2024 R2 Community Grants Application Form
Form Preview

Welcome

* indicates a required field

Please read the **Community Grant Guidelines** before starting an application http://www.basscoast.vic.gov.au/Grants

It is a **requirement of the grant process** that you speak to the Community Grants and Projects officer prior to starting your application.

You **must** seek advice from the relevant Council officer for Minor Capital Works and Major Project applications.

Your group or organisation **must have submitted an Acquittal Report** for past funded community grant applications or your application may be ineligible.

For advice or assistance contact Council's **Community Grants and Projects Officer** via email grantenquiry@basscoast.vic.gov.au, or telephone1300 BCOAST(226 278) or (03) 5671 2211.

As you fill out this application form, it is highly recommended that you click the **'save progress' button every 10 minutes** or you may lose your work.

Does your group/organisation have a debt with Council? *
○ Yes   ○ No
Council debts include unpaid rates, enforcement fines, unacquitted grants from another departments within Council. If unsure, it is your responsibility to follow it up.

Have you spoken to the relevant Council officer about your project? *
○   Yes
○   No - we recommend that you discuss your project first to ensure it is eligible and that you understand all terms and conditions if the application is successful
The Community Grant Guidelines contains a list of Council officers to discuss your proposed project with

If yes, please provide the officer's name *

[   ]

I confirm that the applicant organisation has completed all due Acquittal Reports for past funded Community Grants
☐   Not Applicable
☐   Yes
☐   No. Please call the Community Grants and Projects Officer before proceeding
☐   Don't know. Please call the Community Grants and Projects Officer before proceeding
If all past due acquittal reports are not submitted, your group/organisation may be ineligible for future funding

Applicant and Organisation Details

* indicates a required field

Applicant Organisation Details

Applicant organisation registered name *

Applicant contact name *

First Name

Last Name

We will contact this person for all communication about this applicaiton

Position in the organisation *

Eg President, Secretary, Grants Officer

Applicant email address (consider using your groups email address rather than a personal one) *

We will use this email address for all communication about your application

Applicant contact business hours phone number *

Must be an Australian phone number.

Applicant contact mobile number *

Must be an Australian phone number.

Applicant primary address *

Address

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

If your group doesn't have its own primary address where do you normally meet? *

Do you meet at the same place or do your meetings move around eg local coffee shops, clubs, hall etc

Is your group located in a Council building / facility? *

○ Yes   ○ No

If yes, do you have a current lease / licence with Council? *

○ Yes   ○ No   ○ N/A

Select N/A if you group is not located in a Council facility

How many members are in your organisation/ group? *

How many of those members are Bass Coast residents? *

[   ]

Bass Coast Shire Council adopted a Gender Equality Action Plan in 2021 to create gender equality for our workforce and community, and is committed to the gender equality principles in the [Gender Equality Act 2020](#).

This data will not be used in the evaluation of the application and is collected for internal information only.

How many of your members identify as women? *

[   ]

Must be a number.
If unable to provide this information, please enter zero

How many of your members identify as men? *

[   ]

Must be a number.
If unable to provide this information, please enter zero

How many of your members identify as non-binary, trans or gender diverse? *

[   ]

Must be a number.
If unable to provide this information, please enter zero

In which Bass Coast Shire Ward * (electoral district) is the work of your group or organisation located? *

☐ Island
☐ Western Port
☐ Bunurong
☐ Other *

* Please select Other if your organisation is not based in Bass Coast but your proposed project is. If unsure which ward you are in, click on [Councillors and Elections](#) page, scroll down to Which Ward Am I In? and click on the Bass Coast Electoral Map - 2015.

What is the legal structure of your group/ organisation? *

[   ]

Are you a legally incorporated Not for Profit community group or organisation? *

○ Yes   ○ No

If yes, please provide incorporation number

[   ]

Does your organisation have an ABN? *

○ Yes   ○ No

If you do not have an ABN, **please submit a completed ATO Statement by Supplier Form*** with the application. The form can be downloaded from Australian Tax Office website.

* The form must be completed in the name of the group / organisation applying for the grant, **not** the individual completing the application form.

Completed Statement by Supplier *
Attach a file:

[ ]

Please attach a current Public Liability Insurance Certificate *
Attach a file:

[ ]

You are required to provide current insurance cover to support your project

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.

Please attach a current Public Liability Insurance Certificate *
Attach a file:

[ ]

You are required to provide current insurance cover to support your project

Are you being auspiced for the purposes of this application? *
○ Yes   ○ No

Auspicing Organisation and Applicant Organisation

Applications are only accepted from legally incorporated groups or organisations.

Groups that are not legally incorporated need to be auspiced by a group that is legally incorporated, to make an application.

If your group is being auspiced fill out:

- **auspicing Organisation Details** about the incorporated group auspicing this grant application
- **attach a completed Community Grants Auspicing Form**. This form can be found on Council's Community Grants web page at http://www.basscoast.vic.gov.au/
- **Public Liability Insurance** - you will need to attach a copy of the auspicing organisation's insurance. Please ensure their insurance will cover your project. If your application is for an event, you may include the cost of public liability insurance for the event as part of your grant request.

Auspicing Organisation Details

Auspice organisation registered name *

Auspice contact name *   First Name   Last Name

Position in the organisation *

Auspice email *

Auspice website *

Why have you sought auspicing from this organisation?   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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Please attach a completed Auspice Agreement confirming this arrangement is valid and current *

Attach a file:

Public Liability Insurance. You will need to obtain this from your auspicing organisation. *

Attach a file:

Please provide a copy of the auspicing organisation's public liability insurance and ensure it covers your project

Project Details

* indicates a required field

Project name *

Brief project description *

Word count:
Must be no more than 25 words

What specifically will the grant funding pay for? *

List the items you will spend the grant funding on

Describe your community or group and explain how your project will meet their needs and interests. *

Word count:
Must be between 10 and 50 words.

Is your project available to all members of the community? If so, how will your organisation ensure that all community members, irrespective of gender, race and other factors, have equal access? *

Word count:
Must be between 20 and 100 words.
For example: will people of different genders be represented on the working group for project; people of different genders will facilitate sessions being delivered; the time/location chosen for the event will be appropriate for people with caring responsibilities; communications and promotional material will include inclusive images and language; we have identified a particular need for men/women/gender diverse people in community. For more information on applying a gender lens to your work, visit http://www.fundingcentre.com.au/help/gender-lens

If not, who is the project directly targeted to and what is the wider community benefit? Type N/A if you answered above. *

Word count:
For example: Is your project/program targeted to young people only? If so, why and what is the wider community benefit?

Which community interest does this project aim to reach/ benefit? *

Please select the area of community interest most aligned with your project. You can select up to two.

How will the community benefit from your project? Describe the positive outcomes they can expect to experience. *

Word count:
Must be between 20 and 100 words.

How will you manage the project to ensure successful delivery? *

Word count:
Must be between 20 and 100 words.

How will the funding support your organisation's sustainability and long term growth? *

Word count:
Must be between 20 and 100 words.

How will you measure the success of the project ? What measures will you use to evaluate the effectiveness of the project? *

Word count:
Must be between 20 and 100 words.
For example: survey, feedback, attendance

Explain how you will minimise your project's impact on the environment. Does the project help our community adapt to climate change, and/or reduce emissions? See hint below for examples. *

Word count:
Must be between 10 and 50 words.
For example, what steps are being taken to reduce energy and water consumption, and waste production?

Please select a theme from the Council Plan that best aligns with your project *

To view the Council Plan and Council's other strategic documents, go to https://www.basscoast.vic.gov.au/about-council/strategies-and-policies

General Project Management - all categories

* indicates a required field

When will your project begin? *

When will your project end? *

What are the key project dates and activities from start to end of the project? *

Word count:
Must be between 5 and 50 words.
Must be between 5 and 100 words

Who will manage the project? *

Word count:
Must be no more than 50 words.
eg. the committee of management

Does your project require ongoing costs and how will these costs be funded in the future? *

Word count:
Must be between 5 and 50 words.

Which Community Grant category are you applying for? *

☐ General Community Grant - Equipment
☐ General Community Grant - Other Projects (eg strategic plan, building design)
☐ Festivals, Celebrations and Events
☐ Minor Capital Works (eg construction and installation of fixtures to an asset being land or building)
☐ Climate Action
At least 1 choice and no more than 1 choice may be selected.

General Community Grant - Other Project

* indicates a required field

Projects that can be funded by General Community Grant - Other Project

Examples**:**

- funding a facilitator to workshop and create a strategic plan
- funding a designer to draft a landscape plan / building renovation
- funding for an overall development plan

This category should not be selected for Minor Capital Works projects.

If your project involves any form of construction to build upon, add to or improve a capital asset such as a building and/or land then you should select the Minor Capital Works category**. Examples of Minor Capital Works projects:** renewing guttering, installation of bollards, replacing steps, replacement of a wired in oven etc.

Maintenance is not considered Minor Capital Works for example sanding and polishing floorboards, painting, repairs, steam cleaning carpets etc.

Major Project Funding

Major project funding applicants are required to complete a project plan template found on Council's Community Grants web page at http://www.basscoast.vic.gov.au/Grants and attach it to the application in the 'additional supporting information' section. **Equipment purchaseis excluded from Major Project funding**.

Are you applying for Major Project funding from $5,001 to $10,000? *

○ Yes   ○ No

If your application is unsuccessful for Major Project funding, do you want your application reassessed for a grant of up to $5,000 funding? *

○ Yes   ○ No   ○ Not applying for Major Project funding

Festivals, Celebrations and Events Grant

* indicates a required field

Festivals, Celebrations and Events including Major Projects

Questions below relate to ensuring applicants are aware of their responsibilities in event planning and event management. An approved grant application may be conditional upon supply of an event permit or other approvals and permissions as required.

Are you applying for Major Project funding from $5,001 to $10,000? *
○ Yes   ○ No

If your application is unsuccessful for Major Project funding, do you want your application reassessed for a grant of up to $5,000 funding? *
○ Yes   ○ No   ○ Not applying for Major Project funding

Major project funding applicants are required to complete a project plan template found on Council's Community Grants web page at http://www.basscoast.vic.gov.au/Grants.

Please attach a completed Project Plan Template *
Attach a file:

When will the event begin? *

When will the event end? *

What is the expected event attendance? *

Where will the event be held? *
Address

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

Who owns the land on which the event will be held? *

Has the land owner given permission? *
○ Yes   ○ No

If yes, please provide a copy of land owner permission

Attach a file:

Is this the first year this event is being held?

○ Yes ○ No

Did you receive community grant funding for this event last year?

○ Yes ○ No

Community Grants will only fund the same event for two consecutive years. If the event is to be ongoing you will need to apply for Annual Event Grant funding.

Do you want the event to be considered for Annual Event Grant funding next year?

○ Yes ○ No
If yes, please contact Council's Events team for further information about Annual Event Grants

Have you spoken to Council's Events Team to determine if any permits are needed for this event? *

☐ Yes and I am able to provide a written copy of this advice
☐ No
☐ Not Applicable
☐ Other:

If you answered yes, please provide a copy of this advice

Attach a file:

How will you manage event safety, including compliance with all legislative and occupational health and safety requirements? *

Word count:
Must be between 5 and 100 words.
You will be required to provide evidence before an event permit is issued

Are public liability and other Insurances in place for the event *

○ Yes
○ No - if you wouldn't normally be required to have PL insurance you are able to add the cost of it into your grant application

Is your event being run by a contractor? If yes, please provide their contact details and explain what they will do *

Word count:
Must be no more than 50 words.

Are volunteers assisting with the event? How many are expected to be involved?

Minor Capital Works Grant

* indicates a required field

* A **capital work** is any item that is built in or needs to be fixed to a roof, wall, floor or the ground.

If your project is on a Council owned asset you must contact Council's Asset Officer - Building and Open Space to discuss the project well in advance of applying. You will also need to obtain permission in writing from the relevant service manager of the Council asset.

Are you applying for Major Project funding from $5,001 to $10,000? *
○ Yes   ○ No

If your application is unsuccessful for major funding, do you want it reassessed for funding up to $5,000? *
○ Yes   ○ No   ○ Not applying for Major Project Funding

Major project funding applicants are required to complete a project plan template found on Council's Community Grants web page at http://www.basscoast.vic.gov.au/Grants.

If you answered yes above, please attach a completed Project Plan Template *
Attach a file:

Minor Capital Works

Project address *

Address

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

Is your group/ organisation a Council appointed Committee of Management? *
○ Yes   ○ No   ○ Other:

Is there a report or a strategic/master/
☐ Yes, and I can provide a copy of the document
☐ No

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business plan that identifies this project as a priority? *

☐ Other:

_____

If you answered yes, please attach a copy of the relevant document

Attach a file:

_____

Is the project in/on a Council owned/managed building or land? *

○ Yes   ○ No   ○ Other:

_____

If yes, is there a current lease/licence agreement in place with Council? *

○ Yes   ○ No   ○ Not applicable

Select Not Applicable if the project is NOT on Council owned/managed land

If no, provide the name of the building or land owner/manager *

_____

Insert N/A if the project IS on Council owned/managed building/land

Has the building or land owner/manager approved this project? *

○ Yes   ○ No   ○ Other:

_____

You are required to obtain written land/building owner/manager approval if it is not your building/land

If you answered yes, please attach land owner / manager consent

Attach a file:

_____

How would you best describe your type of capital works project *

○   Fixed plant and equipment eg. professionally installed air conditioning, dishwasher, hot water unit
○   A building or facility project
○   Improvement to land eg. driveway, paths, fencing
○   Fixed furniture fitout eg. cabinetry, joinery, whole kitchen, custom floor or window coverings

Other structure eg. barbeque shelter, shed, bike rack

What type of asset change is being made by this project? *

○   Creating a new asset
○   Expanding an existing asset
○   Renewing or replacing an existing asset
○   Upgrading an existing asset

Explain whether the works will result in increased or decreased maintenance costs and/or increase the life of the asset *

_____

Word count:
Must be no more than 50 words.

It is your responsibility to ensure all permits, approvals and permissions have been obtained

prior to commencing your project. Such approvals may be required from Council's Planning Team, Environmental Health Team and/or Local Laws Team. Other approvals may be required from a Building Surveyor.

What permits, approvals and permissions are required for the project, and what is the status of them? *

Word count:
Must be no more than 50 words.

Are public liability and other insurances in place for the works? *

○ Yes   ○ No   ○ Other:

If you answered yes, please list all relevant insurances

Does your project comply with Australian Standards and what are they? *

Word count:
Must be no more than 50 words.

Are there people that need to be kept informed about this project? If so, who are they and how will they be kept informed? *

Word count:
Must be no more than 50 words.

Climate Action Grant

* indicates a required field

Which level of funding are you applying for? *
○ minor grant up to $5,000
○ major grant up to $10,000

If your application is unsuccessful for major funding, do you want it reassessed for funding up to $5,000? *
○ Yes   ○ No   ○ N/A if not applying for major grant

Major funding up to $10,000

Climate Action Major Grant Category supports more substantial community projects or actions that accelerate community-led climate action focusing on the priorities in the Climate Change Action Plan.

For us to further understand your project we would like to know:

- the scope for any partnerships
- the intended legacy of the project
- its reach including with diverse community sectors
- innovation.

What partnerships will be built or enhanced through the project? *

Must be no more than 50 words.

How will that add value to the outcome and the outgoing work of the partners? *

Must be no more than 50 words.

How will the project lead to long lasting change? *

Must be no more than 50 words.

What capacity building outcomes will live on after the project? Can it be replicated, scaled up or expanded? *

Must be no more than 50 words.

How will you engage with new audiences or deepen engagement with existing audiences? *

Must be no more than 50 words.

How will diverse sectors of the community be empowered through the project? How many people will you reach? *

Must be no more than 50 words.

Will you be trialing an approach new to Bass Coast or to you? How will the learning from this project be shared? *

Word count:
Must be no more than 50 words.

Climate Action general questions

* indicates a required field

Does your project contribute to the following type of climate emergency action? (see definition below) *

○ Emissions reduction   ○ Adaptation   ○ Both

Emissions Reduction: In the Plan we use the term "emission reduction" when referring to actions that will help to mitigate climate change, mitigation is human intervention to reduce the sources or enhance the sinks of greenhouse gases.

Adaptation: the process of adjustment to actual or expected climate and its effects, it is doing what we can to live with and minimise the destruction and suffering caused by climate change.

How does your project contribute to the Bass Coast Climate Change Action Plan? Please include the action or actions if more than one, from the Plan that your project contributes to. *

Must be no more than 50 words.

Please select which of these best aligns with your project. Depending on your response you may be required to provide more information *

☐   Other Project eg feasibility study
☐   Festival, Celebration and Events eg education program
☐   Minor Capital Works eg solar, battery, energy efficient building improvements

At least 1 choice and no more than 1 choice may be selected.

Climate Action - Event, Festivals and Celebrations

* indicates a required field

These questions relate to ensuring applicants are aware of their responsibilities in event planning and management. An approved grant application may be conditional upon supply of an event permit or other approvals and permissions required.

Please note: *Event funding is paid after the successful completion of the event and an acquittal form has been submitted in SmartyGrants.*

When will the event be held? *

> Must be a date.

When will the event end? *

> Must be a date.

What is the expected event attendance? *

> Must be a number.

Where will the event be held? *
Address

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

Who owns the land on which the event will be held? *

Has the landowner given permission? *
○ Yes   ○ No

If no, why not?

If yes, please provide a copy of the landowner's permission
Attach a file:

Is this the first year this event is being held? *
☐ Yes ☐ No

Did you receive community grant funding for this event last year? *
○ Yes   ○ No

Community Grants will only fund the same event for two consecutive years. *It the event is to be ongoing you will need to apply for Annual Event Grant funding.*

Do you want the event to considered for Annual Event Grant funding next year?
○ Yes   ○ No
If yes, please contact Council's Events team for further information about Annual Event Grants

Have you spoken to Council's Events Team to determine if any permits are needed for the event? *
☐ Yes, I can provide a copy of this advice
☐ No

☐ Not applicable

☐ Other:

[   ]

If yes, please provide a copy of this advice

Attach a file:

[   ]

How will you manage event safety including compliance with all legislative and occupational health and safety? *

[   ]

Word count:

Must be no more than 50 words.

If an event permit is required for your project you will be required to provide evidence to support your response

Are public liability and other insurances in place for the event? *

○ Yes

○ No - if you wouldn't normally be required to have PL insurance you can include this cost in your grant application

Is your event being run by a contractor? If yes, please provide their contact details and explain what they will do *

[   ]

Must be no more than 50 words.

If volunteers are assisting with the event how many do you expect to be involved?

[   ]

Must be a number.

Climate Action - Minor Capital Works

* indicates a required field

* A **capital work** is any item that is built in or needs to be fixed to a roof, wall, floor or the ground.

If your project is on a Council owned asset you must contact Council's Asset Officer - Building and Open Space to discuss the project well in advance of applying. You will also need to obtain permission in writing from the relevant service manager of the Council asset.

Project address *

Address

[   ]

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

Is your group/organisation a Council appointed Committee of Management? *

○ Yes ○ No ○ Other:

Is the project in/on Council owned/managed building and/or land? Please explain. *

○ Yes ○ No

If yes, is there a current lease/licence agreement in place with Council? *

○ Yes ○ No ○ Not Applicable

Select Not Applicable if the project is NOT on Council owned/managed land

If no, please provide the name of the building or land owner/manager *

Type in N/A if the project IS on Council owned/managed building/land

Has the building and/or land owner/manager approved the project? *

○ Yes ○ No

You are required to provide written land/building owner/manager approval if it is NOT your building/land

If yes, please attach a copy of their consent

Attach a file:

Is there a report or strategic / master / business plan that identifies this project as a priority? *

○ Yes, I can provide a copy of the report ○ No

If yes, please attach a copy of it

Attach a file:

What type of asset change is being made by this project? *

☐ creating a new asset
☐ expanding an existing asset
☐ renewing or replacing an existing asset
☐ upgrading an existing asset

Will the project result in increased or decreased maintenance costs and/or increase the life of the asset? *

Word count:
Must be no more than 50 words.

It is your responsibility to ensure all permits, approvals and permission have been obtained prior to commencing your project.

Such approvals may be required from Council's Planning Team, Environmental Health Team and/or Local Laws Team. Other approvals may be required from a Building Surveyor.

What permits, approvals and permissions are required for the project, and what is the status of them? *

Word count:
Must be no more than 50 words.
Have you applied for any relevant permits and waiting for them to be approved?

Are public liability and other insurances in place for the works? *
○ Yes   ○ No   ○ Not applicable

If yes, please list all relevant insurances *

Word count:
Must be no more than 50 words.

Does your project need to comply with any Australian Standards? If so, please advise *

Word count:
Must be no more than 50 words.

Are there people that need to be kept informed about this project? If so, who are they and how will they be kept informed? *

Word count:
Must be no more than 50 words.

Project Budget

* indicates a required field

There are two budget tables to fill out, and a budget summary. You can add or delete rows in the tables if required.

Quotes are required to verify amounts in your budget. **Items / services over the value of $2,000 (including GST if applicable) require two written quotations if possible. Please do not round the quotes up when filling in the Expenditure table.**

Council applies a **grant funding ratio** for projects in all grant categories. This is a **minimum of 30% funded by the applicant and *up to* 70% funded by Council**. An applicant's contribution may be in cash, in-kind or a combination of both.

For more information see the Budget section of the Community Grant Guidelines on Council's Community Grants web page.

IN-KIND support - include in this table any volunteer time or materials and services secured at no cost for the project

In-kind amounts must be directly related to the project and not general operation costs of the group. In-kind service costs are calculated at professional services $50.00 per hour and non-professional services at $30.00 per hour.

For example: **In-kind supplier**: Committee; **Description of goods:** Clearing area for water tank - 2 volunteers x 2 hours each; **Total** $120.00.00

Council will not consider the time taken to plan and complete the grant submission as an in-kind contribution.

IN-KIND supplier	Description eg. goods supplied, what is the task, how many volunte	Total

INCOME and EXPENDITURE - include in this table all income and expenses for the project

INCOME - list funding sources to pay for your project. EXPENDITURE - list what are you proposing to spend on the project. Do not include IN-KIND in this table

Note: the total income and total expenditure columns should be the same figure

INCOME - item description	Total (incl. GST if applicable)	EXPENDITURE - item description	Total (incl. GST if applicable)
		The total Income and total Expenditure columns mus	
Community Grant request amount			
eg. your group's cash amount			
eg. any other income?			

Budget Summary

How much are you requesting in this grant application *

$

Check the Community Grants Guidelines for maximum funding limits and the funding ratio.

What is the IN-KIND total from the table

$

This number/amount is calculated.
Amount has been calculated from the In-Kind budget table

What is the INCOME total from the table *

$

This number/amount is calculated.
Amount has been calculated from the Income total

What is the EXPENDITURE total from the table *

$

This number/amount is calculated.
Amount has been calculated from the Expenditure total

Is your project being supported by any other source of funding? *

○ Yes ○ No

Eg other funding from within Council, successful grant from another source

If yes, please attach details

Attach a file:

Eg email confirmation from funding body, organisation advising amount. Please ensure this amount is listed in the Income Table above.

Please provide a current bank statement or latest financial report *

Attach a file:

More than one file can be uploaded

Please provide quote/s to support your application (more than one file can be uploaded) *

Attach a file:

One quote for items/services under $2,000, two quotes for items/services over $2,000. Website quotations must clearly include a description of the item or service, price, the vendor name and contact details. An emailed price from a supplier does not qualify as a quotation.

Is there anything else you would like to tell us to support your application *

Word count:
Eg 1) you may have only provided one quote and two are required, tell us why. 2) Your bank statement may show a lot of money which is actually committed to a project and not for operational spending - let us know.

Are there any other attachments you want to

Attach a file:

share in support of your application?

Eg evidence of funding from other sources, photos that support your project. You can upload more than one file.

If your group needs assistance uploading documents, please contact Council's Community Grants and Projects Officer on 1300 BCOAST(226 278) or (03) 56712211 or email grantenquiry@basscoast.vic.gov.au

Applicant's Declaration

* indicates a required field

Declaration

I am authorised by my group/organisation to be the applicant for this grant and complete this form and I agree that:

- The statements made in this application are true
- All necessary permits/approvals will be obtained prior to the beginning of the project
- The project will be covered by appropriate insurance
- All relevant health and safety standards will be met
- Council does not accept any liability or responsibility for the project

If successful, I as the authorised applicant will ensure that my group/organisation will abide by the following **General Conditions:**

- The group will enter into a funding agreement with Council for the grant amount awarded
- Grant funds can only be spent on the project approved by Council. If grant funds are spent on any other project or activity then Council must be reimbursed an equivalent amount. Similarly, any unspent funds must be reimbursed to the Council
- The grant funds are for a specific period and cannot be construed as being a commitment by Council for recurrent funding
- Any proposed major variations of project plans, milestones, budgets or timelines as outlined in your application form need to be discussed with the Grants Officer in advance. If your variation is agreed to, a variation request in writing must be sent to the Grants Officer before any changes to the project can be funded
- An acquittal report must be submitted to Council within one month of project completion. This report will include photos, copies of media and receipts for purchase of goods and services, as evidence of funds having been dispersed as agreed

Limitations on available funding

I understand that the Community Grants Program is limited by the amount of funds available and applications will be viewed within the context of Council's overall budget. I am aware that applicants are not guaranteed funding nor can any applicant be guaranteed full funding

Council acknowledgement terms

I understand that successful funding recipients are required to acknowledge and/ or promote the financial contribution made by Council to their project.

2024 R2 Community Grants Application Form
Form Preview

Privacy Statement

Council collects, holds and shares this Personal Information with Our Community (SmartyGrants) in accordance with the *Privacy and Data Protection Act 2014* (Vic). For further information refer to [Bass Coast Shire Council Privacy](#) and [Our Community Privacy.](#)

I understand that, if the application is successful, the name of the applying group/ organisation, project summary and amount funded will be made public.

I have read the above and confirm my acceptance *

○ Yes

Do you give permission for your project details to be provided to local media for grant promotion purposes *

○ Yes   ○ No

The information provided to local media will relate only to the group name, project title and amount of funding awarded..

Would you like to receive notification about Council's Community Training Calendar, or other events that Council's Community Strengthening Team may offer? *

○ Yes   ○ No

Council's Community Strengthening Team is organising a free yearly training program for community groups and committees. If you select Yes you will be emailed advance information about the training calendar and any other events that the Community Strengthening team offer. You may also be forwarded information about other grants relevant to your group / committee

Submitted By

Person completing application *

First Name

Last Name

Position in organisation *

Date *

Thank you! Once you click on the SUBMIT button your application will be complete. Shortly after you hit the submit button you will receive an email with your application number and a copy of your application attached. Please check the copy of the application carefully and advise us immediately if there are any errors.

Feedback

We would appreciate your feedback about this online application system, and the Community Grants Program. Suggestions will be considered for improving Council's Community Grants Program.

How did you find our online application system *

○ Very Easy   ○ Easy   ○ Neither Easy nor Hard   ○ Difficult   ○ Very Difficult

How did you find out about Community Grants *

○ Council's website
○ Someone in my organisation
○ Local newspaper
○ Word of mouth

Please provide any other feedback you may have about the online application system or the Community Grants Program