

2022-23 Community Development Fund

Form Preview

Introduction

Welcome

Please read the Community Development Fund Guidelines before starting an application to ensure eligibility.

Your group must **have submitted an Acquittal Report (Financial Reporting Form)** for any past funded community grant applications or your application may be **ineligible**.

To seek an extension, if sought an extension should already have been approved.

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

- [Warrnambool 2040 Community Plan](#)
- [Active Warrnambool Strategy 2019-2030](#)
- [Healthy Warrnambool Plan 2021-2025](#)
- [Green Warrnambool 2018](#)

IT IS RECOMMENDED THAT YOU PREPARE YOUR INITIAL APPLICATION IN A WORD DOCUMENT AND COPY AND PASTE INTO RELEVANT SECTIONS.

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.

Preparation for a funding application: Please ensure you have read the Guidelines and refer to the Making an Application section. Please allow sufficient time to prepare and submit your application before the closing date.

Completing your application: You do not have to complete this application form all at once. You can press 'save' at any point and log out. When you log back in, your draft application will be saved and you can start where you left off.

If you leave the Application page to view the guidelines or to view other templates, save progress and then remember to **GO BACK** on your browser - do not close or you will need to log in again.

Submitting your application: To ensure that the application is submitted, make sure that you **review and submit your application**. When you review, if there are any errors, or compulsory questions that have not been completed, **Smarty Grants** will let you know.

Remember: Once you have submitted your application, no further changes can be made. You will know you have successfully submitted your application when you receive a confirmation screen. A pdf copy of the application will be emailed to the address nominated in the application form.

Attachments and support documents: To upload attachments you must have the documents saved on your computer. If you are not able to upload a document, please contact Council for support.

Technical Assistance: Refer to the Smarty Grants User Manual on [Community Grants - Application Help](#) for detailed instructions on how to review and submit your application.

If you have technical issues or need assistance with your password, please contact service@smartygrants.com.au or (03) 9320 6800.

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Applicant Details

* indicates a required field

Applicant Details

Applicant's Registered Name *

Organisation Name

Applicant's Incorporation Number *

A 9 digit number, eg: A0000000D

Australian Business Number (ABN) - If group DOES NOT have an ABN, a Statement by Supplier Form is required. Attach with supporting documentation.

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.

Organisation physical address *

Address

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

Applicant Contact *

First Name

Last Name

Applicant Contact Position *

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Applicant Contact Mobile Phone Number

Must be an Australian phone number.

Applicant Contact Primary Email *

Must be an email address.

I confirm that the applicant organisation has completed all due Acquittal Reports for past funded grants *

- ☐ Not applicable
- ☐ Yes
- ☐ No, if no - please call Council before proceeding
- ☐ Unsure. If you don't know, please call Council before proceeding.

At least 1 choice and no more than 1 choice may be selected.

Applicant Organisation

Applications are only accepted from legally incorporated groups or organisations.

Groups that are not legally incorporated need to be auspiced by a group that is legally incorporated, to make an application.

Is your application being auspiced? *

- ☐ Yes
- ☐ No

Auspecting Details

Auspice organisation registered name *

Organisation Name

Auspice contact name *

First Name

Last Name

Position in the organisation *

Auspice ABN *

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Tax Concessions	
Main business location	

Must be an ABN.

Auspice email *

Must be an email address.

Auspice website

Must be a URL.

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.cyp.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
- ☐ Not applicable

Project Details

* indicates a required field

Project Details

Applicants should note;

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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

Start Date: *

Completion Date: *

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

OUR ENVIRONMENT

- ☐ ZERO Warrnambool - innovative, solutions for zero net emissions
- ☐ ADAPTABLE Warrnambool - adapt to the impacts of climate change
- ☐ WISE Warrnambool - a wise city, that wastes not
- ☐ NATURAL Warrnambool - enjoy, love, respect and care for the natural environment
- ☐ BLUE Warrnambool - water for life
- ☐ GREEN Warrnambool - a city in nature

Funding Category

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What is the funding category for the proposed project? *

- ☐ Sport and Recreation
- ☐ Culture and Arts
- ☐ Environment and Sustainability

Can only select one category only

Sport & Recreation Category

Which category does your project align with? *

- ☐ Increasing Participation - Innovative projects that increase participation and raise awareness of club activity
- ☐ Access & Inclusion - Projects that create opportunities for participation for women & girls and people with a disability
- ☐ Capacity Building - Training and/or development opportunities that improve the culture of the club
- ☐ Purchase of Equipment - Purchase of items that contribute to the capacity of a club to deliver programs

At least 1 choice and no more than 1 choice may be selected.

Culture & Arts Category

Which category does your project align with? *

- ☐ Innovative Opportunity - Encourage community participation in creative outcomes
- ☐ Access & Inclusion - Projects that increase access to creative activities for people with a disability or young people (aged 17-24 years)
- ☐ Capacity Building - Training, promotional and/or development opportunities that increase the strength and capacity of the club or organisation
- ☐ Exhibition/Performance and/or Production - Venue/studio/theatre hire and/or purchase of items that contribute to the capacity of an artist or group to deliver programs

At least 1 choice and no more than 1 choice may be selected.

Environment & Sustainability Category

Which category does your project align with? *

- ☐ Green Warrnambool - development and delivery of environmental or sustainability projects or programs within the municipality.
- ☐ Zero Warrnambool - renewable energy, water efficiency & sustainability improvements to community buildings and facilities to reduce greenhouse gas emissions and/or save water.
- ☐ Adaptable Warrnambool - works, activities or programs that support and prepare the club or organisation for climate change adaption.
- ☐ Wise Warrnambool - projects that support, incorporate or develop a waste free or plastic free event.
- ☐ Naturally Warrnambool - projects that undertake revegetation or weed control activities, including maintenance and infill planting of previous re-vegetation sites.
- ☐ Blue Warrnambool - projects and programs that save water and protect waterways, coastal areas and the marine environment.
- ☐ Increasing Participation & Membership - promotional activities that raise awareness of the club/organisation and invites participation.
- ☐ Capacity Building - training and/or development opportunities that increases the strength and capacity of the club or organisation.

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☐ Purchase of Equipment - purchase of assets that contribute to the capacity of a club organisation to deliver environmental or sustainability programs.

At least 1 choice and no more than 1 choice may be selected.

Project Overview

* indicates a required field

Project Details

Brief Project Description *

Briefly outline the project description

Project Rationale *

Why does this project need to be done?

Project Activities *

What are the planned activities?

Expected Outcomes *

What are the expected outcomes of the project?

Measure of Success *

How will you know if these outcomes have been achieved?

Project Budget

* indicates a required field

Budget

Funding may cover the entire cost of the project or part thereof.

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).

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

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.

For more information, see Budget section of the Community Development Fund Guidelines, on Council's website at <https://www.warrnambool.vic.gov.au/community-funding-programs>

How much are you requesting in this grant application? *

\$

Check the Community Grants Guidelines for maximum funding limits

Budget Table

INCOME

The income table shows the income sources that will be used to deliver your project. Items to list in the Income Table include:

- The community grant amount you are requesting
- The cash contribution of your group or organisation (if applicable)
- Funds from other sources such as other grants or sponsorship (please indicate whether the amount is confirmed or not)
- Income expected from the project eg. entry fees

EXPENDITURE

The expenditure table includes itemised project expenses. These are the materials, equipment or services that you are proposing to purchase or pay for to complete the project.

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

NOTE: the TOTAL income and TOTAL expenditure columns should EQUAL.

Income - Description
(list all sources)

**Expenditure -
Description (list all
costs)**

Expenditure Total

List details of all income sources and amounts	Must be whole dollars	List details of all expenditure items and amounts	Must be whole dollars

Budget Summary

What is the INCOME total from the table? *

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\$

Must be a dollar amount.

What is the EXPENDITURE total from the table? *

\$

Must be a dollar amount.

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. Groups that DO NOT have an ABN, download a [Statement by Supplier Form](#) and attach below.

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. Statement by Supplier Form (if applicable)

Attach a file:

Applicant's Declaration

* indicates a required field

Declaration

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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

Privacy Notice

The personal information submitted via 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 of 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

E: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.

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Consent *

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

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;

- 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

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? *

