Quick Response Application 2026/27
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 Strengthening Grants Guidelines.

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

Not-for-profit organisations can obtain further tools and resources at the Institute of Company Directors Australia Website.

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

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 prior to the due date please contact Moira Shire Council, Community Wellbeing Team on (03) 58719 222.

IMPORTANT INFORMATION:

The Community Strengthening Grants Policy & Guidelines have had significant changes. Please ensure these are referred to and understood prior to commencing your application.

Assessment Criteria

Grant applications will be assessed on the following criteria;

- How well the project/event aligns to the aims of the Community Strengthening Grants program.
- 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 - Community Strengthening Grants.
- Is able to demonstrate alignment between our project and the aims of this program.
- Be an incorporated 'not for profit' community organisation with open membership to residents in Moira Shire.

- Be an incorporated entity which is registered with a national statutory regulator *(i.e. Office of the Register of Indigenous Corporations [ORIC]), Australian Charities and Not-For-Profits Commission [ACNC]).*
- Have an Australian Business Number (ABN) or have a community organisation who is willing to auspice the application and accept responsibility for the administration of the grant.
- Has satisfactorily acquitted any previous grants from Council, or if these are pending have no cause of concern regarding capacity to fully acquit.
- Is not a committee of council, user groups are encouraged to apply.
- Has the appropriate type and level of insurance for the activities that are the subject of this grant.
- Some exclusions may apply.
- Are compliant with all relevant local laws and Federal and State legislation.
- Has all required approvals, permits and management plans in place including landowner consent, risk, project, event and traffic plans.
- Has reviewed the Guidelines / Policy to ensure the organisation / project / event is not listed as an exclusion.

I confirm that i have read the policy and guidelines and meet the minimum eligibility criteria. *

○ Yes

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 do not have an ABN, you will require a community organisation who hold an ABN to act as an 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
- ☐ Disability
- ☐ Occupational Health & Safety

Please tick all that apply.

Applicant Details

Applicant Name *
Organisation Name

Applicant Position *

Applicant Mobile Phone Number *

Must be an Australian phone number.

Applicant Email *

Must be an email address.

Are any of your Executive Committee, members of other Community Organisations? *

☐ Yes
☐ No

Are those Community Organisations submitting a grant application? *

☐ Yes
☐ No

Name of Community Organisation:	Project Title:	What type of Grant is being applied for:

Previous Funding

Has your Community Organisation received previous Community Strengthening Grant funding from Moira Shire Council?

☐ Yes
☐ No

Previous Grant Funding

Please provide details of grant funding provided by Moira Shire Council in the previous three years. Please note: If a grant has not been acquitted as per the Terms and Conditions you are ineligible to apply for further funding.

Year (DD/MM/YY):	Project Title:	Amount:	Has the grant been acquitted?
Must be a date.		Must be a dollar amount.	
		$	❍ Yes
		$	❍ Yes
		$	❍ Yes
		$	❍ Yes
		$	❍ Yes

Conflict of Interest

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

Please note this information is only required to assist with the assessment process and won't negatively impact your application.

Name of staff member:	Type of dealings or relationship:

SECTION C - Project Details

* indicates a required field

Project Information

Please select what the grant will be used for:
☐ Arts and Culture
☐ Community Events
☐ Equipment
☐ Environmental Sustainability
☐ Health Promotion
☐ Tourism (must attract visitors from outside of the Shire)
☐ Other

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.

Projects must not start before July 2026 when funding will be available.

Anticipated End Date *

Must be a date and no later than 31/12/2027.
All activities, expenditure and required reporting must be completed by 31 July 2028

Project/Event address (if applicable)
Address

Suburb State Postcode

Type of venue (if applicable):

For example - School, hall, sporting field

Precise location of project / event (if its a site with multiple facilities please identify exact facility/facilities)

Council Facility/Asset

Will your project/event take place on a Council owned or managed facility/asset? *
☐ Yes - Please contact Council's Property & Assets Department for Council consideration, prior to submitting your grant application.
☐ No
If your project is on Council land, landowner consent is required. Please contact the Council's Property/ Assets or Grants team to arrange approval before submitting your application.

Please provide any relevant supporting documentation outlining Council's support:
Attach a file:

Council Contact

Have you discussed your project/event with the relevant areas of Council? *
☐ Yes
☐ No

Which Council Officer/s have you discussed your project/event with?

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.			

Funding:

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

Must be a dollar amount.

Total amount requested (including GST if applicable): *

Must be a dollar amount.

Has your project / event received funding from another area of Council ? *

○ Yes
○ No

Please provide details of Council funding already provided for your project/event? Include any anticipated Council funding/contribution:

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 $20 million public liability insurance coverage to be eligible for grant funding.

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

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.

Application Forms

Please upload any relevant application forms. If your project / event is on Council land, a park hire form will be required. For example - road closure or park hire forms:
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:
☐ No Contact:

Photos and/or Additional Information

Add photos or supporting documentation here:
Attach a file:

Would you like to tell us anything else in support of your application?

SECTION D - Additional Project Details

Project / Event Details

Estimated number of participants:

Must be a number.

Estimated number of audience:

Must be a number.

Number of paid artists / performers:

Must be a number.

Number of unpaid artists / performers:

Must be a number.

Main Arts Form

- ☐ Circus
- ☐ Literature
- ☐ New Media
- ☐ Sculpture
- ☐ Craft
- ☐ Multi Art Form
- ☐ Folk Music
- ☐ Photography
- ☐ Theatre
- ☐ Dance
- ☐ Music
- ☐ Screen Arts
- ☐ Visual Arts
- ☐ Musical

Artists Details

Artist / Performer Name:	Artist / Performer Expertise:	Key points in CV:	Curriculum Vitae (if available)

Project / Event Details

Expected number of locals from Moira Shire:

Must be a number.

Expected number of visitors to Moira Shire:

Must be a number.

Estimated number of overnight stays that the event will attract:

Will there be any promotion of opportunities for local dining and shopping as a result of the event:

Advertising

Dates	Advertising Medium and Reach	Location of Advertising	Estimated Cost
			Must be a dollar amount.
			$
			$
			$
			$
			$

Target Market

Please list your key target markets:

Health Promotion

Please identify any considerations in relation to the provision of water, shade, healthy food and drink options and/or smoke/alcohol free zones:

SECTION E - 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:

SECTION F - Assessment Criteria

* indicates a required field

Aims

Which of the Community Strengthening Grant aims does your project / event address: *
☐ Supports strategic objectives indentified in the Moira Shire Council Plan and/or align with the Moira 2035 Community Vision.
☐ Support community organisations that provide diverse and inclusive local services, facilities, events and activities.
☐ Support delivery of community action plans resulting from the community planning process.
☐ Support delivery of Council's strategic plans and strategies.
☐ Maximise the benefit of Council's investment through community funding contributions and external funding to support major projects and events.
Tick all that apply.

Please list any additional aims and clearly define how the project / event will meet the aims: *
no more than 200 words

Community Need

Describe what need your project / event meets and how: *

In support of your proposed project / event please demonstrate community support, capacity for growth and that it cannot be funded elsewhere: *

Word count:
Must be no more than 500 words.

Beneficiaries

Who are the expected primary beneficiaries of this project/program? *

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'

Describe who will participate in your project / event and how the outcomes will benefit Moira residents: *

What engagement has your Community Organisation undertaken in relation to the project / event: *

Describe how the project / event creates links and develops partnerships with other organisations: *

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

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 equity:

Have you considered access and involvement for people of all abilities and gender, for example, physical access to venues, disability parking or all gendered bathroom facilities etc. Have you considered gender differences in planning your project/event so that you are reaching people equitably. If you are running a gender-specific initiative, please tell us why only one gender is being targeted.

For more information on applying a gender lens to your work, visit ;

http://www.fundingcentre.com.au/help/gender-lens

Project Management

Demonstrate that your Community Organisation has the expertise and capacity to successfully manage and evaluate the project / event: *

Risk Assessment Template

Risk Assessment Template

Risk Assessment

Please upload a copy of your completed Risk Assessment Plan: *
Attach a file:

A copy of the Risk Assessment template can be accessed by the above link.

Do you have a detailed Event Management Plan: *
☐ Yes
☐ No - if no, Council can provide you with the tools to guide you in developing this plan
No more than 1 choice may be selected.

Please attach a copy of your Event Management Plan:
Attach a file:

SECTION G - Application Checklist and Declaration

* indicates a required field

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
☐ Social Media
☐ Radio
☐ Other

Collection Statement:

Council is collecting personal information for your Community Strengthening Grant application. The information collected will be used for the purpose of the Community Strengthening 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 team on (03) 5871 9222.