

# Community Grants - Quick Response application form - 2024-2025

## Form Preview

### Your Details

\* indicates a required field

You are required to provide information about your organisation and your project. The contact information provided within this section will form part of your funding agreement and all future correspondence for this funding round if you are successful.

### Applicant

#### Applicant Organisation Name \*

Organisation Name

#### Applicant Organisation Postal Address \*

Address

  

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

#### What is your organisations legal structure?

Unincorporated  Incorporated  Cooperative  Company limited by guarantee  Trust  Sole trader

### Application Contact

#### Application Contact \*

Title First Name Last Name

  

#### Application Contact Position \*

#### Application Contact Mobile Phone Number \*

Must be an Australian phone number.

#### Application Contact Primary Email \*

Must be an email address.

### AUTHORISED SIGNEE

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### Is the application contact an Authorised Signee

Yes  No

An Authorised Signee is someone who is authorised to sign funding documents on behalf of the organisation.

### Authorised Signee 1

#### Authorised Signee \*

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Authorised Signee 1 Position \*

Authorised signee must be either a President, CEO, Director, Secretary, Treasurer or a Senior Role within the applicant organisation.

#### Authorised Signee Mobile 1 Phone Number \*

Must be an Australian phone number.

#### Authorised Signee 1 Primary Email \*

Must be an email address.

### Authorised Signee 2

Contact details are required for two authorised signees from the applicant organisation.

#### Authorised Signee 2 \*

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Authorised Signee 2 Position \*

#### Authorised Signee 2 Mobile Phone Number \*

Must be an Australian phone number.

#### Authorised Signee 2 Primary Email (must be different to that provided for Authorised Signee 1) \*

Must be an email address.

**Remember!** Save your application before moving to the next page.

### Auspice Details

\* indicates a required field

**Groups that are not incorporated are still eligible to apply for funding but must do so by identifying an incorporated association to auspice their project.**

**Is your project being  
auspiced? \***  Yes  No

### Auspice Organisation

#### **Auspice Organisation \***

Organisation Name

#### **Auspice Postal Address**

Address

  

### Auspice Authorised Signee

#### **Auspice Authorised Signee \***

Title First Name Last Name

  

#### **Auspice Authorised Signee Position \***

#### **Auspice Authorised Signee Primary Phone Number \***

Must be an Australian phone number.

#### **Auspice Authorised Signee Primary Email \***

Must be an email address.

**Remember!** Save your application before moving to the next page.

### Incorporation and Insurance

\* indicates a required field

### Incorporation, ABN and Insurance

#### Incorporation Number

This question is required - for all applicants (with exemption of Sole Traders)

#### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

#### Attach Public Liability Insurance Certificate (minimum \$10million)

Attach a file:

### Incorporation, ABN and Insurance (Auspicing Organisation)

**Being Auspiced?** If you have nominated an auspice organisation, enter their details in this section.

#### Incorporation Number \*

#### 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	

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Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

### **Attach Public Liability Insurance Certificate (minimum \$10million) \***

Attach a file:

**Remember!** Save your application before moving to the next page.

## Community Grant Program - Quick Response Program

\* indicates a required field

### **The Community Grant Program aims to:**

- Facilitate and support initiatives that strengthen the community through opportunities for participation, development, arts, inclusion, the environment and sustainability.
- Support a range of interest areas, including health and wellbeing, community support, community spirit, arts, history and culture, the environment, and access and equity.
- Assist council to deliver identified objectives, priorities and strategies and align with the Council Plan.

### **Assessment**

**Applications must address the following mandatory criteria. If the application does not address the mandatory criteria, it will not be eligible for assessment:**

- Provide details of all monetary and in-kind contributions.
- Provide a plan for consultation/engagement.
- Identify where the project aligns with the MRCC Council Plan 2021-2025.

## Mildura Rural City Council - Council Plan

Please identify where your project aligns with the [Council Plan 2021 - 2025](#)

**Which of the following Council Plan community vision themes does your project best align with? \***

Environment

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- Place
- Community
- Economy
- Leadership

Tick all that apply

### Project Summary (30%)

#### Project Title \*

What is the name?

#### Brief description of your project or proposed activity \*

#### Please tick which Program Priority(s) your project addresses. One or more program priorities can be selected. \*

- Promote health and wellbeing, increase volunteer participation and help people feel safe in our community.
- Support people from different cultures to participate fully in community life.
- Support children and young people to reach their full potential.
- Support older people and people with a disability to have access to quality services.
- Increase community education and awareness of environmental issues including climate change.
- Support revegetation projects or manage pest plants and animals.
- Reduce energy and water use or use renewable energy or recycled water.
- Reduce waste production or increase recycling.
- Increase access to a diverse range of arts and cultural experiences.
- Values and embraces our diverse cultural heritage and recognises the significance of our region's Indigenous culture.
- Support the establishment of new arts groups, education, workshops or mentoring opportunities.
- Encourage community festivities/spirit including community decorations.
- Support community relief and recovery projects.

#### Clearly describe how your project will address the Program Priority(s) selected above. \*

Applications that address more than one priority area are encouraged.

### Evidence (20%)

**Remember!** Save your application before moving to the next page.

#### 3. Provide a clear explanation of the need

**for your project within the community?**

**Attach any evidence of the need for the project within the community**

Attach a file:

community consultation conducted This could include: Consultation/engagement with group members about the project, advertising on social media, radio, or print media

**Evidence**

Attach a file:

Outcome measures (15%)

**Clearly state the outcome/s your project will achieve \***

**Outline the measures that will be used to show if your project has been successful in achieving the stated outcome/s \***

Inclusiveness and accessibility

Being 'inclusive' and 'accessible' means welcoming everyone - regardless of age, gender, race and ability and that all people involved have an equal opportunity to participate at a level they choose.

**7. How does your project demonstrates consideration for inclusiveness and accessibility? \***

Social and environmental sustainability

Includes supporting local businesses, employment of indigenous people or people with disabilities, promotion of environmentally friendly practices, purchase/use of products that consume minimal energy, water or other resources.

**8. How does your project demonstrate consideration for social and environmental sustainability? \***

Delivery Plan (15%)

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In the table below, please list all the **Key Actions and Activities** as a timeline for the delivery of your project including e.g

- Develop a plan
- Purchase items
- Commence program
- Submit end of project acquittal report

Please also detail,

- Potential risk/s associated with each task
- How you propose to minimise risk
- The skills and or resources required for each action.
- Estimated start and completion date of each action.

Please remember to also include any community engagement activities you have planned in relation to your project.

This question is weighted at 15% of the overall assessment process.

Key Actions/ Activities	Risk Identified	Risk Mitigation	Skills / Resources required	Start Date	Completion Date
				Must be a date	Must be a date

## Project Budget

### Instructions

Your budget is an important part of your grant application and forms part of the mandatory criteria to be assessed.

Quick Response Grants are funded up to \$2,000

**To assist you to complete your budget** correctly we have developed [Budget Instructions](#) for you, including:

- What is your project or event expenditure and income?
- How to complete your budget
- Budget examples
- what is and how do I calculate in-kind contribution?

**Grant Amount Requested**

\$

Must be a dollar amount.

### Project Costs - Income and Expenditure



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**ALL BUDGET FIGURES should be listed as (GST exclusive)**

**Please provide a breakdown of**

**All** known sources of Income and;

**All** anticipated expense items in the expenditure tables below.

Your income and expenditure figures should match.

Provide clear descriptions for each item in the 'Income and Expenditure' columns, examples - trivia night fundraiser, company x sponsorship etc

Examples of expenses could include, rent, power, wages etc.

Include all possible expenses including items not covered by grant terms, this will help you plan for a successful project delivery.

- **2 quotes are required for each single item costing \$1,000.00 or more.**
- If two quotes cannot be obtained, please contact the grant owner to discuss your option

Income	\$	Expenditure	\$
MRCC GRANT	\$		\$
Participant Contribution	\$		\$
In-kind	\$		\$
	\$		\$
	\$		\$
	Must be a dollar amount.		Must be a dollar amount.

Which specific budget items listed above will the grant funding cover?

Item	\$	Quotes Evidence
	\$	
	\$	
	\$	
	\$	
	\$	
	Must be a dollar amount.	

**Remember!** Save your application before moving to the next page.

## Applicant Declaration

\* indicates a required field

## Further Information

Additional information and / or documentation in support of your project (eg. site plans / drawings, photos, letters of support etc) can be uploaded below.

Attach a file:

### Our Privacy Statement

Mildura Rural City Council collects Personal and/or Health Information for municipal purposes as specified in the *Local Government Act 1989*. The information collected in this form is used only for the purposes specified (primary purpose) and is not passed on to third parties. Council may disclose this information but only if authorised or required by law. Council may not be able to process your request unless sufficient information is given. Should you need to change or access your personal details, or you require further information regarding Council's Privacy Policy please contact Council's Privacy Officer.

**Acceptance of Privacy Statement \***  Yes

### Applicant Declaration

I, the undersigned, certify that I have been authorised by my Organisation and Auspice Organisation (if applicable) to submit this application.

I have read, understood and agree to the terms and conditions of this grant.

I have completed all sections of the applicaiton and to the best of my knowledge all the information I have given is true and correct.

I agree that Mildura Rural City Council, for the purpose of assessing this applicaiton, may check any of my statements.

I understand that this is an application and may not necessarily result in funding approval.

**Acceptance of Declaration \***  
 Yes

**Full Name \***

**Position \***

**Date \***

Must be a date

**I would like to receive information about future grant rounds \***  
 Yes  No