



City of
Whittlesea

**2009/2010
COMMUNITY DEVELOPMENT
GRANTS PROGRAM**

APPLICATION KIT

2009/2010 COMMUNITY DEVELOPMENT GRANTS PROGRAM

How to Apply Guidelines and Application Forms

General Information

Before you begin your application please read these guidelines carefully. This kit provides all the information you need to make an application.

If you have any questions or problems with completing the application, please contact the Council officer listed below for the applicable funding category:

Arts & Cultural	Mahony Kiely	9217 2291
Recreation & Leisure	Patricia Hale	9217 2370
Environmental	Felicity Ayres	9217 2279
Community Services	Pina Guerra	9217 2337
New & Emerging Groups	Rita Mancuso	9217 2318

2009/2010 Funding Round

Grants Open

Wednesday 15 July 2009

Information Sessions

Wednesday 15 July 2009 7.30pm – 9.30pm
Friday 17 July 2009 9.30am - 11.30am

Assistance Sessions to complete applications

Wednesday 22 July 2009 9.30am - 11.30am &
7.30pm– 9.30 pm

Appointments to be made prior to attendance

Applications Close

Thursday 6 August 2009 at 5pm

More Information

Applications will only be accepted from groups using the official Community Grants Application process.

A separate application must be submitted for each project

Incomplete applications will not be considered. An application which does not include all documents required will be considered incomplete.

Applications received after the closing date will not be considered.

Multilingual Telephone Service (This is a free service)



خدمة الهاتف 9679 9871

电话服务 (广东人) 9679 9876

Telefonska služba 9679 9872

Τηλεφωνική Υπηρεσία 9679 9873

Servizio telefonico 9679 9874

Телефонска служба 9679 9875

电话服务 (普通话) 9679 9857

Telefon servisi 9679 9877

Dịch vụ Thông dịch 9679 9878

Telephone services in other
languages 9679 9879

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How to Apply Guidelines and Application Forms

About this application kit

This application kit is designed to help you complete your application for a City of Whittlesea Community Development Grant and includes the following information.

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Who can apply?

Eligibility Criteria

For community groups to be eligible for funding, they need to show evidence of the following:

- Groups must be an incorporated association or have an incorporated group to auspice the application
- Groups must be managed by members of the City of Whittlesea community
- Groups using Council facilities need Public Liability Insurance.
- Groups must conduct their project/activities for the benefit of citizens of the City of Whittlesea

Project Grants will be deemed eligible when community groups can demonstrate the following:

- Projects must be 'one off'
- Projects considered do not involve the building of new facilities. Purchase of equipment may be allowed, provided it can be demonstrated that they are essential to the successful outcomes of the project/program
- Projects meet a demonstrated need
- Projects ensure that local residents are receiving/providing the benefits of the project/program
- There is a level of 'in-kind' or financial support from the group or other funding/resource source (volunteers, sponsorship, user fees, other grants, etc)
- They do not use the funds for the day to day operational costs of the group eg: food, printing, etc.
- They are prepared to fulfil the accountability requirements set by Council
- The project will achieve the objectives outlined on page 5 of this document
- That funds have been sought from other sources and the outcomes of those submissions.

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Ineligible Projects

The following categories of projects **will not** be considered for funding:

- Applications from individuals
- Capital works or facility maintenance which are covered by the Council's Capital Works/Maintenance Program and/or Reserve Development and Maintenance Policy
- Projects which are a duplication of an existing service in the community
- Projects which are the responsibility of State and Federal government, either presently or previously
- Requests for recurrent funding, staff costs/positions, rental reductions, trophies, vehicles or office equipment
- Applicants that do not include all mandatory supporting documentation
- Applicants who have not acquitted previous grants allocated from Council

Categories of Funding

Funding grants up to \$5,000 (excl GST) are available under the following categories:

Arts & Cultural

Projects funded under this category include those that involve the community in a community event or particular art form (eg. painting, video production, dancing, photography, music, theatre, etc) to develop skills, promote awareness of community issues or simply to express themselves creatively through a shared interest. Applicants should consult Council's adopted Multi Cultural Plan for further guidance.

Recreation & Leisure

Projects under this category may include those that increase the level of participation in recreation and leisure opportunities within the municipality. This might include recreation programs for disadvantaged groups, sports development programs, increasing access to programs for isolated groups, etc.

Environment

Projects under this category include those that involve the community in enhancing the amenity and condition of the local environment. This may include such things as land care education, flora and fauna conservation and monitoring, restoration of significant environmental features of local landscape, etc. Applicants should consult Council's adopted Local Conservation Strategy for guidance.

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Categories of Funding – cont'd

Community Services

Projects under this category may include those that are designed to enhance the quality of life of residents of the municipality. This may include the provision of direct services currently not provided, the development of new systems of service delivery and the addressing of specific and identified needs within the local community.

Funding grants up to \$1,000 (excl GST) are available under the following category:

New & Emerging Groups

“One-off” funding for projects to be conducted by new groups established to meet new needs. The purpose of this grant is to support the costs of a community group becoming incorporated and obtaining necessary insurance.

If you are a new group and recently been incorporated, grants can be utilised to assist in conducting small projects to broaden the groups community participation through a project.

Objectives of Community Grants

The objectives of the Community Development Grants Programs are to:

- Provide “one-off” seeding or implementation grants towards community services and/or projects which effectively address community needs and enhancements.
- Encourage community cohesion and resource sharing, as demonstrated through co-operative and/or collaborative projects.
- Involve City of Whittlesea residents in the social and physical development and/or enhancement of the municipality.
- Provide a capped fund to support all eligible senior citizens’ clubs within the municipality. Senior Citizens’ grants will be administered as a separate process to these general community grant applications.

Conditions of Funding

- The annual allocation of Community Development Grants by Council will be considered final.
- Funding will only be awarded where a Funding and Service Agreement is signed by Council and the grant recipient.
- Funding must only be used for the purposes identified in the Funding and Service Agreement.
- Council’s contribution is limited to the amount granted with all other costs associated with the project being the responsibility of the grant recipient.

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Conditions of Funding – cont'd

- Council reserves the right to withdraw funding and/or order the project to cease if objectives, eligibility or funding conditions are breached; or if the project is not progressing satisfactorily. Full liability in this instance is borne by the grant recipient.
- Any unspent funds must be returned to Council in full.
- Development Grant recipients must acknowledge the financial support of the Whittlesea City Council in any publications, publicity or media coverage of the funding project as follows:

**This project is proudly supported
by the City of Whittlesea 2009/2010
Community Development Grants
Programs**



**City of
Whittlesea**

This image can be supplied in electronic format for your inclusion on publicity material

- All projects must specify a completion date, and all recipients must complete the prescribed Final Report (or acquittal) on the funded project *within 60 days* of completion of the project.
- Signature of Funding and Service Agreement and acceptance of funds constitutes acceptance of all conditions within this policy.
- Council's contribution is limited to a maximum of \$5,000 per project (excl GST).

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Guidance Notes

Please read this section before you complete the Community Grants Application Form (which is attached).

General Information

These notes will help explain the questions on the community Grants application form in more detail. If you require any further information, please contact one of the Council officers listed on page 1 of this kit.

You may attach additional pages to the application form if you require more space. Please include the project name, contact name and the question number at the top of each page for easy identification.

However, if you are going to include extra material (posters, letters of support, multi-media material such as videos, DVDs etc) these must be supplied in an envelope or other such package and not submitted loosely or separately. All such material must be labelled with the project name and contact.

The information contained in these guidance notes corresponds directly with the application form for you to complete more accurately.

There are two application forms to choose from, depending on the category of grant you are applying for:

- Project grant applications (for the first four categories listed on page 4/5 of this kit); and
- New and Emerging Groups grant applications (for those applying for this category)

The guidance notes on the following pages are separated into the same two categories for ease of reference.

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Guidance Notes – For Project Grant Application Form

Question 1 PROPOSED PROJECT

Title/Name of Project

This will be the name of your project for the purposes of this grant. It is usually the name the project will be publicised under.

Total of grant support you are applying for

This is the amount of cash you are requesting from the City of Whittlesea Community Development Grants Program. The maximum grant value available in each category is \$5,000. (Although please note if you are applying for a grant under the New and Emerging Groups category the grant value available is up to \$1,000).

Brief Summary of your Project

Give a very brief outline of your project. More detail will be requested throughout the application form.

Project Start Date / Completion Date

Project Start Date: The date you officially start your project

Completion Date: The projected date your project will be finished.

If your application is successful and you find that the project will take longer than proposed on your application, please contact the relevant officer listed on page 1 of this kit under the appropriate grant category as soon as possible to discuss a possible extension of time.

Priority of Grant

If you are applying for more than one grant please indicate the preference of grant applications. The grant which you would most prefer to be funded mark as Priority 1, the second grant as Priority 2 and so on.

Question 2 PROJECT DESCRIPTION

Please attach any additional pages or material that you believe will support your grant application further.

2.1 Why do you want to do this project?

You may like to ask yourself the following questions to help with your answer:

- Why is your project a good idea?
- What made you think of it?
- What will it achieve?
- Does your project address a community need? If so, which one/s?

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2.2 How will this project benefit the community?

The Community Development Grants Program offers financial support to non-profit community organisations/associations and groups to run projects and events that will benefit the community as a whole.

Does your project:

- Strengthen your community by building and nurturing networks and relationships with other people in the community?
- Create something new and of lasting benefit to the community?
- Increase skills and opportunities for community members, including isolated individuals, people/groups with disabilities or from indigenous, cultural and linguistically diverse backgrounds?

2.3. What is your project?

You may like to ask yourself the following questions to help with your answer. These are just examples:

- Is it a children's event in a park?
- Is it a 6 weekly cooking project for isolated men/women?
- Is it a twice monthly gathering?
- Is it an art display?
- Is it a cultural dance project?

Question 3 PROJECT MANAGEMENT

3.1 Who is involved in the planning and running of your project? How are they involved?

List the people involved in your project, i.e. committee members, partner organisations, volunteers etc. Who is doing what? This process will help you identify what needs to be done and what resources you will need to share the work load.

Name	Tasks
Joe Blogg (Club President)	Organising a suitable venue, managing budget
Deb Ray (Volunteer)	Design promotional flier and get flier printed
Sue Jones (Committee member)	Source equipment such as paint, paint brushes, containers.

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3.2 How will you let the community know about your project?

Publicity is a key component to a successful project. How are you going to tell people? There are various ways of publicising your project such as interviews and articles in the local newspaper, posters, flyers, school newsletters.

Local media outlets you could contact include:

Outlet	Contact Phone	Frequency	Deadline
Whittlesea Leader Newspaper	9432 1844	Weekly on Tuesdays	Stories: Mon/Tues 5pm week prior Advertising: Wednesday 5pm week prior
Whittlesea Weekly Newspaper	8318 5777	Weekly on Tuesdays	Stories: Mon/Tues 5pm week prior Advertising: Wednesday 5pm week prior
Star Newspapers	9933 4800	Weekly on Tuesdays	Stories: Mon/Tues 5pm week prior Advertising: Wednesday 5pm week prior
Town Crier	9716 2267	Monthly	15th of the month before
Plenty Valley FM	9404 2111	Daily shows	Daily depending on which program you fit
Whittlesea Review	5734 3344	Weekly Tuesdays	Stories: Friday 5pm Advertising: Thursday 5pm

Other local outlets you could try could include local libraries, community activity centres, school newsletters, City of Whittlesea promotional material. If you require further information about free avenues of advertising and local media contacts, please contact the relevant Council officer on page 1 of this kit or log on to www.ourcommunity.com.au

3.3 What skills and experience does your organisation have to successfully deliver this project?

Each person involved in the planning and delivery of your project will have skills that they use to make your project a success. These may include specialist knowledge or professional and trade skills as such administration, machinery operations, project co-ordination, carpentry or accounting.

This question may also help you to identify skill gaps in your group that you may need to address in the delivery of your project.

3.4 What is your organisation contributing to the project?

All applicants are required to demonstrate what they are willing to contribute to the project. The value of these contributions (with the exception of volunteers) will be reflected in the project budget. Please attach additional pages if required.

- **Volunteers** – unpaid members of the organising committee, project helpers and anyone involved in the organisation of the project that are not being paid by the project organisers.
- **Cash** – this is the money your organisation is putting into the project not including the City of Whittlesea funding. It can include grants from other organisations, cash donations, ticket sales, etc.
- **In-kind support** – being donations of goods and services, free use of equipment, free venue hire.
- **Other** – anything else that your organisation is contributing to the project that does not fall into previous sections.

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3.5 City of Whittlesea encourages projects and events that (where appropriate) are:

- inclusive and accessible to the whole community
- environmentally sustainable/friendly
- are safe for the general public and organisers.

Have you considered the following aspects of your project? If you have considered any of these, please describe how you are going to address them. You may attach copies of any plans.

Access for people with a disability or limited mobility

Please contact Council's Access Co-ordinator, Vivienne Sheperdson on 9217 2429 or the relevant Council officer listed on page 1 of this kit for more information on making your project accessible.

Encouraging people from culturally and linguistically diverse backgrounds - includes individuals and groups and people with limited English.

Encouraging people from disadvantaged groups – includes youth, older persons, isolated individuals and people from socially disadvantaged areas.

Environmentally friendly – having a plan around how you are going to control, handle and dispose of rubbish and recycling. City of Whittlesea has a “waste wise” trailer for rubbish disposal at community events that is available to borrow.

For more information regarding an environmentally friendly event, please contact Council's Waste Management Officer, Brad Byrne on 9401 0516.

Preparing a Risk Assessment / Emergency Plan – think about the following:

- What could go wrong?
- What you can put in place to prevent it from happening?
- What could make the risk of it happening a lot less?
- What you would do if it did happen?

For more information, please contact the relevant Council officer listed on page 1 of this kit, or log onto www.ourcommunity.com.au and look under the Insurance and Risk Management Centre tab.

Consent and support of property owner/manager

If you wish to conduct your project or event on private property, you will need to obtain the consent of the owner or manager. Evidence of their consent will be required by their signature under Question 6 of the application form. A brief support letter, acknowledging that they understand the project and agree to participate is highly desirable.

If you wish to conduct your project or event on public land, you may require a permit. It is the responsibility of the applicant to determine who owns the land, whether a permit is required, apply for and pay for any permit that may be required.

If you wish to hold your event on Council owned property, please contact Council's Rates Unit to see if the venue or property is available and if there is a cost associated.

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Community Event

If you wish to conduct a community event as part of your project you will need to contact Council's Events Co-ordinator for an events checklist and discuss your event prior to submitting your application. Once you have discussed your event with Council's Events Co-ordinator you will need to have the Events Co-ordinator or relevant Council officer listed on page 1 of this kit, acknowledge this by signing the declaration section under Question 6 of the application form.

Question 4 PROJECT BUDGET

The budget is the financial plan for your project. Please contact the relevant Council officer listed on page 1 of this kit under your grant category if you have any concerns regarding the project budget.

Quotes

If you are asking for funding to cover the cost of hire fees, artist fees or equipment essential to your project, please obtain quotes to substantiate your figures. Please be aware that service providers may vary their quote between this application and when works take place or equipment/materials are purchased.

Goods and Services Tax

Check your group's GST status before completing the project budget, as your GST status will determine whether you include or exclude a GST component in the application.

If your group is **currently registered** for GST, **do NOT** include GST in the project budget.

If your group is **not registered** for GST, **include** GST in the project budget.

The Australian Taxation Office (www.abr.business.gov.au) can assist you in determining your group's taxable status (you can either type your ABN directly or enter your group's name. If you find it, double click and scroll down to see your GST status). An ABN does not in itself, mean your group is registered for GST.

Income

Cash Grant requested from City of Whittlesea

- Amount of money you are asking from Council

Grants from other sources

- Any grant you have already received for this project (other than City of Whittlesea Community Grants funding)
- Any grant you have applied for but are still waiting to be notified of the outcome

Funding from other sources

- Any cash donation or cash sponsorship your organisation has received.

Cash contribution from your groups

- Other income such as estimated entry fees or stall holder fees, etc. (you will need to include a breakdown of how you estimated this income e.g. 200 people @ \$2 each = \$400)

Value of In-kind support from your groups

- Donations of goods and services (ask the business or individual providing a service to place a dollar value on what they are donating to enable an accurate costing)

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Expenditure

This is a comprehensive list of all the costs associated with the project. It could include:

- Equipment hire
- Venue hire
- Gifts for speakers
- Artist or performer fees
- Materials
- Permit fees
- Application fees
- Advertising and promotion

Question 5 YOUR ORGANISATION

5.1 Does your organisation have an Australian Business Number?

Check with your Treasurer or Public Officer (if your group is incorporated) to ascertain whether your group has a registered Australian Business Number. If it does, please enter the ABN on the line provided.

5.2 Is your organisation registered for GST?

Check with your Treasurer or Public Officer (if your group is incorporated) to ascertain whether your group is registered with the Australia Taxation Officer for GST, or refer to the website www.abr.business.gov.au for assistance.

5.3 Does your organisation have Public Liability Insurance?

If your group has a Public Liability insurance policy, please attach a copy of your Certificate of Currency which states the name of the insurance company, the type of insurance, the policy limits and the period covered by the policy. Your insurance company or broker will be able to provide you with a copy of your Certificate of Currency if you do not have one available.

If you do not currently have Public Liability Insurance, Council strongly recommends that you consider purchasing such a policy. You must note that in some circumstances your Community Development Grant will not be approved until a Certificate of Currency is provided. Please speak to the relevant Council officer on page 1 of this kit under your grant category to determine whether your project will require Public Liability insurance. Please be aware that Council will not fund Public Liability insurance cover through this grants scheme.

The Municipal Association of Victoria operates a Community Insurance Scheme which may be able to assist your organisation. Further information about this Scheme can be found by visiting www.communityinsurance.com.au or by calling 1300 853 800. Other information about Public Liability insurance and Risk Management can be found by visiting www.ourcommunity.com.au.

It should be noted that it is a condition of hiring any Council facility that the hirer must have a current Public Liability insurance policy. To assist hirers who do not have their own cover, Hirers' Public Liability insurance may be available from Council at a very low cost, depending on the nature of the event. Should this be required further enquiries should be made when booking the Council facility.

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5.4 Is your organisation an incorporated body?

Incorporated bodies have gone through the legal process of incorporation and have their constitution (articles of incorporation) registered with Consumer Affairs Victoria. If your answer is NO, you may be able to organise for another incorporated organisation to apply for, or auspice, the grant on your behalf. This means that the other organisation would agree to act as a 'banker' for the grant.

The auspicating body would agree to take on the responsibility to acquit the grant on behalf of your group. The organisation will need to complete part of the declaration in Question 6. They will need to attach a letter of support on official letterhead, confirming that they are happy to act as the auspicating body your project and that the grant will be used for the purpose that you have stated on the application form.

Please note that Council is unable to find an auspicating organisation on your behalf.

5.5 Have you received previous funding from the City of Whittlesea?

Please list the most recent funding you have received from the City of Whittlesea.

Have you returned the acquittal form (Final Report) for the grant money you most recently received?

Failure to submit an acquittal (Final Report) of a previous grant will render the applicant ineligible for further funding.

Question 6 DECLARATION

Applicant

All applications have to be signed by the applicant.

Group / Organisation endorsement (Auspicing body) *(if applicable)*

If your project is being auspicated by another group, an office bearer from that group must sign this declaration. Failure to do so will render the application ineligible.

Land Owner / Manager *(applicable for Environmental grant applications)*

If your project is to take place on a public or private site or venue, you must obtain the consent and support of the owner/manager and have them sign this declaration.

Community Event *(applicable for Arts & Cultural grant applications)*

If your project is to include an event on a public or private site or venue, you must obtain consent from Council and have an authorised Council officer sign this declaration.

If you are unsure about any information outlined in this document or would like to discuss your application further, please do not hesitate to contact the relevant Council officer listed on page 1 of this kit under grant category or by emailing: commgrants@whittlesea.vic.gov.au

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Guidance Notes – For New & Emerging Applications Only

Question 1. YOUR GROUP

1.1 What is your group's name?

This will be the name you register your group as when it becomes incorporated. It is usually the name your group's activities will be publicised under.

1.2 How long has your group been meeting?

You may like to think about the following when answering this question:

- How many weeks/months has your group been meeting formally?
- How many weeks/months has your group/its members been meeting informally?
- How often do you meet (i.e. weekly, monthly, etc)?

1.3 How many members are currently in your group?

Please consider those that regularly attend any meetings or activities that you have - you cannot count those that have expressed an interest in joining your group in the future, although you can list these people as a separate figure if you wish.

1.4 Where do your members come from?

You may like to think about the following when answering this question:

- What suburbs/areas do your members live in?
- What age groups are your members from?
- What cultural backgrounds do your members represent?
- Will your membership be open to those from outside of the City of Whittlesea?
- Do members have special needs?

1.5 Where does/will your group meet?

Where does your group currently go to have meetings or hold activities. This can include members 'houses, public meeting rooms/halls, libraries, etc. If your group would like to meet somewhere different once it is incorporated, please indicate where you would like to meet and whether you have confirmed that this place is available for you.

1.6 Briefly explain the purpose of your group?

You may like to think about the following when answering this question:

- Why does your group meet?
- What does your group do when it meets?
- What types of activities/programs would your group like to run/participate in, either now or in the future?
- What are the key issues affecting members of your group (if any)?

1.7 Do you have the relevant information/paperwork to be incorporated?

Have you contacted the relevant State Government departments to obtain paperwork associated with becoming incorporated? Do you understand the process or what is involved in becoming an incorporated body?

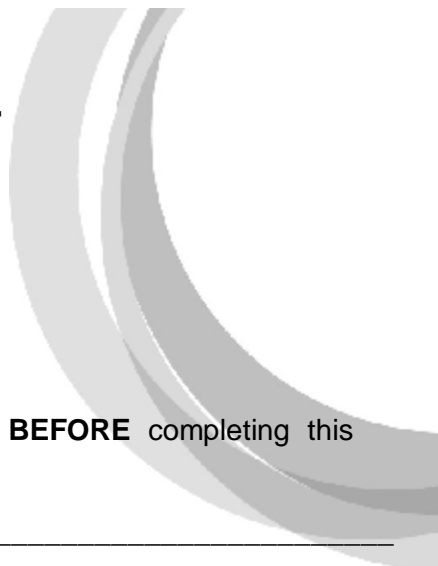
If you do not have relevant paperwork or want to know how to become an incorporated body, please contact Rita Mancuso, City of Whittlesea on 9217 2318 for further information.

Question 2. DECLARATION

Applicant

All applications must be signed by the applicant.

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Application Form – Project Grants only

Please read the Community Grant Guidelines and Guidance Notes **BEFORE** completing this application form.

Application Contact Person: _____

Position: _____

Organisation: _____

Postal Address: _____

Telephone No: _____ Facsimile No: _____

Email Address: _____

Which Grant Category do you wish to apply under (please tick ✓ **one box only**)

Arts & Cultural Recreation & Leisure Environmental Community Services

1. PROPOSED PROJECT

Title/Name of Project:

TOTAL OF GRANT SUPPORT YOU ARE APPLYING FOR:

\$

Please note that the value of grant requested from the City of Whittlesea can not exceed \$5,000 in total.

Brief summary of your project:

Project Start Date: _____ **Completion Date:** _____

If applying for more than one grant please indicate order or priority (eg. 1st, 2nd, 3rd)

Priority No: _____

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Application Form – Project Grants only

2. PROJECT DESCRIPTION – attach any additional pages if required

2.1 Why do you want to do this Project?

2.2 How will this project benefit the community?

2.3 What is your project?

3. PROJECT MANAGEMENT

3.1 Who is involved in the planning and running of your project? How are they involved?

Name	Tasks

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Application Form – Project Grants only

3.2 How will you let the community know about your project?

local newspaper radio school newsletter library flyers/brochures

other, please specify: _____

3.3 What skills and experience does your organisation have to successfully deliver this project?

3.4 What is your organisation contributing to the project? (please attach additional pages if required)

Volunteers _____

Total number of volunteer hours x \$10 is to be entered into the income side of the budget (Question 4)

Cash _____

In-kind support _____

Other _____

3.5 City of Whittlesea encourages projects and events that (where appropriate) are:

- ✓ inclusive and accessible to the whole community
- ✓ environmentally sustainable friendly
- ✓ safe for the general public and organisers.

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Have you considered the following aspects of your project? (Council staff can assist you with any of the categories below)

	Yes	No
Access for people with a disability or limited mobility		
Encouraging people from culturally and linguistically diverse backgrounds		
Encouraging people from disadvantaged groups		
Environmentally friendly		
Preparing a Risk Assessment/Emergency Plan		

If you have considered any of these, please describe how you are going to address them.

If your project is to take place on a public or private site or venue, have you obtained the consent and support of the owner/manager?

N/A
 No
 Yes

If yes, please include a brief letter of support, or name, contact number and signature of the land owners/managers where the works or project will be undertaken, acknowledging that they understand the project and agree to participate.

ONLY COMPLETE IF APPLYING FOR AN ARTS & CULTURAL GRANT FOR AN EVENT

If your project is a community event, have you spoken to Council's Events Co-ordinator about it?

N/A
 No
 Yes

If yes, please include the date you spoke to the Event Co-ordinator and details of any relevant information that you were given including acknowledgement of the project by a relevant Council Officer.

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Application Form – Project Grants only

4. PROJECT BUDGET – Attach additional pages if required.

**Please read the Guidance notes for information on how to complete the budget
You must include copies of all quotes obtained.**

Expenses to be funded through Community Grants must be identified with an asterisk (*) in the column provided

INCOME <i>Please include all money to be used for your project</i>	\$	EXPENDITURE <i>Please itemise all expected expenditure</i>	\$	*
Earned Income (ticket sales/entry fees/cash/in-kind/value of materials)		Program/Presentation Costs		
Group or Organisations Contribution		Marketing & Promotion		
Cash				
In-Kind				
Grants (State Govt, etc)		Materials (paints, brushes, etc)		
City of Whittlesea (what funds are you requesting to support your project)				
Other (Sponsorships/donations/fundraising)		Professional Fees (hire of Artist, Instructor Facilitator, Curators, Editors etc)		
Total Income	\$	Total Expenditure		\$

**Total Income must equal Total Expenditure
INCLUDE COPIES OF QUOTES**

**2009/2010
COMMUNITY DEVELOPMENT
GRANTS PROGRAM**

How to Apply Guidelines and Application Forms

Application Form – Project Grants only

5. YOUR ORGANISATION

- 5.1 Does your organisation have an Australian Business Number? Yes No If Yes, please list ABN:
- 5.2 Is your organisation registered for GST? Refer website www.abr.business.gov.au for assistance
- 5.3 Does your organisation have Public Liability Insurance? If No, *please refer to Guidance Note, (Question 5.3)*
If Yes, please attach a copy of your Certificate of Currency
- 5.4 Is your organisation an incorporated body? If No, please state the name and address of auspicing Body
Name:
Address:
- 5.5 Have you received previous funding from the City of Whittlesea? If Yes, please indicate most recent - **Year Received:**
Title of Project:
Amount:

Please note: failure to submit an acquittal of a previous grant will render the applicant ineligible for further funding.

Have you returned the acquittal form for this project? Yes No

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How to Apply Guidelines and Application Forms

6. DECLARATION

All applicants must sign this section

I certify to the best of my knowledge the information provided in this application is correct and discloses a full and accurate statement of the said applicant's details and proposal.

Name: (please print) _____

Signature: _____ Date: ____/____/____

If your project is being auspiced, the auspicings body must sign this section

**Group/organisation endorsement (auspicings body) (if applicable).
I acknowledge that I am aware of, and endorse this application.**

Name: (please print) _____

Organisation: _____

Position: _____

Signature: _____ Date: ____/____/____

If you are applying for an Environment Grant, please have the land owner/manager sign this section.

**Consent and support of Land Owner/Manager (if applicable)
I acknowledge that I am aware of and endorse the application.**

Name: (please print) _____

Address: _____

_____ Phone: _____

Signature: _____ Date: ____/____/____

If you are applying for an Arts & Cultural Events Grant, please have Council's Events Co-ordinator or relevant Council officer for your grant category sign this section.

**Acknowledgement of Events Co-ordinator or other relevant Council Officer (if applicable)
I acknowledge that I am aware of, and endorse the application.**

Name: (please print) _____

Position: _____

Email: _____ Phone: _____

Signature: _____ Date: ____/____/____

**2009/2010
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GRANTS PROGRAM**

How to Apply Guidelines and Application Forms

Application Form –New & Emerging Grants only

Please read the Community Grant Guidelines and Guidance Notes **BEFORE** completing this application form.

Application /Contact Person: _____

Position: _____

Organisation: _____

Postal Address: _____

Telephone No: _____ Facsimile No: _____

Email: _____

1. YOUR GROUP – attach any additional pages if required

1.1 What is your group's name?

1.2 How long has your group been meeting?

1.3 Are you applying for incorporation or insurance fees (tick box)

Or a small grant to support your group project? (tick box)

What is your project? (please complete the application form on page 17)

1.3 How many members are currently in your group?

1.4 Where do your members come from? (please state suburb/s)

1.5 Where does/will your group meet? (Please state address)

1.6 Briefly explain the purpose of your group?

1.7 Do you have the relevant information/paperwork to become incorporated? Yes No

All applicants must sign this section

I certify to the best of my knowledge the information provided in this application is correct and discloses a full and accurate statement of the said applicant's details and proposal.

Name: (please print) : _____

Signature: _____ Date: ___/___/___

2009/2010 COMMUNITY DEVELOPMENT GRANTS PROGRAM

How to Apply Guidelines and Application Forms

SUBMITTING THE APPLICATION - All Grant Applications

Closing Date

All applications must be received by close of business on Thursday 6 August 2009

How to present your application:

Please submit your completed application in the following way:

- Typed or neatly printed
- Supporting documentation enclosed in an envelope or similar

Please check that you have done the following:

- Read the general criteria and specific grant criteria carefully and ensure your proposed activity, project or services fits under one of the funding categories and criteria (pages 4 & 5 of this application kit)
- Completed the budget details
- Attached copies of any relevant quotes
- Re-read your application to make sure you have not missed any questions
- Attached any additional pages and included the project name, contact name and question number you are answering at the top of the page
- Attached any support letters from other groups involved in your project
- Attached an agreement letter from your auspicing body (if applicable)
- Signed as the applicant
- If your application is through an auspicing body, ensure that they have signed the declaration
- If your project is taking place on another person's property, ensure that they have signed the declaration to acknowledge that they know about the application
- If your project is a community event, ensure that you have spoken to relevant Council officer and that they have signed the declaration to acknowledge that they know about the application.
- Included a copy of your Public Liability Insurance Certificate of Currency (if required)
- Kept a copy of your application
- Kept proof of the date you posted the application form with your copy
- Addressed the envelope correctly

HAND DELIVER

Chief Executive Officer
City of Whittlesea
Council Offices
25 Ferres Boulevard
South Morang

FAX: (03) 9409 9869

POST

Chief Executive Officer
City of Whittlesea
Locked Bag 1
BUNDOORA MDC 3083

EMAIL: commgrants@whittlesea.vic.gov.au

LATE APPLICATIONS WILL NOT BE ACCEPTED