

# Community Grant Application Form - August 2026

## 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 & Application Guide](#)

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

- Quotes (mandatory)
- Certificate of Incorporation (mandatory except for individuals applying for Arts & Culture Grant)
- Certificate of Currency - proof of public liability coverage (mandatory)
- Bank Statement (mandatory)
- Land Owner Letter of Approval (if required)

Those applying for a Community Development Fund Grant are required to supply additional documentation as explained in the supporting documentation.

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](mailto: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 Grant Program Guidelines and Community Grant Application Guide documents \***

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Confirm

**Your group has spoken about your project with a Moorabool Shire Council Community Development Officer \***

Confirm

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

Confirm

**Your group is an incorporated 'not-for-profit' organisation with an Australian Business Number, or auspice\* by one, OR, an individual applying for a Community Arts & Culture Grant with an ABN or auspice \***

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 \***

Confirm

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

Confirm

**Your group did not receive funding in the last round (excludes auspice organisations) \***

Confirm

**If applying for an event grant, your event has not received a grant for the past two years and you can clearly demonstrate that the event is introducing a new initiative/element \***

Confirm

I am not applying for an Events Grant

**Your project will be completed within 12 months of notification of funding success (applications for the Community Development Fund exempt - please refer to guidelines) \***

Confirm

I am applying for a Community Development Fund Grant

**Your group can provide contribution towards the project (not required for small Community Strengthening projects under \$1000) on a \$1 for \$1 ratio (Council \$1:Group \$1), by way of cash, in-kind support or a combination of both. (Refer to the Community Grant Application Guide for further information) \***

Confirm

**Your group does not have any outstanding accounts with Council \***

Confirm

**Your group will disclose any actual or perceived conflicts of interest in writing, within your application \***

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Confirm

### Applicant/Auspice Details

\* indicates a required field

#### Applicant

Individual  Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Do you have an ABN?

Yes

No

#### Applicant Primary Address

Address

  

Any, but at least one field is required.

#### Applicant Postal Address

Address

  

#### Applicant Primary Phone Number \*

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

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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.

### **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	
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.

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### 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 \*

Must be an email address.

### Approval of Auspice organisation has been confirmed? \*

Yes

No

## Project Details

\* indicates a required field

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**Project Name \***

**What grant stream are you applying for? \***

**Project start date: \***

Must be a date and no earlier than 1/12/2025.  
Project commencement date is an approximate date only, it may be extended pending assessment timelines.

**Project end date: \***

Must be a date

**Where will your project or program take place? \***

Funding request

**Total Amount Requested - Community Strengthening \***

\$

Must be a dollar amount and no more than 5000.

**Total Amount Requested - Arts & Culture or Events \***

\$

Must be a dollar amount and no more than 3000.

**Total Amount Requested - Sustainability & Environmental Engagement \***

\$

Must be a dollar amount and no more than 3000.

**Total Amount Requested - Community Development Fund \***

\$

Must be a dollar amount and no more than 100000.

**Total Project Cost**

\$

Must be a dollar amount.

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

Capital works, improvements or alterations

**Does your project involve any capital works, improvements or alterations? \***

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Yes

No

**Do you have landowner approval? \***

Yes

No

To be eligible for submission you must obtain landowner approval and provide a signed letter as part of this application, or else your application can't be submitted.

You will need to upload your signed Landowner Letter of Approval at the end of this application

## Project Criteria

\* indicates a required field

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

Word count:

Must be no more than 100 words.

In one or two paragraphs, 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 the Council Plan 2021-2025.

Click on the following links to access a relevant Council Plan.

Please note, you do not need to reference all plans, just choose 1-2 objectives from a plan relevant to your project to demonstrate a need for your project.

[Moorabool Shire Council Plan 2025-2029](#)

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[Moorabool Shire Council Health and Wellbeing Plan 2021-2025](#)

[Moorabool Shire Council Arts and Culture Strategy 2021-2025](#)

[Moorabool Shire Council Age Well Live Well Strategy 2022-2025](#)

[Moorabool Shire Council Disability Access and Inclusion Plan 2021-2024](#)

### 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.

### Criteria 4 - Who will be involved in the project? (15%) \*

#### 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.

## Project Criteria (continued)

\* indicates a required field

### Criteria 5- How will you carry out your project? (including risk management) (15%) \*

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.

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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 stakeholders 2. Engage contractor 3. Project start 4. Project completion 5. Project acquittal completed and sent to Moorabool Shire Council.

Please note that due to the assessment timeline, all tasks must begin after 1 December 2026.

Project Task	Completion Date
	Project commencement adding assessment timelines.ate is an approximate date only, it may be extended pen Must be a date and between 1/12/2026 and 31/12/2027.

## Project Budget

\* indicates a required field

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.

Applicants requesting community grant funding between \$1,000 and \$5,000 must demonstrate matching income funds of \$1:\$1 group to Council.

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 income labour is calculated at \$25 per hour.

## Income

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

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In-kind material		
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 required

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.

\*

**Please attach your project quote/s (multiple files can be uploaded) \***

Attach a file:

A minimum of 1 file must be attached.

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### Social Impact

Will your project specifically address any of the following social issues?

**Social isolation and inclusion**

Yes

**Gender inequity and/or diversity**

Yes

**Prevention of violence**

Yes

**Mental health**

Yes

**Homelessness**

Yes

**Discrimination**

Yes

**Low income**

Yes

**Health and well-being**

Yes

**Other (please list)**

### 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 or your auspice organisation'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) \***

Attach a file:

A minimum of 1 file must be attached.

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### 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.

### Landowner Letter of Approval

**Please attach a signed letter of approval from the land owner if your project occurs on land other than your own.**

Attach a file:

### 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:

**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? \***

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

Multiple options can be selected

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

- Vivian Cooper  
 Kristian Brudenell

**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**

**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.

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- 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
  - 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->

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[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 Development 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

**Authorised Person's Name \***

Title

First Name

Last Name

**Position held \***

**Date of declaration \***