Community Grants Application 2026/2027
Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the Community Grant 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 determine if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not apply for an unsuitable grant.

If you have any questions with regard to these eligibility criteria, please contact Council's **Grants Specialist on (03) 5348 2306 or email grants@hepburn.vic.gov.au**

Confirmation of Eligibility

To be eligible for assessment the Applicant / Project must:

- Read and understand the program guidelines
- Be a new or one-off event or program, or, a new initiative for an existing event or program (excluding Charitable Purposes and New Resident Welcome Session streams).
- Be completed within 12 months of signing the funding agreement.
- Be within the Hepburn Shire to the benefits of its residents.
- Be an organisation that is a legal entity with an Australian Business Number (ABN). For example; an incorporated body, co-op trust, or, be auspiced by a suitable group.*
- Have all permits, permissions and approvals for the project.**
- Be a not-for-profit group.*** Not-for-profit groups who employ paid staff, such as Administrators, Directors, Coaches and/or Players must clearly show a strong financial need for funding and the potential expansion to the organisation their project provides.
- Demonstrate how the application responds to the impacts of cost-of-living pressures.
- Demonstrate community involvement in its planning and proposed implementation.

* An Auspicing Agent is another organisation that is a legal entity with an ABN. A letter signed by two committee members from the auspice agent confirming they will auspice the application must be provided when the grant application is submitted. Auspicing agents retaining a fee for this service will not be considered.

** If the project is to undertake works on Council owned / managed land or property, Department of Environment, Land, Water and Planning, or, Parks Victoria land, you must provide written approval from the relevant land manager.

*** Your organisation meets the requirements of being a not-for-profit by having specific statements in its governing rules; the not-for-profit and / or dissolution clause.

We have read the program guidelines *

○ Yes ○ No

We are a legal entity with an ABN or we are auspiced by a suitable group *
○ Yes ○ No

We are a not-for-profit group *
○ Yes ○ No

Our project is to be delivered within the Hepburn Shire to the benefit of its residents *
○ Yes ○ No

We have acquired all quotes to support expenditure *
○ Yes ○ No

We have acquired all permits, permissions and approvals for the project *
○ Yes ○ No

Our project will be completed within twelve months of signing the funding agreement *
○ Yes ○ No

Our organisation has completed all outstanding acquittals for grants previously awarded by Hepburn Shire Counicil
○ Yes ○ No

Our application responds to this rounds focus on cost of living pressures
☐ Yes
☐ No
☐ Unsure

Ineligible Application

Project Eligibility

Your application may be ineligible for the Community Grant you are applying for. You must discuss your application with the Council Grants Officer prior to completing a submission to confirm eligibility. This discussion must have occurred within six months of the application being submitted.

Applicant Details

* indicates a required field

Contact Details

Organisation Name *
Organisation Name

Primary contact person *

Title | First Name | Last Name

This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary contact phone number *

Must be an Australian phone number.

Primary contact email address *

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

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.

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 Information

* indicates a required field

Auspice Organisation Details

Name of auspicing organisation *
Organisation Name

Primary contact person at auspicing organisation *
Title First Name Last Name

Position held in organisation *
e.g. Manager, CEO

Contact person's primary phone number *

Contact person's email address *
Must be an email address

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	
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

Location

* indicates a required field

In which township or district will your activity take place? *

- ☐ Daylesford/Hepburn Springs
- ☐ Trentham
- ☐ Creswick
- ☐ Clunes
- ☐ Glenlyon

At least 1 choice and no more than 1 choice may be selected.
If your location is not listed above, please choose the closest township to your location.

Project Details

* indicates a required field

Project title: *

Word count:
Must be no more than 15 words.
Provide a name for your project. Your title should be short but descriptive

Project overview *

Word count:
Must be no more than 100 words.
High-level overview of your project. This may be used in future Council publications.

Detailed project description and scope: *

Word count:
Must be no more than 300 words.
Describe the details and project activities that this funding is being requested fior and how this project aligns with the grant program expected outcomes

How does your application respond to the impacts of cost-of-living pressures for community members?

Word count:
Must be no more than 300 words. Applications that do not address cost-of-living requirements may be ineligible.

Project Start Date: *

Must be a date and no earlier than 1/3/2025.
Note that projects cannot begin until funding has been awarded.

End Date *

Must be a date.
Projects must be completed within 12 months from the awarding of funding.

Funding Requested

How much financial funding are you requesting through this grant program to contribute toward your project?

Total monetary amount requested *

Must be a dollar amount and no more than 5000.
What is the total financial support you are requesting in this application?

What types of inkind (non-monetary) funding are you requesting?

The panel may decide that the application will not receive funds, but an offer of in-kind support may be made. This could include but is not limited to supporting venue and equipment usage. Applicants are welcome to include requests for inkind support as part of their application.

What are the primary areas of focus for this project/program?

You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees).

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'

How will you address the needs of people of different genders in the design and management of your initiative?

We want you to show us how you have considered gender differences in designing your project/ program 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.

Assessment Criteria

Evidence of a cost of living responses and evidence of support from the community (25%)

State clearly how your application responds to the impacts of cost-of-living pressures for community members. You must also provide a clear rationale for how you have determined that there is an existing need within our community for this project. Answers should address how your organisation has obtained support for this project from community groups and community members.

This criterion is based on:

- How strongly and clearly this application responds to cost-of-living pressures or issues that are escalated, exacerbated or caused by cost-of-living pressures.
- Demonstrated community consultation and support for the project within the community.
- Clear rationale explaining how this project will meet a community need.
- Project design and adequate planning.

Describe why this project is needed and how you have included the community in the design of your project:

Word count:
Must be no more than 300 words.

Alignment with the Council Plan 2025-2029 (25%)

How does your project align with the values and priorities of Hepburn Shire Council? Answers should address the grant program outcomes, the relevant focus areas listed in the Council plan, along with other strategic documents and strategies.

This Criterion is based on:

- The degree to which the project aligns with the focus areas listed in the Council Plan 2025-2029
- The degree to which the project aligns with grant program objectives and other Council strategic documents or priorities.
- Explain how the values and priorities between your organisation and Hepburn Shire Council align through the delivery of this project.

Describe how your project aligns with Council focus areas and/or strategic priorities of Hepburn Shire Council:

Word count:
Must be no more than 300 words.

Benefit to Hepburn Shire Residents (20%)

Provide a detailed description outlining the scope and activities of your project and how this project will benefit Hepburn Shire residents. Describe who the key beneficiaries of the project will be and how you have determined this. Consider how you will monitor the outcomes of the project and determine whether or not the project was successful.

This Criterion is based on:

- Consideration of the project's projected outcomes and benefits to Hepburn Shire residents.
- The degree to which the project will address issues facing under-represented or minority groups within our communities.
- How will the impact of this grant be measured?
- Your organisation's vision for this project beyond the project end date.

Describe how your project will benefit residents of Hepburn Shire:

Word count:
Must be no more than 300 words.

Ability to Deliver Project effectively and within budget (15%)

Project Delivery:

Describe the steps that your organisation will take to ensure the successful delivery of this project. Describe any previous experience your organisation has in delivery programs of a similar nature.

Information to include:

- Who will oversee/manage the project implementation?
- Is the project being advertised/marketed - How will you ensure community participation meets your expectations?
- What experience has your organisation had in delivering successful projects?

Budgeting and Funding

Details in this section should also include all income related to the activity. This will include this grant but also include other forms of funding i.e., other grants, fundraising, organisation funds, philanthropic donations etc. Describe what items the funding will be spent on and how you arrived at these costs.

Information to include:

- Describe what items the funding will be spent on and how you arrived at these costs.
- Are the funds for this project obtained and secure (excluding this grant)?
- Have you obtained quotes supporting all expenditure?
- Evidence of your organisation's financial health and sustainability
- How will your organisation monitor the project expenditure to ensure the project can be delivered successfully within budget?

Describe how your organisation will deliver this project successfully:

Word count:
Must be no more than 500 words.

Managing Risk (5%)

Details in this section should describe what the identified risks to the project are and what strategies you have put in place to respond to them.

Note - further in this application is an additional section on risk management. The information you include here can be expanded further in that section.

This Criterion is based on:

- What policies and procedures does your organisation / group have in place to support safe and inclusive ways of working and operating?
- What experience does your organisation have in identifying and responding to risk?
- Identify what risks you have identified and the likelihood they may occur. *You will be asked to re-state these risks and discuss your strategies for responding to these risks further in this application.*

Managing risk

Word count:
Must be no more than 300 words.

Budget and Risk

Budget - Income and Funding

Please list all of the income and funding related to the delivery of this project.

Include this grant in the table and any other sources of funding, including other grants, philanthropic donations, membership fees, fundraising activities etc.

Click 'Add More' to create more rows for income and funding items.

Income	$
Hepburn Shire Community Grant	

Total Income

Total Income Amount

This number/amount is calculated.

Budget - Expenditure

Please list all items of project expenditure in the table below. Expenditure items should be supported with quotations (upload quotations in the 'supporting documents page'.

Click 'Add More' to create more rows for expenditure items.

Expenditure	$

Expenditure Totals

Total Expenditure Amount

This number/amount is calculated.

Which items of expenditure will be funded by this grant?

Budget Totals

Budget Totals are calculated from the tables above. The total income should equal the total expenditure for this project:

However, If your project is expected to generate a profit or fundraising, you should address this and explain why the grant funding is still required in the 'Budget' section of the assessment criteria questions. Projects that do not generate enough income to support expenditure will not be supported by Council.

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Risk Management

* indicates a required field

In the assessment criteria section, you were asked to provide up to 300 words discussing risk and risk management. This section asks you to discuss this in further detail.

Risk mitigation strategies are proactive measures designed to reduce or minimise the impact of potential risks. All projects will have some risks and uncertanties that could harm an organisation or individuals and impact the successful delivery of the project.

Please identify the risks associated with your project and how your organisation intends on mitigating these risks.

For more information about how to complete a Risk Management Assessment for your Project please view the Risk Management FAQs.

You must identify at least 3 risks associated with your project.

Contact the Grants Specialist for further assistance in identifying and responding to risks.

Identified Risks:

Identified Risk 1: *

Risk is the potential of losing something of value. A situation involving exposure of someone or something of value to danger, harm or loss.

Identified mitigation for Risk 1: *

The strategy you will use to avoid danger, harm or loss. How you intend to manage the situation should it occur.

Identified Risk 2: *

Identified mitigation for Risk 2: *

Identified Risk 3: *

Identified mitigation for Risk 3: *

Identified Risk 4:

Identified mitigation for Risk 4:

Identified Risk 5:

Identified mitigation for Risk 5:

Supporting Documents

* indicates a required field

Please upload:

Certificate of Currency *

Attach a file:

A maximum of 1 file may be attached.
This is Evidence of Public Liability Insurance cover for your Project.

Auspicing Agent Letter

Attach a file:

A letter signed by two Committee members for the Auspice Agent confirming they will Auspice this proposal.

Quotes

Attach a file:

A maximum of 10 files may be attached.
Please includes quotations to support all items of expenditure

Supporting Information

Attach a file:

A maximum of 5 files may be attached.
Please include evidence of community support or other supporting documentation

Permissions

Attach a file:

A maximum of 5 files may be attached.
Include landowner/ site manager consent and any permits required for the delivery of this project

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

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?

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