

# Moorabool Shire

# Community Grants

# Application Guide



## A Step-by-Step Guide to Completing Your Application

The Community Grant assessment process is competitive and assessed based on the merit and strength of submitted applications. This guide has been created to assist your group to best prepare and submit your Community Grant application for consideration.

Should you have any questions throughout the planning or application process, please contact the Connected Communities Team on 03 5366 7100.

### Steps to completing your Community Grant submission

1. Read both the Community Grant Guidelines and Community Grant Application Guide
2. Discuss the project with key members of your group and ensure concept approval
3. Discuss your project with a Moorabool Shire Council Connected Communities Officer
4. Meet with all key groups that your project may impact and obtain written permission / support
5. Obtain quotes for all relevant elements of your project
6. Identify and document evidence as to why your project is needed (to include in your application) and start assembling relevant supporting information (e.g. group membership numbers)
7. Complete and submit your application using this guide for assistance

## Confirming Your Eligibility

Groups applying for a Community Grant must adhere to the eligibility requirements listed in the Community Grant Program Guidelines, available on the Moorabool Shire Council website.

Please make sure you have thoroughly read this document before submitting your application.

When submitting your application, your group will need to confirm its compliance with each eligibility requirement (please refer to the Community Grant Guidelines). Groups who don't, or can't confirm their eligibility, will not be able to proceed with their application.

The following information will assist your application by clarifying some of the eligibility requirements.

### How can I confirm ABN and GST registration?

- To confirm your community group or auspice's ABN and GST status please go to <https://abr.business.gov.au/>

### The project does not require an ongoing commitment of funds from Council?

- Your application must clearly demonstrate and explain that Council funds will not be required in the future for maintenance, repair or replacement

### Does your project permanently impact property for which you are not the owner?

- If yes, your group must supply a signed Letter of Approval for the project from the property owner/s

### Your group has contacted a Community Development Officer to discuss your grant application?

- You are required to speak with a Connected Communities Officer prior to submitting your application and will need to list who you've spoken with

### How do I find my Incorporated Association name or Registration Number?

- To access this information, please visit: <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association>

### We don't have an ABN, how do we use an auspice?

If your community group does not have an ABN, you may enter into an agreement with an independent organisation to auspice the grant. If your application is successful, the auspice organisation must then enter into agreement with Council and take responsibility for managing grant funding. The auspice will be held legally accountable for the expenditure of the grant and must provide public liability insurance coverage for the project. The grant applicant must provide evidence of agreement from the auspice organisation as a requirement of funding.

## What information do I need to attach as part of my application?

Applicants are required to provide all requested documentation. Moorabool Council reserves the right to forgo assessment of incomplete applications.

To be eligible to receive funding, your application must contain your group or nominated Auspices:

### **Annual Financial Statement**

This is a copy of your group's annual finances which often accompanies your group or auspice group's Annual Report. This must be dated from the previous 12 months. Your group or auspice group's Treasurer will have this information.

### **Bank Statement**

This can be an electronic or hardcopy version and must have been issued within the past 3 months. Evidence can be found within your online banking account or by the statements you receive in the mail.

### **Evidence of current Public Liability Insurance Coverage (I.e. Certificate of Currency)**

This is a certificate issued in your name by your current insurer, demonstrating that you have public liability coverage to a minimum of \$10 million. If you or your auspice don't currently have a copy of this on record, please contact your insurance provider.

### **Certificate of Incorporation**

This is a certificate which confirms your group or auspice's incorporation status. Please only supply a photocopy of your original. If for some reason your group does not currently have their copy, you can obtain one by visiting the Consumer Affairs Victoria website: <https://www.consumer.vic.gov.au/>

### **Project quotes**

Quotes for all planned goods and services purchases need to be provided with your application. This can include individual quotes or evidence of standard product pricing (e.g. a screenshot of an advertised product or copy of a catalogue etc.)

Preference should be given to local suppliers where possible.

### **Letters of Approval**

Letters of approval must be provided on behalf of any/all organisations or groups who own or manage the property/structure/land where the project will occur.

### **Further Documentation**

To further strengthen your application please attach any other relevant documentation you feel appropriate. E.g. photos, plans, meeting minutes, newspaper articles, drawings etc.

## What information do I need to include when addressing the application criteria/questions?

Your application will be assessed out of 100 based on the weighted criteria below. To ensure that your community group submits a strong application, each criteria must be appropriately addressed as described in this document.

When preparing to address the application criteria, we suggest that you create a word document with your responses, and then copy and paste this information into the form when completing your application. This will provide opportunity to better proof read and spell check your submission, as well as having the information backed up in the unlikely event of a technical issue.

There is a maximum of 250 words for each criteria response.

### Application Criteria

Criteria 1. Please describe your project and why you want to do this project (10%)

Criteria 2. What will this project achieve? (20%)

Criteria 3. Why is this project needed in your community? (20%)

Criteria 4. Who will be involved in the project? (15%)

Criteria 5. How will you carry out your project? (Including risk management) (15%)

Criteria 6. Please provide a project budget and explain how you arrived at the costs (20%)

### Criteria 1 - Please describe your project and why you want to do this project (10%)

In one or two paragraphs, provide a very clear and brief overview of your project.

- What you are planning to do?
- Why you are planning on doing it?
- Where you are planning on doing it?
- How you are planning on doing it?
- Who will benefit?

Note – The assessment panel should have a very clear understanding of your project after reading your response to this criterion.

## Criteria 2 - Why is this project needed in your community? (20%)

Explain why your project is needed and provide relevant evidence

- To enhance your application, provide any relevant statistics, data, research or information.
- Attach letters of support from organisations / individuals demonstrating how the community will benefit from your project and why it is needed

Describe what current/future issues or opportunities your project will assist with

- How will your project assist?

Explain how your project is aligned to one or more strategic objectives of Council as outlined in the Council Plan 2017-2021.

- It's important to make sure that your application aligns with the strategic direction of Council. The MSC Council Plan can be located: [https://www.moorabool.vic.gov.au/sites/default/files/Council\\_Plan\\_2017-2021\\_ADOPTED.pdf](https://www.moorabool.vic.gov.au/sites/default/files/Council_Plan_2017-2021_ADOPTED.pdf)

## Criteria 3 - What will this project achieve? (20%)

- List the key outcomes of your project
- Detail the community benefits of your project
  - Immediate benefits
  - Long term benefits (Including once funding is over)
- Explain how your project will increase membership, participation or use of your facility
  - List the number of groups, members or participants your project will benefit.
  - List any specific communities your project will target (i.e. elderly, youth, people with disability, families, culturally and linguistically diverse communities, Indigenous Australians)

## Criteria 4 - Who will be involved in the project? (15%)

- Detail who will be responsible for managing your project and their role
- Explain how your group has planned your project
- List all the project partners (list all the groups involved in the planning and implementation of the project)
- Explain how your community has been involved in planning the project
- Does your project impact other groups? (If so, you must provide project Letters of Approval from each group. I.e. you wish to modify a facility which you hire)

## Criteria 5 - How will you carry out your project? (Including risk management) (15%)

- Explain how your project will be managed
- List what facilities / services / programs / equipment will be utilised during the project
- List all potential project risks you have identified and explain how you will prevent, minimise and manage these
- Detail how your project will address any relevant documented health and safety issues
- For capital works, explain how the asset will be maintained. For programs and events, explain how future programs and events will be funded once funding has ceased

You are also required to complete the Key Task Table. Ensure you include all key project tasks and relevant dates. The example below will provide guidance.

### Example Key Task Table

Please list your proposed project tasks, start date and completion date, should you be successful in receiving funding.

Please note that due to the assessment timeline, all tasks must begin after June 1.

Project Task	Completion Date
Meet with key project stakeholders *	
Engage contractor	
Project start	
Project completion	
Project acquittal completed and sent to MSC	
	Must be a date and no later than 31/12/2020.

**Please provide a project budget and explain how you arrived at the costs (20%)**

**Example Budget**

**Income**

Income source	Amount (\$)	Confirmed?	
Requested Moorabool Comm *	4000 *	No ▾	+ -
Cash contribution (your group)	2000	Yes ▾	+ -
In-kind material	1000	Yes ▾	+ -
In-kind labour	1000	Yes ▾	+ -
External grant/s		▾	+ -
Other (please write here)		▾	+ -
Other (please write here)		▾	+ -
		▾	+ -
Must be a dollar amount.			

Add More

**Expenses**

Expenditure item	Amount (\$)	
Stock purchases	4000	+ -
Equipment hire	2000	+ -
In-kind materials	1000	+ -
In-kind labour	1000	+ -
		+ -
		+ -
		+ -
		+ -

Add More

**Budget Totals**

**Total Income Amount**

\$8,000.00

This number/amount is calculated.

**Total Expenditure Amount**

\$8,000.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated. This number must be zero

## Completing the budget section

- Ensure you list **all** project income and expenditure items
- The totals for project income and project expense **must** match and include the in-kind amount
- Both 'Total Income' and 'Total Expenditure' will be automatically calculated – these totals must match.
- Your 'in-kind material' and 'in-kind labour' Expenses must match your 'in-kind material' and 'in-kind labour' Income. If you've listed any in-kind item in Income you must also list that exact item and associated cost as an Expense. 'In-kind' is defined and detailed below.
- Applicants requesting community grant funding between \$1,000 and \$5,000 must demonstrate matching income funds of \$1:\$1 group to Council.
- In-kind income labour is calculated at \$25 per hour.

## Further budget information required

- Explain in detail each listed budget item and how you arrived at that cost
- Detail any in-kind expenses (please see explanation below)
- Demonstrate how you've sought local goods or service providers as a preference
- Demonstrate how your project will achieve value for money
- Demonstrate how the project is not the responsibility of the State or Federal Government - applications for funding that are deemed the responsibility of State and/or Federal government will not be given priority

### *What is in-kind?*

In-kind is a contribution to the project other than cash. In-kind contributions may include donations of voluntary labour or donated goods or services. Where in-kind contributions have been included in the budget, applicant groups must submit an In-Kind Log Form as an attachment to your application.

Applications must describe each in-kind contribution and how you arrived at the value of this contribution. If provision of services such as trades or donated goods are included, then you must provide a signed letter or donated quote indicating the value (at a reasonable commercial rate). Volunteer labour contributions must be calculated at \$25 per hour.

Please make sure when completing the budget that all in-kind income and in-kind expenditure are equal.



## Handy Hints

- Be prepared - have all information and documentation ready when applying
- Ask someone else to proof read your application before submitting
- Keep a copy for your records of everything you submit
- Attach photos where they provide a better explanation/description than text
- If you are logged in, you can save your application for when you return
- You will be asked to preview your application before final submission. Use this as an opportunity to perform a final proof read of your application and ensure all information is accurate

## Technical Support when Submitting Your Application

The Moorabool Shire Community Grants Program online application process is hosted by SmartyGrants. If you experience any technical issues whatsoever, please contact SmartyGrants directly. There is also a technical help guide available.

### Contact SmartyGrants

Phone: [\(03\) 9320 6888](tel:(03)93206888)

Email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

[Technical help guide for applicants](#)

## Need more help?

For more information on completing a community grant application please contact a member of the Connected Communities team by email at [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au) or by calling 5366 7100.