



# APPLICATION FOR A COMMUNITY SUSTAINABILITY GRANT

Office Use Only  
Records Department

File No: GS/09/42

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**COMPLETE THIS FORM USING THE COMMUNITY GRANTS AND SPONSORSHIPS GUIDELINES DOCUMENT**

## APPLICANT DETAILS

Name of Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Business Hours: \_\_\_\_\_ Phone After Hours: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 1. What is the role of your group?

Provide brief details:

\_\_\_\_\_

### 2. Does your group/organisation prepare an annual financial statement?

☐ Yes ☐ No

*If YES: Please provide a copy of the financial Statement for the last financial year.*

ABN/Incorporation Number: \_\_\_\_\_

### 3. If your organisation is not incorporated

*Please name the incorporated association that will receive and administer the grant on your behalf, attach a letter from that association to confirm this arrangement, please record their details in the EFT section on this form.*

Organisation Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### 4. Is your organisation registered for GST?

☐ Yes ☐ No

*If YES a Tax Invoice will be required for payment of the granted amount, if successful.*

## Description of project

(Please answer all questions you believe to be applicable. Refer to the Grants and Sponsorship guidelines if you have any questions)

### 1. PROJECT

Title:

Location of Project:

Project start date:  Project completion date:

### 2. What sustainability target area/s will the project link to?

- |  |  |
|--|--|
| <input type="checkbox"/> Reducing Carbon Footprint         | <input type="checkbox"/> Effectively Conserving Resource Usage |
| <input type="checkbox"/> Improving the Natural Environment | <input type="checkbox"/> Sustainability Education              |

### 3. Please provide a brief description of your project?

### 4. Have you acquired all necessary permits and/or approvals for the proposed project?

*If YES: Please provide details and copies of all permits and approvals obtained. Also provide details of any outstanding permits/approvals.*

☐ No ☐ Yes ☐ Not Applicable

### 5. Does your insurance cover the prescribed activity?

*Public Liability Insurance more than \$20 million is required for any event taking place in a Council Facility.*

☐ No ☐ Yes ☐ Not Applicable

### 6. Have you previously sought approval from Council to undertake this activity?

☐ No ☐ Yes

### 7. Have you received funding from Council in the last 3 years?

☐ No ☐ Yes *If YES: Please name the year, the amount provided and the purpose of the grant.*

**8. Could your project/event proceed if only partial funding was received?**

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**9. How does the project/event/proposal align with the priorities set out in the Council Plan 2021-2025, Buloke Integrated Plan 2030 and/or your corresponding Community Plan? (Refer to the guidelines document).**

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**10. What will the project achieve?**

*Please include information about why you feel the project is necessary and how it will benefit the community.*

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**11. Who will benefit from your project/event? How will the project increase community involvement and participation?**

*Please include information about how many people it will benefit.*

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**12. How will the project be undertaken?**

*Please include information about who will manage the project, are there any partners? Other Community groups who support the project? Please attach any letters of support.*

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**13. How will you promote your project/event in the community? How will you acknowledge the contribution from the Buloke Shire Council?**

*Refer to the Community Grants Guidelines for information on how to acknowledge Buloke Shire Council's funding contribution to your project.*

*Provide brief details:*

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**14. Does your project/event offer any opportunities to promote living in Buloke or conducting business in Buloke?**

*Provide brief details:*

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**15. Please describe how your project will align with the sustainability target areas.**

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**16. How will you measure the long-term impacts of this project in terms of contributing to Sustainability?**

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**17. Have you prepared an appropriate project plan and site plan/construction drawing for the project?**

☐ No   ☐ Yes   ☐ Coordinated by contractor

*If **yes**: please provide a copy of the project plan including a risk assessment undertaken and actions to mitigate identified risks.*  
*If **Coordinated by Contractor**: please include contractors quote/plan.*

## BUDGET INFORMATION

*Please note the following when preparing the Budget page:*

- Please attempt the budget page before seeking assistance.
- Start with the Project Cost section and try to list all the possible costs.
- An in-kind contribution is a non-cash contribution that is given a monetary value. For example, your labour on the project. If you put 10 hours voluntary work toward the project then multiply that by \$45.00 per hour, this gives an in-kind contribution of \$450.00. Loaned equipment is also an in-kind contribution. For example, a trailer used for four hours would normally cost \$15 an hour, so that's a \$60 in-kind contribution.
- When calculating voluntary hours, only calculate the hours spent by volunteers preparing, planning and actually doing the specified project.
- If you require assistance with your application form please call Council on **1300 520 520**.
- If necessary, attach a separate project budget and ensure all associated costs are detailed.
- All expenses involved in undertaking the project must be listed in Project Costs - Section A.

**NOTE: Copies of quotes or significant evidence, e.g. quotes for equipment, materials, catering, advertisements, etc., required for your project must be attached as verification. If not attached, your application will not be considered.**

**BOTH SECTIONS MUST BE COMPLETED - (A) MUST EQUAL (B) The balancing factor is the amount you require from Council.**

**Has your community group sourced or attempted to source funding from other grants/sponsorships? Explain**

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## PROJECT COSTS - SECTION A

You must include/attach copies of quotes justifying your funding. Please include all event/project costs in this section.

|   |                    |    |
|---|--------------------|----|
| Advertising, Promotion (etc)                      |                    | \$ |
| Materials (please specify)                        |                    | \$ |
| Catering  |                    | \$ |
| Other support (e.g other funding, please specify) |                    | \$ |
| Licences, Permits, Approvals (etc)                |                    | \$ |
| Licences, Permits, Approvals (etc)                |                    | \$ |
| Other costs (please specify)                      |                    | \$ |
|   | Total Project Cost | \$ |

**PROJECT REVENUE - SECTION B**

Please note: Council will fund projects on a \$2:1 ratio. Your contribution may consist of cash, assistance from other funding agencies, or up to 50% in kind such as voluntary labour or materials.

|   |                       |    |
|---|-----------------------|----|
| Grant amount requested from Council         |                       | \$ |
| Your organisation's financial contribution  |                       | \$ |
| Your organisation's in-kind contribution    |                       | \$ |
| Donations, material, (etc).                 |                       | \$ |
| Entrance fees or other                      |                       | \$ |
| Other support ( <i>e.g. other funding</i> ) |                       | \$ |
|   | Total Project Revenue | \$ |

## ELECTRONIC FUNDS TRANSFER INFORMATION

If successful, your grant payment will be made via Electronic Funds Transfer (EFT) to your nominated Bank, Credit Union or Building Society Account.

If you do not have a bank account, please provide details of your auspice body or the account details of someone you authorise to receive funds on your behalf.

You will receive a *Supplier Information Form* to complete along with your Letter of Success so that the grant payment can be made.

## CONDITIONS

- 1. The Buloke Shire Council is under no obligation to verify the bank details on the Supplier Information Form. Any changes must be made in writing.*
- 2. The Buloke Shire Council will not be responsible for any delays outside its control e.g. delays or errors in the banking system or errors in account details supplied*
- 3. The Recipient agrees to repay the Buloke Shire Council any payments credited to the Recipient in error.*
- 4. The Buloke Shire Council has the right to accept the authority of the undersigned as conclusive evidence of the person's authority to execute this direct credit application on behalf of the Recipient.*



## AGREEMENT

### Agreeing to the terms and conditions of the grant/sponsorship funding

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

I have read the Buloke Shire Council Community Grants and Sponsorship Guidelines.

I understand that I will be required to accept the conditions relating to the funding received from the Buloke Shire Council.

#### **These conditions are:-**

- 1.** Supervise the administration of the grant/sponsorship.
- 2.** Use the funds provided for the approved project/purpose.
- 3.** Obtain any required Planning Consent and/or Building Approvals and/or permission from the land/property owner or regulatory bodies or organisations (if applicable) before commencing the project.
- 4.** Seek Council's written approval to continue with the project if there is any change in the project.
- 5.** Acknowledge the Buloke Shire Council on all printed material relating to the funded project or activity and provide evidence of such.
- 6.** An appropriate acknowledgment of Council's funding must be given by the recipient in all promotional material and reports of the project available to the public.
- 7.** Complete the acquittal process at the end of the project and forward a copy to Buloke Shire Council, PO Box 1, Wycheproof VIC 3527.
- 8.** Invite the Mayor and/or Councillors to the project opening and/or event.
- 9.** I/We understand that it is my/our responsibility to obtain all necessary insurances and that the Buloke Shire Council will not be held liable for any matter arising out of this grant.
- 10.** I/We agree to indemnify and keep indemnified the Buloke Shire Council, its employees and agents from and against all actions, costs, claims, charges and expenses whatsoever which may be brought or made to claim against them out of or in relation to the project.
- 11.** Provide a photograph of the completed project, program or event including permission for Council to use the photograph for promotional purposes. Please send/email to: Buloke Shire Council, PO Box 1, Wycheproof VIC 3527 or [buloke@buloke.vic.gov.au](mailto:buloke@buloke.vic.gov.au) marked to the attention of the Community Development Officer.

Attached with this application, please tick:

- ☐ Quotes for any proposed expenses \$500 and above
- ☐ Letter confirming auspice arrangement, as required
- ☐ Any relevant permits, as required
- ☐ Public Liability Insurance Certificate of Currency, as required
- ☐ Letters of Support, if applicable

## DECLARATION

I declare that the above details are correct and I am authorised to sign on behalf of the organisation or individual applying to the Community Grants Program:

Name: *(please print)*

Title:

Organisation Title:

Project Title:

Date:

### Counter Signatory of Management Committee (where applicable)


Signature:

Name: *(please print)*

Title:

## LODGEMENT

 **Mail:**  
Buloke Shire Council  
Po Box 1, Wycheproof  
Vic 3527

 **In Person:**  
Wycheproof - 367 Broadway, Wycheproof

 **Email:** [buloke@buloke.vic.gov.au](mailto:buloke@buloke.vic.gov.au)

## INTERNAL USE ONLY

### To be completed by Council

Is the land or building where the proposed activity is to take place under Council care and control? ☐ Yes ☐ No

If YES to the question above, please indicate the type of arrangement:

Lease/Licence/Other - Specify: \_\_\_\_\_

Is the activity permitted in accordance with any such agreement? ☐ Yes ☐ No

If NO to the question above, is the activity approved? ☐ Yes ☐ No

Is a change to the lease/licence or agreement required? ☐ Yes ☐ No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

### Privacy Information

Council treats all personal information provided as part of a grant or sponsorship application in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1973. The information requested on the application form is collected for the purposes for the assessment and management of grants or sponsorships but may be used to inform you of other grant or sponsorship opportunities.

The information will only be used by Council for that primary purpose and will not be disclosed to any other party except as required by law. A copy of Council's Privacy Policy can be accessed from Council's website [www.buloke.gov.au](http://www.buloke.gov.au) or by contacting Council for a hard copy by phoning 1300 520 520.