

2024 Berrybank Wind Farm Community Grants Application Form

Form Preview

Important Information

* indicates a required field

BERRYBANK WIND FARM COMMUNITY GRANTS

2024 APPLICATION

Berrybank Wind Farm Community Grants Program is a new program that commenced in September 2022 administered by Golden Plains Shire Council on behalf of Berrybank Development Pty Ltd as a funding opportunity for community to support local events and projects in Golden Plains Shire. There will be one round of application opportunities each year.

Applicants will be eligible to apply for grant funding in two categories: 1. Tourism Projects 2. Economic Development Projects

Before completing this grant application form, you must have read and understood the Berrybank Wind Farm Community Grants Standard Guidelines.

Please [click here](#) to view the Guidelines.

- If you have any questions regarding the eligibility criteria, please contact the **Community Development and Grants Officer** on **5220 7111** or email: **communitygrants@gplains.vic.gov.au**
- Incomplete applications and/or applications received after the closing date will not be considered.
- 2024 Berrybank Wind Farm Community Grants open at 9:00am on 1 May 2024 and closes at 2:00pm on 31 May 2024.

CONFIRMATION OF ELIGIBILITY

This section is designed to help you, and us, understand if you are eligible for this grant.

Have you read the Berrybank Wind Farm Community Grants Standard Guidelines and does your project meet eligibility criteria? *

- Yes
- No

IMPORTANT: If you have not read the Berrybank Wind Farm Community Grants Standard Guidelines, you cannot proceed with your grant application. Please click [here](#) to read the Berrybank Wind Farm Community Grants Standard Guidelines.

Have you acquitted most recent funding with Golden Plains Shire Council? *

- Yes
- No
- No, however it's not overdue
- Never been funded

If your previous funded project is overdue then your application may not be eligible for the current round. Please contact Community Development and Grants Officer on 5220 7111.

Is your group/organisation a 'Community Group / Community Organisation' or 'Business Group / Business Organisation'? *

- Community Group / Community Organisation
- Business Group / Business Organisation

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Have you discussed your project with a Council Officer? *

- Yes
- No

Please provide the Council Officer's name. *

Financial Information - Business Group / Organisation Only

To ensure your organisation is financially sound and capable of delivering the project, please upload a statement from a suitably qualified accountant or financial advisor confirming that your organisation is trading in a solvent manner.

Attach a file:

Project Pre-Checklist

*** indicates a required field**

It is your responsibility as the applicant to apply for, fund and obtain all required permits for the project (incl. food handling, planning, building or local laws permits).

If you answered "YES" to any of the below questions, it is likely that you are required to obtain permits for your proposed activity. Please ensure that you include costs relating to any permits and/or consultation in your expenditure list in this application form.

Funding through this Berrybank Wind Farm Community Grants program does not constitute approval of required permits. Even if your application is successful, payment of your funding is conditional on associated permits being obtained.

If your project has a possibility of interaction with children and/or young people, please visit [Do I need a Check? | Working with Children](#) as it will provide guidance about when a Working With Children Check is required.

Please contact Council's Community Development and Grants Officer on (03) 5220 7111 or email: communitygrants@gplains.vic.gov.au if you are unsure of your answer or would like to discuss the requirements for building, planning, local laws and/or food handling permits.

Are you organising an event or festival? *

- Yes
- No

Will any native vegetation be cleared or disturbed during this project? *

- Yes

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No

Will you be constructing a permanent or temporary structure during this project? *

- Yes
 No

If YES, will this structure be attached to an existing structure or have a roof? *

- Yes
 No

Will you be undertaking any structural changes to an existing building such as re-blocking, maintenance, material removal or demolition works? *

- Yes
 No

Are any excavation works involved in this project? *

- Yes
 No

Will you be building a dam or water bore as part of this project? *

- Yes
 No

Will you be providing or selling food as part of this project? *

- Yes
 No

Will this project require any variation or blockage to traffic flow? *

- Yes
 No

Will this project involve high volume traffic (both vehicle and pedestrian) in public areas? *

- Yes
 No

Will the project involve alteration to or installation of a septic? *

- Yes
 No

Is the project associated with any heritage or cultural heritage overlay? *

- Yes
 No

You have answered 'YES' to at least one of the checklist questions, it is likely that you are required to obtain permits for your proposed activity.

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We recommend you discuss with our Council's Community Development and Grants Officer on 5220 7111 or email: communitygrats@gplains.vic.gov.au.

Event / Festival Project Pre-Checklist

* indicates a required field

If you are organising an event or festival, please review information on Council's '[Planning an Event](#)' website to ensure that you understand Council's requirements to hold an event in the Shire.

Here is a [link](#) to access the Business Victoria's guided event planning tool to assist you in delivering a successful and safe event.

Please contact Council's Community Development and Grants Officer on (03) 5220 7111 or email: communitygrats@gplains.vic.gov.au if you need to discuss further.

You must ensure that your organisation complies with the following before submitting your grant application.

Risk Management Plan

Please provide an appropriate Risk Management Plan. Template can be found [here](#).

*

Attach a file:

Site Plan

Please provide a site plan. Guidelines can be found [here](#).

*

Attach a file:

Traffic Management

Provide a Traffic Management Plan (if relevant). Guidelines can be found [here](#).

Attach a file:

Child Safety

Will children and/or young people be in attendance at your event or festival? *

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- Yes
- No

Working With Children Check (WWCC)

Please visit [Do I need a Check? | Working with Children](#) as it will provide guidance about when a WWCC is required.

If your event or festival is aimed at children and/or young people (with the possibility of interaction happening without a guardian or adult) that all paid staff/organisers should have a valid WWCC. All the volunteers should have a volunteering WWCC.

Also, please consider developing a Child Safety Plan. Template can be found [here](#) (p.7-12 are most relevant to community groups).

Council Permits

If you answered "YES" to any of the below questions, it is likely that you are required to obtain permits for your proposed activity. Please ensure that you include costs relating to any permits and/or consultation in your expenditure list in this application form.

Funding through our Berrybank Wind Farm Community Grants does not constitute approval of required permits. Even if your application is successful, payment of your funding is conditional on associated permits being obtained.

Will this project require any variation or blockage to traffic flow? *

- Yes
- No

Will you be providing or selling food as part of this project? *

- Yes
- No

Will this project involve high volume traffic (both vehicle and pedestrian) in public areas? *

- Yes
- No

Please list below all the required permits for your proposed event or festival. *

Organisation Details

* indicates a required field

Collection Notice

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Golden Plains Shire Council ('Council') may disclose your information to internal departments and the Berrybank Wind Farm Community Grants Committee, comprising of three members from Council, two from the community and one from Berrybank Windfarm, in order to process your application and support the proposed project if the application is successful. Successful grant recipients will be presented to and disclosed at a Council meeting which is open to the public, recorded in public Council meeting records, and may be included in media releases.

Council will not disclose your personal information to any external party other than the Berrybank Wind Farm Community Grants Committee without your consent, unless required or authorised to do so by law. If you do not provide us with all required information, Council will not be able to assess/process your grant application.

You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information, please contact the Community Development and Grants Officer on (03) 5220 7111 or communitygrants@gplains.vic.gov.au.

Council will comply with its Privacy Policy and Information Privacy Principles in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage and disclosure of information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer in writing to enquiries@gplains.vic.gov.au or PO Box 111, Bannockburn 3331.

Organisation Details

Organisation Name *

Organisation Name

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

Organisation Type *

- Incorporated
 Unincorporated

If you selected 'Unincorporated', you will need to seek an auspice arrangement to proceed with your grant application. An auspice agreement form can be found [here](#).

What is your organisation's Incorporation Number? *

Does your organisation have an ABN? *

- Yes
 No

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.

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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.

Please upload completed Statement by Supplier Form. *

Attach a file:

What is your organisation's purpose or mission? *

Does your organisation have volunteers?

- Yes
 No

How many volunteers does your organisation have?

Contact Details

Organisation Primary Address *

Address

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

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Organisation Postal Address *

Address

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

Organisation Group Website

Must be a URL.

Primary Contact Person *

Title First Name Last Name

This is the person we will correspond with about this grant.

Position held in Organisation *

e.g., Manager, Board Member or Fundraising Coordinator

Primary Contact Phone Number *

Must be an Australian phone number.

Primary Contact Email Address *

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

Secondary Contact Person *

Title First Name Last Name

Position held in Organisation *

Secondary Contact Phone Number *

Must be an Australian phone number.

Secondary Contact Email Address *

Must be an email address.

Public Liability Insurance (PLI)

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Do you have Public Liability Insurance (PLI)? *

- Yes
- No, however my auspice organisation provides PLI coverage for this grant project.
- No, however we provides PLI Certificate of Currency from the external contractor whom we will engage for the project.
- No

You must provide insurance coverage for your grant project. Your project may not be covered in your usual insurance. Please talk to your insurance provider about appropriate cover for your project.

Please upload Public Liability Insurance Certificate of Currency . *

Attach a file:

Additional Insurance

Do you need additional/increased insurance to cover for the project? *

- Yes
- No

Please ensure to obtain a quote for the additional/increased insurance and include it in the budget.

Auspice Information

* indicates a required field

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you are not eligible to apply for this grant.

- The auspice organisation is known as the Auspicor. Your community group or organisation is known as the grant recipient (Auspicee).
- The Auspicor must agree and understand that they will be responsible for the compulsory obligations set out in an auspice agreement form.

If your grant application is successful, the grant funds will be paid directly to the Auspicor, who must then pass on to the funds to the Auspicee.

If your organisation is auspiced to apply for this grant, you must:

- Complete the Golden Plains Shire Council's auspice agreement form and attach it to your application. An auspice agreement form can be found [here](#);
- Ensure the Auspicor understands your grant application and all aspects of your project;
- Be aware that some auspice organisations may charge an auspice fee. This is at their discretion and should be negotiated between the Auspicee and the Auspicor;
- Make sure that you had a discussion with the Auspicor to ascertain if they are providing insurance cover for your grant project;
- Obtain an insurance quote and add the insurance cost as an item in your expenditure budget if the Auspicor cannot provide you with insurance (which does not include annual ongoing premiums); and

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- Be aware that no project will be funded if you do not have insurance coverage.

Is your organisation auspiced by another organisation for the purpose of this grant? *

Yes No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you are not eligible to apply for this grant.

Auspice Organisation Details

Please attach a fully executed auspice agreement. *

Attach a file:

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

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 the ABR, ACNC or ATO.

Auspice primary address

Address

Auspice postal address

Address

Auspice primary phone number *

Must be an Australian phone number.

Auspice email address *

Must be an email address.

Auspice website

Must be a URL.

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Primary contact person at auspice organisation *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

We may contact this person to verify that the auspice arrangement is valid and current.

Position held in organisation *

e.g., Manager, Board Member or Fundraising Coordinator.

Auspice primary contact phone number *

Must be an Australian phone number.

Auspice primary contact email address *

Must be an email address

Does the auspice organisation have an ABN? *

Yes No

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.

As the auspice organisation does not have an ABN, please submit a completed [ATO Statement by a Supplier Form](#) with your application.

Please upload a Statement of Supplier Form completed by the auspice organisation: *

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Attach a file:

Max 25mb per file uploaded

What is the auspice organisation's Incorporation Number? *

Project Details

* indicates a required field

Project title: *

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

Is your proposed project a 'Tourism' or 'Economic Development' project? *

- Tourism Project
- Economic Development Project

Is your group / organisation applying for a multi-year funding? *

- No - single year funding
- Yes - two years
- Yes - three years

Project Location/s *

Address

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

If there is more than one project location, please list them below.

Does your project require land/building/facility owner's consent? *

- Yes
- No

If the community facility is on Council-owned land/property, the applicant must discuss the project with a Golden Plains Shire Council officer prior to submitting the application.

Please upload consent(s) from the owner of the land/building/facility. *

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Attach a file:

A maximum of 5 files may be attached.

Please provide reasons as to why consent(s) is not required. *

Project Value

Please provide a short summary of your project. *

Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). Go to the Funding Centre's Answers Bank at <https://www.fundingcentre.com.au/answersbank#Qu1> if you need some ideas about how to frame your response.

Why is the project needed for business or for the community and how will your project address the need? *

Tell us why your project is needed, and why you believe the activities you propose will produce the outcomes you seek. Provide statistics/evidence (where available) of both the need and the link between the work you will do and the outcomes you seek. Go to the Funding Centre's Answers Bank at <https://www.fundingcentre.com.au/answersbank#Qu2> if you need some ideas about how to frame your response.

Who are the expected 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'

Are there any barriers to their participation (e.g. transport, childcare, cultural, religious, etc.)? *

How will you overcome these barriers? *

How will you ensure that the beneficiaries have access to the project (e.g. promotion, support, etc.)? *

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Does this initiative have community support? In particular, do the beneficiaries and/or geographic communities affected by this project/program support the activities you are proposing? *

Yes No Don't know

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

What evidence do you have that this project/program has community support? *

Go to the Funding Centre's Answers Bank at <https://www.fundingcentre.com.au/answersbank#Qu7> if you need some ideas about how to frame your response.

Please upload letters of support (if available/relevant)

Attach a file:

A maximum of 5 files can be attached

Please provide evidence of other projects delivered by your organisation. If none, please ensure to provide detailed project plan in this application form. *

Project Delivery (for 1st year only if multi-year application)

Anticipated start date *

Must be a date and between 1/8/2024 and 1/8/2025.

If unknown, provide your best guess.

Anticipated end date *

Must be a date and between 1/8/2024 and 31/12/2025.

If unknown, provide your best guess.

What are the major steps/stages (i.e. milestones) involved in delivering your project (for 1st year only if multi-year application)?

For Example:

What is your timeline for the activity? Who is responsible for the activity? What needs to be done and who will do it? It is important to demonstrate how you will undertake your activity.

Milestone	Start Date (estimate if unknown)	Finish Date (estimate if unknown)	Location/s (if relevant)	Notes

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e.g. planning; major activities; evaluation	Note: Start date cannot be before grants are awarded. Must be a date.	Note the grant project must be completed within the timeline of the grant program. Must be a date.	(e.g. add address, suburb, region if known; otherwise type 'unknown' or 'not applicable')	Add explanatory notes if required
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Who is included in the project team and what are their roles? *

Partnerships / Stakeholders

In order to achieve your project goals you may need to partner with other organisations. Who are the project partners and what are their roles and expectations?

Name of Partners / Stakeholders

Roles/Expectations

Further Project Planning

Please use space below if you have any further information regarding your project planning (e.g. additional steps, methodology)

Project Objectives

What are the objectives of the project and what will be the key indicators of success? *

What are some of the obstacles in reaching these objectives? What are the possible solutions to these obstacles? *

Outcomes

List your project's anticipated outcomes in the following table.

Generally outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation, (these are generally **immediate** or short-term outcomes)

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- Actions, behaviour, change in policy (these are generally **intermediate** or medium term outcomes)
- Social, financial, environmental, physical conditions (these are generally **long-term** outcomes)

Anticipated Outcomes	Estimated Impact
Outcomes are the changes that you expect to occur as a result of your initiative. See information above.	See description above

Evaluation

How do you know that you're achieving what you have set out to do? How are you gathering information to determine this? *

Budget for Single Year Application

* indicates a required field

The budget has two sections: **Cash Budget** and **In-Kind Contribution**.

- **Cash Budget** is where you provide details of any items you will need to pay with money for the proposed project (Expenditure) and how you source money (Income).
- **In-Kind Contribution** is where you provide a contribution of a good or a service other than money. Some examples include: voluntary labour (for example, painting work), donated goods (for example, kitchen equipment) donated services (for example, professional advice from an architect).

Co-Contribution Requirements

Applicant must include co-funding for the project of \$10,000 minimum through either cash and/or in-kind contributions. **Requests for funding more than \$20,000 must include a minimum 20% cash contribution.**

If Applicant is a business organisation, the Applicant can apply for the funding less than \$10,000. In this instance, the Applicant must match the requested funding through cash contributions. For business organisations, labour contributions from their employees must be calculated at the employees' salary rate (plus superannuation guarantee) and are included in the cash contribution.

In-Kind Contribution

Golden Plains Shire Council uses the following criteria/rates for in-kind volunteer support:

- Volunteer Unskilled Labour is calculated at \$30 per hour per volunteer.
- Volunteer Skilled Labour is calculated at \$45 per hour per volunteer.

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- An example of calculating in-kind volunteer contribution: 3 unskilled volunteers for 2 hours: 3 volunteers x 2 hours at \$30 per hour = \$180.
- You can have multiple entries for in-kind volunteer support e.g. volunteers in the development phase, volunteers in the implementation phase, volunteers in the evaluation/close phase of your project.

IMPORTANT:

- **PLEASE DO NOT ADD COMMAS** to figures (e.g. type \$1000 not \$1,000) in this budget section.
- Grants up to \$20,000 are available for 'Minor Capital Works' projects.
- Quotes or evidence to support the budget for any individual expenditure over \$1,000.
- Minimum of two quotes are required for all expenditures over \$5,000.

Is your organisation (or your auspice organisation) GST registered? *

- Yes
 No

If you are GST registered then the budget will be excl GST. If you are not GST registered then the budget will be incl GST.

IMPORTANT: GST

If you (or your auspice organisation) are GST registered then your budget (including Grant Amount Requested) will be **excl GST**.

For example, if you are requesting \$10,000 + GST then please include **\$10,000** in the Grant Amount Requested.

Please click [here](#) to view the ATO website for further information on GST.

IMPORTANT: GST

If you (or your auspice organisation) are non-GST registered then your budget (including Grant Amount Requested) will be **incl GST**.

For example, if you are requesting \$10,000 + GST (\$1,000) then please include **\$11,000** in the Grant Amount Requested.

Please click [here](#) to view the ATO website for further information on GST.

Grant Amount Requested

If Applicant is a community group, the Applicant must apply for the funding over \$10,000.

Grant Amount Requested *

\$

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

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Cash Budget

- Your cash budget MUST balance (expenditure and income must be the same totals).
- **PLEASE DO NOT ADD COMMAS** to figures (e.g. type \$1000 not \$1,000).
- If you are **GST registered** then the budget will be **excl GST**. If you are **not GST registered** then the budget will be **incl GST**.
- Add more rows as needed. Unnecessary rows can be left blank or deleted.

Labour Contribution for Business Organisation

For business organisations, labour contributions from their employees must be calculated at the employees' salary rate (plus superannuation guarantee) and are included in both Income and Expenditure in the **Cash Budget** section (not In-Kind Contribution).

Income (Cash)

IMPORTANT: This is where you provide details of how you source money to deliver your proposed project including this grant funding and other funding you may have secured for the project.

Income Description Confirmed Funding? Income Amount (\$) Notes

Income Description	Confirmed Funding?	Income Amount (\$)	Notes
This Council Grant	Confirmed Unconfirmed Not Applicable	\$	
		\$	
		Must be a dollar amount.	

Expenditure (Cash)

IMPORTANT:

- Applicant must have a level of public liability insurance appropriate to cover the project. If **increased/ additional** insurance is required to your specific project, it can form part of the budget and can be added as an expenditure budget item here.
- All line items in your expenditure budget that are \$1,000 or above you must supply a quote.
- Minimum of two quotes are required for all expenditures over \$5,000.
- Please ensure that you include costs relating to any design, permits (e.g. building permits) or consultation in your expenditure list below.

Expenditure Description Expenditure Amount Funding Source Notes

Expenditure Description	Expenditure Amount (\$)	Funding Source	Notes
	\$		
	\$		

Cash Budget Totals

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Your budget **MUST** balance (expenditure and income must be the same totals).

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

In-Kind Contribution

In-Kind Contribution is a contribution of a good or a service other than money. Some examples include: voluntary labour (for example, painting work) donated goods (for example, kitchen equipment) donated services (for example, professional advice from an architect).

Golden Plains Shire Council uses the following criteria/rates for in-kind volunteer support:

- Volunteer Unskilled Labour is calculated at \$30 per hour per volunteer.
- Volunteer Skilled Labour is calculated at \$45 per hour per volunteer.
- An example of calculating in-kind volunteer contribution: 3 unskilled volunteers for 2 hours: 3 volunteers x 2 hours at \$30 per hour = \$180.00.
- You can have multiple entries for in-kind volunteer support e.g. volunteers in the development phase, volunteers in the implementation phase, volunteers in the evaluation/close phase of your project.

In-Kind Contribution Description

Estimated Value

In-Kind Contribution Description	Estimated Value
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

Total In-Kind Contribution Amount

\$

This number/amount is calculated.

Co-Contribution

Applicant must include co-funding for the project of \$10,000 minimum through either cash and/or in-kind contributions. **Requests for funding more than \$20,000 must include a minimum 20% cash contribution.**

Co-Contribution Amount

\$

This number/amount is calculated.

Total Project Cost

Cash Income/Expenditure + In-Kind Contribution

\$

This number/amount is calculated.

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Bank Balance for Community Group / Organisation

Why do you need Golden Plains Shire Council's financial support to deliver this project? *

Please state your organisations current bank balance. *

\$

Must be a dollar amount.

Quotes

You **MUST** supply a quote for all line items in your expenditure budget that are **\$1,000 or above**.

Minimum of two quotes are required for all expenditures **over \$5,000**.

Please attach quotes for those expenditure (cost) items over \$1,000.

Attach a file:

If you need assistance competing your budget, please contact Council's Community Development & Grants Officer on 5220 7111 or email: communitygrants@gplains.vic.gov.au.

Budget for Multi-Year Application

* indicates a required field

The budget has two sections: **Cash Budget** and **In-Kind Contribution**.

- **Cash Budget** is where you provide details of any items you will need to pay with money for the proposed project (Expenditure) and how you source money (Income).
- **In-Kind Contribution** is where you provide a contribution of a good or a service other than money. Some examples include: voluntary labour (for example, painting work), donated goods (for example, kitchen equipment), donated services (for example, professional advice from an architect).

Co-Contribution Requirements

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If Applicant is a business organisation, the Applicant can apply for the funding less than \$10,000. In this instance, the Applicant must match the requested funding through cash contributions. For business organisations, labour contributions from their employees must

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be calculated at the employees' salary rate (plus superannuation guarantee) and are included in the cash contribution.

In-Kind Contribution

Golden Plains Shire Council uses the following criteria/rates for in-kind volunteer support:

- Volunteer Unskilled Labour is calculated at \$30 per hour per volunteer.
- Volunteer Skilled Labour is calculated at \$45 per hour per volunteer.
- An example of calculating in-kind volunteer contribution: 3 unskilled volunteers for 2 hours: 3 volunteers x 2 hours at \$30 per hour = \$180.
- You can have multiple entries for in-kind volunteer support e.g. volunteers in the development phase, volunteers in the implementation phase, volunteers in the evaluation/close phase of your project.

IMPORTANT:

- **PLEASE DO NOT ADD COMMAS** to figures (e.g. type \$1000 not \$1,000) in this budget section.
- Grants up to \$20,000 are available for 'Minor Capital Works' projects.
- Quotes or evidence to support the budget for any individual expenditure items for the 1st Year over \$1,000 are required.
- Minimum of two quotes are required for all expenditures over \$5,000.

Is your organisation (or your auspice organisation) GST registered? *

- Yes
 No

If you are GST registered then the budget will be excl GST. If you are not GST registered then the budget will be incl GST.

IMPORTANT: GST

If you (or your auspice organisation) are GST registered then your budget (including Grant Amount Requested) will be **excl GST**. We will add GST portion when we prepare your invoice.

For example, if you are requesting \$10,000 + GST then please include **\$10,000** in the Grant Amount Requested.

Please click [here](#) to view the ATO website for further information on GST.

IMPORTANT: GST

If you (or your auspice organisation) are non-GST registered then your budget (including Grant Amount Requested) will be **incl GST**.

For example, if you are requesting \$10,000 + GST (\$1,000) then please include **\$11,000** in the Grant Amount Requested.

Please click [here](#) to view the ATO website for further information on GST.

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Grant Amount Requested

Grant Amount Requested for 1st Year *

\$

Must be a dollar amount.

Grant Amount Requested for 2nd Year *

\$

Must be a dollar amount.

Grant Amount Requested for 3rd Year *

\$

Must be a dollar amount.

Total Grant Amount Requested

\$

This number/amount is calculated.

Cash Budget for 1st Year

- Your cash budget **MUST** balance (expenditure and income must be the same totals).
- **PLEASE DO NOT ADD COMMAS** to figures (e.g. type \$1000 not \$1,000).
- If you are **GST registered** then the budget will be **excl GST**. If you are **not GST registered** then the budget will be **incl GST**.
- Add more rows as needed. Unnecessary rows can be left blank or deleted.

Labour Contribution for Business Organisation

For business organisations, labour contributions from their employees must be calculated at the employees' salary rate (plus superannuation guarantee) and are included in both Income and Expenditure in the Cash Budget section.

Income for 1st Year (Cash)

IMPORTANT: This is where you provide details of how you source money to deliver your proposed project including this grant funding and other funding you may have secured for the project.

Income Description Confirmed Funding? Income Amount (\$) Notes

Income Description	Confirmed Funding?	Income Amount (\$)	Notes
		Must be a dollar amount.	
This Council Grant		\$	
		\$	

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Expenditure for 1st Year (Cash)

IMPORTANT: All grant projects must have insurance.

- Applicant must have a level of public liability insurance appropriate to cover the project. If **increased/ additional** insurance is required to your specific project, it can form part of the budget and can be added as an expenditure budget item here.
- All line items in your expenditure budget that are \$1,000 or above you must supply a quote.
- Minimum of two quotes are required for all expenditures over \$5,000.
- Please ensure that you include costs relating to any design, permits (e.g. building permits) or consultation in your expenditure list below.

Expenditure Description	Expenditure Amount (\$)	Funding Source	Notes
	Must be a dollar amount.		
	\$		
	\$		

Cash Budget Totals for 1st Year

Your budget **MUST** balance (expenditure and income must be the same totals).

Total Cash Income Amount	Total Cash Expenditure Amount	Income - Expenditure
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>

In-Kind Contribution for 1st Year

In-Kind Contribution is a contribution of a good or a service other than money. Some examples include: voluntary labour (for example, painting work) donated goods (for example, kitchen equipment) donated services (for example, professional advice from an architect).

Golden Plains Shire Council uses the following criteria/rates for in-kind volunteer support:

- Volunteer Unskilled Labour is calculated at \$30 per hour per volunteer.
- Volunteer Skilled Labour is calculated at \$45 per hour per volunteer.
- An example of calculating in-kind volunteer contribution: 3 unskilled volunteers for 2 hours: 3 volunteers x 2 hours at \$30 per hour = \$180.
- You can have multiple entries for in-kind volunteer support e.g. volunteers in the development phase, volunteers in the implementation phase, volunteers in the evaluation/close phase of your project.

In-Kind Contribution Description	Estimated Value
	\$
	\$

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Total In-Kind Contribution Amount

\$

This number/amount is calculated.

Total Project Cost for 1st Year

Cash Income/Expenditure + In-Kind Contribution

\$

This number/amount is calculated.

Quotes (for 1st year only if multi-year application)

You **MUST** supply a quote for all line items in your expenditure budget that are **\$1,000 or above**.

Minimum of two quotes are required for all expenditures **over \$5,000**.

Please attach quotes for those expenditure (cost) items over \$1,000.

Attach a file:

Budget for 2nd Year

Expenditure for 2nd Year (Cash)

Please provide detail of the costs involved in implementing the proposed project for 2nd Year.

Clearly identify the expenditure for each subsequent year of any multi-year application.

Expenditure Description	Expenditure Amount (\$)
	Must be a dollar amount.
	\$
	\$

'Amount Requested for 2nd Year' and 'Total Expenditure Amount for 2nd Year' do not need to match.

However, 'Total Expenditure Amount for 2nd Year' must be equal or more than the 'Amount Requested for 2nd Year'.

Total Expenditure Amount for 2nd Year

\$

This number/amount is calculated.

In-Kind Contribution for 2nd Year

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In-Kind Contribution Description	Estimated Value
	\$
	\$

Total In-Kind Contribution Amount for 2nd Year

\$

This number/amount is calculated.

Total Project Cost for 2nd Year

Total Expenditure Amount + Total In-Kind Contribution

\$

This number/amount is calculated.

Timelines for 2nd Year

Provide details of the timelines for your project for 2nd Year.

Clearly identify the milestones for each subsequent year of any multi-year application.

Milestone for 2nd Year	Anticipated Date
	Must be a date.

Budget for 3rd Year

Expenditure for 3rd Year (Cash)

Please provide detail of the costs involved in implementing the proposed project for 3rd Year.

Clearly identify the expenditure for each subsequent year of any multi-year application.

Expenditure Description	Expenditure Amount (\$)
	Must be a dollar amount.
	\$
	\$

'Amount Requested for 3rd Year' and 'Total Expenditure Amount for 3rd Year' do not need to match.

However, 'Total Expenditure Amount for 3rd Year' must be equal or more than the 'Amount Requested for 3rd Year'.

Total Expenditure Amount for 3rd Year

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\$

This number/amount is calculated.

In-Kind Contribution for 3rd Year

In-Kind Contribution Description	\$
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

Total In-Kind Contribution Amount for 3rd Year

\$

This number/amount is calculated.

Total Project Cost for 3rd Year

Total Expenditure Amount + Total In-Kind Contribution

\$

This number/amount is calculated.

Timelines for 3rd Year

Milestones for 3rd Year	Anticipated Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	Must be a date.

Total Project Cost (1st + 2nd + 3rd Years)

\$

This number/amount is calculated.

Co-Contribution

Applicant must include co-funding for the project of \$10,000 minimum through either cash and/or in-kind contributions. **Requests for funding more than \$20,000 must include a minimum 20% cash contribution.**

Total Co-Contribution Amount

\$

This number/amount is calculated.

Bank Balance for Community Group / Organisation

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Why do you need Golden Plains Shire Council's financial support to deliver this project? *

Please state your organisations current bank balance. *

\$

Must be a dollar amount.

If you need assistance competing your budget, please contact Council's Community Development & Grants Officer on 5220 7111 or email: communitygrants@gplains.vic.gov.au.

Additional Application Details

Is there anything else you would like to add in support of your application?

Include in this section information about your strategies for providing the inputs (money, staff/ volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, etc.) and how you will complete this project/program within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this work. Provide links to further explanatory material if available/relevant.

Supporting Documents

Please upload any other documents related to this project or copies of relevant strategic documents.

Upload files

Attach a file:

or

Provide web link:

Must be a URL

Certification and Feedback

* indicates a required field

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Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

Yes

No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

Very easy

Easy

Neutral

Difficult

Very difficult

If you answer 'Difficult' or 'Very difficult', can you please provide further information?

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60

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Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Where did you hear about this grant program? *

- Social Media Council Webpage Community Newsletters GP Times
Gazette Council officers/staff

Other

Preview