

Glenelg Shire Minor Community Grant Application Form 2023-2024

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 club or group 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?

Anticipated project start date: *

Must be a date

Anticipated project completion date: *

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? *

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.

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Please contact the following officers to discuss your project:

- Recreation and Public Halls: Hayden Annett on 5522 2260 or via email hannett@gleneelg.vic.gov.au
- Community Strengthening: Justine Cain on 5522 21254 or via email jcain@gleneelg.vic.gov.au
- Community Events: Sarah Tolliday on 5522 2138 or via email stolliday@gleneelg.vic.gov.au
- Arts, Culture and Heritage: Virginia Winter on 5522 2263 or via email arts@gleneelg.vic.gov.au

Eligibility Checklist

The eligibility checklist below is designed to help groups, clubs or 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.

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

Have you, or the incorporated organisation that has agreed to auspice your application, acquitted all previous Glenelg Shire Council Community Grants and cleared all debts owing to Council?

Is the project start date in the future?

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

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Are you a small to medium non-profit organisation?

If requesting over \$1000, can your organisation match the contribution?

Public Liability

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

Have you attached 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?

If you have answered YES to all of the above relevant questions you are eligible to apply for the Community Grants Program.

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

Organisation Name

Title

First Name

Last Name

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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 *

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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

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Previous Funding Status

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

- ☐ Yes
☐ No

Comments

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

Incorporated Association Status

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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 auspicings, or managing, the grant funds on your behalf.

Auspice Project Contact

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

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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
ACNC Registration	
Tax Concessions	

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Main business location

Must be an ABN

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:

Weighted Selection Criteria

* indicates a required field

Please indicate how your project addresses the following assessment criteria: community involvement, community benefit, evidence of need, capacity building, financial issues and economic impact, sustainability and environmental. **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.

Please describe your project? *

Word count:

Must be no more than 150 words.

What will this project achieve? What will be the outcomes? *

Word count:

Must be no more than 150 words.

How will this project make your club more sustainable into the future? *

Word count:

Must be no more than 150 words.

What level of impact will the project have on the environment and what

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measures will be taken to minimise them? *

Word count:
Must be no more than 150 words.

How will your club promote the Glenelg Shire's contribution to your 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

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)	

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

Supporting Documents

Please provide relevant documents to support your application. These might include:

Letter of Agreement from auspice organisation (if applicable)

Attach a file:

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

Attach a file:

Annual Reports

Attach a file:

Bank Statements

Attach a file:

Quotes/estimates 1

Attach a file:

Quotes/estimates 2

Attach a file:

Quotes/estimates 3

Attach a file:

Risk Management Plan (If applicable)

Attach a file:

Public Liability Insurance cover of at least \$10million (If applicable)

Attach a file:

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Other documents may be requested if successful.

Declaration and Privacy statement

* indicates a required field

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 and agree to abide by all conditions contained in the Community Grants Guidelines and in particular the Monitoring and Accountability conditions of the guidelines.

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

Glenelg Shire Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the Trustees'/Directors' powers, functions and purposes. It may also be used by the Trustees/Directors and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. We may refer this application to external experts or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. Should you need to change or access your personal details, please contact the Community Grants Administrator on 03 5522 2207 or at communitygrants@glenelg.vic.gov.au

I understand that Glenelg Shire Council is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, Glenelg Shire Council will consult with the applicant before any decision is made to release the application or supporting documentation.

I understand that this is an application only and may not necessarily result in funding approval.

By signing this document you are agreeing to abide by all conditions contained in the Minor Community

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Grant Guidelines, and in particular the 'Monitoring and Accountability' conditions as per [page 5](#) of the guidelines.

The personal information in this form is collected for administrative purposes in relation to a successful Community Grant application. The information will be used for this purpose only and will not be disclosed to other organisations unless required to do so by law.

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.

If successful, funds must be spent on the project nominated in the application form.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position Held *

Date of Declaration *

Must be a date