

Major Grants Application Form

Form Preview

ELIGIBILITY CHECK

* indicates a required field

Before You Begin

Thank you for your interest in the Willoughby City Council *Community Grants Program*.

Before completing this application, please ensure you have:

- read the Community Grants Program Guidelines;
- confirmed that you and your project are eligible to apply; and
- prepared any supporting documentation required for your applicant type.

Applications can be saved and returned to at any time before the closing date.

If you have any questions about your eligibility, require assistance completing this application, or have accessibility or support requirements, please contact Council's Community Projects Officer on **(02) 9777 1000** or email grants@willoughby.nsw.gov.au before submitting your application.

Introduction

Before proceeding, applicants must confirm that they meet the eligibility requirements of the *Community Grants Program*.

Applications that do not meet the eligibility requirements may not proceed to assessment.

Applicant Acknowledgement

Please confirm the following:

I have read and understood the Community Grants Program Guidelines. *

☐ Yes ☐ No

The Guidelines contain important information about eligibility, funding priorities, assessment criteria and the application process.

I understand that meeting the eligibility requirements does not guarantee funding and that all applications are assessed through a competitive, merit-based process. *

☐ Yes ☐ No

Meeting the eligibility requirements allows your application to proceed to assessment. Funding decisions are based on how well eligible applications meet the assessment criteria and available funding.

Funding Category

Choose the funding category that best describes your project.

The funding category you select determines the eligibility requirements and questions you will be asked throughout this application.

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- **Community Development** - Community organisations and groups delivering projects that strengthen community participation, inclusion, wellbeing and social connection.
- **Environmental Sustainability** - Organisations and groups delivering projects that improve environmental sustainability, biodiversity and climate resilience.
- **Arts & Culture** - Artists, artist collectives and arts organisations delivering creative or cultural projects.
- **Economic Activation** - Small businesses, sole traders and social enterprises delivering projects that support the local economy and community.

If you are unsure which funding category best describes your project, please contact Council before continuing with your application.

Which funding category are you applying under?

- ☐ Community Development
- ☐ Environmental Sustainability
- ☐ Arts & Culture
- ☐ Economic Activation

Select the funding category that best describes your project.

Applicant Type – Community Development

Please select the applicant type that best describes the applicant.

Which applicant type best describes the applicant? *

- ☐ Incorporated not-for-profit organisation
- ☐ Auspiced community group
- ☐ Social enterprise

Applicant Type – Environmental Sustainability

Please select the applicant type that best describes the applicant.

Which applicant type best describes the applicant? *

- ☐ Incorporated not-for-profit organisation
- ☐ Auspiced community group
- ☐ Social enterprise

Applicant Type – Arts & Culture

Please select the applicant type that best describes the applicant.

Which applicant type best describes the applicant? *

- ☐ Individual artist
- ☐ Artist collective
- ☐ Incorporated arts organisation
- ☐ Auspiced arts group
- ☐ Incorporated not-for-profit organisation

Applicant Type – Economic Activation

Please select the applicant type that best describes the applicant.

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Which applicant type best describes the applicant? *

- ☐ Small business
- ☐ Sole trader
- ☐ Social enterprise

Australian Business Number (ABN)

Please enter your Australian Business Number (ABN).

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.

Incorporated Organisations

Applicants that are incorporated must provide a current Certificate of Incorporation.

Please upload your current Certificate of Incorporation or equivalent registration document. *

Attach a file:

Auspiced Applicants

Applicants applying through an incorporated not-for-profit auspice organisation must provide the details of their auspice organisation and upload a signed Auspice Agreement or Letter of Support.

The auspice letter should:

- Be on the auspice organisation's letterhead.
- Confirm support for the project and applicant.
- Confirm the organisation agrees to auspice the project.
- Confirm the organisation agrees to administer any grant funds awarded.

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- Confirm the organisation will support acquittal and reporting requirements.

Auspice

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

Select "Organisation" below and provide the details of your incorporated not-for-profit auspice organisation. Individual auspices are not eligible under the Community Grants Program.

Please upload a letter from the auspice organisation confirming that they agree to auspice the project and accept responsibility for the management, administration and reporting of any grant funds awarded. *

Attach a file:

Please enter the Auspice Organisation Australian Business Number (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.

Social Enterprise Applicants

A social enterprise is an organisation, business or enterprise that primarily exists to deliver social, cultural, environmental or community benefit, with profits used to support its social purpose.

Does your organisation meet this definition? *

- ☐ Yes
☐ No

Please upload documentation to verify your eligibility as a Social Enterprise.

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Upload one or more of the following (as applicable):

- Governing Document (Constitution, Trust Deed, Articles of Association or similar)
- Most Recent Financial Statements (Annual Financial Statements or Income Expenditure Statement)
- Social Enterprise Certification (e.g. Social Traders or B Corp), if available

Supporting Documentation *

Attach a file:

A minimum of 1 file must be attached.

Eligibility Requirements

Please answer the following questions to assist Council in determining your eligibility for the Community Grants Program.

If you are unsure about any of the following, please contact Council's Community Projects Officer before submitting your application.

Has the applicant received Community Grant funding from Willoughby City Council during the current financial year? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Have all previous grants been acquitted, or has an extension been approved? *

- ☐ Yes ☐ No - You are not eligible to apply for funding. ☐ Not Applicable - The applicant has not previously received Community Grant funding from Willoughby City Council.

Do you have any outstanding debts owing to Willoughby City Council? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Do you have any outstanding debts owing to Willoughby City Council? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Do you currently receive substantial in-kind Council support? (e.g., venue hire exceeding \$10,000 per year) *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Are you a school or government agency? (P&C associations may apply where the initiative provides broader community benefit) *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Are you a political organisation or does your project have a political purpose? *

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- ☐ No ☐ Yes - You are not eligible to apply for funding.

Will the project be delivered within the Willoughby Local Government Area (LGA) or provide a demonstrated benefit to the Willoughby community? *

- ☐ Yes ☐ No - You are not eligible to apply for funding.

Has your project commenced, are you applying for retrospective funding? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Does the project align with Council's Community Strategic Plan? *

- ☐ Yes ☐ No - You are not eligible to apply for funding.

Does your project seek funds for ongoing operational costs (e.g., salaries, administration) *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Does your project seek funds for Council owned venue hire? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Does your project seek funds for upgrades to Council owned assets? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Does your project seek funds for payment of debt or insurance premiums? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Does your project seek funds for fundraising appeal or activities? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Does your project seek funds for prize money, trophies or gift vouchers? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Is your project illegal, or discriminatory, or unethical? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Is your project inconsistent with Council's commitment to inclusion? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

If successful, are you willing to provide Public Liability Insurance with a minimum cover of \$10 million prior to receiving funding? *

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☐ Yes

☐ No - You are not eligible to apply for funding.

Eligibility Declaration

Please confirm the following declarations before continuing with your application.

I confirm that: *

- ☐ The information provided in this application is true and correct.
- ☐ The funding requested from Willoughby City Council will only be used for eligible project costs in accordance with the Community Grants Program Guidelines.
- ☐ I understand that Council may request additional information to determine eligibility.

At least 3 choices must be selected.

APPLICANT & ORGANISATION DETAILS

* indicates a required field

Introduction

Please provide details about the applicant organisation, business or individual responsible for delivering the proposed project.

Applicant Details

Legal Name of Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Please enter the legal name of the organisation, business or individual applying for funding.

Trading Name (if different from the legal name above)

Primary Contact Person

Please provide the details of the person Council should contact regarding this application.

Primary Contact Person *

Title First Name Last Name

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Primary Contact Position / Role *

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Primary Contact Phone Number *

Must be an Australian phone number.

Primary Contact Email Address *

Must be an email address.

Secondary Contact Person

Please provide an alternative contact for this application.

Council may contact either the primary or secondary contact regarding this application, funding agreements, reporting requirements or project delivery.

Secondary Contact Person

Title First Name Last Name

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Secondary Contact Position / Role

Secondary Contact Phone Number

Must be an Australian phone number.

Secondary Contact Email Address

Must be an email address.

Applicant Address

Please provide the registered or principal address of the applicant organisation, business or individual.

Applicant Address *

Address

Website and Social Media

Please provide your website and any relevant social media links, if applicable.

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Website *

Must be a URL.

If you do not have a dedicated website, please enter the URL of your primary online presence (e.g. Facebook page).

Social Media

Please provide links to any additional social media pages relevant to your organisation, business or project (e.g. Facebook, Instagram, LinkedIn or YouTube). Enter one link per line.

Organisational Capacity

Please provide a brief overview of your organisation.

This information helps Council understand your organisation's background, experience and capacity to deliver the proposed project.

Consider including:

- Your organisation's purpose and mission.
- How long your organisation has been operating.
- The key services, programs or activities you deliver.
- Experience delivering projects of a similar size or complexity.
- Experience managing grant funding.

Please provide a brief overview of your organisation, including its purpose, history and experience delivering community projects or services. *

Word count:

Must be no more than 500 words.

Auspice Organisation Contact Details

Please provide the contact details for the incorporated not-for-profit organisation that is acting as the auspice for this application.

Auspice Organisation Contact *

Title First Name Last Name

Auspice Contact Position / Role *

Auspice Contact Phone Number *

Must be an Australian phone number.

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Auspice Contact Primary Email *

Must be an email address.

Grant Program Awareness

Please tell us how you heard about the Community Grants Program. This information helps Council improve future promotion of the program.

How did you hear about the Community Grants Program?

- ☐ Council website
- ☐ Council eNewsletter
- ☐ Social media
- ☐ Previous applicant
- ☐ Council staff
- ☐ Community network or organisation
- ☐ Word of mouth
- ☐ Information session
- ☐ SmartyGrants
- ☐ Other:

Select all that apply.

PROJECT DETAILS

* indicates a required field

Introduction

Please describe your proposed project, including what you plan to deliver, how it will contribute to the community and who will benefit.

Please note: If your application is successful, this description may be used by Council in promotional or communication material about the project.

Project Details

Project Title *

Must be no more than 250 characters.

Please provide a brief summary of your project.

Word count:

Must be no more than 100 words.

Briefly describe what the project will deliver and who will benefit. This summary may be used in Council reports and other grant program documentation.

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Detailed Project Description

Provide a detailed outline of your project.

Consider:

- What is the project?
- What activities will be delivered?
- Who will benefit?
- Why the project is needed.
- How the project will be delivered.
- The anticipated community outcomes.
- Any longer-term benefits or legacy of the project.

Provide a detailed outline of your project. *

Word count:

Must be no more than 500 words.

Funding Request

Please specify the amount of funding you are requesting through the Community Grants Program.

- **Major Grants:** \$5,001–\$10,000 (excluding GST)

Please enter the amount of funding you are requesting from Willoughby City Council. This amount should match the Council funding request shown in your project budget.

How much funding are you requesting from Council? *

Must be a whole dollar amount (no cents) and between 5001 and 10000.

Project Timing

Please provide the proposed start and end dates for your project.

If your project is a single-day activity or event, enter the same date for both the start and end dates.

Project Start Date *

Must be a date.

Project End Date *

Must be a date.

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Project Location

Where will your project be delivered? *

- ☐ Willoughby Local Government Area only
- ☐ Within and outside the Willoughby Local Government Area
- ☐ Outside the Willoughby Local Government Area

Project Location(s)

Please provide the proposed location(s) where your project will be delivered.

If known, include the venue and suburb. If your project will be delivered at multiple locations, please list each location on a separate line. If the venue has not yet been confirmed, please write **"Venue to be confirmed"**.

Examples include:

- Dougherty Community Centre, Chatswood
- Beauchamp Park, Chatswood
- Chatswood Mall
- Multiple community centres across the Willoughby LGA
- Venue to be confirmed

Project Location(s) *

Council-owned or managed venues

The following questions help Council understand whether your project will use a Council-owned or managed venue and whether any associated venue hire costs are included in your project.

Check [Council's Venues webpage](#) if you are unsure whether your proposed venue is owned or managed by Willoughby City Council.

Please note that Council-owned venue hire costs are not eligible for Community Grant funding.

Will any part of your project be delivered at a Willoughby City Council owned or managed venue? *

- ☐ Yes
- ☐ No
- ☐ Unsure

Has your proposed venue(s) been confirmed? *

- ☐ Yes - all venues confirmed
- ☐ Some venues confirmed
- ☐ No
- ☐ Not applicable

Projects Outside the Willoughby LGA

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Your project is being delivered either partly or entirely outside the Willoughby Local Government Area.

Please explain how your project will provide a clear and direct benefit to the Willoughby community.

How will your project provide a clear benefit to the Willoughby community? *

Word count:

Must be no more than 300 words.

Project Planning

This section asks about your project planning and preparedness to deliver the proposed project. If you have developed a detailed project plan, you may upload it to support your application.

Has your organisation developed a detailed project plan for this project? *

- ☐ Yes
☐ No

Project Plan (Optional)

If you have developed a project plan, you may upload it to support your application. Providing a project plan is optional but may assist Council in understanding how the project will be delivered.

Your project plan may include:

- Detailed project plan
- Gantt chart
- Delivery schedule
- Project implementation plan

Please upload your project plan (optional).

Attach a file:

Is your project dependent on receiving this grant? *

Please tell us whether your project is dependent on funding from Willoughby City Council. This helps Council understand whether the project could proceed without grant funding.

Is your project dependent on receiving funding from Willoughby City Council? *

- ☐ Yes
☐ No

Project Delivery Without Council Funding

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Please explain how the project would proceed if Council funding was not available. Include any alternative funding sources or changes you would make to deliver the project.

How would the project proceed without Council funding?

Word count:

Must be no more than 150 words.

STRATEGIC ALIGNMENT (30%)

* indicates a required field

Introduction

This section will be assessed against the Strategic Alignment criterion (30%).

Applicants should demonstrate how their project aligns with Council's strategic priorities and addresses an identified community, cultural, environmental or economic need.

Strategic Alignment

Please identify the Council strategic priorities and plans that best align with your project.

Which Community Strategic Plan outcome does your project align with? *

- ☐ Outcome 1 - A City that is green
- ☐ Outcome 2 - A City that is connected and inclusive
- ☐ Outcome 3 - A City that is liveable
- ☐ Outcome 4 - A City that is prosperous and vibrant
- ☐ Outcome 5 - A City that is effective and accountable

Select the primary Community Strategic Plan outcome that best aligns with your project.

How does your project align with the selected Community Strategic Plan outcome? *

Word count:

Must be no more than 500 words.

Which other Council strategies or plans (if any) does your project align with? *

- ☐ Our Green City Plan 2028
- ☐ Disability Inclusion Action Plan 2022-2026
- ☐ Domestic and Family Violence Strategy 2025-2028
- ☐ Resilient Willoughby Strategy
- ☐ Economic Development Strategy
- ☐ Nighttime Economy Strategy
- ☐ None of the above

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☐ Other:

Select all that apply.

How does your project align with the other Council strategies or plans you selected (if applicable)?

Word count:

Must be no more than 750 words.

Community Need or Opportunity

Please describe the community, cultural, environmental or economic need or opportunity your project will address.

Consider:

- Evidence of community need or demand.
- Issues, challenges or opportunities identified.
- Research, consultation or community feedback that informed the project.
- Evidence supporting the identified need or opportunity.
- Why this project is the most appropriate response to that need or opportunity.

What community, cultural, environmental or economic need or opportunity does your project address? *

Word count:

Must be no more than 750 words.

How have you identified this need or opportunity? *

- ☐ Community consultation
- ☐ Participant feedback
- ☐ Organisational experience
- ☐ Research or data
- ☐ Industry knowledge or experience
- ☐ Strategic planning
- ☐ Other:

Select all that apply.

Value to the Willoughby Community

Please explain the benefit your project will provide to the Willoughby community.

Consider:

- Who will benefit from the project.
- The difference the project will make.

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- The value it will provide to the community.
- The expected short and long-term community benefits.
- Why Council investment represents good value for the community.
- Any broader social, environmental, cultural or economic benefits beyond the immediate project outcomes.

What benefit will this project provide to the Willoughby community? *

Word count:
Must be no more than 500 words.

COMMUNITY OUTCOMES (30%)

** indicates a required field*

Introduction

This section will be assessed against the Community Outcomes criterion (30%).

Applicants should demonstrate the positive outcomes the project will achieve for participants and the Willoughby community and how those outcomes will be measured.

Expected Project Outcomes

Please identify all significant outcomes expected from your project.

Most Major Grant projects will have multiple measurable outcomes.

Add additional outcomes as required.

Consider:

- What you hope to achieve through the project.
- The change or impact you are seeking to create.
- The benefit for participants and/or the broader community.
- How you will know each outcome has been achieved.
- How you will measure or evaluate each outcome (e.g. surveys, attendance records, participant feedback or registrations).
- Any longer-term benefits or lasting impact beyond the life of the project.

Expected Project Outcome	When do you expect this outcome to be achieved?	How will you measure or evaluate whether this outcome has been achieved?
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		Examples: attendance records, participant surveys, registrations, feedback forms, environmental monitoring, financial reports or other measurable indicators.
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Outcome Categories

Which outcome categories best describe the outcomes your project is expected to achieve?

- ☐ Community Participation
- ☐ Community Connection
- ☐ Social Inclusion
- ☐ Environmental Sustainability
- ☐ Economic Activation
- ☐ Arts & Cultural Participation
- ☐ Health & Wellbeing
- ☐ Skills Development
- ☐ Volunteer Development
- ☐ Community Safety
- ☐ Other:

Select all that apply.

Target Audience & Community Participation

Please tell us who will benefit from your project and whether it will be open to the broader Willoughby community.

Who will benefit from your project?

- ☐ General Community
- ☐ Children
- ☐ Young People
- ☐ Older People
- ☐ Families
- ☐ People with Disability
- ☐ Carers
- ☐ Culturally and Linguistically Diverse Communities
- ☐ Aboriginal and Torres Strait Islander Peoples
- ☐ Local Businesses
- ☐ Artists and Creative Practitioners
- ☐ Sporting Participants
- ☐ Volunteers
- ☐ Other:

Select all that apply (maximum 5 selections).

Will participation in the project be open to the wider Willoughby community?

- ☐ Yes
- ☐ No
- ☐ Partially

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Approximately how many people do you expect will directly participate in or benefit from your project? *

Must be a number.

Please provide your best estimate.

Limited Participation

Please explain why participation is limited and how your project will still provide meaningful benefit to the Willoughby community.

Consider:

- Why participation is restricted.
- Who is eligible to participate.
- How the project will still provide benefit to the Willoughby community.

Please explain why participation is limited and how your project will still provide meaningful benefit to the Willoughby community. *

Word count:

Must be no more than 300 words.

DELIVERABILITY (30%)

*** indicates a required field**

Introduction

This section will be assessed against the Deliverability criterion (30%).

Applicants should demonstrate that they have the experience, capacity and planning required to successfully deliver the proposed project.

Project Delivery

Please describe how you will deliver your project.

Consider:

- Key project activities.
- Who will be responsible for delivery.
- Any partnerships or collaborators involved.
- How the project will be managed.
- How progress will be monitored throughout the project.

Please describe how your project will be delivered? *

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Word count:

Must be no more than 500 words.

Project Timeline

Please include a minimum of three key milestones for your project.

For example: Project planning complete, venue confirmed, community workshop delivered, final event held.

Add additional milestones as required.

Milestone / Activity	Expected Completion Date
	Must be a date.

Experience & Capacity

Please describe your experience delivering similar projects, programs or activities.

Consider:

- Previous projects delivered.
- Relevant skills, qualifications or expertise.
- Experience working with the target audience or community.
- Experience managing projects of a similar size or complexity.
- Experience managing grant funding or public funding (where applicable).

Please describe your experience delivering similar projects, programs or activities. *

Word count:

Must be no more than 500 words.

Project Governance

Please describe how your organisation will oversee and manage the project to ensure it is delivered successfully.

Consider:

- Project management arrangements.
- Decision-making responsibilities.
- Monitoring project progress.
- Financial oversight.

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- Reporting arrangements.

How will your organisation oversee and manage this project to ensure it is delivered successfully? *

Word count:

Must be no more than 400 words.

Risk Management

Please identify any key risks that may impact the successful delivery of your project and describe how you will manage them.

Add additional risks as required.

Examples may include:

- Low participant attendance
- Weather impacts
- Venue availability
- Contractor or supplier issues
- Volunteer availability
- Budget pressures
- Delays in approvals or permits
- How identified risks will be monitored throughout the project.
- Any contingency plans if key risks occur.

Risk	How will you manage this risk?
Must be no more than 150 words.	Must be no more than 500 words.

Permissions & Approvals

Please indicate whether your project requires any approvals, permits, licences or permissions to deliver the project.

Examples may include:

- Venue approvals
- Event approvals
- Development approvals
- Road occupancy permits
- Copyright licences

Does your project require any approvals, permits, licences or permissions to deliver the project?

☐ Yes

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- ☐ No
- ☐ Unsure

Required Approvals

Please outline the approvals, permits, licences or permissions required and when you expect to obtain them.

Please outline the approvals, permits, licences or permissions required and when you expect to obtain them.

Word count:

Must be no more than 200 words.

Applicant Responsibility

Please note: It is the applicant's responsibility to obtain any permits, approvals, licences, insurances or permissions required for the delivery of the project.

Approval of funding by Willoughby City Council does not constitute approval for any permits, licences or other statutory requirements that may apply to the project.

BUDGET & FINANCIAL SUSTAINABILITY (10%)

* indicates a required field

Introduction

This section will be assessed against the Budget & Financial Sustainability criterion (10%).

Applicants should demonstrate that the project budget is realistic, represents value for money and identifies all income, expenditure and contributions supporting the project.

Project Budget

Please provide a detailed budget for your project, including all income and expenditure.

The budget should include all project costs and funding sources, not just the amount requested from Willoughby City Council. Please ensure your income and expenditure accurately reflect the full cost of delivering your project.

Please note:

- Quotes are required for expenditure items over \$1,000 and must be uploaded in the Supporting Documentation section.
- Please provide a brief description for each budget item.

Tip: Your total income must equal your total expenditure before you can submit your application.

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Major Grant applicants are encouraged to demonstrate matched financial or in-kind contributions. Preference will be given to projects that demonstrate matched financial or in-kind contributions.

Income

Please list all sources of income that will support your project, including the amount requested from Willoughby City Council and any other funding or contributions.

Income Source	Amount (\$)	Is this funding confirmed?
Examples: Willoughby City Council grant, applicant contribution, donations, sponsorship, ticket sales.	Enter the expected amount. Must be a dollar amount.	

Expenditure

Please list all project expenses and the expected cost of each item.

Expenditure Item	Amount (\$)
Examples: Venue hire, equipment, facilitator fees, marketing or materials.	Enter the expected cost. Must be a dollar amount.

Use of Community Grant Funding

Please identify the specific expenditure items from your project budget that you are requesting Willoughby City Council grant funding to pay for.

List each expenditure item and the amount of Council grant funding requested for that item.

The total amount listed below should equal the total grant amount requested in your application.

Expenditure Item	Amount of Council Grant Funding (\$)
	Must be a whole dollar amount (no cents).

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Community Grant Funding Total

This is the total amount of Community Grant funding requested for the expenditure items identified above.

This total should equal the amount the applicant is requesting from Council.

Total Community Grant Funding Requested

This number/amount is calculated.

Budget Summary

The totals below are calculated automatically. Before submitting your application, please ensure your total project income equals your total project expenditure.

A Budget Balance of **\$0.00** indicates that your budget is balanced.

Total Project Income

This number/amount is calculated.

Total Project Expenditure

This number/amount is calculated.

Budget Balance

This number/amount is calculated.

Quotes and Estimates (if applicable)

Quotes, estimates or other supporting documentation are required for individual expenditure items over \$1,000, where available.

Multiple files may be uploaded.

Upload quotes or estimates

Attach a file:

Other Funding & Contributions

Please tell us about any other funding or contributions supporting your project (if applicable).

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Have you applied for, or received, funding from any other source for this project?

*

- ☐ Yes
☐ No

Please provide details of any other funding for this project.

Funding Source	Amount (\$)	Status
Include funding that has been approved, applied for or is currently pending.	Must be a dollar amount.	

Applicant Contribution

Please tell us how your organisation will contribute to the project through financial contributions, in-kind support, or a combination of both. Preference is given to projects that demonstrate matched financial or in-kind contributions.

How will your organisation contribute to this project? *

- ☐ Financial contribution
☐ In-kind contribution
☐ Both financial and in-kind contributions
☐ No contribution

Financial Contribution

Please provide details of your organisation's financial contribution to the project.

Examples may include:

- Cash contribution from your organisation
- Fundraising income
- Membership fees
- Ticket sales
- Other funds that will contribute to the project

Please describe your organisation's financial contribution and how it will support the delivery of the project.

Word count:

Must be no more than 150 words.

In-kind Contribution

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Please provide details of any in-kind contributions that will support the project.

Examples:

- Volunteer time
- Donated materials
- Donated professional services
- Venue hire
- Equipment

Please describe any in-kind contributions to the project and, where possible, include their estimated value.

Word count:

Must be no more than 150 words.

Estimated Applicant Contribution

Include the estimated total value of your organisation's financial and in-kind contributions to the project, where applicable.

What is the estimated total value of your organisation's contribution to this project?

Must be a dollar amount.

Include both financial and in-kind contributions where applicable. Please provide your best estimate.

Value for Money

Please explain how your project represents value for money.

Consider:

- The expected benefits and outcomes of the project.
- The number of participants or beneficiaries.
- Any financial or in-kind contributions to the project.
- How Council funding will be used efficiently.

How does your project represent value for money? *

Word count:

Must be no more than 500 words.

Financial Sustainability

Please explain why Council funding is important to your project and how the project will maximise the long-term value of this investment.

Consider:

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- Why Council funding is needed.
- Other funding or support available for the project.
- How the project would proceed if funding was reduced.
- Any lasting benefits or legacy the project will create for the community (where applicable).

Why is Council funding important to this project, and how will the project maximise the long-term value of this investment? *

Word count:

Must be no more than 500 words.

Partial Funding

If Council is unable to fully fund your application, would you be willing to accept partial funding? *

- ☐ Yes
☐ No

Partial Funding Details

Please tell us which elements of the project could still proceed if only partial funding was approved.

Please explain which project activities could still proceed if partial funding was approved. *

Word count:

Must be no more than 150 words.

Previous Council Funding

Please tell us about any other funding your organisation has received from Willoughby City Council in the past three years that has not already been identified in this application.

Has your organisation received any other funding from Willoughby City Council in the past three years? *

- ☐ Yes
☐ No

Previous Council Grants

Please provide details of each Council grant your organisation has received in the past three years that has not already been identified in this application.

Project Name	Year Received	Amount (\$)
	Must be a number.	Must be a dollar amount.

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Financial Documentation

Not-for-profit and community organisations may provide one of the following:

- Most recent Annual Report containing financial statements; OR
- Most recent Income & Expenditure Statement; OR
- Equivalent financial statements demonstrating the organisation's income and expenditure.

Businesses and sole traders must provide:

- Most recent Profit & Loss (Income & Expenditure) Statement; OR
- Equivalent financial statement demonstrating business income and expenditure.

Business Activity Statements (BAS) and tax returns are not accepted as financial documentation for this purpose.

This information assists Council in assessing the applicant's financial capacity to deliver the proposed project.

Upload Financial Documentation *

Attach a file:

A minimum of 1 file must be attached.

Accepted formats: PDF, DOC, DOCX, XLS, XLSX

SUPPORTING DOCUMENTATION & DECLARATION

* indicates a required field

Introduction

Please upload any supporting documentation relevant to your application.

Only upload documents that are relevant to your project and will assist Council in assessing your application.

Public Liability Insurance – Certificate of Currency

If you currently hold Public Liability Insurance of at least \$10 million, please upload your current Certificate of Currency below.

If you do not currently have a current Certificate of Currency, you may provide this if your application is successful, prior to the payment of grant funding.

Upload Certificate of Currency

Attach a file:

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Project Supporting Documentation

Please upload any additional documents that support your application.

Examples may include:

- Project plans
- Event programs
- Marketing materials
- Portfolios
- Concept plans
- Evidence of community need or consultation
- Partnership agreements
- Venue confirmations
- Risk management plans
- Other relevant supporting documentation

Supporting documentation is optional but may strengthen your application where relevant.

Upload Project Supporting Documentation

Attach a file:

Letters of Support

Please upload any letters of support relevant to your project.

Examples may include letters from:

- Community organisations
- Schools
- Project partners
- Businesses
- Industry bodies

Upload Letters of Support

Attach a file:

Promotion Permission

Examples may include:

- Council website
- Social media
- Annual Report
- Council reports

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- Community newsletters
- Community Grants Program promotional material

If your application is successful, do you give permission for Willoughby City Council to use information and images relating to your project for promotional, reporting and advocacy purposes? *

- ☐ Yes
☐ No

Applicant Declaration

Please confirm the following: *

- ☐ I have read and understood the Community Grants Program Guidelines.
- ☐ The information provided in this application is true and correct to the best of my knowledge.
- ☐ I am authorised to submit this application on behalf of the applicant organisation identified in this application.
- ☐ I understand that submitting an application does not guarantee funding.
- ☐ If successful, I agree to enter into a Funding Agreement with Willoughby City Council before grant funding is paid.
- ☐ I understand that it is the responsibility of the applicant to obtain and comply with any permits, approvals, licences, insurances, permissions or other regulatory requirements necessary for the delivery of the project, and that approval of funding by Willoughby City Council does not constitute approval for those requirements.
- ☐ I understand that successful applicants must submit an acquittal report and any supporting documentation required by Council upon completion of the project.
- ☐ I understand that Council may request additional information during the assessment process.

At least 8 choices must be selected.

Privacy Collection Notice

Please confirm the following: *

- ☐ I acknowledge that personal information collected through this application will be managed in accordance with Willoughby City Council's Privacy Management Plan and relevant privacy legislation.

Authorised Representative

Please complete the details below to confirm you are authorised to submit this application on behalf of the applicant organisation or individual.

Name of Authorised Representative *

Position / Role *

Applicant Name *

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Date *

Must be a date.

Enter the date this declaration is made.

Submission

Before submitting your application, please ensure all required questions have been completed and all mandatory supporting documentation has been uploaded. Once submitted, you will receive a confirmation email acknowledging receipt of your application.

By submitting this application, you certify that the information provided is accurate and complete and that you are authorised to submit this application on behalf of the applicant.