2026 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) and close on the last Friday of that month — unless the funding runs out earlier. Applications are assessed the following month, and successful applicants are notified around the middle of that month. For example if you apply 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 you may want to make 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 telephone1300 BCOAST(226 278) or (03) 5671 2211.

Does your group 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.

Is your group currently receiving funding from Bass Coast Shire Council? If so, what is it for? *

For example - Annual Event Grant Funding? Funding to deliver a program / service to the community on behalf of Council? In-kind support such as mowing?

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

Have you completed acquittal reports for all previous Council grants, if applicable? *

☐ Yes
☐ No / don't know. Please call Grants Officer
☐ Not applicable. Haven't applied for any BCSC grant funding.

If all past due acquittal reports are not submitted, your group may be ineligible for future funding

Tell us about your group or organisation

2026 Quick Response Grant Application
Form Preview

* indicates a required field

Registered name *

Applicant contact *

First Name | Last Name

We will contact this person for all communication about this applicaiton

Position in the group *

Eg President, Secretary, Grants Officer

Email. Please consider using your group's generic email address. *

We will use this email address for all communication about your application. If you use a personal email address, only you will be able to access this application and associated forms.

Phone number *

Must be an Australian phone number.

Address *

Address

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

If your group doesn't have its own space, 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

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

Word count:

Must be between 10 and 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, trans or gender diverse? *

Must be a number.

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?

Other:

Are you a legally incorporated / registered Not for Profit group? *

○ Yes ○ No

Please provide Incorporation Number, ACN or Charity Registration details

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

○ Yes ○ No

Do I need to be auspiced?

If you are ***not*** a legal not-for-profit (NFP) group, you will need to be Auspiced.

- Only legally recognised NFP groups can apply.

- If your group isn't a legal NFP, you will need a legal NFP group to auspice your application.

If you are being auspiced, please provide:

1. **Auspicing Group or Organisation Details** - information about the group sponsoring you.
2. **Auspicing Form** - Download this from Bass Coast Community Grants webpage.
3. **Public Liability Insurance** – Attach a copy of the Auspicor's PL insurance* and make sure it covers your project. * *You may be able include public liability insurance in your application if it's for a one-off activity and not something your group usually needs. Please check with the Grants Officer prior to including it in your budget.*

Your responses above suggest you may not be eligible.

As you have advised your group is not a legal not-for-profit group and your application is not being auspiced, you are not able to proceed with the application. Please contact the Grants Officer to discuss.

Does your group 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 details

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 evidence of current insurance cover to support your project

Auspicing Organisation Details

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 (if available)

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

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

Tell us about your project

* indicates a required field

Project name *

Must be no more than 10 words.

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

2026 Quick Response Grant Application
Form Preview

Which of the following best explains your reason for applying for grant funding? *

☐ 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? *

Word count:
Must be between 10 and 50 words.

What, specifically, do you want to buy with the grant funding? *

Must be no more than 30 words.
Please only list the items to be bought / paid for with grant funding eg printing, entertainment, facilitator, equipment

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

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

How will this project help or include this community group?

How will this project benefit your group? *

Word count:
Must be between 10 and 80 words.
You need to tell us how the project meets one or more of the above purposes

How will this project benefit the wider community? *

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?

Will this project impact or benefit the environment? Please explain. *

Word count:
Must be between 10 and 50 words.

For example: if replacing equipment how will you dispose of the old equipment; is new equipment energy efficient? If running an event how will you minimise waste? Will your project result in lower energy costs, water usage. Are you replacing gas equipment with electrical equipment?

Will there be ongoing costs for this project? If so, how will you cover them?

Will you be able to cover any maintenance costs or replace the equipment if needed in the future?

Is the project a Minor Capital Work? *

○ Yes ○ No

Minor Capital Works are projects that require permanent fixing to a surface ie an air-conditioner, a park bench, CCTV cameras, shelving that needs fixing to a wall, new flooring, fencing etc

Council building or land

Does your group have a current lease/license with Council for the Council asset? *

○ Yes ○ No ○ Other:

If you select Other, please advise why you did eg is the lease currently being renewed?

If yes, please attach written consent from the Council Officer who manages the facility/asset to show they know about, and approve, the works.
Attach a file:

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

If you are not located in a Council owned building, who owns the building and have they approved the scope of project works? *

Enter N/A if you are in a Council owned building

Project budget

* indicates a required field

Bank Details

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

PLEASE NOTE: If your group is set up as a supplier / creditor in Council's Finance system, **allocated grant funding will be deposited in the bank account details you provided when completing the New Supplier form.**

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

Grant Payment and GST

If your group* ***is registered*** for GST, the amount of grant funding paid will include an additional 10% to cover GST.

If your group* ***is not registered*** for GST, the amount of grant funding paid will include GST.

Not sure if your group* is registered for GST? You can check in the ABN section you filled out earlier.

* *Note: If you are being auspiced, this applies to the GST registration of the auspicing group.*

Is your group registered for GST? *

○ Yes ○ No

Project budget - GST registered groups

Income: List all the money that will pay for your project, for example:

- grant amount requested
- how much your group is contributing
- any Income from other sources such as ticket sales
- other grant funding you have been approved / received for the project.

Expenditure: List everything you'll spend money on ***(exclude GST).***

- Clearly show which items will be paid for with the grant by adding (quote attached) in brackets

Make sure the total income and total expenses equal the same amount so the Income minus Expenditure amount equals zero.

Budget

Please ensure the total income and total expenses equal the same amount so the Income minus Expenditure amount equals zero.

Income - money from where?	**Total**	**Expenditure - itemise project expenses**	**Total (ex GST)**
Community grant amount			
Your group amount			

Budget Summary

Income total

This number/amount is calculated.

Expense total

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Project budget - non-GST registered groups

Income: List all the money that will pay for your project, if applicable, such as:

- grant amount requested
- how much your group is contributing
- any Income from other sources such as ticket sales
- other grant funding you have received for the project

Expenditure: List everything you'll spend money on with **GST included:**

- Clearly show which items will be paid for with the grant by adding (quote attached) in brackets, inclusive of GST

Total income and total expenses should equal the same amount so the Income minus Expenditure amount equals zero.

Income - money from where	**Total inc GST**	**Expenses - itemise expenses relevant to the project**	**Total inc GST**
Community grant amount			
Your group contribution			

Budget summary

Total Income inc GST

This number/amount is calculated.

Expense total inc GST

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

New Section

How much grant funding are you asking for? *

$

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

Approximately how many volunteer hours will go into your project / program? *

Must be a number.

How will volunteers be involved and what will they do? *

Please

Attachments and further information

* indicates a required field

Please provide a current bank statement or latest financial report *

Attach a file:

More than one file can be uploaded

Please attach required quotes to support funding request *

Attach a file:

You must provide a quote to support all grant funding requested

*** 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 *

Eg your bank statement may show a lot of money which is committed to operational expenses, or saving for larger project

Do you have any other attachments to support your application? Eg photos, letters of support, plans.

Attach a file:

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 confirm I am authorised by my group to apply for this grant and complete this form. By submitting this application, I agree that:

- all the information provided is true
- we will get any needed permits and approvals before the project starts
- the project will be properly insured
- health and safety rules will be followed
- Council is not responsible for the project in any way
- if successful we allow Council to publish the name of our group, project title and the grant amount, for promotional purposes.

If we receive funding, we agree to:

- use the grant only for the approved project. If we don't use all the money, or use it incorrectly, we'll pay it back
- **contact the Grants Officer *before* any changes are made to the approved application.** All changes must be approved in writing.
- understand that this is a one-time grant, not ongoing funding
- **complete an acquittal report** in SmartyGrants within one month of finishing the project. This will include attaching all project receipts, photos and acknowledgement of Council funding.

I understand that the Community Grants Program operates within Council's budget limitations. Funding decisions are not guaranteed, and full funding cannot be assured to any applicant.

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.

Do the committee or relevant people know about the application and support the project? *

○ Yes ○ No

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

Would you like to hear about training workshops or other events run by Council's Connected Community team? *

○ Yes ○ No

We offer free training workshops for community groups and committees when we can. If you select "Yes", we will send you updates about upcoming workshops, events, and other grant opportunities that may interest your group.

I have read all of the above and confirm my acceptance *

○ Yes

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.

2026 Quick Response Grant Application

Form Preview

How did you find our online application system *

○ Easy ○ Neither Easy nor Hard ○ Difficult

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

Other:

Please provide any other feedback you may have about the online application system or the Quick Response Grants funding