

# 2024/25 Grants for the Community Program - Organisations Application Form

Form Preview

## 2024/25 GRANTS FOR THE COMMUNITY PROGRAM - COMMUNITY GROUPS & ORGANISATIONS APPLICATION FORM

### 2024/25 Grants for the Community Program Overview

The 2024/25 Grants for the Community Program allocates small grants to not for profit community and sporting organisations, individuals, small businesses, social enterprises and performing arts organisations in the Willoughby Local Government Area (LGA).

**The maximum amount that will be granted is \$7,500 (excl. GST) and the minimum is \$500 (excl. GST).**

Priority will be given to projects that help the community achieve the following:

- Increased community resilience to respond to shocks and stresses
- Enhanced community connectedness
- Access to high quality entertainment and events
- Community recovery to the COVID19 pandemic

The Grants for the Community Program is **open all year round**. The funding pool is renewed on 1 July each year.

#### **Grant Streams**

Applicants need to demonstrate how their project will address one or more priorities of Council's *Community Strategic Plan (CSP)*, [Our Future Willoughby 2028](#):

- Green
- Connected and Inclusive
- Liveable
- Prosperous and Vibrant
- Effective and Accountable

#### **Grants for the Community Program Guidelines**

Prior to completing this application form you should read and understand the Grants for the Community Program Guidelines and be sure your organisation can fulfil the funding requirements. The Grants for the Community Program Guidelines are located at [Grants Willoughby City Council \(nsw.gov.au\)](#)

**It is strongly advised that applicants contact Willoughby City Council on 9777 7982 or email [grants@willoughby.nsw.gov.au](mailto:grants@willoughby.nsw.gov.au) to discuss their project to ensure that it complies with the objectives of the Grants for the Community Program.**

## APPLICANT DETAILS

\* indicates a required field

### APPLICANT DETAILS

**What is the name of the Applicant Organisation? \***

# 2024/25 Grants for the Community Program - Organisations Application Form

## Form Preview

Organisation Name

### What is your organisation? \*

- ☐ Not for profit organisation
- ☐ Sporting organisation
- ☐ Performing / creative arts organisation
- ☐ Small business
- ☐ Social Enterprise

For individual athletes or creative arts individuals, please quit this application form and use the Individual Athletes Application Form or the Individual Application Form.

### What is your organisation's legal status? Please select from the dropdown options. \*

- ☐ Incorporated Association
- ☐ Company Limited by Guarantee
- ☐ Religious Institution
- ☐ Other Association
- ☐ None of the above
- ☐ Other:

If you answer "Other association" or "None of the above" you MUST identify an auspice body that is incorporated and agrees to manage the grant.

### Please upload a copy of your organisation's Certificate of Incorporation \*

Attach a file:

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### What was the date of election of the current Executive / Management Committee?

# 2024/25 Grants for the Community Program - Organisations Application Form

## Form Preview

Must be a date.

Usually the last AGM

### Is the organisation registered for GST? \*

☐ Yes

☐ No

### Does the organisation hold current Public Liability Insurance of \$10 million \*

☐ Yes

☐ No

### Please upload a copy of your organisation's Certificate of Currency (Public Liability Insurance): \*

Attach a file:

If you do not have public liability insurance, please attach a quote for insurance which would cover the proposed project to the value of \$10 million

### 10. What is the primary source of funding for the organisation?

e.g., Government funding, membership and/or registration fees, community fundraising or service fees

## CONTACT DETAILS

\* indicates a required field

### Primary Contact

#### Primary contact person for this project within the Applicant Organisation \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

#### Position in the Organisation \*

e.g. President, Secretary, Treasurer, Committee Member, Staff Member, Volunteer

#### Best contact Phone No. for this person \*

Must be an Australian phone number.

#### Primary contact's email address \*

Must be an email address.

### Secondary Contact (if applicable)

#### Secondary contact person for this project within the Organisation

Title      First Name      Last Name

# 2024/25 Grants for the Community Program - Organisations

## Application Form

### Form Preview

This could be a Project Coordinator, Volunteer, Committee Member etc.

#### Position in the Organisation

e.g. President, Secretary, Volunteer member, Executive Committee Member

#### Best contact Phone No. for this person

Must be an Australian phone number.

#### Secondary contact's email address

Must be an email address.

### Addresses

#### Street Address of the Applicant Organisation \*

Address

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

#### Postal address for the Applicant Organisation

Address

#### Website address

Must be a URL.

#### Preferred contact point for correspondence

- ☐ Postal Address (stated above)
- ☐ Street Address (stated above)
- ☐ Primary Contact's email
- ☐ Secondary Contact's email
- ☐ Other:

**If your application does NOT need to be managed by an Auspice Organisation, please proceed directly to Page 5.**

### INFORMATION ABOUT AUSPICE ORGANISATION

# 2024/25 Grants for the Community Program - Organisations Application Form

## Form Preview

**Note: Only complete this section if an Auspice Organisation is required to manage the grant on behalf of the applicant.**

You must have written agreement from the auspice organisation that they will manage the grant before providing their name, ABN and contact details.

### Auspice Organisation Details

#### Name of Auspice Organisation

Organisation Name

#### Please upload a copy of the Auspice Body's Certificate of Incorporation

Attach a file:

#### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

#### Date of election of the Current Executive/Management Committee

Must be a date.

Usually the last AGM.

#### Is the auspice organisation registered for GST?

☐ Yes ☐ No

#### Does the auspice organisation hold Public Liability Insurance of \$10 Million

☐ Yes ☐ No

You will need to provide a copy of the current Certificate of Insurance.

# 2024/25 Grants for the Community Program - Organisations Application Form

Form Preview

**Please upload a copy of the Auspice Body's Certificate of Currency (Insurance)**

Attach a file:

Financial or In-Kind Support from the Auspice Organisation

**Does the Auspice Organisation provide any financial or in kind support to the Individual Applicant?**

☐ Yes

☐ No

**If 'Yes', please provide an overview of the support provided**

Contact details for Auspice Organisation

**Name of the Primary Contact person at the Auspice Organisation**

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

**Auspice Project Contact Primary Phone Number**

Must be an Australian phone number.

**Auspice Project Contact Postal Address**

Address

<input type="text"/>
<input type="text"/>

**Auspice Project Contact Office Email**

Must be an email address.

**Auspice Project Contact Primary Website**

Must be a URL.

**Please upload a letter of support from the Auspice organisation**

Attach a file:

You will need a letter from the Auspice organisation stating they agree to Auspice your organisation/project.

# 2024/25 Grants for the Community Program - Organisations Application Form

## Form Preview

### PREVIOUS GRANTS OR OTHER SUPPORT PROVIDED BY WILLOUGHBY CITY COUNCIL

\* indicates a required field

#### Previous Grants or In-Kind Support

**Does your organisation currently receive any financial or in-kind support from Willoughby City Council? \***

☐ Yes ☐ No

E.g., free / concession venue hire, discounted office rental, use of administrative equipment

**If 'YES' please indicate the type of support received**

**Has your organisation received a grant from Willoughby City Council in the past 5 years? \***

☐ Yes  
☐ No

Applicants who have received funding from Council for three (3) grant rounds for the same project are not eligible to re-apply.

**If 'YES' please list the projects and dollar (\$) amounts received.**

Note: In order to be eligible to receive a new grant any previous grants MUST be fully acquitted.

**Have these grants been fully acquitted? \***

☐ Yes  
☐ No  
☐ Not applicable

Under the Guidelines, organisations that have not acquitted previous grants are NOT eligible to receive new grants.

**If 'NO' please outline the circumstances.**

e.g Has the organisation applied for/received an extension

### ABOUT THE PROJECT, MONITORING AND EVALUATION

\* indicates a required field

# 2024/25 Grants for the Community Program - Organisations Application Form

## Form Preview

### Project Brief

**What is the name of the project or event? \***

**Start Date \***

Must be a date.

Projects should be completed within twelve (12) months of receiving the grant funding. If you are applying for event funding, please indicate the date of the event or performance.

**End Date**

Must be a date.

**Please provide a brief overview of the project or event \***

Provide a short description (100 words recommended) of your project - what are you out to do?

**Please explain how your project or event aligns with Council's Community Strategic Plan (CSP) priorities or a Council endorsed Sub-Plan. (Up to 250 words)**

\*

CSP available at [www.willoughby.nsw.gov.au/Community/Planning-for-our-Future/Our-Future-Willoughby-2028](http://www.willoughby.nsw.gov.au/Community/Planning-for-our-Future/Our-Future-Willoughby-2028)

**Which grant stream are you applying for? \***

- ☐ A City that is green
- ☐ A City that is connected and inclusive
- ☐ A City that is liveable
- ☐ A City that is prosperous and vibrant
- ☐ A City that is effective and accountable

**Which of the following categories best fit your project? \***

- ☐ Health and wellbeing
- ☐ Community safety
- ☐ Education and training
- ☐ Childcare and child development
- ☐ Family and individual support
- ☐ Environmental education and sustainability
- ☐ Sports, leisure and recreation
- ☐ Access and inclusion
- ☐ Facility improvement
- ☐ Community awareness



# 2024/25 Grants for the Community Program - Organisations Application Form

## Form Preview

- ☐ Economic development and opportunity
- ☐ Entertainment and events
- ☐ Community arts
- ☐ Other:

## Project Goals and Evaluation

You will be required to explain how you meet this grant objective through your project outcomes and measures. These are defined as:

- **Project outcome or goal:** Describe the outcome/s you want to achieve at the end of your project. This should contribute towards achieving one or more of the grant objectives.
- **How will you measure this?** Demonstrate how your organisations plan to measure your achievement towards the project's outcome (performance measures).
- **Types of evidence:** Identify types of evidence you will use to measure your performance.

### Outcome or goal 1 \*

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

### How will you measure this? \*

E.g. # activities, # participants or attendees, % participants who reported a benefit etc.

### Types of evidence \*

E.g. participant surveys, attendee register, publications and links etc.

### Outcome or goal 2

Eg. Increased awareness, community participation, skills development etc.

### How will you measure this?

E.g. # activities, # participants or attendees, % participants who reported a benefit etc.

### Types of evidence

# 2024/25 Grants for the Community Program - Organisations Application Form

## Form Preview

E.g. participant surveys, attendee register, publications and links etc.

### Outcome or goal 3

E.g. Increased awareness, community participation, skills development etc.

### How will you measure this?

E.g. # activities, # participants or attendees, % participants who reported a benefit etc.

### Types of evidence

E.g. participant surveys, attendee register, publications and links etc.

### Will the project continue beyond the funded period?

☐ Yes ☐ No

E.g., the project may be a one-off event and would not be expected to continue beyond the funded period.

### If 'YES' how will the project be sustained when the funded period has ended?

Grant recipients should not expect to receive ongoing or recurrent funding from Willoughby City Council. Where possible, organisations should factor into the project the development of skills, knowledge and partnerships that will diminish ongoing dependency on grant funds.

### Are you willing to share any 'lessons learned' from your project with other community groups?

☐ Yes ☐ No

## Volunteers & Partners

### Does your project involve volunteer participation in its planning and delivery?

☐ Yes ☐ No

### If 'YES' please provide a brief comment on the extent of volunteer participation.

Up to 25 words

### Will you partner with any other organisation to plan/deliver the project?

☐ Yes ☐ No

### If 'YES', please list the partner(s) and explain their contribution to the project.

# 2024/25 Grants for the Community Program - Organisations Application Form

Form Preview

## Who Benefits

**Will the project be located within the Willoughby Local Government Area (LGA)? \***

☐ Yes

☐ No

**How will the Willoughby community, economy or environment benefit from your project? \***

## Research

**1. What research did you undertake to develop the project or event and how did it prove that there was a real need?**

## Marketing and Promotion

**Please provide details of how you intend to market and promote your project or event.**

## About the Event (if applicable)

**From the list provided, which best describes the event:**

- ☐ Series of workshops / training / education / activities etc.
- ☐ One-off workshop / exhibition / event / activity / concert
- ☐ Community education
- ☐ Performance
- ☐ Festival / outdoor event
- ☐ Other:

**2. Would you like your event to be part of the Emerge Festival?**

☐ Yes

☐ No

The Emerge Festival is usually held in September each year.

**Where will your event be held?**

- ☐ The Concourse
- ☐ Chatswood Mall
- ☐ Zenith Theatre

# 2024/25 Grants for the Community Program - Organisations

## Application Form

Form Preview

☐ Dougherty Community Centre

☐ Other:

**Has the venue been booked?**

☐ Yes

☐ No

**If the venue has been booked, has the booking fee been paid?**

☐ Yes

☐ No

**What is the fee and/or concession of the venue booking?**

Give full dollar amount and also if any concession has been applied.

## FINANCES & SUPPORT

\* indicates a required field

Please provide a detailed budget for your project detailing Income and Expenditure.

- Please provide a detailed budget of your project which details income and expenditure.
- Please provide a budget for the entire project, i.e., not just the amount that is requested from Council. You will need to provide 2 x quotes for any item over the value of \$500.
- Please provide 2-3 word descriptions for each cost item as the system cannot handle a lot of words in this field. You are welcome to attach more detailed information in the upload section at the bottom of this page if required.
- Income & expenditure table must balance.

Income	\$	Expenditure	\$
	\$		\$
	\$		\$

## Funding Amount

**What \$ amount are you seeking from Willoughby City Council? \***

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Have you sought funds from any other source for this project? \***

☐ Yes

☐ No

e.g. Submitted an application to another grant source. Undertaken fund raising activities.

**If 'YES' please provide details of any other funding sources and \$ amounts.**

# 2024/25 Grants for the Community Program - Organisations Application Form

## Form Preview

If awaiting a response from other funding sources, please advise of timeframe for this response (if possible)

**Is your organisation able to make a financial contribution to this project? \***

☐ Yes ☐ No

**If 'Yes', how much?**

\$ amount

**What do you estimate to be the \$ value of your organisation's In-kind contribution to this project. \***

You could include volunteer hours, donations of goods from members etc. Remember to list your organisation's total in-kind \$ value in the project budget!

**Are you willing to receive part funding towards this project? \***

☐ Yes ☐ No

**If 'Yes', please outline how receipt of part-funding might affect the viability of the project**

Up to 25 words

**Please upload 2 x copies of quotes for each item valued at \$500 or over.**

Attach a file:

**Upload any additional budget information here**

Attach a file:

Letters of Support/Other Documentation

**Do you have any letters of support (or other attachments) for your project?**

☐ Yes ☐ No

e.g. Annual Report, Audited Financial Statement/Report

**Please attach any letters of support or other documentation here.**

Attach a file:

e.g. Audited Financial Statement/Report, Annual Report

# 2024/25 Grants for the Community Program - Organisations Application Form

Form Preview

## PERMISSION, CHECKLIST & DECLARATION

\* indicates a required field

### Permission

Please read and answer the following:

**I give permission for Willoughby City Council to send me emails regarding the Grants for the Community Program. \***

- ☐ Yes  
☐ No

**I agree to participate in a yearly survey for the Grants for the Community Program. \***

- ☐ Yes  
☐ No

**I give permission for Willoughby City Council to use project information included in this application form for promotion by Council. \***

- ☐ Yes  
☐ No

(Uses may include promotion of project on our website and in newsletters).

### Checklist

**I have read and understood the Grants for the Community Program Guidelines \***

- ☐ Yes

**I agree to the requirements outlined in the Grants for the Community Program Guidelines. \***

- ☐ Yes

**I have discussed this project with the relevant Council officer(s) and am confident that it complies with the Guidelines \***

- ☐ Yes

**I have attached/completed**

- ☐ Evidence of Incorporation (or that of the Auspice Organisation)  
☐ Last year's Annual Report  
☐ Last year's Financial Statement (or that of the Auspice Organisation)  
☐ 2 X Copies of Quotes (for items valued over \$500)  
☐ A copy of the Certificate of Currency (Public Liability Insurance) - or that of the Auspice Organisations  
☐ Any Letters of Support  
☐ Other:

### Declaration

# 2024/25 Grants for the Community Program - Organisations Application Form

## Form Preview

On behalf of the Applicant Organisation (as identified on Page 2), I declare that the information provided in this application is true and correct, and that the application has the full endorsement of the current Executive Body. I understand that Council has the right to reject this application if it is found to contain false or misleading information.

Note: Completion of the fields below is equivalent to supply of a Signature of Authorisation. If the grant is to be managed by an Auspice Organisation, the name and position provided below MUST be those of an authorised representative of the Auspice Organisation.

**Signatory's Name \***

**Position in Organisation \***

**Organisation**

**Auspice Organisation \***

- ☐ Yes
- ☐ Not applicable

Note to Applicants: After completing the Application you can review the fields before you hit the "SUBMIT" button.

**To submit the application, you MUST click on the "SUBMIT" button located below or above on the top right hand side of the screen. A confirmation email indicating the application has been received will be sent to the email address you have nominated along with a PDF copy of your application. IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL YOU HAVE NOT SUBMITTED YOUR APPLICATION. You will not be able to amend the contents of the application after you have properly submitted it to Council.**