

Moorabool Community Grant Application Form- Quick Response 25-26

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)
- Certificate of Currency - proof of public liability coverage (mandatory)
- Bank Statement (mandatory)
- Land Owner Letter of Approval (if required)

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 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

Your project addresses an urgent, unforeseen or time-sensitive need that cannot wait for the next scheduled grant round *

☐ 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 / has an eligible auspice, or is a Community Asset Committee activating a Council facility *

☐ 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 organisation has not already received a Quick Response Fund grant in the current financial year *

☐ Confirm

The costs in this application are not able to be covered by an existing insurance claim or policy *

☐ Confirm

This project is not more suitable for another Council grant stream (open in March and August annually) *

☐ 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) *

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☐ Confirm

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

☐ Confirm

Applicant/Auspice Details

* indicates a required field

Organisation/Group

Name of Group/Organisation *

Organisation Name

Applicant Name: *

Individual

Applicant

Title

First Name

Last 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.

Quick Response Grant

* indicates a required field

Purpose & Contribution

The Quick Response Fund supports urgent, unforeseen or time-sensitive community needs that cannot wait until the next scheduled grants round.

Project Details

Project Name *

Clear short project title

Where will your project or program take place?

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

What type of urgent need does this project address?

- ☐ Replacing equipment lost through theft/vandalism/fire/natural disaster
- ☐ Urgent repair to maintain continuity of community services
- ☐ Time-sensitive volunteer training/development
- ☐ Emerging community need or opportunity
- ☐ Essential service continuity
- ☐ Youth-led initiative outside normal grant timelines

Please describe the urgent or unforeseen circumstance and why it cannot wait for the next scheduled grant round

Word count:

Must be no more than 150 words.

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Funding requested

Grant Amount Requested *

Must be a dollar amount and no more than 3000.

Maximum \$3,000

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 150 words.

Explain why your project is needed and provide relevant evidence. Describe what current/future issues or opportunities your project will assist with.

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

Word count:

Must be no more than 150 words.

Clearly explain the key outcomes of your project. Describe what the community benefits of your project will. List the number of groups, members or participants your project will benefit.

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:

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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.

Project Quotes

Attach a file:

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? *

Word count:

Must be no more than 150 words.

Explain who will be responsible for managing the project and their role.

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 200 words.

How will the project be managed? 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?

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

Project Task

Completion Date

	Must be a date.

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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.

Quick Response Fund

- Up to \$500 requested - no contribution required.
- \$501-\$3,000 requested - applicant contributes \$1 for every \$2 requested above \$500 (cash and/or eligible 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

Use our [Income Budget Calculator](#) to assist in determining your cash and in kind contributions for your project. All sums must be entered into the budget table below. You will then need to add Expenses and ensure the Income and Expenditure of your project balance each other to the sum of \$0.

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

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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

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:

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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.

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? *

- | | |
|---|---|
| ☐ 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 | |

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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.
- 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

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- 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-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 within 12 months of notification.

I agree to the above Terms and Conditions *

☐ I agree

Declaration and Privacy statement

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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 *	Title	First Name	Last Name

This person must be the applicant

Position Held *

Date of declaration *