Community Flood Recovery and Resilience Grants - Application
Form Preview

SECTION A: Information and Eligibility

* indicates a required field

Applicants - please note:

Before completing this application form, you should have read the - Community Flood Recovery & Resilience Grants - Guidelines

We encourage you to make contact with a Council Officer to discuss your project / event prior to applying.

For further tools and resources to support your application please click on the following link Community Directors.

Incomplete applications 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.

For assistance with your application, to book a one on one session or if you have inadvertently submitted and need to add or edit information please contact Moira Shire Council, Community Team on (03) 58719 222.

Assessment Criteria

Grant applications will be assessed on the following criteria;

- How well the project/event aligns with the Community Flood Recovery & Resilience Grants program guidelines.
- How the proposed project/event meet the needs of the Moira shire community.
- Who will benefit from the proposed project/event.
- How the organisation will manage the project/event and considered risks.
- How well the budget and required quotes are demonstrated.

I understand that my application is to address all of the above criteria.
○ Yes

Confirmation of Eligibility

I confirm that our community organisation:

- Has read and understood the program guidelines.
- Is able to demonstrate alignment between our project and the aims of this program.
- Is a not-for-profit organisation with open membership to residents in Moira Shire.
- Is incorporated and have an Australian Business Number (ABN), or is auspiced by an incorporated organisation for the purposes of this application.
- Does not owe any reports or money to Moira Shire Council as a result of previous funding or grants.

- Has the appropriate type and level of insurance for the activities that are the subject of this grant.
- Does not have our own grant giving program or fundraising program that provides money to finance other organisation's community initiatives.
- Are compliant with all relevant local laws and Australian and Victorian legislation.
- Have appropriate management plans in place including risk, project, event and financial.

Please select below: *
○ Yes
○ No

SECTION B - Contact Details

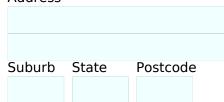* indicates a required field

Organisation Details

Organisation Name *
Organisation Name

Organisation Email *

Must be an email address.

Organisation Postal Address *
Address

| Suburb | State | Postcode |

Must be an Australian postcode.

Please provide a brief description of your Community Organisation: *

Word count:
Must be no more than 50 words.

Is your Community Organisation incorporated? *
○ Yes   ○ No

Does your Community Organisation have an ABN? *
☐ Yes
☐ No

Community 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.

Auspice Details

If you are not incorporated, you will require a registered/incorporated group to act as the Auspice.

Name of Auspice Body
Organisation Name

Auspice 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.

Auspice Contact Name *

Auspice Primary Phone Number *

Must be an Australian phone number.

Community Organisation GST Status *

Does your Community Organisation comply with all relevant Australian/Victorian Legislation? *
☐ Accounting and auditing requirements
☐ Equal opportunity and anti-discrimination laws
☐ Human rights laws
☐ Privacy, confidentiality and freedom of information laws
☐ Registration or accreditation of professional employees
☐ Preparation and dissemination of annual reports
☐ Child Safety
☐ Gender Equality
☐ Occupational Health and Safety
☐ Disability
Please tick all that apply.

Applicant Details

Applicant Name *
First Name   Last Name

Applicant Position *

Applicant Phone Number

Must be an Australian phone number.

Applicant Mobile Phone Number *

Must be an Australian phone number.

Applicant Email *

Must be an email address.

Are any of your Executive Committee memebers of other Community Organisations?

☐ Yes

☐ No

In order for us to identify any conflicts of interest, please list any personal dealings or relationships you have with any Moira Shire Council staff members:

☐ Yes

☐ No

Name of staff member

Type of dealings or relationship

SECTION C - Project Details

* indicates a required field

Project Information

Project Title *

Must be no more than 10 words.

Please provide a short summary of your initiative (may be used for media purposes): *

Word count:
Must be no more than 150 words.
Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (i.e. outcomes).

Anticipated Start Date *

Must be a date.

Anticipated End Date *

Must be a date.
All activities and expenditure must be completed by 29 February 2025.

Total expected cost of project (including GST if applicable): *

$

Must be a dollar amount.
What is the total expected cost (dollars) of your project? incl GST if applicable

Total amount requested (including GST if applicable): *

$

Must be a dollar amount.
What is the total financial support you are requesting in this application?

Project/Event address (if applicable)
Address

Suburb   State   Postcode

Type of venue (if applicable):

For example - School, hall, sporting field

Project Plan

Please tell us about your organisation's capacity to deliver the project including:

- Project stage

- Key Date

- Expected Outcomes

- Tasks

- Who will be responsible?

Project Stage:	Key Date (DD/MM/YY):	Expected Outcomes:	Tasks:	Who will be responsible?
	Must be a date.			

Insurance

Is your Community Organisation insured to manage this project? *
☐ Yes
☐ No
No more than 1 choice may be selected.
You will need to ensure you have appropriate insurance coverage to be eligible for grant funding.

Please provide a copy of your current Certificate of Currency: *
Attach a file:

Land Owner Consent

Have you received written consent from the land owner (if applicable)? *
☐ Yes
☐ No
No more than 1 choice may be selected.
You will need to gain consent from the land owner in order to be awarded funding for this project.

Planning / Building Permit

Does your project / event require a Planning / Building Permit? *
☐ Yes
☐ No
☐ I am not sure (please contact Moira Shire Council Building / Planning Department for advice)
No more than 1 choice may be selected.

Aim

The Community Flood Recovery & Resilience Grants Program aims to support communities of Moira Shire affected by the October 2022 flood event to achieve recovery, and plan for a more flood- resilient future. This will be done by:

- Ensuring community recovery needs are well understood so evidence-based recovery interventions can be targeted.
- Provide trauma-informed navigation of recovery services, information, and programs to support communities in recovery.
- Support self-determination principles in recovery with Aboriginal and Torres Strait Islander communities.

These activities may include:

- Providing on-site and outreach recovery services (including mental-health and wellbeing services).
- Community recovery capability-building initiatives (for example: training, events, education, programs).
- Running events and services to bring community together and enable social recovery by increasing social connection and social capital.
- Supporting Aboriginal communities affected by the Flood Event, ensuring Aboriginal culture is valued and respected.

Please clearly define how the project / event will meet the aims: *

no more than 200 words
For Example: Online playgroups, Arts packs for home, small social gatherings, upgrade of technology to allow for greater engagement.

Community Need

Please demonstrate why this project is needed. How will this project support the recovery from the 2022 Flood Event in your community? *

Beneficiaries

Who will benefit from the project and what benefits will they receive? *

Please provide copies of letters of support:
Attach a file:

Child Safe Standards

Organisations that deliver services/programs and/or activities for/ or involving contact with children, must comply with the Victorian Child Wellbeing and Safety Act (2005 and 2021) including the Child Safe Standards.

Further information on the new Standards is available from the Commission for Children and Young People (CCYP)

Project activities will fall into three contact categories:

- **Direct Contact:** Activities/Projects that involve direct care, supervision or engagement with children (under the age of 18 years). It also includes storing information and data about children and/or their families.
- **Incidental contact:** Activities/ Projects that involve incidental level interaction with children (under the age of 18 years). Contact includes face-to-face, physical, written, verbal or electronic contact, whether supervised or not.
- **No Contact:** The grant funded project or service involves no contact with children (under the age of 18 years).

Does your project involve contact with children? *
☐   Direct Contact:
☐   Incidental Contact:
☐ Other:

Please note: If you are successful in your application, you may be required to provide further documentation to Council to demonstrate compliance with the Child Safe Standards as part of the funding agreement process.

Project Management

Who will deliver the project and demonstrate that your Community Organisation has the expertise and capacity to successfully manage and evaluate the project / event; *

Remember to include any project partners.

Does your project / event promote opportunities for: *
☐ Women and / or girls
☐ People with a disability
☐ People who may face a disadvantage (financial, transport, multilingual)
☐ No
☐ Other:

Please describe how your project / event promotes accessibility, inclusiveness and/or equity:

Risk Management

What risk have you identified?	How will you remove or reduce the risk?

SECTION D - Financial Details

* indicates a required field

Project Budget

Please include the following items under INCOME (if applicable):

- Grant amount requested

- Cash contribution from your group

- Cash contribution from other sources

- Non-cash contribution (In-kind) from your group

- Non-cash contribution (In-kind) from other sources

Please include the following items under EXPENSE (if applicable):

- All expenses relating to the project / event

Please ensure the total income matches total expenditure.

INCOME:	$	EXPENDITURE:	$
			Must be a dollar amount.

Budget Totals

Total Income Amount *

$

This number/amount is calculated.

Total Expenditure Amount *

$

This number/amount is calculated.

Income (minus) Expenditure *

$

This number/amount is calculated.
Total should be 0

Grant Funding Allocation

Please indicate which expenditure items your requested grant funding will be spent on: *

Financial Attachments

Please attach a copy of quotes: *
Attach a file:

Please attach a copy of your organisations Annual Financial Statement: *
Attach a file:

Please attach a copy of either, a profit/loss statement for the most recent financial year or an organisational bank statement including all incomings and outgoings for at least the last 12 months. *
Attach a file:

SECTION E - Application Checklist and Declaration

* indicates a required field

To ensure your application meets eligibility requirements please check that you have completed the following information and included all documents.

Please tick the box to indicate Yes
☐   SECTION A - Information and Eligibility
☐   SECTION B - Contact Details
☐   SECTION C - Project Details
☐   SECTION D - Financial Details
☐   SECTION E - Checklist and Declaration

Declaration (to be completed by an authorised representative of your organisation).

I confirm that the information in this application and the attachments are to the best of my knowledge, true and correct and that the application has been submitted with the full knowledge and agreement of the Executive Committee of my Organisation/Group. I shall notify Moira Shire Council of any changes to this information or circumstances that may affect this application.

*
☐   Tick the box to indicate Yes

First Name *

Last Name *

Position in Community Organisation *

How did you hear about the Community Strengthening Grants Program? *
☐   Moira Shire Council website
☐   Council Officer
☐   Local newspaper
☐ Other:

Collection Statement:

Council is collecting personal information for your Community Flood Recovery & Resilience Grant application. The information collected will be used for the purpose of the Community Flood Recovery & Resilience Grants program and/or directly related purpose. Information may be disclosed in Council publications, website, social media and to local media outlets or

if authorised to do so by law. If you do not provide the information required, we may not be able to process your application. You can find out more about how we use and protect your information by viewing our Privacy Statement on our website - www.moira.vic.gov.au. If you require access to the information you have provided, please contact Council.

For more information or assistance please contact Moira Shire Council Community Wellbeing, Health and Culture Development Office on (03) 5871 9222.