved in the project? *

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Word count:

Must be no more than 250 words.

Explain who will be responsible for managing your project and their role. Explain how your group has planned your project. List all the project partners (list all the groups involved in the planning and implementation of the project). Explain how your community has been involved in planning the project.

Criteria 5 - Project & Risk Management (15%) Part 1

Criteria 5- How will you carry out your project? (including risk management) *

Word count:

Must be no more than 250 words.

How will the project be managed? What facilities / services / programs / equipment will be utilised during the project? What potential risks to the project have you identified and how will you prevent, minimise or manage these? Will the project address documented health and safety issues? For capital works explain how the asset will be maintained. For programs and events explain how future programs and events will be funded once funding has ceased.

Criteria 5 - Project & Risk Management (15%) Part 2

Please list your proposed project tasks, start date and completion date, should you be successful in receiving funding. For example:1. Meet with key project stakeholders2. Engage contractor3. Project start4. Project completion5. Project acquittal completed and sent to Moorabool Shire Council.

Please note that due to the assessment timeline, all tasks must begin after 01 December 2026.

Project Task	Completion Date
	Must be a date and no earlier than 1/12/2026.

Criteria 6 - Please provide a project budget and explain how you arrived at the costs (20%)

Please list all anticipated project/program income and expenditure.

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Community Strengthening Fund:

Up to \$1,000

No contribution required.

\$1,001 to \$5,000

Applicant contributes \$1 for every \$2 requested above \$1,000. Cash and/or eligible in-kind can count.

\$5,001 to \$10,000

Applicant contributes \$2,000 plus dollar-for-dollar contribution for the amount above \$5,000. Cash and/or eligible in-kind can count.

Community Events Fund:

Up to \$10,000

Applicant must provide dollar-for-dollar 1:1 cash contribution. In-kind can be recorded but cannot count toward required match.

Community Infrastructure Fund:

\$10,001 to \$100,000

Minimum contribution = \$5,000 plus dollar-for-dollar contribution for every dollar requested above \$10,000.

\$25,001 to \$50,000

Maximum 50% of required contribution can be in-kind.

\$50,001 to \$75,000

Maximum 30% of required contribution can be in-kind.

\$75,001 to \$100,000

Maximum 20% of required contribution can be in-kind.

Your total project/program Income amount and Expenditure amount must be identical.

Your 'in-kind material' and 'in-kind labour' Expenses should match your 'in-kind material' and 'in-kind labour' Income.

- In-kind volunteer contributions will be calculated at \$40 an hour.
- Professional service contributions will be calculated at a fair and reasonable industry rate

Income

Income source	Amount (\$)	Confirmed?
	Must be a dollar amount.	
Requested Moorabool Community Grant		
Cash contribution (your group)		
In-kind material		

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In-kind labour		
External grant/s		
Other (please write here)		
Other (please write here)		

Expenses

Expenditure item	Amount (\$)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

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.
This number must be zero

Additional budget information

Explain in detail each listed budget item and how you arrived at that cost. Detail any in-kind expenses and how you've calculated them. Demonstrate how you've sought local goods or service providers as a preference. Demonstrate how your project will achieve value for money. Demonstrate that the project is not the responsibility of the State or Federal Government - applications for funding that are deemed responsibility of State and/or Federal government will not be given priority.

*

Word count:

Must be no more than 250 words.

Required Documentation

* indicates a required field

You are required to submit mandatory documents as part of your application, as per Community Grants Program Guidelines.

Multiple files can be uploaded for each section below.

Certificate of Incorporation (mandatory)

Please attach your group's Certificate of Incorporation *

Attach a file:

A minimum of 1 file must be attached.

Current Certificate of Currency (mandatory)

Please attach your group's or your auspice organisation's Certificate of Currency (proof of current public liability insurance to the value of \$20 million) *

Attach a file:

A minimum of 1 file must be attached.

Bank Statement (mandatory)

Please attach a Bank Statement for your group or your auspice organisation from the past 3 months. *

Attach a file:

A minimum of 1 file must be attached.

Current Annual Financial Statement (mandatory for Community Development Fund applicants)

Please attach your current Annual Financial Statement if you are applying for a Community Development Fund grant

Attach a file:

Further Support Material:

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Please attach any further material which may assist your grant application.

Attach a file:

If you have been unable to provide an appropriate mandatory document, please state why:

Feedback, Declaration and Privacy Statement

* indicates a required field

Where did you find out about this round of the Community Grants Program? *

- | | |
|---|---|
| ☐ Local newspaper | ☐ Radio |
| ☐ Moorabool Shire Facebook page | ☐ Councillor |
| ☐ Moorabool Shire Community & Recreation Facebook page | ☐ Moorabool Shire staff member |
| ☐ Other Facebook page | ☐ Moorabool Matters |
| ☐ Email | ☐ Town entrance banners |
| ☐ Poster | ☐ Electronic road sign |
| ☐ Community noticeboard | ☐ Other: <input type="text"/> |

Multiple options can be selected

Please select the Community Development Officer/s you have discussed your project with. *

- | | |
|---|--|
| ☐ Vivian Cooper | ☐ Vanessa Costolloe |
| ☐ Kristian Brudenell | ☐ Beth Wallace |
| ☐ Nicholas Sluggett | |

Did you find this online application form user friendly, considering there are mandatory program and content requirements?

- ☐ Yes ☐ No (please comment why) ☐ Somewhat

Comment

Did you find the Community Grants Program Guidelines and Community Grant Application Guide documents helpful?

- ☐ Yes ☐ No ☐ Somewhat

Comment

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Do you have any other feedback on these documents, the application process or overall Community Grants Program?

Terms and Conditions

This community grant is provided by Council to the authorised recipient subject to the following conditions:

General

- 1.The grant must be used solely for the works detailed in the project for which the recipient has applied.
- 2.The grant is provided on the condition that the recipient provides the agreed contributions of funding and/or in-kind specified as per the application and that the recipient's contribution is not provided using operational funding provided by Council.
- 3.The recipient is responsible for any shortfall incurred by the project.
- 4.All correspondence and details of financial commitments and/or works must be available for perusal, by the Council at any stage during the project, by prior arrangement.
- 5.The recipient must acknowledge the Council in all publicity and promotion of the project, including on all signage.

Variations

- 1.Any variations to the approved project must be discussed with the Community Development Team and must be agreed to in writing by both parties prior to execution of any variation.

Standard of Works

- 1.The recipient shall ensure works adhere to all relevant building industry standards. (i.e. the Building Code of Australia.) and that all permits and approvals are received prior to works commencing.
- 2.The recipient shall provide all evidence of planning and building permit requirements and include these in the project acquittal.

Insurances

- 1.The recipient indemnifies Council against all claims arising from conduct of any/all phases of the project.
- 2.The recipient is responsible for all insurances relating to the project.
- 3.A copy of the Certificate of Currency for all insurances including but not limited to Public Liability, Work Cover etc must be provided prior to commencement of the project.

Native Title

- 1.Native Title permission must be sought where necessary. The recipient must satisfy themselves that they have met these obligations.

Grant Monies Acquittal

- 1.The recipient shall acquit The grant by completing the Project/Evaluation Report demonstrating that the project has been completed. The acquittal of grant monies must include:
 - In-kind log sheet
 - Project income and expenses summary sheet

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- Copies of all invoices for all project expenses incurred
 - Publicity and promotional material
 - Before and after photos
 - Evidence that planning/building permit requirements have been met
 - Evidence that matching contribution, where applicable, has been provided for the project
- 1.The recipient agrees that projects not fully acquitted will render them ineligible for future grant applications.
 - 2.The recipient agrees that grant monies will be returned to the Council where a project does not fully comply with acquittal requirements

Health and Safety

- 1.It is the responsibility of the grant recipient to ensure they comply with all local, state and federal laws including compliance with any restrictions in place due to health advice.
- 2.For further information to help organisers please visit <https://www.moorabool.vic.gov.au/Services-and-support/Business/Events-and-filming/Planning-an-event> For public events Council will require proof all requirements have been met before grant funds will be released.

Recurrent Responsibilities

- 1.All recurrent expenses/responsibilities/liabilities arising as a result of the project, including, but not limited to, maintenance, upkeep, impact, damage, etc, is the responsibility of the recipient.

Project Completion

- 1.The project, all associated works, accounts and acquittals shall be completed by 31 December 2027. Exclusions apply for Community Infrastructure Fund Applications.

I agree to the above Terms and Conditions *

☐ I agree

Declaration and Privacy statement

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the Moorabool Shire Council immediately if any information provided in this application changes or is incorrect. Should you need to change or access your personal details, please contact [5366 7100](tel:53667100).

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

☐ Yes

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Authorised Person One *

Title	First Name	Last Name

This person must be the applicant

Position Held *

Date of declaration *