

2024-25 Community Development Fund

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Introduction

Welcome to the Community Development Fund

This 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.

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, and
- empower the community to take an active role in improving their quality of life.

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](#)

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.

Eligibility

* indicates a required field

Please confirm the following

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

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☐ No, please seek approval before proceeding

Are you a sporting club, association or league that holds a liquor licence? *

- ☐ Yes, please attach a copy of your Good Sports current Level 2 or higher accreditation certificate below
- ☐ No, please proceed to next question

Please attach your Good Sports certificate here.

Attach a file:

Has the applicant organisation completed all due Acquittal Reports for past funded grants *

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

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

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.cccp.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

Applicant Details

* indicates a required field

Applicant Details

Name of Applicant Organisation (registered business name) *

Organisation Name

Whats the organisation's registered business address *

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Address

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

Applicant Contact Details *

First Name

Last Name

Applicant Contact Position *

Applicant Contact Mobile Phone Number

Must be an Australian phone number.

Applicant Contact Primary Email *

Must be an email address.

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.

If Organisation DOES NOT have an ABN, a Statement by Supplier Form is required.

Is your application being auspiced? *

- ☐ Yes
☐ No

Organisation Incorporation Details

Is your organisation an Incorporated Association? *

- ☐ Yes, incorporated as a not for profit organisation
☐ No, but we have an Auspice arrangement

Applicant Incorporation Number

Organisation Incorporation Number *

A 9 digit number, eg: A0000000D

Applicant Organisation ABN

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Does the Applicant Organisation have an ABN? *

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

ABN Details

Enter the 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.

Statement by Supplier

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

Download the form from: [HERE](#)

Please Upload completed Statement of Supplier form: *

Attach a file:

Auspicings Details

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 registered name *

Organisation Name

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Auspice contact name *

First Name

Last Name

Position in the organisation *

Auspice 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.

Auspice email *

Must be an email address.

Auspice website

Must be a URL.

Project & Alignment

* indicates a required field

Project Details

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 *

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

Brief Project Description *

Briefly outline the project description

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 - innovative, solutions for zero net emissions
- ☐ Adapable - 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

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

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 & Inclusion
- ☐ 2. Increase Participation
- ☐ 3. Capacity Building
- ☐ 4. Equipment Purchase

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

Culture Arts 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 & Inclusion
- ☐ 2. Innovative Opportunity
- ☐ 3. Capacity Building
- ☐ 4. Exhibition/Performance

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

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

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

Project Details

* indicates a required field

Selection Criteria

Assessment of your application will primarily be on the answers given in this section.

Be descriptive, but succinct with your responses.

Go to the Funding Centre's Answers Bank at www.fundingcentre.com.au/answersbank#Qu1 if you need some ideas about how to frame your response.

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Project Rationale

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

- 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.

Project Rationale 30% *

Project Activities

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

- 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).

Project Activities 30% *

Project Outcomes

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.

Project Outcomes 25% *

Measure of Success

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

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- 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.

Measure of Success *

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).

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.

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.

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Income - Description (list all sources)	Income Total	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? *

\$

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.

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:

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.

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](#)

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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.

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

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.

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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? *