

**Colac Otway Shire Grants Program 2018 / 2019**

**APPLICATION FORM**

**Getting help**

If you require assistance preparing your application please contact the Grants Officer on

(03) 5232 9400 or [grants@colacotway.vic.gov.au](mailto:grants@colacotway.vic.gov.au)

You should read the Program Guidelines and the sample grant funding agreement before completing an application. View these documents at www.colacotway.vic.gov.au, Apply for a grant, Colac Otway Shire Grant Program.

**Submitting your application**

Applications must be received at Colac Otway Shire Council, 2-6 Rae Street Colac by **Friday 27 July 2018 at 5pm.**

**Which grant Category are you applying for?**

*Refer to the Program Guidelines for guidance on category funding limits and requirements.*

***\*Note - you may only apply for funding through one category below.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Description** | **Funding limits** | **Tick relevant category** |
| **Category 1** | Community Grants Program | Maximum $10,000 |  |
| **Category 2** | Community Events and Support Program | Maximum $2,000 for small events  Maximum $5,000 for large events  Maximum 50% of COPACC hire fee |  |
| **Category 3** | Small Grants Program | Maximum $2,000 |  |
| **Category 4** | Building Façade Improvement Program | Maximum $2,000 |  |

A. Eligibility

A.1. Eligible entities *This section will help you determine your entity’s eligibility for the program.*

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Is your organisation non-government, not-for-profit and registered as an incorporated body? |  |  |
| If not, have you arranged for a legally constituted organisation to manage the grant funds? (Auspice organisation)  Do you have a letter of consent from the Auspice organisation to submit with your application? ***(Category 1 or 3)*** |  |  |
| Is your organisation in the Colac Otway Shire or are you an event organiser holding an event in the Colac Otway Shire? |  |  |
| Are you a business in Murray Street, Colac? **(*Category 4*)** |  |  |
| Has the project commenced?  *If “yes”, you are not eligible* |  |  |

B. Contact Details

B.1. Applicant details and primary contact

*Person authorised to act on behalf of the applicant. (Note: at least one contact phone number and an email address must be entered. All fields are mandatory to complete.*

|  |  |  |
| --- | --- | --- |
| Provide details of the primary contact person for the Applicant organisation. | | ***Category 2 Event organisers only* -** provide details of the secondary contact person. |
| Applicant Organisation name |  |  |
| Title |  |  |
| Given name |  |  |
| Family name |  |  |
| Position title |  |  |
| Phone number (business hours) |  |  |
| Mobile number |  |  |
| Email address |  |  |
| Postal address for the applicant organisation |  |  |

***Contact Details continued.***

|  |  |
| --- | --- |
| Contact details of Auspice organisation (if applicable)\* | |
| Auspice organisation name |  |
| Postal address |  |
| Contact name |  |
| Phone number  (business hours) |  |

\* *A letter of consent from the Auspicing body must be attached to this application*

C. Applicant information

C.1. Type of applicant

*In this section you must indicate what type of entity you operate under.*

*All entities must have an ABN* *or provide a completed Australian Tax office form (Statement by a supplier)*

Tick which type of entity your organisation is:

|  |  |
| --- | --- |
|  | A community group/progress association, Club, Committee of Management, not for profit organisation, incorporated body (*Category 1,2 or 3)* |
|  | Event organiser or school (*Category 2*) |
|  | Business within Murray Street Colac precinct (*Category 4*) |

C.2 Legal and tax requirements

**Incorporation number of organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*If you do not have an incorporation number, please state the nature of your organisation (only groups that are incorporated or similar legal entities can receive funds).*

**ABN (Australian Business Number) of the organisation:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_**

*If you do not have an ABN you will need to obtain a ‘Statement by a Supplier’ Form (available from the Australian Tax Office (ATO) or Colac Otway Shire Council) and submit it with your application. Failure to provide either an ABN or a Statement by a supplier form will result in Council being obliged to take 46.5% of any allocations made to grant applicants and send it to the ATO.*

**Are you registered for GST?**  Yes No

*If you are registered for GST and you are allocated funds, a tax invoice will be required by Council prior to payment.*

If successful, you will be required to complete a Funding Agreement and provide EFT information.

D. Project Details and funding

D.1. Project title and description

*If your application is successful, the details you provide below will be published on the Council’s website. Published project/event details will include:*

* *Name of the applicant*
* *Title of the project/ event*
* *A description of the project/event and its intended outcomes*
* *Amount of funding awarded*

|  |
| --- |
| **Provide a project/ event title** |
|  |
| **Provide a brief project/ event description** *Explain what it is you are going to do and how it will benefit the community (no more than 50 words)* |
|  |

D.2. Project location

*If you do not own the land or infrastructure that you require to conduct your project or event on, you will need to provide evidence with your application that you have the appropriate authority to access the land / infrastructure.*

|  |  |
| --- | --- |
| Address line1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Town / Postcode |  |

***\* NOTE – land owners consent must be attached to your application (if required)***

D.3. Provide timelines for your project activity or event

\* *Please note that requests for projects, purchases or events that have commenced or been held prior to this application are not eligible for funding.*

|  |  |
| --- | --- |
| When will your project or event take place\*? | |
| Estimated start date? |  |
| Estimated completion date? |  |

D.4 Project activities

Provide details on the activities that will be undertaken. Summarise the individual items that the project or event will deliver.

Your project or event will not be able to commence prior to 1 July 2018.

Add up to six (6) activities.

|  |  |
| --- | --- |
| Activity Title | Activity description |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

D.5. Project Budget

*Provide details of the cost of your project by completing the budget section on the following page. When estimating your expenses, consider all the activities that will be undertaken throughout the community project or event.*

***Note: Quotes are required to be attached to this application.***

**INCOME**

*Please list all sources of income (the grant amount applied for plus any fees, sponsorship, advertising, donations etc that are included in the project). Any funding support from Federal Government, State Government, and commercial or community partner sources needs to be included.*

**EXPENDITURE**

*Please estimate and list all project costs and mark ‘X’ which components are likely to use funds received from this grant. In-kind contribution of donated goods, services, plant or equipment may be included and should be recorded in Income and Expenditure columns. Consider if your project requires a contingency.*

***Please provide cost estimates / quotes to support your budget.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Income**  *List all sources of income you expect will fund your project or event* | |  | **Expenses**  *List all expenses that you expect to incur for your project or event* | |
| Grant amount you wish to apply for | $ |  | *Please mark (X) beside the dollar amount of those expense items which you wish to use the grant funds for. Expenses to include project costs, material/ equipment, administration, in-kind, venue hire, marketing, insurance* | |
| Your contribution (Cash) | $ |  |  | $ |
|  | $ |  |  | $ |
|  | $ |  |  | $ |
|  | $ |  |  | $ |
|  | $ |  |  | $ |
|  | $ |  |  | $ |
|  | $ |  |  | $ |
| Your contribution (In-Kind)  ( \_\_\_\_Hours x $\_\_\_\_ rate).  *Provide detail of tasks:* | $ |  | In-kind labour ( \_\_\_\_Hours x $\_\_\_\_ rate).  *Provide detail of tasks:* | $ |
| In-Kind goods or services  *Please provide description of what is being provided:* | $ |  | In-kind goods or services  *Please provide description of what is being provided:* | $ |
| Total income | $ |  | Total expenditure | $ |

***Please note: Total INCOME including In-Kind (if applicable) MUST EQUAL Total EXPENDITURE***

*Attach additional pages/documents in support of your application if necessary.*

*All applications must provide a quote prepared within the past three (3) months to verify the costs associated with the project or event.*

*Please provide evidence of your contribution and attach with your application (eg: detailed financial statement or Treasurer’s report for the past 2 years). Refer to Page 8 of Guidelines under ‘Cash contribution’.*

***Category 2 applicants only*** *– Community Events and Support*

Provide details of the event component to be funded by Council.

*Please itemise the specific event component(s) that Council funding will be expended upon (eg: hire of stage, hire of performers, marketing, COPACC hire assistance etc)*

|  |
| --- |
|  |

D.6. Contributions

Only include contributions that have been confirmed.

Cash contributions can be confirmed by providing the following details:

* Grant up to $5,000 provide a recent bank statement
* Grant over $5,000 provide a detailed financial statement or Treasurer’s report for the past two (2) years and a recent bank statement.

In-kind contributions are non-cash contributions towards your total project value. In-kind contributions must directly relate to delivering the project or event activities. The in-kind contributions should not include any activity undertaken prior to the commencement of the project (eg: administration and grant application is not eligible to be included in the in-kind contribution).

The value of in-kind contribution for the application budget should be calculated as follows:

* In-kind volunteer general labour is normally calculated at $25 per hour
* In-kind volunteer specialist labour (e.g. services of an engineer or architect) are normally calculated at $45 per hour
* In-kind provision of goods or plant/equipment is normally calculated at the retail or market price that the goods or plant/equipment would have been bought or hired for.

D.7. Previous Colac Otway Shire funding

Has your organisation received funding from Council in the past three (3) years?

Yes No

Please provide details of ALL funding support provided by the Colac Otway Shire in the past three (3) years?

|  |  |  |  |
| --- | --- | --- | --- |
| **Council Department or grant** | **Project** | **Amount $** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

E. Assessment criteria

*To be competitive you will need to score highly against each assessment criteria. The assessment criteria are weighted as indicated by the points.*

*The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested.*

*You may attach any other documents that support your application and/or claims made in relation to the merit criteria noting that the total file size of all attachments to the application cannot exceed 10MB.*

E.1. Assessment criteria one – What benefits will the project or event provide to your organisation or the broader community? (Criteria 50%)

*You may wish to provide a response to the following:*

* *What are the anticipated benefits of the project or event to the community?*
* *Who will benefit from the project or event? (Demographic and community groups).*
* *Provide details of short term and long term benefits.*
* *Expected number of people this project/event will benefit?*
* *How will it benefit current and future generations?*

|  |
| --- |
| Max. 500 words |

E.2. Assessment criteria two – Why is this project needed? (Criteria 15%)

*You may wish to provide a response to the following:*

* *How is this project or event supporting the local community?*
* *What demand exists that has created the idea for this project or event?*
* *Do you have evidence to show why this approach will work?*
* *\*To demonstrate support from the community for your project and for all* ***new events*** *please attach support letters and detail any discussions held with related groups in the area.*

|  |
| --- |
| Max. 250 words |

E.3. Assessment criteria three – How will the project be delivered? (Criteria 15%)

*You may wish to provide a response to the following:*

* *Who will manage the project?*
* *What planning has been undertaken to complete this project or run the event?*
* *Detail the stages involved in your project and how you propose to deliver it.*
* *Will it involve knowledge and skills development? Will the project be an innovative and creative response to the issue?*
* *Will it be sustainable? Explain how you intend to fund this project or event into the future?*

|  |
| --- |
| Max.250 words |

E.4. Assessment criteria four – Who is involved? (Criteria 20%)

*You may wish to provide a response to the following:*

* *Who are the partners?*
* *Will there be voluntary or in-kind contributions?*
* *How many people from your organisation will be involved?*
* *Does the project actively involve a range of stakeholders?*
* *What size audience are you expecting?*
* *Who is the target market to benefit from your project/event?*

|  |  |
| --- | --- |
| Max.250 words | |
| ***Category 2 applicants only – Community Events & Support*** Provide an estimate of visitors to your event. | |
| Total number of attendees / visitors |  |
| Number of domestic day visitors |  |
| Number of domestic overnight visitors  Number of nights (related to your event) you would expect visitors to stay |  |
| Number of international visitors  Number of nights (related to your event) you would expect visitors to stay |  |

Please list the marketing or promotional opportunities that will be available to Colac Otway Shire Council during and following your project, or at your event.

|  |
| --- |
| Max.250 words |

***Category 4 applicants only - Building Façade Improvement Program***

|  |  |  |
| --- | --- | --- |
| **The Proposal** | **Yes** | **No** |
| Is the façade improvement for a heritage listed building? |  |  |
| Are the works visible from the street?  Are any works being completed that aren’t visible from the street? |  |  |
| Have you discussed the proposal with Council’s Planning and Building Departments? |  |  |
| Describe the works you propose to undertake?  Will the works be ‘like for like’? ie: same colour, same material? Provide details.  If painting, please provide the colour scheme. Will you be painting an unpainted surface?  If new or updated signage, please provide details of colours, dimensions, location. | | |

***Category 4 applicants only continued.***

Documentation to include as part of your application:

|  |  |
| --- | --- |
| Copy of quote (*prepared within the past three (3) months* ) from licensed contractor |  |
| Photographs of current building façade |  |
| Proposed colour scheme (if applicable). |  |
| Confirmation of heritage listing (if applicable) |  |
| Planning permit application (if applicable) |  |

F. Applicant Declaration

F.1. Privacy provisions and notification

The Colac Otway Shire Council collects personal information to provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. Council may disclose this information to other organisations if required by law. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with legislation. Requests for access and or correction should be made to Council’s Privacy Officer.

I acknowledge that this is a Colac Otway Shire Council program and that the Council will use the information I provide in accordance with the following:

* Privacy and Data Protection Act 2014
* Colac Otway Shire’s Privacy Policy
* Program guidelines
* Applicable Australian laws.

The Council will publish information on individual grants in the public domain, including on Council’s website and social media, unless otherwise prohibited by law.

F.2. Applicant declaration

I declare that I have read and understood the program guidelines, including the privacy disclosure provisions.

I acknowledge that successful applicants will enter into a Funding Agreement with Colac Otway Shire Council.

I declare that the proposed project or event outlined in this application and any associated expenditure has been endorsed by the applicant’s Committee or authorised member of the organisation that are managing the funds for the project or event (or the Auspice if applicable)..

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with all applicable laws and regulations including the Building Code and Workplace Health & Safety regulations.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading.

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form.

***EVENT ORGANISERS ONLY*** - I acknowledge that it is my responsibility to obtain any permits required to hold the event in the Colac Otway Shire and that this application does not remove those requirements.

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation / Position / Title** |  |
| **Signature** |  |
| **Email** |  |
| **Phone (business hours)** |  |
| **Date** |  |

G. Checklist

*Please confirm (tick) that you have included the following with your submissions:*

|  |  |
| --- | --- |
|  | Program Guidelines have been read and understood before completing the application. |
|  | Completed Application Form including all requested information. (incomplete forms will not be eligible for assessment) |
|  | Completed Budget Table showing break-even result (Income = Expenditure) |
|  | Attached financial Statement or Treasurer’s report or evidence of contribution to the project  *Refer to Page 8 of Guidelines* |
|  | Attached Public Liability Insurance Certificate of Currency (if applicable) |
|  | Attached quotations for works, equipment, fees, venue hire etc. Applicants are encouraged, but it is not mandatory, to obtain more than one quote as part of their application. |
|  | Attached support letters (including consent from an auspicing body and relevant landowner and Committee of Management, if applicable), ATO Statement by a supplier (if applicable).  *Refer to Page 4 of Guidelines* |

***Keep a copy of your application, including all attachments.***