

Community Funding Scheme 2020

Sample Application

Question	Response
Demonstrating eligibility (pass/fail)	
1. Did you attend the grant writing training?	Yes/No
2. Have you read the guidelines?	Yes – The guidelines provide hints and tips relevant to the questions you are required to answer.
3. Have you contacted a Council officer/s to discuss your application?	Yes – You must contact a relevant Council officer to discuss your project idea before applying.
Who did you speak with about your application?	Contact Officer's details are on pg. 22 of the guidelines.
When did you speak with a Council officer/s about your application?	Date of contact.
4. If you received a Community Funding Scheme in previous years, has this been acquitted?	If a previous CFS grant is not acquitted you will not be eligible for this funding round. If your grant is from 2019, you will have until 30 June 2020 to acquit.
5. Please provide your organisation/community group details	If incorporated provide ABN here – if not, complete auspicings details below.
Organisation name	
ABN (if applicable)	
Postal address	
6. Please provide a contact person for your application	
Contact name	
Contact telephone	
Contact email	
7. Is your group incorporated?	Yes / No
Incorporation number	Insert Inc. number here.
Auspice organisation	If your group or organisation is not incorporated, you will require an auspicings body with a current ABN to receive and manage grant money on your behalf. (Refer to pg. 12 of the guidelines under Legal Requirements).
Auspice organisation name	
Auspice organisation address	
Auspice organisation contact person	
Auspice organisation telephone	
Auspice organisation email	

Community Funding Scheme 2020

Sample Application

Question		Response
	Auspice organisation incorporation number	
	Please attach your letter of agreement from your auspice body	Prior to submitting your application seek and upload a letter of agreement from your auspicing body.
8.	Child Wellbeing and Safety Act 2005	
	Is your organisation required to comply with the standards outlined in the Child Wellbeing and Safety Act 2005?	If yes – there will be a declaration requiring signing. (Refer to pgs. 12 & 13 of the guidelines).
	Please upload a copy of the signed Child Wellbeing and Safety Act declaration	Child safe declaration.pdf
Detailing your project (40%)		
9.	Project Overview	For Detailing your Project, refer to pg. 16 of the guidelines.
	Project name	
	Project start date	
	Project end date	
10.	Provide a brief project description (100 word limit)	For Detailing your Project, refer to pg. 16 of the guidelines.
11.	How will your project benefit the community or the shire? (250 word limit)	
12.	Where will your project or activity be completed?	Please list applicable town/s - or localities - or indicate 'Shire-wide'
13.	Select the stream of funding that most applies to your project	Stream 1 – Community and Cultural Development projects Stream 2 – Supporting local community groups to operate effectively Stream 3 Supporting local environmental priorities Stream 4 – Enhancing community places and infrastructure.
	Please describe how your project meets the objectives of this stream (250 word limit)	Refer to pg. 16 of the guidelines.

Community Funding Scheme 2020

Sample Application

Question		Response
14.	<p>Please describe how you project addresses Council's wellbeing priorities (250 word limit)</p>	<p>Our wellbeing priorities are: Promoting mental health. Supporting people living with a disability. Encouraging gender equity. Promoting healthy eating and active living. Increasing social connectedness and inclusion. (Refer to pgs. 14 & 15 of the guidelines).</p>
15.	<p>Does your project involve making changes to a public asset such as a building or open space?</p>	<p>Yes/No If yes, additional information is required. Projects involving proposed changes to public assets need to be discussed with Council's Building Projects Coordinator and may require additional documentation when submitting your application. (See pg. 13 of the guidelines).</p>
	<p>Date of conversation</p>	<p>Refer to pgs. 13 & 14 of the guidelines under Community Building Improvements.</p>
	<p>List of permits required</p>	
	<p>Notes of other conditions to be met</p>	
	<p>Evidence of 'in principle approval' from property owner</p>	
	<p>Copy of relevant lease/license agreement for property in question</p>	
	<p>Copy of construction/concept plans</p>	
	<p>Copy of specifications of proposed equipment</p>	
	<p>Further notes (if required) (200 word limit)</p>	
16.	<p>Who in the community is supportive of your project?</p>	<p>Detail the community support gained and the groups you are collaborating with. It is recommended you consider both who benefits from your project and what community groups may be impacted or need to be informed of your project idea.</p>
17.	<p>Have you obtained letters of support for your project?</p>	<p>Yes/No – Having no letters will impact your total score for this section.</p>

Community Funding Scheme 2020

Sample Application

Question		Response
	Please upload a copy of your letters	Obtain letters first to upload to application.
18.	Who will you consult and/or involve? How will you consult and/or involve them?	List project stakeholders who will have a level of interest in the project or should influence decisions related to the project and how you will involve/consult them.
Demonstrating good project planning (25%)		
19.	Please upload your project plan	Refer to pg. 18 of the guidelines under Project Plan. Attach your project plan using the template provided on our website.
Considering potential project risks (10%)		
20.	Have you obtained the necessary permissions (excluding permits) to complete your proposed project?	Yes/No – If yes, consider landowner permission, lease/licence requirements, Traditional Owner permission, traffic management plans, approval to use specific facilities or written commitments to supply goods/services as ‘in-kind’ contributions. Provide evidence to upload to application. Refer to pg. 17 of the guidelines.
	Please provide evidence of the necessary permissions	
	What is your plan to gain these approvals?	
21.	Will you be required to obtain any specific permits to conduct your project?	Yes/No/Not applicable – E.g. Planning, building, local laws, place of assembly, event permit etc. If yes, provide evidence to upload to application or outline your plan to obtain them.
	Please specify what permits you will need	
	What is your plan to gain these approvals/permits?	
22.	Do you (or your auspice organisation) have public liability insurance?	Yes/No
	Please upload a copy of your public liability insurance (or proof that your auspice organisation has public liability insurance)	Upload your Certificate of Currency (Insurance 2020-21).pdf
23.	What could affect the success of your project/activity? (100 word limit)	E.g. Potential delays, the need to follow an approvals process, the need to attract volunteers/helpers, reliance on

Community Funding Scheme 2020

Sample Application

Question		Response
		contributions from other partners, land use issues etc.
24.	How will you manage or eliminate the risks listed above? (100 word limit)	Refer to pg. 17 of the guidelines.
Demonstrating a realistic project budget (25%)		
25.	What is the total project cost?	Refer to pgs. 17 & 18 of the guidelines.
26.	What is the grant amount requested from Council?	
27.	What is the group's cash contribution?	
28.	Do you have or are you seeking contributions from other sources? Please provide details about any cash contributions from other sources	
	Additional notes on other contributions (100 word limit)	If required.
29.	Please upload your project budget	Please refer to the sample budget on pg. 19 of the guidelines which demonstrates the level of detail expected. You need to use Council's template.
	Further comments related to the budget (100 word limit)	If required
30.	Have you obtained quotes to support your proposed budget?	Yes/No
	Please upload copies of these quotes	If yes, upload your quotes to the application.
	Please explain why you don't have any quotes	If no, please explain why. (This will impact your total score for this section).
31.	Please detail any in-kind contributions (non-cash) to the project	Refer to pg. 18 of the guidelines under Demonstrating a Realistic Project Budget. This is where you list non-cash contributions NOT in the budget template.
	General Committee/community member contributions \$	
	Specialist/expert contribution \$	
	Material donations \$	

Community Funding Scheme 2020

Sample Application

Question		Response
	Please provide details about the type of material donations Other contributions \$ Please provide details about the 'Other contributions'	
32.	What funding, if any, have you received in the past three years?	If applicable - Please list year of funding, source of funding, funding amount and the purpose or project it was used for.
Declaration		
	Full name Position held Organisation I am authorised by my organisation to submit this application on their behalf and that the information contained in this application is true and correct. I agree to notify Macedon Ranges Shire Council of any significant changes to the organisation's governance and/or financial situation.	Requires Agreement before submitting application.