



Minor Community Facilities –
Application

Quick Response Grant Scheme

Introduction

This fund aims to fulfil Community and Sporting Groups needs by providing a quick turnaround for funding and provides an option for the community to access funding outside the Community Grant timeline.

We understand that there are circumstances where Community and Sporting Groups may need some financial assistance to complete a project, or undertake some maintenance on their facility. This grant is provided to support minor initiatives that encourage partnerships, celebrate an occasion and assist with maintenance of community assets.

The total fund is \$30,000 to be spent within the Wellington Shire each financial year.

All monies must be spent on projects that will be a benefit to the wider Wellington Shire Community.



Applicant & Organisation Details

Applicant Organisation

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Title

First Name

Last Name

Position		
Email		
Telephone		
Mobile		

Organisation Postal Address *(Correspondence will be sent to and from this address)*

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Suburb

Postcode

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Is your organisation Incorporated?

Yes No

Number

Has your organisation applied for any other grants before and were they successful?

Yes No

Yes No

Does your organisation have an ABN?

Yes No

Number

Is your organisation GST registered?

Yes No

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Auspice Information – If Applicable

Is a third party auspicing your application? If your organisation is not incorporated or doesn't have an ABN you will be required to provide the details of an auspice organisation. The auspice will receive the grant funding on your behalf and will ultimately be responsible for the acquittal.

Auspice Organisation

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Title First Name Last Name

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Position

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Telephone

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Is your organisation Incorporated? Yes No **Number**

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Does your organisation have an ABN? Yes No **Number**

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Is your organisation GST registered? Yes No

Signed:

Date: / /

Project Details

1. How much are you applying for? <i>Grants for up to \$5,000 can be applied for.</i>	\$
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2. Title of the Facility Project?
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3. Please provide a brief description of the Facility Project. <i>Max 25 words. This description will be used for promotion.</i>

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4. Please include a longer description of your facility project, including any specific activities.
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5. Where is the facility located? <i>Please provide address, and details of the site location.</i>

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Section 1 - Planning and Capacity

Applicants will receive a score out of 20 for the answers to the questions below. Please refer to the 'Assessment Criteria' form.

Project Timeline

6. What is the planned commencement date for the project?	
7. What is the planned completion date for the project?	
8. In the table below, please complete an estimated timeline for the works. List the key tasks that need to be undertaken and the proposed deadlines.	
Key Task	Date – To be completed by
9. Who owns the facility?	
10. Is it located on Council owned/controlled property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Is the land leased or licensed?	<input type="checkbox"/> Leased <input type="checkbox"/> Licensed <input type="checkbox"/> NA
12. I have attached written permission from the land owner/manager to complete works on the facility.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Access & Inclusion

The Sale Greyhound Racing Club supports projects that are accessible and inclusive. Please take this opportunity to look at the 7 Principles in Universal Design especially 'Equitable Use' <http://universaldesign.ie/exploreampdiscover/the7principles>

13. Has access and inclusion been considered in the development of your project?

Yes No

14. How will this project work towards access and inclusion of all people especially by people with a disability, their families and carers in the community?

In-Kind Support & Volunteer Labour

15. Does your project include any In-Kind Support or Volunteer Labour?

Where in-kind contributions have been included in the budget you must complete the below table.

You need to explain the nature of the in-kind contribution being provided, which organisation is making the contribution and how you have calculated the value based on the commercial cost of the materials.

Rates for basic labouring work are normally calculated at \$20 per hour whilst specialist contributions should be valued at \$45 per hour. Costs need to be based on "reasonable" commercial rates.

If you have included in-kind support in the budget, remember to include it in both the income and expenditure columns to ensure your budget balances.

Goods/service to be provided		Supplier	Number of Hours	Rate per hour	Total Value \$
Example	10 x 2 metre planks of wood (\$15 each)	Building Business	-	-	\$150
	Professional Labour for painting hall (2 people)	Painting Business	4	\$45	\$360
	Volunteer labour for painting hall (6 people)	Committee of Management	4	\$20	\$320
	Venue hire for event (\$100 cleaning fee + 4 hours hire at \$100/hr)	Community Hall	4	-	\$500
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Total					\$
<p><i>Copy this total into the Income and Expenditure tables on page 6, against item 'Group Contribution (in-kind support and volunteer labour)'</i></p>					\$

Budget

16. Please complete the budget tables below:

- Total **A** and Total **D** must match.
- Total **B** plus Total **C** = Total **D**.
- Use the items listed to guide the budget, further items should be included.

Income Item	\$
Club Funding – How much are you applying for?	\$
Group Contribution (<i>Monetary \$</i>)	\$
Group Contribution (<i>in-kind support and volunteer labour</i>) <i>Include total from 'In-Kind Support and Volunteer Labour' table on page 4.</i>	\$
Sponsorships or donations (<i>outside the organisation</i>)	\$
State or Federal Government Funding	\$
	\$
	\$
	\$
Total Income	A \$

Expenditure		
The 'Club \$' column should indicate what you are using Club funds. This can be for the full or part cost of the expenditure item. Total C must equal the amount of funding requested from Club.		
Item	Organisation \$	Club \$
<i>Example: Fence Posts</i> <i>(The total cost of fence posts is \$700)</i>	\$500	\$200
Group Contribution (<i>in-kind support and volunteer labour</i>) <i>Include total from 'In-Kind Support and Volunteer Labour' table on page 5.</i>	\$	
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	B\$	C\$

Total Expenditure (B + C) (should also equal A) D \$

<p>17. Have you included a quote for the works to be undertaken? <i>All applications must include a quote for expenditure items of \$1,000 or more listed against Club expenditure. In addition all facilities applications must include a quote for the whole project that is being completed.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Authorisation

Ensure that the application is authorised by two representatives for your organisation. An application with one signature will not be accepted.

I have read the guidelines relating to the Community Assistance Grant Scheme and certify to the best of my knowledge the information provided in this submission is true and correct and discloses a full and accurate statement of the organisation’s income and expenditure. If successful in gaining funding I agree to abide by the Funding Agreement outlining further conditions and will submit a grant acquittal at the completion of my event.

Name: _____ **Position:** _____

Signed: _____ **Date:** / /

Name: _____ **Position:** _____

Signed: _____ **Date:** / /

Application forms can be submitted by one of the following methods;

Email: mmartin@grv.org.au

Mail: Attn: Melanie Martin
Sale GRC Community Grants
PO Box 44
Sale VIC 3850

APPLICATIONS CLOSE ON FRIDAY 17TH APRIL 2020