

Community Grant Application FINAL

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Community Grants Program

* indicates a required field

Eligibility

The Central Highlands Regional Council's Community Grants Program aims to assist local community groups/organisations in making positive contributions to the quality of life in the local government area.

Groups/ organisations applying for Central Highlands Regional Council Grants are required to:

- Have the majority of members of the organisation/group reside in the Central Highlands Regional Council area.
- Operate predominately within the Central Highlands Regional Council boundaries.
- Have acquitted any previous Central Highlands Regional Council grant satisfactorily.
- Be free of debt with Central Highlands Regional Council.
- Be an incorporated 'not-for-profit' organisation or company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient. Note: religious organisations are not eligible.
- Unincorporated groups are able to apply, providing that their application is made through the appropriate incorporated body which supports the program, project or activity.
- Have relevant public liability insurance cover, except when the grant relates only to goods purchased and/or works undertaken by a suitably insured contractor.
- Make the facility or resource available to community through membership or other means.
- Demonstrate a clear need for financial support and show that other avenues of financial support have been explored (e.g. other grant funding).
- Submit the organisation's most current financial statement (as submitted to the Office of Fair Trading) or latest treasurer's report including bank balances covering previous 12 months.
- Submit a detailed budget for the program, project and/or activity and two quotes from registered businesses, for all items to be funded for the grant (including where possible at least one sourced in council boundaries).
- Provide in principle support from the land owner or trustee of the land prior to application submission.
- Sought advice regarding building works and approval prior to application submission (if applicable).
- Have a signed Tenure Agreement if one has been offered in excess of six months from the application date. (This criterion is applicable if you are operating from council land/ building.)
- Be open for public membership

Please acknowledge you have read the full [eligibility guidelines](#) before completing this form

I have read the eligibility guidelines. *

☐ Yes

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☐ No

Does your organisation have any outstanding debts with council? *

- ☐ Yes (ineligible)
☐ No

Have you previously been a successful applicant for a CHRC Community grant? *

- ☐ Yes
☐ No

Were you successful in the previous grant round? *

- ☐ Yes (ineligible)
☐ No

Have you acquitted all previous CHRC grants? *

- ☐ Yes
☐ No

Please explain why you have not acquitted previous grants.

Funding Categories

Applications can be submitted in the following categories to the maximum indicated:

- **Community assistance - up to \$5000**
 - Organisations with a community focus, not providing organised sport and recreation activities.
 - The organisation's constitution's main objective is to provide community benefit.
- **Sport and recreation assistance - up to \$5000**
 - Organisations providing organised sport and recreation activities.
 - The organisation's constitution's main objective is to provide organised sport and recreation activities.
- **Community improvement - up to \$20,000**
 - Organisations with a focus on completing aspirations of their community in accordance with [council's strategic documents](#).
 - This category is open to both community-focused organisations and sport and recreation organisations.

Which category are you applying for funding? *

- ☐ Community Assistance Grant - up to \$5000
☐ Sport and Recreation Assistance Grant - up to \$5000

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- ☐ Community Improvement Grant - up to \$20,000

Templates

If you have an existing project plan or strategic plan these can be uploaded where prompted.

Alternatively, you can access templates below.

Click on the document name to access the template.

[Project Plan](#)

[Strategic Plan](#)

Document Checklist

- ☐ Public Liability Certificate
- ☐ Most current financial statement
- ☐ Project plan
- ☐ Two quotes (including at least one local)
- ☐ Proof of land ownership/Lease or tenure agreement
- ☐ Building works advice/approval (if applicable)
- ☐ Budget
- ☐ Letter of support from sponsoring organisation (if applicable)
- ☐ Letter of support from school Principal (P&C's)

Document Checklist

- ☐ Public Liability Certificate
- ☐ Most current financial statement
- ☐ Project plan
- ☐ Strategic plan
- ☐ Two quotes (including at least one local)
- ☐ Proof of land ownership/Lease or tenure agreement
- ☐ Building works advice/approval (if applicable)
- ☐ Budget
- ☐ Letter of support from sponsoring organisation (if applicable)
- ☐ Letter of support from school Principal (P&C's)

Organisation Details

* indicates a required field

Section A: Organisation Details

Name of your organisation *

Organisation Name

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Address *

Address

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

Applicant Postal Address *

Address

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

Phone *

Must be an Australian phone number.

Email *

Must be an email address.

Number of members

Must be a number.

Name of contact person *

First Name

Last Name

Position ***Phone number of contact person ***

Must be an Australian phone number.

Email of contact person *

Must be an email address.

Is your organisation Incorporated *

- ☐ Yes
- ☐ No, you will need a sponsoring body that is incorporated to proceed with this application

Is your organisation a P&C *

- ☐ Yes
- ☐ No

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Please upload a letter of support from the school Principal *

Attach a file:

Incorporation information

Please provide information about your organisation.

Incorporation number

Must be a number.

Is your organisation registered for GST *

- ☐ Yes
☐ No

Does your organisation have an ABN *

- ☐ Yes, please provide your ABN below
☐ No

Organisation 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.

Does your organisation have public liability insurance to cover this program, project and/or activity *

- ☐ Yes (attach a copy)
☐ No (ineligible)
☐ Grant only relates to goods purchased and/or works undertaken by a suitably insured contractor (attach a copy of contractor's public liability insurance)

Please upload a copy of relevant public liability insurance *

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Attach a file:

Is your organisation required to undertake an annual financial audit as per the rules of incorporation? *

- ☐ Yes (please attach full copy of the latest audited statement)
- ☐ No (please attach a copy of your organisation's latest financial or treasurer's report covering previous 12 months)

Please upload a copy of the applicable documents *

Attach a file:

Sponsor details

Please provide information about your incorporated sponsor.

Organisation

Organisation Name

Incorporation number

Must be a number.

Address *

Address

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

Postal Address

Address

Phone

Must be an Australian phone number.

Email

Must be an email address.

Is your sponsor registered for GST *

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- ☐ Yes
- ☐ No

Does your sponsor have an ABN

- ☐ Yes, please provide your ABN below
- ☐ No

Incorporated sponsor 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.

Does your sponsor organisation have public liability insurance to cover this program, project and/or activity* *

- ☐ Yes (attach a copy)
- ☐ No (ineligible)

Please upload a copy of your sponsor organisation's public liability insurance. *

Attach a file:

Is your sponsor organisation required to undertake an annual financial audit as per the rules of incorporation? *

- ☐ Yes (please attach full copy of the latest audited statement)
- ☐ No (please attach a copy of your organisation's latest financial or treasurer's report covering previous 12 months)

Please upload a copy of the applicable documents *

Attach a file:

Sponsor declaration *

- ☐ By ticking this box, I confirm that I have written authorisation from my sponsor.

Please upload the sponsor's written authorisation *

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Attach a file:

Grant Details

* indicates a required field

Section B: Grant Details

Which funding round are you applying for? *

Have you spoken with a Community Grants Officer in relation to this application?

- ☐ Yes
☐ No

Title of the program, project and/or activity requiring funding *

Description of the program, project and/or activity for which you are seeking funding.

Main location of activities for this program, project and/or activity

- ☐ Arcadia Valley
☐ Bauhinia
☐ Blackwater
☐ Bluff
☐ Capella
☐ Comet
☐ Dingo (Karramara)
☐ Duaringa
☐ Emerald (Gindie, Fernlees)
☐ Gemfields (Anakie, Rubyvale, Sapphire, Willows Gemfields)
☐ Lochington (Orion, Tresswell)
☐ Rolleston (Toprain)
☐ Springsure (Buckland)
☐ Tieri
☐ Central Highlands region

Anticipated start date and duration of program, project and/or activity

Is this a new program, project and/or activity?

- ☐ Yes
☐ No

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If yes, please provide additional details

How will it assist in the increase of participation in the club? (e.g members, volunteers, spectators)

How will your organisation acknowledge CHRC's contribution/assistance towards your program, project and/or activity?

Project budget

*** indicates a required field**

Section C: Project budget

Amount requested *

Must be a dollar amount and no more than 5000.

Amount requested *

Must be a dollar amount and no more than 20000.

Do you have funds available to cover the cost of this project? *

- ☐ Yes
☐ No

Describe your current and future plans for your existing funds. *

Why are grant funds required to complete this project? *

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How will your organisation fund recurrent expenses in future years (if applicable)?

Considerations

Section D: Considerations

Has your organisation received a contribution from council's capital investment plan?

- ☐ Yes
- ☐ No

If yes, please provide details

Are you on council owned or controlled land?

- ☐ Yes
- ☐ No

If yes, please attach letter of approval

Attach a file:

Do you have a lease or user agreement with council?

- ☐ Yes
- ☐ No

If yes, please attach a copy of lease/tenure agreement

Attach a file:

Did you consult with any other organisations including council in regard to your application?

- ☐ Yes
- ☐ No

If yes, please attach evidence/letter of support

Attach a file:

Selection Criteria - Community Assistance Grant

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* indicates a required field

NOTE: The following questions form the main part of the selection criteria. The weighting is noted in percentage beneath each the question.

What is the main reason you are applying for this funding and how does it meet a need in the community? *

25% weighting

What key benefits (direct or indirect) will the program, project and/or activity bring to communities within the Central Highlands region? *

15% weighting

Complete and attach a project plan for project and/or activity, including detailed budget, timeline and risk management *

Attach a file:

15% weighting

Have you supplied two quotes including at least one local quote? *

- ☐ Yes
☐ No

5% weighting

Please upload a copy of your quotes

Attach a file:

Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g. raffles, fundraising initiatives, other grants or subsidies applied for. Describe your current and future plans for your existing funds. *

10% weighting

What is your organisation's contribution toward this program, project and/or activity? e.g. In-kind, organisation revenue *

10% weighting

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Explain how this program, project and/or activity aligns with your organisation's strategic goals and objectives, such as a Strategic Plan.

15% weighting

Attach Strategic Plan / other strategic documentation

Attach a file:

How does your project align with the aspirations in the Central Highlands 2043 Community Vision?

5% weighting

Please attach any other supporting documents (cover letter, letters of support, etc.).

Attach a file:

Selection Criteria - Sport & Recreation Assistance Grant

* indicates a required field

What is the main reason you are applying for this funding and how does it meet a need in the community?* *

25% weighting

What key benefits (direct or indirect) will the program, project and/or activity bring to communities within the Central Highlands region? *

15% weighting

Complete and attach a project plan for project and/or activity, including detailed budget, timeline and risk management *

Attach a file:

15% weighting

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Have you supplied two quotes including at least one local quote?

- ☐ Yes
☐ No

5% weighting

Please upload a copy of your quotes

Attach a file:

Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g. raffles, fundraising initiatives, other grants or subsidies applied for. Describe your current and future plans for your existing funds.

10% weighting

What is your organisation's contribution toward this program, project and/or activity? e.g. In-kind, organisation revenue.

10% weighting

Explain how this program, project and/or activity aligns with your organisation's strategic goals and objectives, such as a Strategic Plan

15% weighting

Attach Strategic Plan / other strategic documentation *

Attach a file:

How does your project align with the aspirations in the Central Highlands 2043 Community Vision?

5% weighting

Please attach any other supporting documents (cover letter, letters of support, etc.).

Attach a file:

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Selection Criteria - Community Improvement Grant

* indicates a required field

What is the main reason you are applying for this funding and how does it meet a need in the community?* *

10% weighting

What key benefits (direct or indirect) will the program, project and/or activity bring to communities within the Central Highlands region?* *

15% weighting

Complete and attach a project plan for project and/or activity, including detailed budget, timeline and risk management. *

Attach a file:

15% weighting

Have you supplied two quotes including at least one local quote? *

- ☐ Yes
☐ No

5% weighting

Please upload a copy of your quotes.

Attach a file:

Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g. raffles, funding raising initiatives, other grants or subsidies applied for. Describe your current and future plans for your existing funds. *

10% weighting

What is your organisation's contribution toward this program, project and/or activity? e.g. In-kind, organisation revenue. *

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10% weighting

Explain how this program, project and/or activity aligns with your organisation's strategic goals and objectives, such as a Strategic Plan. *

15% weighting

Attach Strategic Plan / other strategic documentation *

Attach a file:

Describe how the project has links to a priority, strategy or action in one of council's strategic documents, such as the Corporate Plan 2022-2027, The Game Plan, Creative Cultural Futures Strategy 2016-2016, Heritage Management Framework, Reconciliation Action Plan, Central Highlands Youth Strategy *

15% weighting

How does your project align with the aspirations in the Central Highlands 2043 Community Vision?

5% weighting

Please attach any other supporting documents (cover letter, letters of support, etc.).

Attach a file:

Application agreement

* indicates a required field

Section E: Certification by organisation

I, the undersigned, certify that: *

- ☐ To the best of my knowledge the information supplied in this application is true and accurate
- ☐ I have uploaded all requested supporting documents.
- ☐ If the funding is allocated to our program, project and/ or activity I will be required to accept the council funding conditions and I will complete the acquittal form and return it to council with receipts and invoices.

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- Privacy statement: Central Highlands Regional Council is collecting your personal information for the purpose of assessing your grant application and/ or finalising your grant requirements. The collection of this information is authorised under the Local Government Act 2009. Some of the information may be given to media for the purpose of promoting your success and council's support. Your information will not be given to any other person or agency unless you have given council written permission or we are required to by law.

Name

First Name

Last Name

Must be a date.