

# COMMUNITY GRANTS SCHEME

## Inclusion & Diversity Programs/Projects

### Application Form



Please use this form to apply for Council Community Grants for inclusion and diversity programs/projects. Community Grants in this section are available up to a maximum of \$1,500 for eligible projects.

Please attach any supporting project details to this application.

### 1 Organisation details:

|  |   |
|--|---|
| Organisation name:                                     |   |
| Postal address:  |   |
| Main contact person:                                   |   |
| Position:  |   |
| Telephone:   | BH:                      Mobile:                |
| Email:   |   |
| Group ABN:   |   |
| Incorporation Number:                                  |   |
| Grant Round:<br>September – Round 1<br>March – Round 2 | Round:<br>Financial Year:                       |
| Bank details<br>[for direct credit of funds]           | Account Name:<br>BSB Number:<br>Account Number: |

### 2 Project details:

|  |   |
|--|---|
| <b>1. Project name:</b>                                      |   |
| <b>2. In 100 words or less please describe your project:</b> |   |
| <b>3. What does your project set out to achieve?</b>         | <input type="checkbox"/> Support equal opportunity, anti-discrimination – inclusion and equity.<br><input type="checkbox"/> Support to specific population groups (E.g. Traditional Owner groups, members of the LGBTQI+ community).<br><input type="checkbox"/> Improved mental health.<br><input type="checkbox"/> Increased community resilience.<br><input type="checkbox"/> Climate change adaptation.<br><input type="checkbox"/> Other _____ |

### 3 Assessment Criteria

The following questions seek information on how your project addresses Council's key goals for provision of Community Grants. Answers to these questions will assist Council in its decision-making process.

|    |  |
|----|--|
| 1. | <b>Does your program/project address a community need? If yes, what is the need and how will you address this?</b> [20 points]                                       |
|    |  |
| 2. | <b>What members of the community will benefit from your program/project?</b> (20 points)   |
|    |  |
| 3. | <b>How does your program/project support inclusion and/or diversity?</b> (15 points)   |
|    |  |
| 4. | <b>Will your project help to increase participation, community connections or health and wellbeing within the community? If so, please describe how.</b> [15 points] |
|    |  |
| 5. | <b>Does your project encourage multi-use or shared facilities, or collaboration with other community groups? If yes, please describe how.</b> [15 points]            |
|    |  |

|           |  |
|-----------|--|
| <b>6.</b> | <b>Does your project provide a new or enhanced service to the community? If so, how will this benefit the community? Please provide details.</b> [15 points] |
|           |  |
| <b>7.</b> | <b>How will you ensure that you are able to successfully deliver the program/project on time and within the budget?</b> [10 points]                          |
|           |  |

#### 4 Budget

It is important that costs and funding have been thought through. Please complete the budget section below relating to your event.

**Please note:**

- a) The total income must equal total expenditure – i.e. the budget must balance.

| Income                               | Value \$  | Expenditure              | Value \$  |
|--------------------------------------|-----------|--------------------------|-----------|
| Amount requested for this grant      | \$        |                          | \$        |
| Other grants already confirmed       | \$        |                          | \$        |
| Funds from your club/group           | \$        |                          | \$        |
| In-kind support from your club/group | \$        |                          | \$        |
| In-kind support from other sources   | \$        |                          | \$        |
| Other                                | \$        |                          | \$        |
| Other                                | \$        |                          | \$        |
| <b>TOTAL INCOME</b>                  | <b>\$</b> | <b>TOTAL EXPENDITURE</b> | <b>\$</b> |

## 5 Checklist

Please check the following requirements before submitting your grant application for consideration by Council.

- Does my budget add up correctly?

Have you included a copy of the following?

- A copy of your current Public Liability Insurance Certificate (minimum \$10 million coverage)?
- A copy of your organisation's most recent Bank Statement (less than 3 months old) and/or Financial Statement? *[This is required to ensure financial capability of completing the project]*
- Incorporation and ABN number? *[Grants can only be provided to incorporated organisations or groups auspiced by incorporated organisations]*
- Quotes for all components of the project?
- Details of any in-kind works or donations you will be claiming?
- Written consent from the landowner or land manager, if applicable?
- Any further information in support of your project application.

## 6 Condition of Grant Agreement

I/We agree to abide by the conditions of the Community Grant as specified in the Community Grant Scheme Guidelines.

|  |  |
|--|--|
| <b>Organisation Name:</b>              |  |
| <b>Authorised Signature:</b>           |  |
| <b>Name:</b> <i>[please print]</i>     |  |
| <b>Position:</b> <i>[please print]</i> |  |
| <b>Date:</b>                           |  |