

24/25 Quick Response Grant Application

Form Preview

Welcome

* indicates a required field

You are encouraged to read the [Quick Response Grant Guidelines](#) before starting an application to ensure your organisation and/or project are eligible.

Quick Response Grants open on the first day of each month (except June, or earlier if the funding pool is exhausted) and close on the last Friday of that month. Applications are assessed and successful applicants advised toward the middle of the following month. For example if you submit your application in October, you will be advised mid-November.

- You can apply for a maximum of \$2,000 per application. If your project requires more than \$2,000 please consider making application to the Community Grants Program.
- Organisations can only receive one successful Quick Response Grant each financial year.

For advice or assistance please contact Council's **Community Grants Officer** via email grantenquiry@basscoast.vic.gov.au, or telephone 1300 BCOAST(226 278) or (03) 5671 2211.

Does your group/organisation have a debt with Council? *

☐ Yes ☐ No

Council debts include unpaid rates, garbage charges, enforcement fines, unacquitted grants from any department within Council. If unsure, it is your responsibility to follow it up.

Have you spoken to a Council officer about your proposed application? *

☐ Yes ☐ No

It is recommended that you discuss your proposal with a relevant Council officer to ensure it is eligible before commencing an application.

If yes, who? *

If No, please insert N/A

Applicant and Organisation Details

* indicates a required field

**Applicant organisation
registered name ***

Applicant contact name *

First Name

Last Name

We will contact this person for all communication about this application

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Position in the organisation *

Eg President, Secretary, Grants Officer

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

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

Telephone number *

Must be an Australian phone number.

Organisation's primary address *

Address

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

Please provide a brief description about your group - who you are and what do you do? *

Word count:

Must be no more than 50 words.

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](#). As such, we are keen to gather this information from our community groups and committees.

How many of your members identify as women? *

Must be a number.

How many of your members identify as men? *

Must be a number.

Do any of your members identify as non-binary,

Must be a number.

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trans or gender diverse?

*

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

☐ Island ☐ Western Port ☐ Bunurong

If unsure which ward you are in, view the ward map at <https://www.basscoast.vic.gov.au/about-council/councillors-and-elections>

What is the legal structure of your group/organisation?

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

☐ Yes

☐ No

Please provide incorporation number *

Are you being auspiced for the purposes of this application? *

☐ Yes

☐ No

Does your group / organisation have an ABN? *

☐ Yes

☐ No

As you have advised you do not have an ABN you are required to **submit a completed ATO Statement by Supplier Form***. This form can be downloaded from the [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 evidence of current insurance cover to support your project

ABN *

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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 evidence of current insurance cover to support your project

Auspecting 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

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**Auspice organisation
registered name ***

Organisation Name

Auspice Primary Address *

Address

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

Auspice contact name *

First Name

Last Name

**Position in the
organisation ***

Auspice email *

Must be an email address.

Auspice website *

Must be a URL.

**Why have you sought
auspicing from this
organisation? ***

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	

Must be an ABN.

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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

Bank Details

**** Bank Account Details for Payment of Grant Funds ****

PLEASE NOTE: If your group/organisation is set up as a supplier / creditor in Council's Finance system, **please use the bank account details you provided when completing the New Supplier form.**

If your group/organisation has a number of different bank accounts and you supply different bank account details in this form to what is saved in our Finance system, it **will** result in significant delays paying the grant.

If your group/organisation has recently cancelled a bank account and opened a new one, please contact the Community Grants Officer ASAP.

Project Details

*** indicates a required field**

Project name *

Must be no more than 10 words.

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

Please select the area of community interest most aligned with your project

When will your project begin? *

The date of the event / activity or, if purchasing equipment, when do you plan to purchase it

When will your project end? *

When do you anticipate all funds being fully spent

What specifically would you like the grant funding to pay for? *

Must be no more than 50 words.

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Provide a short description of your project - what are you proposing to do??

Which of these statements best describes the purpose for your application? *

- ☐ Assist with the unforeseen expense or urgent issues that poses a risk to the function of an existing community group / program / event
- ☐ Take advantage of an unexpected opportunity where there is a short timeframe and that would benefit a community group and/or the wider Bass Coast community
- ☐ Support the establishment of a new community group or club within the first 12 months of operation

At least 1 choice must be selected.

You can select more than one response

Why do you need this funding and how will it benefit your group? Please provide a concise explanation to support your response to the statement selected above. *

Word count:

Must be between 10 and 100 words.

You need to show how the request meets one or more of the above purposes and explain why

Will your project benefit the wider community? If so, how? *

Word count:

Must be between 10 and 50 words.

For example do other groups use your building, or do you collaborate with other groups, who may benefit from your project?

Have you considered if your project can reduce the mitigating risks caused by climate change? If so, how? *

Word count:

Must be between 10 and 50 words.

For example: if replacing equipment how will you dispose of the old equipment; purchasing energy efficient appliances; what sustainable initiatives for events / programs; will your program / project protect the environment; will it result in lower utility costs?

Would your project be considered a Minor Capital Work *

☐ Yes

☐ No

What is considered a Minor Capital Work: a project is considered a minor capital work if any part of the project requires permanent fixing to a surface ie an air-conditioner, a park bench, CCTV cameras, shelving that needs fixing to a wall, new flooring etc

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New Section

Is your group a tenant in a Council owned building? *

☐ Yes

☐ No

If Yes, please attach consent from the relevant Council Officer who manages the facility as evidence that they are aware of, and approve, the works.

Attach a file:

If you are unsure who this may be, please contact the Community Grants Officer

Project Budget

* indicates a required field

Income / Expenditure Budget

Where will the money come from?	Total \$ (inc GST)	Expenditure - what are you purchasing?	Total \$ (inc GST)
Total grant funds requested	\$		\$
Other \$ contribution and who?	\$		\$
	\$		\$
	\$		\$

Budget Totals. Note: Total Income should equal Total Expenditure

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Budget Summary

How much are you requesting in this grant application *

\$

Must be a dollar amount and no more than \$2,000

Please advise approximately how many volunteer hours your project / program will incur *

Must be a number.

In what way will volunteers be involved and what will they do? *

Please

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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:

*** Quotes must clearly show the service or company where the item is being purchased, what is being purchased and how much each item is.** A screenshot is sufficient so long as all of the above is included.

To help share the benefits of grant funding, local suppliers are preferred.

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

Word count:

Must be no more than 50 words.

Are there any other attachments you want to share in support of your application?

Attach a file:

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 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 certify that to the best of my knowledge the statements made in this application are true.

I am authorised by my group/organisation to complete this application 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

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- All relevant health and safety standards will be met
- Council does not accept any liability or responsibility for the project or any unintended outcomes of the project.

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

- **Grant funds can only be spent on the project outlined in the application.** If grant funds are spent on any other item, project or activity outside of the application approved by Council then Council must be reimbursed. Similarly, any unspent funds must be reimbursed to Council.
- **Any proposed variations** of project plans, milestones, budgets or timelines to that outlined in your application need to be discussed, and agreed to in writing, with the Grants Officer **before proceeding**.
- The group will enter into a funding agreement with Council for the grant amount awarded.
- The grant funds are for a specific period and cannot be construed as being a commitment by Council for recurrent funding.
- 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 Quick Response Grants are 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 promote the financial contribution made by Council to their project.

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 have read the above Declaration and Privacy Statement and confirm my acceptance *

☐ Yes

Are the committee/ relevant personnel aware of the application and support the project? *

☐ Yes

☐ No

Please ensure the Executive Committee and/or relevant supervisor fully support the proposed project prior to submitting the application

Do you give permission for your contact

☐ Yes

☐ No

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details to be given to local media for grant promotion purposes *

Information to be shared will relate to name of group/ organisation, brief description of project and amount of funding allocated. No personal details will be shared.

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

☐ Yes

☐ No

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

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 Quick Response Grants funding stream. Suggestions about how we can improve the program are greatly appreciated.

How did you find our online application system *

☐ Easy

☐ Neither Easy nor Hard

☐ Difficult

How did you find out about Quick Response Grants funding? *

Please provide any other feedback you may have about the online

**application system or
the Quick Response
Grants funding**