

Guidelines and Criteria for Funding

The objective of the Community Grants Program is to provide an opportunity for community groups and organisations to seek funds for projects and initiatives which align with Council Plan objectives and Municipal Public Health and Wellbeing objectives. These grants aim to support community connections, improve community health and wellbeing and social inclusion opportunities across the Indigo Shire. Council supports community groups with knowledge, skills and motivation to create positive change by funding projects that bring people together to upskill, share resources, and implement community solutions.

GRANT AIMS

- To provide an opportunity for community groups and organisations to seek funds for projects and initiatives which align with Council Plan objectives and Municipal Public Health and Wellbeing objectives highlighted below.
- Support community connections, improve community health and wellbeing and social inclusion opportunities across the Shire.
- Projects may include activities and resources which support positive social connection, inclusion, health, community arts, knowledge and skills sharing and cultural and environmental outcomes.

In 2025-2026, there is \$50,000 available for a wide range of projects including Arts and Culture projects and Youth Initiatives.

Successful grants for all categories will range from \$200-\$4000.

Key dates:

- Applications open 1 July
- **Applications close 4 August at 4.00pm: Late applications will not be considered**
- Applicants will be notified of assessment outcome in September

ELIGIBILITY REQUIREMENTS

All applications must demonstrate alignment with:

- **At least ONE** Council Plan Strategic Objective,

AND

- **At least ONE** Municipal Public Health and Wellbeing Priority

Council Plan strategic objectives:

- Our community members have access to support services to help them achieve and sustain physical and emotional health and wellbeing.
- Our community members have access to the services, activities and infrastructure that make it easy for them to stay connected and get involved in community life.
- Our young people are supported and encouraged to contribute to their communities.
- Our Aboriginal and Torres Strait Islander people are valued, respected and their contributions recognised and celebrated.

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- Our communities are enriched by a thriving and diverse arts and creative sector.
- Diversity within our communities is welcomed, valued and respected.

Municipal Public Health and Wellbeing priority:

- Preventing family violence
- Reducing climate change's impact on community health
- Improving healthy eating
- Championing active living
- Tobacco and alcohol harm reduction
- Improving mental health

Additional Must Haves:

- Groups must demonstrate a significant contribution in the form of cash, voluntary service or in-kind support.
- Groups must be incorporated, be auspiced by another group, or become incorporated as a condition of funding. Groups must also have an ABN or be willing to complete an ATO Statement by Supplier Form.
- The applicant must have appropriate public liability insurance.
- All funded projects must obtain relevant permits and approvals prior to project commencement.

Other Important Information:

- Applications will be considered only from locally based non-for-profit groups and organisations or those meeting a demonstrated need within the Shire.
- One application per group.
- Preference will be given to applications for projects where funding is not available from other sources (ie. State or Federal funding).
- Applications will NOT be considered within the following categories:
 - Individuals.
 - Groups already in receipt of significant support from Council.
 - Programs that are considered the major responsibility of State or Federal Government.
 - Applications by commercial or private organisations.
 - Retrospective funding i.e. projects that have already been started or have been completed.
 - Applications received from organisations with outstanding acquittals from previous grant rounds will not be considered.

The assessment of all Community Grant applications is the responsibility of the Indigo Shire Community Grants and Awards Advisory Committee (ISCGAAC).

ISCGAAC will use the following list of criteria to assess applications to Indigo Shire's 2025-2026 Community Grants Program.

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- The project aligns with the Council Plan priorities
- The project aligns with Municipal Public Health & Wellbeing Plan
- The project benefits the local community

Applicant Details

* indicates a required field

Contact for this grant application

Contact name *

First Name

Last Name

Position held *

Contact phone number *

Must be an Australian phone number

Contact email address *

For correspondence regarding this application

Organisation details

Name of organisation *

Postal address

Address

Primary website

Must be a URL

President's name *

First Name

Last Name

(Chair, Head of Org etc)

President's phone number

Must be an Australian phone number.

Number of financial members

Must be a number.

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Organisation's 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

'Statement by a Supplier' form

Attach a file:

If your organisation does not have an ABN, a "Statement by a Supplier - reason for not quoting an ABN" form must be completed and uploaded. This form is readily available from the Australian Taxation Office

Is your organisation incorporated?

- No
 Yes

If YES then please provide Registration Number

If NO then please provide Auspice Body Details below.

Auspice

- Individual Organisation
Organisation Name

First Name

Last Name

Have you sought permission from your auspice body?

- Yes
 No

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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 postal address

Address

Auspice email address

Must be an email address.

Insurance and GST

Is your organisation registered for GST? *

Does your organisation have public liability insurance? *

Does your organisation have building insurance? *

Organisation Details

* indicates a required field

Briefly describe the purpose of your organisation. *

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Word count:

Must be no more than 150 words.

Brief overview of your group and their activities to demonstrate your capacity and experience

Please list your key partnerships (if applicable):

Word count:

Must be no more than 100 words.

Focusing on the partnerships that are relevant to this project

Has your organisation previously received funding from us? *

- Yes
 No

If yes, what was the name of the project?

If yes, what was the total funded?

\$

Must be a dollar amount.

Project Details

* indicates a required field

Project details

Project title *

Project start date: *

Must be a date

Project end date: *

Must be a date

Briefly describe the project or activity for which you are seeking funds (150-200 words): *

Word count:

Must be no more than 200 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

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activities you will perform), and what outcomes you expect to result from your activities (i.e. outcomes).

Identify which Council Plan strategic objectives your project aligns with. *

- Our community members have access to support services to help them achieve and sustain physical and emotional health and wellbeing.
- Our community members have access to the services, activities and infrastructure that make it easy for them to stay connected and get involved in community life.
- Our young people are supported and encouraged to contribute to their communities.
- Our Aboriginal and Torres Strait Islander people are valued, respected and their contributions recognised and celebrated.
- Our communities are enriched by a thriving and diverse arts and creative sector.
- Diversity within our communities is welcomed, valued and respected.

At least 1 choice must be selected.

Your project must align with at least one of these to be eligible

Detail how your project aligns with the strategic objective you have identified *

Word count:

Must be no more than 200 words.

Identify which Municipal Public Health and Wellbeing priority your project aligns with. *

- Preventing family violence
- Reducing climate change's impact on community health
- Improving healthy eating
- Championing active living
- Tobacco and alcohol harm reduction
- Improving mental health

Select all that apply.

Detail how your project aligns with the priority/ies you have identified *

Word count:

Must be no more than 200 words.

How will this project benefit your local community? *

Word count:

Must be no more than 200 words.

Provide evidence where possible of why this project is needed, and the short and long term outcomes intended.

Accessibility & Inclusion

Who are the primary beneficiaries of this project/program?

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program

How does your project address accessibility and inclusion needs?

We want to hear how you are planning to make your project accessible to those with differing abilities and diverse cultural backgrounds and gender identities.

Permits and consent

Have you received written consent from the land owner (if applicable)? *

You may need to gain consent from the land owner in order to be awarded funding for this project.

Does your project require a Planning / Building Permit? *

If unsure please contact Indigo Shire Council Building/Planning Department for advice.

Project Budget

* indicates a required field

Outline your project budget including details of other funding that has been confirmed and applied for.

Your project budget may include details on labour costs, materials, equipment, venue hire, etc. All in-kind (including volunteer) contributions must be allocated a monetary figure, based on quotes provided by tradespeople, contractors, and/or businesses.

The budget must balance (i.e.: total income = total expenditure).

Total project cost: *

Must be a dollar amount

Income Budget

Show how this project is being funded.

Please don't add dollar signs (\$) or commas to figures, eg. write 1000, not \$1,000.

All figures to be GST **exclusive**.

Must include:

- Cash contribution/s from your organisation

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- In-kind or volunteer contribution/s from your organisation (also include in the expenditure table below)
- Grant amount sought from Council

Cash contribution from your organisation

\$
Must be a dollar amount.

In-kind or volunteer contribution/s from your organisation

\$
This number/amount is calculated.
Fill in the table below to calculate your in-kind or volunteer contribution.

Grant amount sought from Council

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

In-kind / volunteer work schedule (if applicable)

Note: Basic labouring tasks are in the range of \$15 - \$25 p/h and up to \$80 p/h for specialised or skilled tasks.

Please don't add dollar signs (\$) or commas to figure amounts eg. write 1000 instead of \$1,000

Task to be completed	Name of those who will undertake task	Number Hours	Rate per hour	Total Cost
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		Must be a number.	Must be a dollar amount.	This number/amount is calculated.
			\$	\$

Total Income for Project

Total income

\$
This number/amount is calculated.
Should equal Total Expenditure

Expenditure Budget

Please don't add dollar signs (\$) or commas to figures, eg. write 1000 not as \$1,000.

All figures to be GST **exclusive**.

Total Expenditure for project should = total income

Must include:

- Any quotes received for the work (refer below to attach quote documents)
- In-kind or volunteer contribution/s from your organisation

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Expenditure	\$
	\$

Expenditure Budget Totals

Total Expenditure Amount

\$

This number/amount is calculated.
Should equal Total Income

Attach copies of quotes where applicable

Attach a file:

A maximum of 6 files may be attached.

Other Relevant Information

Is there any more information you would like to share with us that is relevant to your application?

Word count:

Must be no more than 200 words.

Documentation checklist and banking details

* indicates a required field

Quotes supporting the project budget

All relevant quotes for the project have been attached to this application *

If you have been unable to provide one of the required documents, please state why:

Must be no more than 100 words.

Please Note: If any of the above documents are missing without being detailed here, your application will not be considered

Support material

Please attach any other supporting material here.

Attach Files:

Attach a file:

A maximum of 4 files may be attached.

Please note: If your funding submission is incomplete, that is, if any of the required documents are missing without explanation, your application will be withdrawn from consideration and you will be notified accordingly.

Bank account details

Name *

Individual Organisation

Organisation Name

First Name

Last Name

Contact phone number *

Must be an Australian phone number.

Email address for remittance advice: *

Must be an email address.

Bank account (EFT Payment Details) *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Bank name *

Declaration and Privacy Statement

*** indicates a required field**

Declaration and privacy consent

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group. The submission is true and correct and discloses a full and accurate statement of the applicant organisation's income and expenditure.

I have read the accompanying guidelines for applicants provided with this application form.

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I agree that I will contact the Indigo Shire Council immediately if any information provided in this application changes or is incorrect.

The Indigo Shire Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the Council's Grant Program.

If successful in gaining funding I agree to abide by the Indigo Shire Council's grant regulations, including project evaluation and grant acquittal completion.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

Yes

No

Authorised person's name *

First Name

Last Name

Position held *

Date of declaration *