

Community Grants Program 2020/2021 - Application Form

Form Preview

Instructions to Applicants

Instructions to Applicants

Applications for funding of grants of up to \$20,000 are available from Sutherland Shire Council's Community Grants and Subsidies Program.

Only not-for-profit organisations and community groups will be considered for funding. Organisations must be incorporated under the *Associations Incorporations Act 2009* or auspiced by an Incorporated Association and be deemed as not-for-profit by the Australian Taxation Office. Organisations must provide an ABN, or an Auspice Organisation.

Organisations or the auspice agency must have Public Liability Insurance up to the value of \$10 million.

Only **TWO** applications from each organisation will be considered.

Getting Support

Contact the Community Development and Grants Advisor at Council on Tel: 9710 0602 during business hours or Email: communities@ssc.nsw.gov.au and quote your application number.

For technical support contact Smarty Grants help desk service@smartygrants.com.au
Phone: (03) 9320 6888

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#)

Navigating (moving through) the application form

On the right hand side of every screen, there is a box which links directly to every page of the application. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving your draft application and returning later

You can press 'save' at any point and log out. When you log back in and click on the 'My Applications' link at the top of the screen, you will find a listing of any applications you have started or submitted. Your draft application will be saved and you can start where you left off. Once you have created your application you can download it as a PDF by clicking on the download as PDF button at the bottom of the application navigation panel.

Be sure to keep a copy of your organisation's application form and login details including your password, in a hard copy to safeguard against losing your information.

Submitting your application

You will find a 'Review' button at the bottom of the navigation panel. You need to review your application before you can submit it. Once you have reviewed your application you can submit it by clicking on 'Submit' at top of screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application NO further editing or uploading of support materials is possible.

When you submit your application you will receive an automated successful confirmation email with a copy of your submitted application attached. This will be sent to the email you

Community Grants Program 2020/2021 - Application Form

Form Preview

used to register. **If you do not receive a confirmation of submission email then your submission has NOT been received.**

Attachments and Supporting Documents

You may need to upload/submit attachments to support your application. You are required to have the documents saved on your computer or on a USB drive. Please remember to allow enough time for each file to upload before trying to attach another file. It is recommended to keep files to a maximum of 5MB. If it is above 5MB be aware this may take longer to upload.

All questions marked with an * are compulsory. You are unable to submit your application unless all compulsory questions have been answered.

IMPORTANT: Please ensure you save your application regularly. If you leave the application unsaved for more than 20 minutes the form may not be able to save as it is on a timer.

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the [Community Grants and Subsidies Program Guidelines](#)

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact Council's Community Development and Grants Advisor on 9710 0602.

Confirmation of Eligibility

I confirm that the applicant ...

- has read and understood the program guidelines
- is able to demonstrate alignment between their project and the aims of this program
- is an incorporated not for profit organisation or charity, or is auspiced by one
- is able to demonstrate their organisation is registered with the Australian Charities and Not-for-profit Commission and / or provide documents which confirm your organisations's NFP status.
- has an Australian Business Number (ABN)
- is located in (and/or supplies services to) the Sutherland Shire
- is able to demonstrate financial viability through the provision of financial statements for review
- has acquitted all previous grants conditions and has no debt to Council

Community Grants Program 2020/2021 - Application Form

Form Preview

- has the appropriate type and level of insurance for the activities that are the subject of this grant
- adheres to Work Health and Safety policy and practices as required under legislation
- has appropriate current certificates where required (eg Police Checks)
- is not a political party or a national registered charity

response required *

Yes No

You must confirm that all statements above are true and correct.

Contact Details

* indicates a required field

Applicant Organisation Details

Applicant organisation name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

Address

Suburb State Postcode

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

Address

Suburb State Postcode

Applicant website

Must be a URL

Primary contact person *

Title First Name Last Name

Community Grants Program 2020/2021 - Application Form

Form Preview

This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Must be an Australian phone number.

e.g. (02) XXXX XXXX

Back-up phone number

Must be an Australian phone number.

e.g. (02) XXXX XXXX

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

Organisation purpose and mission

What is your organisation's purpose or mission?

Provide a short statement of your organisation's general purpose / mission

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	More information

Community Grants Program 2020/2021 - Application Form

Form Preview

ACNC Registration
Tax Concessions
Main business location

Must be an ABN

NFP Status

If you are not registered as a charity with the ACNC please provide evidence that your organisation is not-for-profit.

You can do this by providing your organisation's Incorporation Number issued by the NSW Department of Fair Trading or by providing a copy of your organisation's constitution.

You can search for your Incorporation Number via the registry at <http://associationspr.fairtrading.nsw.gov.au/default.aspx>

Incorporation Number

Evidence of NFP status

Attach a file:

Auspice Information

* indicates a required field

Is your organisation auspiced by another organisation for the purposes of this grant? *

Yes No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you should not apply for this grant.

Auspice Organisation Details

Name of auspicing organisation *

Organisation Name

Auspicing organisation's primary (physical) address *

Address

Suburb State Postcode

Community Grants Program 2020/2021 - Application Form

Form Preview

Auspicing organisation's postal address (if different to above)

Address

Suburb State Postcode

Auspicing organisation's website

Must be a URL

Primary contact person at auspicing organisation *

Title First Name Last Name

We may contact this person to verify that this auspicing arrangement is valid and current.

Position held in organisation *

e.g. Manager, CEO

Contact person's primary phone number *

Must be an Australian phone number e.g (02) XXXX XXXX

Contact person's back-up phone number

Must be an Australian phone number e.g (02) XXXX XXXX

Contact person's email address *

Must be an email address

Please attach a letter from the auspicing organisation confirming this arrangement is valid and current *

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

ABN of auspicing organisation *

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

Community Grants Program 2020/2021 - Application Form

Form Preview

ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN

Project Details

* indicates a required field

Project Title

Project title: *

Provide a name for your project / program / initiative. Your title should be short but descriptive

Project Dates

Anticipated start date

Anticipated end date

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

Please provide a short summary of your project *

Word count:

What will you do? Who will benefit? Where is it located? How will you use the money? Go to the Funding Centre's Answers Bank at <https://www.fundingcentre.com.au/answersbank#Qu1> if you need some ideas about how to frame your response. 300 word maximum.

Alignment to Council's Community Grants Outcomes

* indicates a required field

Community Grants Program funding categories

Council's Community Grants Program has two funding categories:

Community Grants Program 2020/2021 - Application Form

Form Preview

- A Caring and Supportive Community
- A Culturally Rich and Vibrant Community

Please identify which funding category your initiative supports

1. Caring and Supportive Community 2. Culturally Rich and Vibrant Community

1. A Caring and Supportive Community

Please identify which of the following outcomes your project meets: *

- Access to services, programs and facilities to support health and well-being
- Support and enable all in our community
- Opportunities that help build a sense of community
- Protect and improve environment and community health

If applicable, which of the following demonstrated and emerging needs / issues within the community does your project address?

- Homelessness and affordable housing support
- Proactive disability and mental health programs
- Programs that support healthy active ageing
- ASTI and multicultural awareness programs
- Youth engagement; particularly programs that target drug and alcohol misuse

2. A Culturally Rich and Vibrant Community

Please identify which of the following outcomes your project meets: *

- Actively encourage participation in arts and cultural experiences
- Foster artists and creative industries in Sutherland Shire
- Contribute to the delivery of a range of engaging community and cultural experiences for residents of Sutherland Shire
- Protect and embrace our Aboriginal heritage

If applicable, which of the following community priorities does your project address?

- Public spaces activated with cultural and creative initiatives
- Inclusive programs that maximise access and reduce costs and logistical barriers to participation
- Contribute to artistic, cultural and heritage outcomes for Aboriginal and Torres Strait Islander people

Project Outcomes

Please tell us about the outcomes you expect to achieve from your project and the timeframe for these outcomes. Please complete as many fields as required.

Outcomes are the changes you expect to occur for the beneficiaries of your initiative. They can be framed as an increase / decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation e.g. educate young people about the dangers of smoking (these are generally **immediate** outcomes)
- Actions, behaviour, change in policy e.g. decreased smoking rates amongst young people (these are generally **intermediate** outcomes)

Community Grants Program 2020/2021 - Application Form

Form Preview

- Social, financial, environmental, physical conditions e.g. reduced smoking related health concerns later in life (these are generally **long-term** outcomes)

Timeframes are either **immediate** (e.g. within 1 month), **intermediate** (e.g. between 1 month and 2 years) or **long-term** (e.g. 2, 5, 10, 50 years after the activity)

If you need more help understanding what outcomes are, read the materials at www.ourcommunity.com.au/evaluation

Outcomes	Timeframe
Outcomes are the changes that you expect will occur as a result of your initiative. See information above	

Measuring the success of outcomes

Please tell us how you intend on measuring the success of your project outcomes

What methods and systems will you have in place to collect the data, learn from it and communicate it? e.g. survey, interviews, focus groups, statistics

Outcome (as listed above)	Measure

Community Need

* indicates a required field

What evidence highlights the need for this project? *

Word count:

Tell us why your initiative is needed. Outline the evidence / research / circumstances that validate why this project is important. Tell us about the specific issues this project is going to directly target. 300 word maximum.

What consultation has informed the development of this project? *

Community Grants Program 2020/2021 - Application Form

Form Preview

Word count:
300 word maximum

Does the project have community support? In particular, do the beneficiaries and / or geographic communities affected by this project support the activities you are proposing? *

Word count:
300 word maximum

Please upload letters of support (if available / relevant)

Attach a file:

A maximum of 5 files can be uploaded

Organisational Capacity

* indicates a required field

Milestones

What are the major steps / stages (ie milestones) involved in delivering your initiative?

Milestone	Start Date (if known)	Finish Date (if known)	Location	Notes
e.g planning, major activities, evaluation	Provide an approximate date or leave blank is unknown Must be a date.	Provide an approximate date or leave blank if unknown Must be a date.	eg address, suburb, region if known	Add explanatory notes if required

Partnerships

Will your organisation be working in partnership / collaboration with any other organisations? *

- Yes
- No

If yes, what partnerships have you engaged in to maximise the impact of your work? Or how have you / will you collaborate with other relevant stakeholders in your sector? *

Word count:
200 word maximum

Sustainability

How do you propose to continue to fund the project for long term sustainability? (if applicable)

Has your organisation previously received funding from Sutherland Shire Council? *

- Yes
 No

If yes, please provide details of previous funding e.g. amount, year received, was it re-current? *

Why is your organisation best placed to undertake this project and complete the work you've described in this application? *

Word count:

Tell us about your experience, your staff skills and the systems you will use that will make this project a success. 300 word maximum.

Please provide a link or attach a copy of your most recent Annual Report.

If you do not produce an annual report, please provide us with your most recent financial statements (may include Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position)

Upload files

Attach a file:

A maximum of 5 files can be uploaded

or

Community Grants Program 2020/2021 - Application Form

Form Preview

Provide web link

Must be a URL.

Beneficiaries

Please tell us about the beneficiary group you think your project will affect.

Beneficiaries are those that will derive some benefit from the initiative. Beneficiaries either can be **direct** (those who participate directly in the initiative) or **indirect** (those who were not directly involved but benefit from the influence of the initiative)

Direct

Indirect

Direct	Indirect
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Inputs (Budget)

* indicates a required field

What is the total cost of your project? *

What is the total budgeted cost (dollars) of your project?

What is the grant amount you would like to request? *

\$
What is the total financial support you are requesting in this application?

Budget

Please outline your project budget in the income and expenditure tables below. Please provide details of other funding that you have applied for, whether it has been confirmed or not.

Provide clear descriptions for each item in the confirmed sources of funding columns, unconfirmed sources of funding columns and expenditure funding columns.

Examples of confirmed funding / income could include 'company X sponsorship', 'ticket sales', 'membership fees'.

Examples of unconfirmed funding / income could include 'community banking grant', 'fundraising bbq'.

Examples of expenses could include 'venue hire', 'facilitator fees', 'project coordination'.

Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

Community Grants Program 2020/2021 - Application Form

Form Preview

Please **do not add commas** to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

List any funding / income already confirmed for this project. Confirmed funding can be from both internal and external sources.

Confirmed Funding / Income Source	Income Amount (\$)	Internal / external funding	Notes
	\$		
	Must be a dollar amount.		

List any unconfirmed funding you might expect for this project. Unconfirmed funding can be from both internal and external sources. Please include any other Grant Program you have applied for.

Unconfirmed Funding / Income Source	Income Amount (\$)	Internal / external funding	Notes
	\$		
	Must be a dollar amount.		

List any in-kind contributions you are expecting. Include an estimated value for non-cash contributions such as services, equipment, time and materials.

- Any values provided in this table need to be reconciled via the expenditure table below

In-kind contribution	Estimated Amount (\$)	Notes
	\$	
e.g. Event Coordinator @ \$37 per hour x 10 hours	e.g. \$370	

Outline your total project expenditure. Breakdown individual line items such as equipment, venue hire, facilitator fees etc. Indicate what items you will use the grant money for if successful.

Community Grants Program 2020/2021 - Application Form

Form Preview

- Successful applicants will NOT be eligible to receive in-kind support from Council in addition to any grants funds. If you require financial support for items that have been previously provided in-kind from Sutherland Shire Council (such as site fee waiver, waste removal, access to power) please ensure you include these costs in your grant budget.
- Administration / management fees - Council will not fund project related administration costs greater than 10% of total project cost

Expenditure Description	Expenditure Amount (\$)	Item to be funded by Council grant	Notes
	\$		
	Must be a dollar amount.		

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Please attach quotes for those expenditure (cost) items over \$500

Attach a file:

Please provide a brief explanation as to why you need funding support for your project? *

What is your organisation's annual revenue?

- Less than \$50,000
- \$50,000 or more, but less than \$250,000
- \$250,000 or more, but less than \$1 million
- \$1 million or more, but less than \$10 million
- \$10 million or more, but less than \$100 million
- \$100 million or more

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-Profits Commission (ACNC) has more detailed information here: <https://www.acnc.gov.au/for-charities/manage-your-charity/managing-charity-money>

Community Grants Program 2020/2021 - Application Form

Form Preview

Please provide a link or attach a copy of your most recent Annual Report.

If you do not produce an annual report, please provide us with a copy of your most recent financial statements (may include Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position)

Upload files

Attach a file:

A maximum of 5 files can be uploaded

or

Provide a web link

Must be a URL.

If we are unable to fund your project in full, are you interested in receiving part funding? *

- Yes
 No

If yes, please explain how the project would be delivered on a smaller budget? *

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

- Yes No

Name of authorised person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Community Grants Program 2020/2021 - Application Form

Form Preview

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process: *

- Very easy Easy Neutral Difficult Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60 minutes

Did you complete the free online course 'Win More Grants' prior to completing this application? *

- Yes
 No

If yes, did you find the course helpful?

If no, why not?

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

