

Facility Grant Program

Application form 2025-2026



Section one

Applicant name: _____
Reserve/Hall name: _____
Organisation name: _____
Manager/Contact Person: _____ **Position:** _____
Address: _____ **Post code:** _____
Contact no.: _____
Email: _____

Group/Organisation status (please tick appropriate box)

Is your group/organisation

- Incorporated ☐ Yes ☐ No
- Corangamite based ☐ Yes ☐ No
- ABN Registered ☐ Yes ☐ No

If yes, provide your ABN: _____

If no, complete the **Statement by a Supplier Form** and attach to this application form

- Registered for GST ☐ Yes ☐ No

If yes, do you provide consent for Corangamite Shire Council to generate a recipient created tax invoice for the purpose of Community Grants funding payment? ☐ Yes ☐ No

If no, complete the Invoice Template with the amount of funding you are applying for and attach to this application

Bank Details

Bank: _____
BSB: _____ **Account No.:** _____

Section two

Project Details

1. **Project name:** _____

Organisation name: _____

If your organisation is not the committee of management of the reserve/ hall you must seek permission to undertake the project. A letter of support is sufficient evidence.

2. **Preference:** If this project is one of multiple applications (a maximum of two is permitted per organisation) please indicate the preference: of applications

3. **Project Description (20%)**

a. What is the project?

b. Describe the need for the project:

4. **Who will benefit from the project (15%)**

a. How does the project address social inclusion?

b. How is community support demonstrated?

c. What are the wider population benefits?

5. Is Council funding required or can the applicants fund the project themselves? (20%)

6. What financial assistance has your organisation previously received from Council? (10%)

2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
\$	\$	\$	\$	\$

7. Is the project supported by a clear and accurate budget, including quotes and information regarding in-kind contributions and a bank statement? (10%)

8. How does the project link with the facilities future plans? (10%)

9. What planning has been undertaken to complete the project? (15%)

(Detail the stages involved in your project and how you propose to deliver it)

Section three

Project Financials

1. Costs

Please give a breakdown of project costs and attach quotes to justify costs.

Item	Cost (incl. GST)
In-kind support	
TOTAL PROJECT COST (incl. GST)	\$

2. Project Income

Financial contribution		Total \$
Committee contribution ¹		
Proposed fundraising		
In-kind support	No. hours	
Voluntary labour	@ \$20 / hour	
Professional labour ²	@ \$ ____ / hour	
Equipment hire ²	@ \$ ____ / hour	
Council grant requested (maximum of 50% of total project cost, up to \$2000)		
TOTAL PROJECT INCOME (this should match the total project cost)		

¹ Please attach copy of most recent bank statement to demonstrate capacity to contribute

² Please provide details about in-kind voluntary labour, donated professional labour, donated plant and/or equipment

Signature

Signed: _____

Date: _____

Section four

Application checklist

- ☐ Has each question in the application form been addressed?
- ☐ Have you attached (essential):
 - ☐ Quotes
 - ☐ Bank Statement
 - ☐ Statement by Supplier Form (for those organisations who do not have an ABN)
 - ☐ Invoice with amount of funding request (for those who hold an ABN but are NOT registered for GST)
- ☐ EFT details included? Council no longer issues cheques, you must supply your bank details.
- ☐ Have you completed all previous reporting requirements for grants received from Council?
- ☐ Have you signed the application?
- ☐ Have you kept a copy of this application for your own records?

(Council will pay any successful grant allocations to your organisation on approval of the grant and you are responsible for managing the project)

Grant timelines

Facility Funding Scheme advertised - April 2025

Information and assistance provided to potential applicants
(ring Council's Sport and Recreation Coordinator on 5593 7100 to make an appointment)

Applications close - 26 May 2025

Report and Recommendation to July Council Meeting

Successful applicants advised - August 2025

Funds forwarded to successful applicants - August/September 2025

Projects to be completed by - 31 May 2026

Final reports due - 31 May 2026