

Local Area Community Capital Grant

* indicates a required field

Purpose

To provide funding for projects that improve the built and natural environments within the Mornington Peninsula Shire.

Important Information

Before completing this application, applicants are required to read the [Grant Program Guidelines](#).

Funding

- Funding is available for eligible applicants up to \$50,000 per application.

Closing Date

- This program remains open for the financial year closing 4 June 2024 or when funds have been exhausted.

Eligibility

- Please refer to [Grant Program Guidelines](#).
-

Prior Shire Funding

All previous grant funding must be acquitted prior to applying for a grant.

Has the organisation previously received Shire grant funding? *

- ☐ Yes
- ☐ No
- ☐ Unsure

i.e. grant, sponsorship, subsidy

Has the Acquittal report for previous funding been submitted? *

- ☐ Yes
- ☐ No
- ☐ Acquittal report has not reached the due date
- ☐ Unsure

If you are unsure, please contact the [Grants team](#)

You have indicated prior grant funding has not been acquitted.

Local Area Community Capital Grant Application Form 2023/24

Form Preview

Please refer to the Program Guidelines:

- The applicant must have acquitted and/or have an approved acquittal extension to ensure compliance with all funding previously awarded.

Please do not proceed with this application until you have acquitted previous funding.

If you are unsure, please email the [Grants team](#) or call 59501425

Applicant Details

* indicates a required field

Applicant Organisation *

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

Organisation Primary Address *

Address

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

Contact Person for Grant *

First Name

Last Name

This is the primary contact for correspondence

Position in Organisation *

Daytime Phone Number *

Must be an Australian phone number.

Contact Email Address *

Must be an email address.

All emailed correspondence will be sent to this address

Applicant Primary Website

Must be a URL.

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Form Preview

Upload - current 12 month financial statement or P&L/Balance Sheet *

Attach a file:

Max File Size: 25MB.

What is the legal status of your organisation? *

- ☐ Incorporated Associations - incorporated under State/Territory legislation (commonly have 'Association', 'Incorporated' or 'Inc' in their legal name)
- ☐ Not for-profit proprietary companies or public companies, incorporated under the Corporations Act 2001
- ☐ Organisations established through a specific piece of Commonwealth or State/Territory legislation (for example, many public benevolent institutions and churches)
- ☐ Unincorporated organisation (requires Auspice)
- ☐ Public Benevolent Fund
- ☐ School or kindergarten

Do you require an Auspice Agreement for this application? *

- ☐ Yes
- ☐ No

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

Applicant 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
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Upload Statement by a Supplier form (if you do not have an ABN)

Attach a file:

Applicants without an ABN must submit a [Statement by a Supplier](#) form

Please provide the Registration/Incorporation number of your organisation *

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Form Preview

Applicant Organisation Primary Bank Account *

Account Name

BSB Number

Account Number

Account name is applicant organisation.

Auspice Organisation

* indicates a required field

Funding is paid directly to the Auspice organisation, who are responsible for the following obligations:

- Receipt, bank, and administer all monies related to the grant
- Monitor the project and ensure timely completion
- Complete the financial acquittal and ensure funding is acquitted on time
- Ensure that the group has public liability insurance where appropriate.

Auspice Organisation *

Organisation Name

Auspice Organisation 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
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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Auspice Organisation Email *

Must be an email address.

Auspice Organisation Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.
If successful, this is where funds will be deposited.

Signed Auspice Agreement Form *

Attach a file:

[Auspice Agreement](#) available on Shire website

Your Project

* indicates a required field

Project Title *

Must be no more than 12 words.
Provide a name for your project. This should be short but descriptive.

Is this an existing project? *

☐ Yes

☐ No

☐ Unsure

Brief Project Description *

Word count:

Must be no more than 100 words.
Provide a clear and succinct description of what you are doing.

Where is the project taking place? *

Street address or location of the project.

Do you know if there is an existing Council Master Plan / Strategy? If so, which one? *

Word count:

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Form Preview

Must be no more than 20 words.

Which Council Ward is your project going to be delivered in? *

☐ Briars ☐ Cerberus ☐ Nepean ☐ Red Hill ☐ Seawinds ☐ Watson ☐ Unsure

Refer to [Ward](#) map

Have you discussed your project with a Shire Officer? If so, who? *

Word count:

Must be no more than 30 words.

Assessment Criteria

The following criteria will be assessed and scored on a scale of 1-5:

- 5 = meeting each criterion at a high level
- 1 = not meeting the criterion.

1) CRITERION: Local Area Community Capital Grant Priorities

Council and Wellbeing Plan Theme 3: A flourishing, healthy and connected community

How does the application align to the Council and Wellbeing Plan Theme 3 and achieve one or more of the Local Area Community Capital priorities? *

- ☐ Existing funded project that is unable to be completed due to increased building material costs
- ☐ Upgrades to community facilities
- ☐ Projects that improve the natural environment
- ☐ New community capital infrastructure projects

Describe how your project supports the priorities? *

Word count:

Must be no more than 100 words.

Contact and Stages

There are currently over 200 Community Capital projects within the system. Mornington Peninsula Shire, through this grant stream, is prioritising projects that are:

1. Existing projects that have previously been awarded funding.

and/or

2. The project is currently within the Shire's Community Capital process.

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Form Preview

Have you received previous Council funding for this project? Please provide detail. *

Word count:

Must be no more than 50 words.

i.e Council decision, grant funding, capital works

What is the Community Capital ID (if known)

What is the current stage of the project? *

- ☐ Stage 1 - Planning
- ☐ Stage 2 - Concept design
- ☐ Stage 3 - Pre delivery
- ☐ Stage 4 - Delivery

Is your project for minor works for infrastructure associated with Council's asset base? *

- ☐ Yes
- ☐ No

Type of Facility

- ☐ Community House / Centre
- ☐ Kindergarten
- ☐ Men's Shed
- ☐ Community garden
- ☐ Cultural space
- ☐ Reserve/open space
- ☐ Other:

Reserve/Open Space location *

2) CRITERION: Community Partnerships

Does your community group/organisation support a number of partnerships within the community? *

Word count:

Must be no more than 50 words.

Have you consulted or collaborated with other community groups for this project? *

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☐ Yes

☐ No

Who have you engaged with and/or are you partnering with (community groups) for your project? *

Word count:

Must be no more than 30 words.

Upload - evidence of engagement or partnership *

Attach a file:

i.e. support letter, correspondence with partner organisation

Who will benefit from your project? *

- ☐ Individual or unidentified level of access
- ☐ Limited to exclusive group membership
- ☐ Broad community access within limited geographic area
- ☐ Broad community access throughout Mornington Peninsula Shire

3) CRITERION: Feasibility of the Project

Feasibility of the project *

- ☐ We have completed the Community Capital Infrastructure Proposal Form (if applicable)
- ☐ We have completed the Public Art Proposal Form (if applicable)

Will the project be carried out on public or private land/facility? *

- ☐ Public land - community use
- ☐ Public land - limited community access
- ☐ Privately owned land
- ☐ Publicly used private land
- ☐ Unsure

Who is the governing authority? *

- ☐ Mornington Peninsula Shire
- ☐ Parks Victoria
- ☐ VicRoads
- ☐ Committee of Management
- ☐ Department of Environment, Water, Land and Planning (DELWP)
- ☐ Unsure

Have you obtained land owner permission? *

- ☐ Yes
- ☐ No
- ☐ Pending

Preliminary approval is required as a minimum for this application. If successful, funding will not be provided until evidence of full approval is granted. For Shire owned community facilities, please email the [Property department](#) for Shire landowner permission

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Upload - Copy of proposal/approval/land owner consent. *

Attach a file:

i.e correspondence from Community Capital Infrastructure, Arts and Culture Panel, land owner, Shire Property dept

4) CRITERION: Capacity of the Applicant

What experience does your organisation have to deliver the project? *

Word count:

Must be no more than 50 words.

Who will deliver the project? *

- ☐ Staff
- ☐ Contractors
- ☐ Volunteers

Provide details of the contractor *

Word count:

Must be no more than 50 words.

Additional Information

Provide any additional information we should know about the project.

Upload additional documents to support your application

Attach a file:

A maximum of 5 files may be attached.

E.g. Photos of the site, draft plans, letters of support or consultation

Proposed Budget

* indicates a required field

5) CRITERION: Budget

Grant Funding Requested *

Must be a dollar amount.

Total Income Amount

Total Expenditure Amount

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Form Preview

Maximum is \$50,000

This number/amount is calculated.

Includes cash income and grant funding requested

This number/amount is calculated.

Budget - Income

Please show all sources of cash income (**excluding this grant**) in the table below that contributes to the project. Include the name of other funding sources that you have applied for, whether it has been confirmed or not.

- **Do not** include the amount sought from the Shire (see separate question above)
- **Do not** add in-kind volunteer hours here (see separate table below).
- **Do not** use commas or \$ signs in figures. You may add additional rows if needed.

Total income and expenditure should be the same. All amounts should be GST exclusive.

Income Source	Income Amount	Income Status
	\$	
	\$	
	\$	

Budget - Expenditure

Please describe the main items of expenditure for the project so that it is clearly understood what the income will be used for.

- Nominate a funding source for each item.
- Refer to the guidelines to see what is ineligible to be funded.
- **Do not** add in-kind volunteer hours here (see separate table below).
- **Do not** use commas or \$ signs in figures. You may add additional rows if needed.

Expenditure Items	Expenditure Amount	How will the item be funded?
	\$	
	\$	
	\$	

Please attach quotes/invoices for expenditure items to the value of the grant request *

Attach a file:

Online pricing is acceptable i.e Bunnings

Volunteer (in-kind) Contribution

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Volunteer hours are calculated at \$46.87 per hour per volunteer.

Number of Volunteers	Estimate hours per volunteer	Total volunteer hours	Total in-kind contribution
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Must be a number.	Must be a number.	This number/amount is calculated.	This number/amount is calculated.

Declaration and Acceptance

* indicates a required field

I understand that if this application is successful, I/we are required to sign a Funding Agreement prior to funds being released *

☐ Yes ☐ No

I approve for Shire Officers to talk to other funding bodies / organisations for the purposes of seeking funding to support the activity.

☐ Yes ☐ No

I declare that the information and attachments in this application are, to the best of my knowledge, accurate and complete *

☐ Yes ☐ No

Local Government Reporting

A list of grants made by the Council in the previous 12 months, including the names of applicants who, or bodies which, have received a grant and the amount of each grant may be published in Council's Annual Report.

Privacy

The collection and handling of personal information is conducted in accordance with The Shire's Privacy Policy which is displayed on Council's website and available at Council's customer service centres. Please refer to the Privacy Policy for further information about your rights and Council's obligations.

<https://www.mornpen.vic.gov.au/System-pages/Privacy-Statement>