

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 \$1,000 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: September – Round 1 March – Round 2	Round: Financial Year:
Bank details [for direct credit of funds]	Account Name: BSB Number: Account Number:

2 Project details:

1. Project name:	
2. In 100 words or less please describe your project:	
3. What does your project set out to achieve?	<input type="checkbox"/> Support equal opportunity, anti-discrimination – inclusion and equity. <input type="checkbox"/> Support to specific population groups (E.g. Traditional Owner groups, members of the LGBTQI+ community). <input type="checkbox"/> Improved mental health. <input type="checkbox"/> Increased community resilience. <input type="checkbox"/> Climate change adaptation. <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.	Does your program/project address a community need? If yes, what is the need and how will you address this? [20 points]
2.	What members of the community will benefit from your program/project? (20 points)
3.	How does your program/project support inclusion and/or diversity? (15 points)
4.	Will your project help to increase participation, community connections or health and wellbeing within the community? If so, please describe how. [15 points]
5.	Does your project encourage multi-use or shared facilities, or collaboration with other community groups? If yes, please describe how. [15 points]

6.	Does your project provide a new or enhanced service to the community? If so, how will this benefit the community? Please provide details. [15 points]
7.	How will you ensure that you are able to successfully deliver the program/project on time and within the budget? [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.
- b) Grants require a ratio of \$2 Council funding to each \$1 of funding / in-kind from elsewhere.

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	\$		\$
TOTAL INCOME	\$	TOTAL EXPENDITURE	\$

5 Checklist

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

- Does my budget add up correctly?
- Does my budget meet the \$2:\$1 funding ratio?

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.

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