

Local Area Community Capital Infrastructure Grant 2026/27 - Application Form

Form Preview

Local Area Community Capital Infrastructure Grant 2026/27

* 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 organisations up to \$50,000

Closing Date

- 4 June 2027 unless funds are exhausted earlier

I/We acknowledge that the Grant Program Guidelines have been reviewed *

☐ Yes

Application Part 1 - Eligibility

* indicates a required field

Eligibility

- Applicants must be an organisation based in the Mornington Peninsula Shire's Local Government Area and/or that delivers funded projects, programs and activities within the Shire.
- Eligible applicants must be;
 - a current incorporated association or,
 - a current, registered Not-For-Profit, Charity, Public Benevolent Institution (PBI)
- If the applicant is an unincorporated organisation (e.g. community group), the applicant must be auspiced by another organisation (that must qualify as per dot points above). The auspice arrangement will be for the proposed activity, program or project detailed in the application.
- For further information, please refer to Grant Program Guidelines under General Eligibility

Location:

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Please confirm that the applicant is an organisation based in the Mornington Peninsula Shire's Local Government Area and/or that delivers funded projects, programs and activities within the Shire. *

☐ Yes

Organisation Information

Please note:

- organisation status must be current
- applicants may be required to upload model rules/constitutions to ensure the organisation's purpose aligns with the grant program priorities.

What is the legal status of your organisation? *

- ☐ Unincorporated (requires an Auspice Organisation)
- ☐ Incorporated Association (commonly has 'Association', 'Incorporated' or 'Inc.' in the legal name)
- ☐ Public Company with Not-For-Profit and/or Charity registration
- ☐ Proprietary Company with Not-For-Profit, Public Benevolent Institution and/or Charity registration
- ☐ Private Business
- ☐ Other:

Businesses and Public Companies are ineligible to apply for Mornington Peninsula Shire's Community Investment Funding.

Your application will end here.

An unincorporated organisation must be auspiced by another organisation (that qualifies for funding under grant guidelines). The auspice arrangement will be for the proposed activity, program or project detailed in the application.

Eligibility (continued)

*** indicates a required field**

Current Shire Funding

Have you applied and/or been approved for grant funding from the Mornington Peninsula Shire in the current financial year? *

- ☐ Yes
- ☐ No

Please provide further information (e.g. grant type, amount, purpose) *

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Prior Shire Funding

Has the organisation received Shire funding in a previous financial year? *

- ☐ Yes
- ☐ No
- ☐ Unsure

If you are unsure, please contact the [Grants Administration Officer - Finance](#)

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

Has the Acquittal Form for previous funding been submitted? *

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

If you are unsure, please contact the [Grants Administration Officer - Finance](#)

You have indicated prior grant funding has not been acquitted.

Please refer to the Grant Program Guidelines eligibility.

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

If you are unsure, please email the [Grants Administration Officer - Finance](#)

Applicant Details

*** indicates a required field**

Organisation Name *

Organisation Name

Check you are providing 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.

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Organisation Primary Website

Must be a URL.

Contact Details

Contact Person for Grant *

First Name

Last Name

This is the primary contact for correspondence

Position in Organisation *

i.e President, treasurer, committee member

Contact 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 Details continued

* indicates a required field

Australian Business Number

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	

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Main Business Location

Must be an ABN.

Incorporated but no ABN?

Please upload a completed 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

Applicant Bank Account Details

Bank Name

*

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Financials and Other Document Uploads

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

Attach a file:

Upload - Public Liability Insurance - Certificate of Currency *

Attach a file:

Model Rules/Constitution

Please provide a copy of the organisation's Constitution or Model Rules *

Attach a file:

Child Safety

Please upload your organisation's Child Safety Policy.

Upload - Child Safety Policy/Plan *

Attach a file:

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Application Part 1a - Auspice Organisation

* indicates a required field

Auspice Agreement

Unincorporated organisations must have an [Auspice Agreement](#) with an incorporated Mornington Peninsula community group/organisation.

Upload: completed Auspice Agreement *

Attach a file:

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 Form and ensure funding is acquitted on time
- Ensure that the group has public liability insurance where appropriate.

Auspice organisations may be required to provide evidence of solvency in the form of current financial statements.

Note: Local organisations (with an ABN and based on the Mornington Peninsula) that are auspiced by a peak body or a larger incorporated body not based on the Mornington Peninsula, may have funds paid directly into the local organisation's account. In this case, please provide your organisation's account number for payment, as the applicant.

Auspice Organisation *

Organisation Name

Auspice Organisation Street Address *

Address

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

Auspice Organisation Email *

Must be an email address.

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

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ABN
Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

[More information](#)

Must be an ABN.

Is the Auspice Organisation acting as an Auspice for another group this year? *

☐ Yes ☐ No

If yes, please provide details (application number or organisation name)

Has the Auspice Organisation submitted an application in its own name this year? *

☐ Yes ☐ No

If yes, please provide the relevant application number (e.g. FG26/27-358)

Auspice Organisation Bank Account Details

Bank Name *

Auspice Organisation Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Application Part 2 - Your Project and Budget

* indicates a required field

Project Title *

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Must be no more than 12 words.
Please provide a succinct title for your project.

Is this a new or existing project? *

☐ New ☐ Existing

Brief Project Description *

Word count:

Must be no more than 50 words.

Describe "what you are going to do". This will be published in Council's reporting - be sure to be accurate and succinct.

Additional Project Information (optional, if required)

Word count:

Must be no more than 150 words.

Upload - Additional documentation to support your application (if required)

Attach a file:

What is the address where the project will take place? *

Address Line 1, Suburb/Town, Postcode response required

In what Council ward will your project take place? *

Type of facility *

- ☐ Shire owned
- ☐ Community House/Centre
- ☐ Kindergarten
- ☐ Men's Shed
- ☐ Community Garden
- ☐ Senior Citizens' Club/group facility
- ☐ Cultural space
- ☐ Reserve/open space
- ☐ Other:

Assessment Criteria

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

- 1 = application does not meet the criterion
- 2 = application just meets some of the criterion

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- 3 = application meets criterion
- 4 = application meets criterion in a number of areas
- 5 = application meets criterion at a high level

Applicant's project must meet a minimum score of 55%

1) CRITERION: Local Area Community Capital Infrastructure Grant Priorities

Indicate which Local Area Community Capital Infrastructure priorities your project supports *

- ☐ Renewal of community infrastructure and facilities
- ☐ Projects that improve the natural environment
- ☐ New and upgraded community capital infrastructure projects
- ☐ Projects that demonstrate an alignment to published Council Masterplans
- ☐ Applicants that have a demonstrated financial contribution to the project

Please select all options that apply.

How will your project support the priorities above? *

Word count:

Must be no more than 50 words.

Write short a short description how the project will support the priorities.

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

2) CRITERION: Community Partnerships

Does your project/activity involve partnering with other community groups? If so, who are your partners? (If not, answer no) *

Word count:

Must be no more than 30 words.

3) CRITERION: Community Benefit

Who will benefit from this project? *

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

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- ☐ Broad community access throughout Mornington Peninsula Shire

4) CRITERION: Feasibility

Please be aware a Community Capital Infrastructure Project Application forms will need to be submitted if your project is for a facility that is owned or managed by the Mornington Peninsula Shire Council.

Download: [Community Capital Infrastructure Proposal Form](#)

Feasibility of the project

- ☐ A Community Capital Infrastructure Proposal Form has been completed (if applicable)
☐ A Public Art Proposal Form has been completed (if applicable)

Does your project need a Community Capital Infrastructure Project proposal form to be completed? *

- ☐ Yes ☐ No

This form is only required for all Mornington Peninsula Shire owned land and assets, this form MUST be completed prior to or at the same time as this application

Community Capital Project number (if known):

Must be a number.

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

- ☐ Yes ☐ No

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

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

Have you obtained land owner permission? *

- ☐ Yes
☐ No
☐ Pending
☐ Not Applicable

i.e Parks Victoria, VicRoads, State Government etc. 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 landowner permission

Upload - copy of land owner consent (email is acceptable)

Attach a file:

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

What is the current stage of the project? *

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- ☐ Stage 1 - New project
- ☐ Stage 2 - Planning
- ☐ Stage 3 - Concept design
- ☐ Stage 4 - Pre delivery
- ☐ Stage 5 - Delivery

Who is the governing authority? *

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

5) CRITERION: Capability

What skills and/or 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

Please provide details of the contractor

Word count:

Must be no more than 50 words.

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

i.e Have you discussed your project with the relevant team Community Capital, Infrastructure, Sports Development etc

Project Budget

* indicates a required field

6) CRITERION: Budget

Income

Grant Amount Requested (\$): *

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\$

How does GST affect my application?

The ATO considers grants income as taxable income. GST only applies to your grant if your organisation is registered for GST with the ATO. It is illegal to claim GST if you are not registered.

Applicants NOT registered for GST:

Apply for the quoted amount, including GST

Applicants registered for GST:

Apply for the quoted amount, excluding GST (the GST component will be paid to the applicant with the approved grant amount)

EXAMPLE:

A community group applies to replace their failing refrigerator. **Quoted price is \$400 + GST = \$440**

- a) if the group **IS NOT** registered for GST, the application will be for \$440. When payment is made, they will receive \$440.
- b) if the group **IS** registered for GST, the application will be for \$400 only. When payment is made, they will receive \$440 (\$400 + GST).

Additional Community Contribution

Contribution Source	Amount
E.g. State or Federal grants, fundraising, other funding sources	
	\$
	\$
	\$
	\$

Total Project Cost

Total Income Amount

This number/amount is calculated.

Expenditure

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

- Refer to the Grant Guidelines to see what is eligible for funding
- In-kind volunteer hours will be included in the table below (after Totals section)

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- Commas and \$ signs are not required
- You may add additional rows if needed.

Items	Amount
	\$
	\$
	\$
	\$

Total Project Expenditure & Quotes

Total Expenditure Amount

\$

This number/amount is calculated.
This should equal the total income amount.

Upload quotes (online pricing is acceptable) *

Attach a file:

Online pricing is acceptable

Volunteer (in-kind) Contribution

Volunteer hours for your project are calculated at \$46.92 per hour per volunteer.

Number of Volunteers *

Must be a number.

Estimate hours per volunteer *

Must be a number.

Total volunteer hours *

This number/amount is calculated.

Total in-kind volunteer contribution *

This number/amount is calculated.

Program Outcome/s

* indicates a required field

All Community Investment Funding Programs are aligned to the Council Plan and the Community Vision and form part of a planning and evaluation framework.

Applicants are asked to select the output (the tangible things/deliverables eg; numbers of participants or items of equipment etc) in the Application Form below and estimate the number of outputs the project will deliver.

The estimated number of outputs are included in the Funding Agreement. The actual number of outputs is required to be reported in the acquittal at the completion of the project.

Program Outcome/s

Improved accessibility and appeal of community places and spaces.

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Desired Long Term Outcome/s

Well utilised community facilities.

Output Estimates

Number of Community Capital projects delivered (per annum) *

Must be a number.

If your application is for one project, put 1. If it is for two, put 2.

Declaration and Acceptance

* indicates a required field

Funding Agreement

*

☐ If this application is successful, I/we (our organisation) agree to sign a Mornington Peninsula Shire Funding Agreement prior to funds being released.

*

☐ Successful applicants will be required to acknowledge Shire support, using approved Shire logo in any printed and/or digital materials.

*

☐ Successful applicants are required to provide evidence at the acquittal stage, within the stated timeframe, that grant funds were spent on the approved purpose (e.g. receipts, bank statements). Where adequate evidence is not provided, Council may require all or part of the grant funding to be repaid.

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

☐ I agree and declare the above to be true and correct

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

☐ Yes

☐ No

All successfully awarded grant, subsidy and sponsorship applications are published on the Shire's website for public transparency. Projects/activities awarded feature in a number of Council's promotions of Community Investment Funding through both digital and print mediums. Please indicate below that you agree to these conditions. *

☐ Yes

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Council's Policy and Reporting

A list of funding awarded through Community Investment Funding will include names of applicant organisations, details of the projects and value of the funding awarded and will be published regularly on Council's website and in Council's Annual Report.

Funding is guided by Council's Community Investment Funding Policy and Framework (2025) and is subject to Council's adoption of the annual budget.

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>