Community Grants Program
Form Preview

Is my organisation eligible?

* indicates a required field

Welcome to the Loddon Shire Council Community Grants Program.

Before accessing the form, please complete the following questions to ensure your organisation is eligible to apply for a community grant.

Are you a not-for-profit organisation/group and incorporated body? *

Do you have current public liability insurance (to the minimum of $20 million)? *

A copy of your current public liability insurance certificate must be submitted as part of the application.

Is the project taking place within (or for the benefit of) the Loddon Shire municipality? *

Do you have an outstanding acquittal from a previous community grant round? *

Please send an email to communitysupport@loddon.vic.gov.au requesting confirmation of whether your organisation has any outstanding acquittals.

Council Officers will conduct a search and advise of any projects which have an outstanding acquittal.

Has the project already commenced? *

Will the project be completed within 12 months of notification of successful application? *

Does the activity duplicate other local service responses (unless it can be demonstrated that it meets an unmet community need)? *

Is the project on public owned or managed land? *

Please note; if your project is on Crown Land, it is not public owned/managed land.

Is the project for funding administrative costs? *

For example: wages, rent, insurance, utility charges.

Is the project for ongoing maintenance? *

For example: mowing lawns

Will the funding go towards political, religious or spiritual activities activities? *

Responsibility of others

Community Grants will not fund activities (programs, services, projects or initiatives) that are the responsibility of others:

- activities that Council considers the responsibility of other authorities, agencies or levels of government
- proposals that address shortfalls in funding from other authorities levels of government
- curriculum based activities or where the activity is confined to the school or kindergarten, including groups and organisations proposing work with schools and kindergartens (excluding shared facility use by community groups for their specific activity - for example local cricket clubs using school ovals

Is your project considered the sole responsibility of another authority? *

For example: water authorities

Funding ratio

Grants are available for a maximum of $10,000 including GST.

The grant will fund projects on a 2:1 basis - meaning that for every $2 provided by Council, successful applicants must contribute a minimum of $1 towards the cost of a project.

Does your organisation have access to sufficient cash reserves to cover your contribution towards the project? *

Have all quotes for the project been received? *

All quotes for the project must be submitted as part of the application.

Have you got a copy of your organisation's most recent bank account (from within the last 3 months)? *

A copy of the organisation's most recent bank account must be submitted as part of the application.

Applicant Details
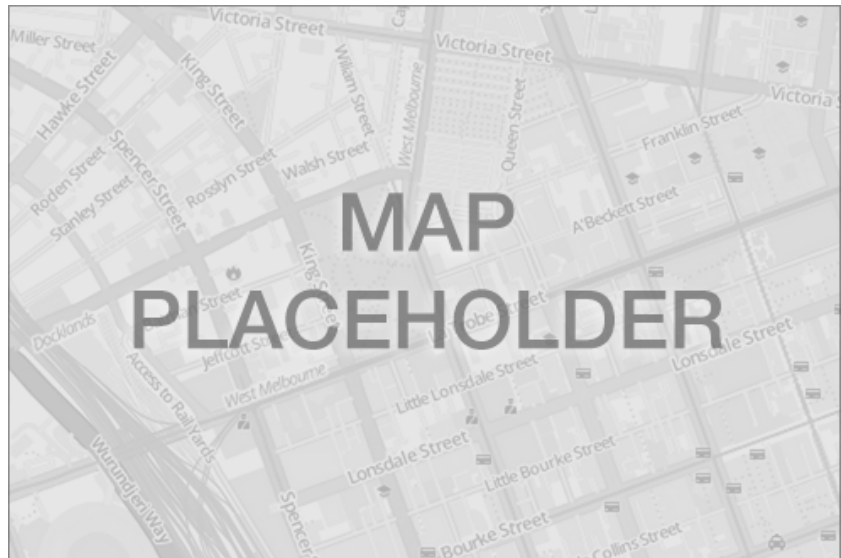
* indicates a required field

Applicant Organisation *   Organisation Name

Organisation Address   Address

Any, but at least one field is required.

Contact details of authorised person

Project Contact *

First Name

Last Name

Organisation position *

Primary Phone Number *

Must be an Australian phone number.

Organisation Email *

Must be an email address.
Generic organisation email preferred

Please select which committee/agreement your organisation operate under: *

Certificate of Currency

Please attach a copy of your organisations' current certificate of currency *
Attach a file:

Your organisaton must have a minimum $20 million cover

Council Section 65 Committee

Please attach Council consent to undertake the project *

Attach a file:

Please contact Council's Building and Asset Department to obtain consent - loddon@loddon.vic.gov.au

It is recommended that you obtain written consent for the project prior to proceeding any further with the application.

Council Management Agreement

Please provide the following:

Incorporation Number *

Incorporation Numbers can be found on the Consumer Affairs website https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/search-for-an-incorporated-association

Council consent to undertake the project *

Attach a file:

Please contact Council's Building and Asset Department to obtain consent - loddon@loddon.vic.gov.au

It is recommended that you obtain written consent for the project prior to proceeding any further with the application.

DEECA Committee of Management

Please attach documentation from DEECA providing in-principle support for your project *

Attach a file:

It is recommended that you obtain written in-principle support / consent for the project from DEECA prior to proceeding any further with the application.

Does your organisation own the site?

Please attach written consent from the landowner/land manager to undertake works on their land including Committee of Management *

Attach a file:

It is recommended that you obtain written consent for the project prior to proceeding any further with the application.

Letters of Support

Please upload any necessary letters of support
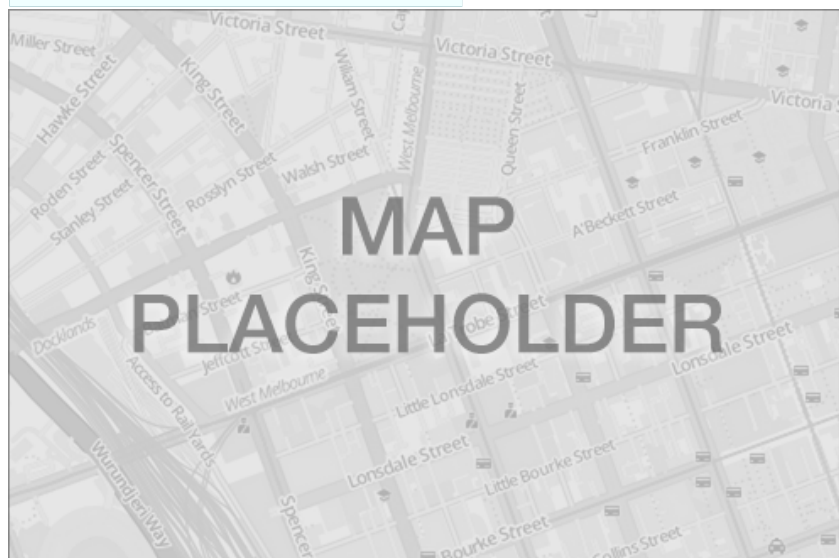Attach a file:

[   ]

Project Scope

* indicates a required field

Overview

Project Name *

[   ]

Project Location *   Address

[   ]

[   ]

Brief project description: *

[   ]

Consider what are the main elements of the project, who will be involved and how the project will proceed

Essential Criteria

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How does the project meet a community need? *

How will this project increase or support opportunities for participation? *

Who will directly benefit from the project? *
☐ All community
☐ Families
☐ People with a disability
☐ Adults (60+ years)
☐ Adults (25-60 years)
☐ Young adults (18-25 years)
☐ Youth (13-17 years)
☐ Children (6-12 years)
☐ Early childhood (0-5 years)

Does your project align to any existing plan or strategy such as a community plan, facility master plan and/or Council Plan? *

Please see Council's website for a list of strategies/plans: https://www.loddon.vic.gov.au/Our-Council/Plans-strategies-and-policies

To view all community plans, please see our website: https://www.loddon.vic.gov.au/Our-Council/Community-plans/Loddon-Community-Plans

Please provide details on which strategies/plans your project is identified in:

Please attach a recent bank statement from within the last 3 months *
Attach a file:

Does this project incorporate environmentally sustainable measures? *

Does this project incorporate economically sustainable measures? *

Briefly describe these measures *

Does the project improve safety in the community? *

Project Budget

* indicates a required field

Funding request

The grant will fund projects on a 2:1 basis - meaning that for every $2 provided by Council, successful applicants must contribute a minimum of $1 towards the cost of a project.

Please ensure the figures provided below are consistent with the figures provided in the budget section of this application.

Total project cost: *

$

Please ensure you include any applicable GST in your total project cost.

Amount requested: *

$

Maximum amount is $10,000. Please ensure you include any applicable GST in your amount requested.

Please attach all quotes for the project *

Attach a file:

In kind calculator

Please note; your in kind total must be added to the income description in the budget table in the next section

Groups can claim up to 50% of their contribution as an in-kind contribution or voluntary support.

Volunteer labour contribution can be calculated at $25 per hour per person, while specialist contributions can be valued at up to $50 per hour.

Donation of materials is based on the item's value, and use of equipment and contractors is based on standard hire rates.

Goods or services/ volunteer labour	Supplier	Hours	Rate	Total value
				$
				$
				$
				$
				$
				$
				$
				$
		Must be a number.	Must be a number.	

In Kind Total

Total Income Amount

$

This number/amount is calculated.

Please upload details on any in-kind contribution or donated materials if applicable

Attach a file:

Budget (all figures are GST inclusive):*

Outline your project budget, including details of any contribution from your organisation and other funding that has been applied for or confirmed.

The budget must balance (total income = total expenditure). Please include these areas in your budget INCOME and EXPENDITURE columns.

To view an example of a completed budget, please see our community grants page on our website

Please don't add commas to figures, eg. write $1000 not as $1,000

Income	$	Expenditure	$
	Must be a dollar amount.		Must be a dollar amount.
In kind / volunteer contribution	$	In kind / volunteer contribution	$
Grant amount you have requested for project	$		$
Organisation financial contribution	$		$

	$		$
	$		$
	$		$
	$		$
	$		$

Budget Totals

Total Income Amount

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

Income - Expenditure

$

This number/amount is calculated.

Declaration and Privacy Statement

* indicates a required field

Declaration and Privacy statement

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the Loddon Shire Council immediately if any information provided in this application changes or is incorrect.

The Loddon Shire Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the Trustees'/Directors' powers, functions and purposes. It may also be used by the Trustees/Directors and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact Council's Community Support department on (03) 5494 1200 or email communitysupport@loddon.vic.gov.au

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

○ Yes

Authorised Person's Name *

First Name

Last Name

Position *

Date of declaration *

Application review

Unfortunately your application does not meet the eligibility criteria for funding under Council's Community Grants Scheme.

A copy of the application guidelines can be downloaded from Council's website.

Please review your application against the criteria and amend if possible to ensure your project meets the required eligibility.

We look forward to receiving your application!