

2025-26 Community Development Fund

Form Preview

Introduction

The Community Development Fund grant program has operated since 1999 to support not-for-profit groups, based in Warrnambool, to fund projects and activities that contribute to the liveability of the City. Whilst the fund aims to improve the liveability of the City, priority is placed on proposals that;

- focus on addressing access and inclusion outcomes for women & girls and people with a disability,
- target and encourage participation and community involvement in creative outcomes.
- improve facilities to enhance accessibility (including disability, cultural, gender, functional access) and shared use.

Fund Aims:

- partner with community to support shared outcomes,
- provide the opportunity for community to identify and respond to local issues, concerns and priorities that align with Council priorities,
- build community capacity,
- improve or renew community infrastructure to enhance accessibility and shared use, and
- empower the community to take an active role in improving their quality of life.

Fund Objectives:

The objective of the grant program is to support;

- community and cultural events that are open to all residents and celebrate diversity and inclusion,
- community programs for residents which enhance community connection, social inclusion and resilience,
- programs and activities for residents that encourage physical activity and active living,
- innovative programs responding to health and wellbeing issues, including gender inequality and wellbeing,
- minor capital works projects that improve, extend or upgrade community infrastructure including open space and recreation assets, and
- programs that help residents and community groups contribute to sustainability through reducing waste, recovering or re-using resources or educating the community on sustainable living practises.

Projects which deliver outcomes that support the endorsed objectives of the following will be strongly supported:

- Council Plan (update link after endorsement)
- [Warrnambool 2040 Community Plan](#)
- [Healthy Warrnambool Plan 2021-2025](#)
- [Green Warrnambool 2018](#)

Help is available: Council Officers are available if you require assistance applying online, or have questions about the Community Development Fund. Refer to the Key Council Contacts listed in the Guidelines if you have any questions about the program.

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Eligibility

* indicates a required field

Have you discussed your application with a Council Officer to ensure its eligible? *

- ☐ Yes, please complete the name below
- ☐ No, please call Council to discuss your application

Council Officer's Name *

Word count:

Have you received approval from your Committee or Auspice to submit this application? *

- ☐ Yes
- ☐ No, please seek approval before proceeding

Have you completed all past Acquittal Reports for any previous grants received? *

- ☐ Not applicable
- ☐ Yes
- ☐ No, if no - please call Council before proceeding
- ☐ Unsure, if you are unsure, please call Council before proceeding.

You can only select one response from the list.

Does your project/program involve children? *

- ☐ Yes
- ☐ No

Child Safe Organisation

Victorian organisations that provide services or facilities for children are required by law to implement Child Safe Standards to protect children from harm.

Organisations and businesses that employ children to provide goods or services, whether paid or unpaid, must also implement the standards.

Children are defined in the standards as anyone under 18 years old.

For more information visit www.ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/

Does your organisation meet its obligations under the Child Safe Standards? *

- ☐ Yes
- ☐ No, please refer to website above, as all applicants must comply

Contact Details

* indicates a required field

Privacy Notice

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The personal information submitted with the online application is collected by Warrnambool City Council for the purpose of considering applications for and administering the grant program. The details of successful applicants, including organisational name; the value of the grant awarded; and a brief description of the purpose for the grant, will be released by Council to the public and the media, and will be placed on Council's website, including for use for promotional purposes. Information will not be disclosed to any other external party without your consent, unless required or authorised by law.

Council's Privacy Policy can be found at [Warrnambool City Council Privacy Policy](#).

If you have any concerns about the privacy of your information, please contact Council at; **recreation@warrnambool.vic.gov.au**

Certification *

☐ I certify that the information supplied in this application is true and correct, and that I will contact Council immediately should any details change.

Consent *

☐ I consent to Council holding the personal information I have provided, and managing it under the provisions of the Privacy Policy.

Applicants Details

Applicant *

Organisation Name

Name that is listed in official documentation.

Primary Contact *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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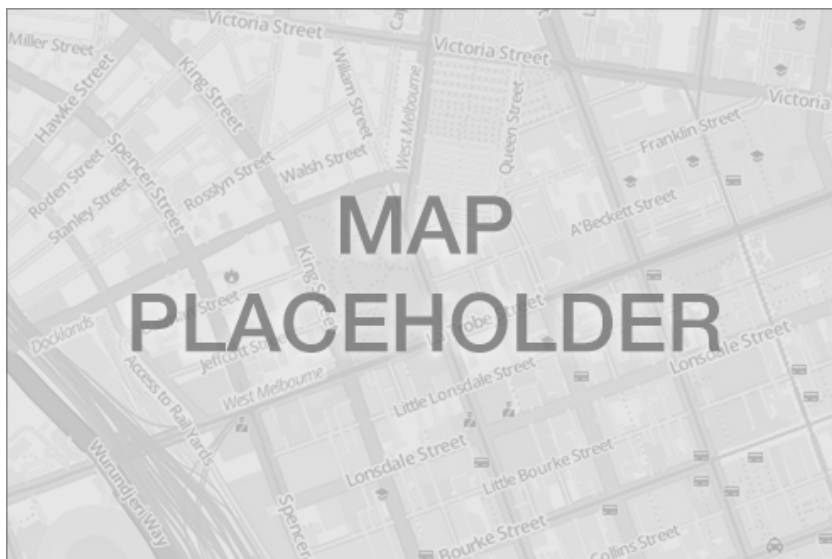
This person we will correspond with about this grant.

Applicant Primary Address

Address

<input type="text"/>
<input type="text"/>

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Any, but at least one field is required.

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Project Contact Details

Applicant Project Contact *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position held in organisation *

Eg: President, Grant Coordinator or Secretary.

Primary mobile number *

Must be an Australian phone number.

Primary email *

Must be an email address.

This is the address we will use to correspond with you about this grant.

Organisation Details

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* indicates a required field

What is your organisation's legal structure *

- ☐ Incorporated association
- ☐ Unincorporated association (you will need an Auspice)
- ☐ Individual (Arts & Culture only - you will need an Auspice)

Please choose the option that best applies to your organisation.

What type of not-for-profit organisation are you? *

- ☐ Sporting club
- ☐ Community-based group
- ☐ Cultural group
- ☐ Sporting association or league
- ☐ Community association
- ☐ Individual artist
- ☐ Environmental group
- ☐ General not-for-profit (i.e none of the sub-types listed above)

Please choose the option that best applies to your organisation.

Does your organisation have an ABN? *

- ☐ Yes, enter ABN below
- ☐ No, complete and submit a Statement by Supplier form

Applicant 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.

If you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application.

Download the form from [the ATO Website](#)

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Please Upload completed Statement of Supplier form: *

Attach a file:

What is your Incorporation Number *

Incorporated association number (9 digit number, eg: A0000000D)

Auspice Information

*** indicates a required field**

Auspicings allows for not-for-profit, incorporated organisations to accept grant funding on behalf of groups who are NOT incorporated.

An Auspice organisation manages the funds on behalf of the applicant's group that is not incorporated and is fully responsible for ensuring that the grant funds are applied, managed and expended in accordance with these Guidelines.

Auspice organisation name *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with ABR, ACNC or ATO.

Auspice email address *

Must be an email address.

Primary contact person at auspice organisation *

Title	First Name	Last Name
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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We may contact this person to verify that the auspice arrangement is valid and current.

Please provide a letter from your auspice organisation which states they are willing to auspice the project and accept funding on your behalf *

Attach a file:

The letter must be signed by an authorised person (e.g Manager, CEO or Board Chair) and must include: name, position, signature and date.

Auspice Incorporation Number *

Incorporated association number (9 digit number, eg: A0000000D)

Auspice ABN *

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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.

Project Alignment

* indicates a required field

W2040 - Our Visions Goals

All Community Development funded projects and activities will contribute to achieving the goals of the **Warrnambool 2040 Community Plan**.

Indicate which goal(s) your project or event will best support. Tick all that apply.

OUR PEOPLE

- ☐ A welcoming and inclusive city
- ☐ A safe and connected community
- ☐ Warrnambool's people are healthy
- ☐ Value local Aboriginal identity and culture
- ☐ A learning community

OUR PLACE

- ☐ An affordable and accessible place to live for everyone
- ☐ Encourages and prioritises sustainable transport
- ☐ Well-connected outside the city
- ☐ Has accessible, high-quality public spaces and facilities

OUR ECONOMY

- ☐ Embrace digital innovation and technological change
- ☐ Grow a resilient and diverse economy
- ☐ Foster a creative and collaborative culture
- ☐ Think globally

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OUR ENVIRONMENT

- ☐ Zero - innovative, solutions for zero net emissions
- ☐ Adaptable - adapt to the impacts of climate change
- ☐ Wise - a wise city, that wastes not
- ☐ Natural - enjoy, love, respect and care for the natural environment
- ☐ Blue - water for life
- ☐ Green - a city in nature

What Grant Program objective aligns best with your project *

- ☐ Community and cultural events that are open to all residents and celebrate diversity and inclusion
- ☐ Community programs for residents which enhance community connection, social inclusion and resilience
- ☐ Programs and activities for residents that encourage physical activity and active living
- ☐ Innovative programs responding to health and wellbeing issues, including gender inequality and wellbeing
- ☐ Minor capital works projects that improve, extend or upgrade community infrastructure including open space and recreation assets
- ☐ Programs that help residents and community groups contribute to sustainability through reducing waste, recovering or re-using resources or educating the community on sustainable living practices

Can only select one. Please consult the program guidelines for more information about our program aims and priorities.

What is the funding category for the proposed project? *

- ☐ Sport and Recreation
- ☐ Culture and Arts
- ☐ Environment and Sustainability
- ☐ Minor Capital Works

Can only select one category only

Sport Recreation Category

Please select one (1) under the following categories.

Applications are assessed based on the criteria rank within that category.

Which category does your project align with? *

- ☐ 1. Access and Inclusion (projects that create opportunities for participation for women and girls and people with a disability).
- ☐ 2. Increase Participation (innovative projects that increase participation and raise awareness of club activity).
- ☐ 3. Capacity Building (training and/or development opportunities that improve the governance or culture of the club).
- ☐ 4. Equipment Purchase (purchase of items that contribute to the capacity of the club to deliver programs - must have a participation outcome).

Please choose the category that best aligns with your project.

Culture Arts Category

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Please select one (1) under the following categories.

Applications are assessed based on the criteria rank within that category.

Which category does your project align with? *

- ☐ 1. Access and Inclusion (projects that increase access to creative activities for people with a disability or young people).
- ☐ 2. Increase Participation (innovative projects that encourage community participation in creative activities).
- ☐ 3. Capacity Building (not for profit development opportunities open to community to expand knowledge, improve skill or introduce new techniques).
- ☐ 4. Exhibition/Performance (venue/studio/theatre hire and/or purchase of items that contribute to the capacity of an artist or group to deliver performances/exhibitions or programs).

Please choose the category that best aligns with your project.

Environment Sustainability Category

Please select one (1) under the following categories.

Applications are assessed based on the criteria rank within that category.

Which category does your project align with? *

- ☐ 1. Green Warrnambool
- ☐ 2. Zero Warrnambool
- ☐ 3. Adaptable Warrnambool
- ☐ 4. Wise Warrnambool
- ☐ 5. Naturally Warrnambool
- ☐ 6. Blue Warrnambool

Please choose the category that best aligns with your project.

Minor Capital Works Category

Please select one (1) under the following categories.

Applications are assessed based on the criteria rank within the category.

What category does your project align with? *

- ☐ 1. Building improvements or renovations (inside or outside of building)
- ☐ 2. Renewal of fitted or fixed equipment for community use
- ☐ 3. Renewal of open space and outdoor recreation assets

Please choose the category that best aligns with your project.

Ownership and Permits

Council Owned or Managed

- Consent is required by Council before carrying out works on a property owned or managed by Council. Grant funding is conditional based on the applicant receiving *Public Land Manager Consent* for any proposed works.
- If the property is Crown Land (which Council manages) land owner consent or consent under the Marine and Coastal Act 2028 from DEECA may also be required.

Building Permit

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- A building permit is usually required when constructing new buildings or undertaking alterations and additions to an existing building. [Click here](#) for information regarding the common types of building work which require a building permit.

Planning Permit

- A planning permit is a legal document that gives permission for a use or development on a particular piece of land. To obtain a permit, an application must be made to Council. [Click here](#) to find out if your project requires a planning permit.

Who is the owner of the property/land for the proposed works? *

- ☐ Council Owned or Managed
- ☐ Private Owner

Project Details

* indicates a required field

Applicants should note;

If your application is successful, the details you provide below will be published on Council's website, Facebook page and in local media.

Project title *

Provide a name for your project/event. Your title should be short but descriptive

Brief project description *

Be descriptive, but succinct. This should be a brief summary of what this project is for. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

Who are the primary beneficiaries of this project/program? *

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries.'

Project Rationale 30%

- Provide a clear description of the activity for which you are seeking funding and its objectives.
- Include an explanation as to how the activity aligns with the grant category objectives.
- Provide information to demonstrate how the activity aligns with one or more Council's key plans and strategies.

Describe how the project addresses the community need and how the community will benefit *

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Be descriptive, but succinct. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

Project Activities 30%

- Provide a clear description of the groups and/or individuals in the community that are being targeted (eg: women & girls, socially isolated, older residents).
- Include details about the proposed short or medium term impacts of the activity (the desired end result).

Describe how the project encourages and enables participation for a variety of local residents *

Be descriptive, but succinct. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

Project Outcomes 25%

Describe how the organisation will manage the project to meet the proposed outcomes. • Provide an overview of your groups capacity to deliver the proposed activity. Include information that demonstrates past experience in the delivery of similar initiatives. • Include information on any groups you will partner with for the delivery of the activity and their role. • Include details on how the funding will assist the development and sustainability of the group.

What are the expected outcomes of the project? *

Be descriptive, but succinct. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

Measure of Success 15%

Describe how the activity will be evaluated and what will be the measure of success.

- Provide an outline of how the benefits of the project will be sustained once the funding has been expended.
- Detail how the grant funding will be spent.

How will you know if these outcomes have been achieved? *

Be descriptive, but succinct. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

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Project Budget

* indicates a required field

Total Amount Requested *

\$

What is the total financial support you are requesting in this application?

Total Project/Program Cost *

\$

What is the total budgeted cost (dollars) of your project?

CATEGORY FUNDING

- Funding for **Sport & Recreation, Culture & Arts and Environment & Sustainability** may cover the entire cost of the project or part thereof.
- Funding for **Minor Capital Works** requires a matching contribution (cash or in-kind) towards the total project cost.

For all in-kind voluntary labour contributions, please complete [WCC In-Kind Voluntary Labour Template](#).

If funding does not cover the cost of the whole project, the applicant will need to demonstrate that sufficient funds are available to cover the shortfall (upload bank statement).

The Budget Table will **auto calculate** the totals for income and expenditure. **Check the summary to ensure the Income and Expenditure match.**

QUOTES

You will need to attach written quotations to verify amounts listed in your budget according to the following;

- One (1) written quote is required for each individual item or service being funded.
- Quotes are required to be addressed to the club not an individual.
- Tax Invoices won't be accepted as a quote.

Project Budget (Income)

Include the amount you are requesting in this application.

See How to Complete Budget Table

Include any other sources of income. Make sure you tell us whether each source is confirmed or not (for example, you might have another grant application being assessed but that funding is not actually confirmed yet). Examples of other income could include;

- Another grant
- A cash contribution from your organisation
- In-kind contribution from your organisation

Income Type choices;

- Group/Organisational Income
- CDF Grant Requested
- Other Government Grants

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- Philanthropic Grants
- Sponsorship
- IN-KIND (donations or labour)

IN-KIND and VOLUNTARY SUPPORT

In-kind and voluntary support are contributions to a project other than money. Many projects are assisted through different groups within the community. Some support can be in-kind nature like voluntary labour or donated materials.

Income description	Income type	Is this funding confirmed?	Income amount (budgeted)	Notes
Provide a clear description for each budget item. Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'.	Please select the type of income		Enter the total amount expected to be received. Must be a dollar amount.	Add notes if you need to provide more context

Project Budget (Expenditure)

List every item of expenditure. Include the cost of each item (everything that the money, or In-Kind will be "spent on").

See How to Complete Budget Table

Project expenses listed must be the total costs including any GST that is included in a quotation.

Expenditure Type choices;

- Purchase of Items
- Venue or Equipment Hire Costs
- Marketing & Promotion Costs
- Consultancy & Professional Services Costs
- IN-KIND (donations or labour)

Expenditure description	Expenditure type	Expenditure amount (budgeted)	Notes
Provide clear descriptions for each budget item. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.	Please select the type of expenditure.	Enter the total amount to be expended on this budget item. Must be a dollar amount.	Add notes if you need to provide more context.

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Budget Totals

These amounts are auto calculated from the Project Income and Project Expenditure.

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Attachments and Supporting Documentation

You are required to attach supporting documents to your application.

1. Written quotes for purchase of equipment or services from qualified professionals. NOTE: Website quotes must clearly include a description of the purchase, price, the vendor name and contact details. An emailed price from a supplier does not qualify as a quotation.
2. The most recent official financial statement or audited report or treasurers report from your organisation as evidence that your group has sufficient funds to contribute financially, if required.
3. Written quotations or letters of support confirming cash support from other groups or individuals listed in your budget table.
4. Organisation [Name and Address Form](#) for Council.
5. [WCC In-Kind Voluntary Labour Template](#).

1. Written quotations for items requested to be funded by the grant *

Attach a file:

2. Bank Statement or Audited Report or Treasurer's Report *

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

3. Written confirmation of funding from other sources listed in income table (if applicable)

Attach a file:

4. Council's Name and Address Registration Form *

Attach a file:

5. WCC In-Kind Voluntary Labour Template Form

Attach a file:

Applicant's Declaration

* indicates a required field

Declaration

I am authorised by my group/organisation to be the applicant for this grant and complete this form and I agree that;

- The statements made in this application are true
- All necessary permits/approvals will be obtained prior to the beginning of the project
- The project will be covered by appropriate insurance
- All relevant health and safety standards will be met
- Council does not accept any liability or responsibility for the project

If successful, I as the authorised applicant will ensure that my group/organisation will abide by the following **General Conditions**:

- The group acknowledges that the approved funding letter acts as the funding agreement with Council for the grant amount awarded.
- Grant funds can only be spent on the project approved by Council. If grant funds are spent on any other project or activity then Council must be reimbursed an equivalent amount. Similarly, any unspent funds must be reimbursed to the Council.
- The grant funds are for a specific period and cannot be construed as being a commitment by Council for recurrent funding.
- Any proposed major variations of project plans, milestones, budgets or timelines as outlined in your application form need to be discussed with Council in advance. If your variation is agreed to, a variation request in writing must be sent to Council before any changes to the project can be funded
- An acquittal report must be submitted by the due date listed in the guidelines. This report will include photos, copies of media and receipts for purchase of goods and services, as evidence of funds having been dispersed as agreed.

Limitations on available funding I understand that the Community Development Fund Program is limited by the amount of funds available and applications will be viewed within the context of Council's overall budget. I am aware that applicants are not guaranteed funding nor can any applicant be guaranteed full funding.

Council acknowledgement terms I understand that successful funding recipients are required to acknowledge and/ or promote the financial contribution made by Council to their project.

Conflict of Interest

Any conflicts of interest could affect the performance of the grant opportunity or Program. There may be a conflict of interest, or perceived conflict of interest, if WCC staff, any member of the Assessment Panel, a committee or adviser, and/or you or any of your personnel, for example;

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- has a professional, commercial or personal relationship with a party who is able to influence the application process, such as a Council Officer, or a member of an external panel
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant Program.

*

- ☐ I declare that, to the best of my knowledge, no actual or perceived conflicts of interest arise in relation to this grant application or any resulting grant award OR;
- ☐ I have disclosed below all actual or perceived conflicts of interest, of which I'm aware, that may arise in relation to this grant application or any resulting grant award

Conflict of interest disclosure (if applicable)

Submitted By

Person completing application *

First Name

Last Name

Position held *

Feedback

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback.

We would value any feedback you may have regarding our online grants application process.

Please indicate how you found the online application process: *

- ☐ Very easy ☐ Easy ☐ Neither ☐ Difficult ☐ Very difficult

How did you find out about the Community Development Fund? *