

Glenelg Shire Minor Community Grant Application Form 2024-2025

Form Preview

Project Overview

* indicates a required field

[Click here to view or download a pdf copy of the Glenelg Shire Minor Community Grant Guidelines.](#)

**What is your group/
organisation name ***

Project Name *

The name of the project this funding will support.

Project Description *

Must be no more than 100 words.
Must be no more than 100 words

Total Project Cost

Must be a dollar amount.
What is the total budgeted cost (not over \$500 dollars) of your project?

Total Amount Requested

Must be a dollar amount.
What is the total financial support you are requesting in this application?

**Project start date.
Please note: The start
date of your project
must be after funding is
received. ***

Must be a date

**Project end date. Please
note: Projects must be
completed within 12
months of accepting the
funding agreement. ***

Must be a date

**Which township/
community will benefit
from your project? ***

Must be no more than 50 words.

**Have you discussed this
project with a Council
Officer? ***

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Discussion of your project idea is strongly encouraged for all applications. Please indicate the name of the relevant Glenelg Shire Council Officer you have discussed your proposal with. Please refer to the below staff listing for contact details.

Please contact the following officers to discuss your project:

- Recreation: Paige Williamson on 5522 2520 or via email pwilliamson@glenelg.vic.gov.au
- Public Halls: Virginia Bobbitt on 5522 2217 or via email vbobbitt@glenelg.vic.gov.au
- Community Strengthening: Justine Cain on 5522 2254 or via email jcain@glenelg.vic.gov.au
- Community Events: Neysa Sutherland on 5522 2387 or via email events@glenelg.vic.gov.au
- Arts, Culture and Heritage: Agostina Hawkins on 5522 2326 or via email arts@glenelg.vic.gov.au

Eligibility Checklist

* indicates a required field

Checklist

The eligibility checklist below is designed to help groups, groups/organisations determine their eligibility for the Glenelg Shire Council's Community Grants. Please note: Groups, clubs or organisations that receive State or Federal Government funding are NOT eligible for funding.

**Has your organisation or
auspicing organisation
acquitted all funding
previously received from
us? ***

**Are you a small to
medium non-profit grass
roots organisation? ***

**Is the funding
application for a
program/activity or
asset which is a primary
or core service or
responsibility of State or
Federal Government? ***

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Is the major emphasis of the project within the Glenelg Shire? *

Will the project start date be after funding is received? *

Is your organisation incorporated? If not, have you listed an eligible organisation that will auspice on your behalf? *

Public Liability

If you are applying for the use of a Council owned facility.

Have you provided a current copy of your Public Liability Insurance details?

Risk Assessment

If you are applying for a grant to run an event or if applying for the use of a Council owned facility.

Have you provided a Risk Assessment Plan with your application?

Where possible, quotes and/or estimates should be supplied to support your application.

Please note that eligibility does not guarantee application success.

Organisation Information

*** indicates a required field**

Part A: Applicant Details

Applicant *

☐ Individual
Organisation Name

☐ Organisation

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Title	First Name	Last Name

Authorised Person *

Title	First Name	Last Name

This is the person who is authorised by the organisation to make the application on their behalf.

Authorised Person's Position *

This is the person who is authorised by the organisation to make the application on their behalf.

Street Address *

Address

Suburb	State	Postcode

Must be an Australian post code

Postal Address

Address

Suburb	State	Postcode

Must be an Australian post code

Authorised Person's Email *

Must be an email address

Authorised Person's Primary Phone Number

Previous Funding Status

Has your organisation acquitted and previously received funding from us? *

- ☐ Yes
- ☐ No

Comments

Please provide any further information required to help us assess whether previous funding has been acquitted.

Incorporated Association Status

Are you an Incorporated Association? *

- ☐ Yes. please provide your Incorporation Number below
- OR
- ☐ Provide your Organisation’s Australian Business Number (ABN) below and go straight to Section 2 - Project Overview on the next page. You do not require an auspice organisation.
- ☐ No, please complete Part B: Auspice Organisation details below. You require an incorporated association (an auspice organisation), to manage the grant funds on your behalf. NB if the proposed organisation has an outstanding Community Grant acquittal itself, it is ineligible to auspice another organisation’s application. Please check.

Incorporation Number

ABN Details

Organisation's 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	

Part B: Auspice Organisation details

Auspice Organisation

Organisation Name

The name of the organisation who will be auspicing, or managing, the grant funds on your behalf.

Auspice Project Contact

TitleFirst NameLast Name

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Auspice Project Contact Position

The contact person's position in the auspice organisation.

Auspice Primary Address

Address

Suburb State Postcode

Must be an Australian post code.

Auspice Postal Address

Address

Suburb State Postcode

Auspice Project Contact Primary Phone Number

Auspice Project Contact Other Phone Number

Auspice Project Contact Primary Email

Type of Organisation:

- ☐ Incorporated Association
- ☐ Other

Auspice Organisation's 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

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ACNC Registration
Tax Concessions
Main business location

Please note that a signed LETTER OF AGREEMENT from the ELIGIBLE auspice organisation must be included with this application form for your application to be considered.

Attach a file:

Project Details

* indicates a required field

Below outline how your project addresses the assessment criteria.

Please refer to the [‘Click here to download a pdf copy of the Minor Community Grants Guidelines’](#) for detailed criteria information.

Responses to each question should be no more than 150 words.

Describe your project. Include how your project is extraordinary in nature and why the application cannot be submitted in the upcoming round of the Community Grants Program. *

Word count:

Must be no more than 150 words.

Describe what your project will achieve. Include your projects benefit to the target community. Include how your project actively provides opportunities to increase access and participation. *

Word count:

Must be no more than 150 words.

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Describe how your project supports the growth and development of your group/organisation. Include how your project builds on the strengths of the Glenelg Shire community and its assets. *

Word count:
Must be no more than 150 words.

Describe how your project will mitigate any negative impact on the environment. Include evidence of how your project will be environmentally conscious. *

Word count:
Must be no more than 150 words.

Describe how your project will be achieved in a set timeframe and how the project is financially viable and sustainable. Include how your group/organisation will promote the Glenelg Shire's contribution to your project. Include what publicity and marketing you have planned for the project. *

Word count:
no more than 150 words

Project Budget

Please provide details of the income and expenditure for your project. Note the **TOTAL INCOME** amount **MUST EQUAL** the **TOTAL EXPENDITURE** amount. You are required to submit your budget using the categories provided, which are relevant to your project. If you cannot provide enough details in this section, please provide a summary here and provide the details on a separate sheet using the categories.

Budget

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Income	\$
Cash amount sought from Council's Community Grants Program	
Funds from your organisation	
Other Grants	
External Business Contribution	
Community Fundraising	
IN-KIND SUPPORT - Volunteer Labour	
IN-KIND SUPPORT - Materials	
IN-KIND SUPPORT - Facilities	
Other - (Please specify)	
Council in-kind support sought (Max \$500)	

Expenditure	\$
Administration overheads	
Advertising and Promotion	
Contingencies and Allowances	
Education and Training	
Printing	
Salaries (please detail)	
Transport	
Venue / Meeting room hire	
Other incl. in-kind (please specify)	
Other (please specify)	

Note: The total budget for combined cash grant and Council in-kind support applications must not exceed the maximum amount of \$500.

Supporting Documentation

* indicates a required field

Where possible, please supply quotes and/or estimates and other relevant information to support your application.

Please note that eligibility does not guarantee application success.

Quotes/estimates 1

Attach a file:

Quotes/estimates 2

Attach a file:

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Risk Management Plan

Attach a file:

If you are applying for a grant to run an event or will use a Council owned facility you must provide a Risk Management Plan

Public Liability Insurance

Attach a file:

If you are applying for a grant of over \$2000 or using a Council Owned facility you must provide Public Liability Insurance details

Letter of Agreement from auspice organisation (if applicable)

Attach a file:

Letters of support and pledges (includes cash and in-kind)

Attach a file:

Additional Information

Attach a file:

Additional Information

Attach a file:

Privacy Collection Notice:

The Glenelg Shire Council (Council) collects this information for the purpose of processing and reviewing eligibility of your Glenelg Shire Minor Community Grant Application (grant application). Council is required to collect this information for financial management and reporting requirements under the *Local Government Act 2020*. Council uses SmartyGrants software program to administer grant applications.

For the same purpose, Council may share your information to the parties involved in the assessment of your application. This includes Council's Assessing Officers, Councils Executive Team and Councillors. Council will not provide the information collected from you to external agencies unless it has been authorised to do so by you or is permitted or required to do so by law. Minor Community Grants will be discussed by Council's Executive Team.

If you choose not to provide the required information, you may be deemed ineligible for this grant opportunity. Council will ensure that any personal information is held securely in accordance with the *Privacy and*

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Data Protection Act 2014 (Vic). Should you need to change or access your personal details, please contact Virginia Bobbitt, Grants Officer, on 03 5522 2217 or communitygrants@glenelg.vic.gov.au. If you have any concerns in respect to the way your personal information or application or other material will be used please contact Glenelg Shires Privacy Officer on 1300 453 635 or enquiry@glenelg.vic.gov.au

Declaration:

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 group/organisation.

I agree that I will contact Glenelg Shire Council immediately if any information provided in this application changes or is incorrect.

I understand that this application may not necessarily result in funding approval.

By signing this document I acknowledge I have read the accompanying guidelines for applicants provided with this application form. By signing you are agreeing to abide by all conditions contained in the Ageing Well Grants guidelines document, and in particular the 'Monitoring and Accountability' conditions as per page 4 of the guidelines.

If successful, this declaration forms a binding funding agreement and funds must be spent on the project nominated in the application form.

Minor Community Grant payments do not include GST.

Please download a copy of the completed application for your group/organisations records.

Signed by Organisation Contact *

Organisation Name

Confirmation of Nominated Bank Account *

Attach a file:

Confirmation of Nominated Bank Account can be a snip of a statement, a screen shot of the online account or a photocopy/scan of a statement. Note: the only part of the account we need to see is the Account Name, BSB and Account Number - funding will not be released until this information is provided.