Welcome - Indigo Shire Council's Community Sustainability Grants Program

Thank you for applying to the 2024/25 round of Indigo Shire Council's Community Sustainability Grants. We are delighted to be able to support some of the fantastic climate change mitigation/adaptation and sustainability initiatives that our community groups put forward.

Before you begin

This is a competitive process. Only complete applications will be assessed. Applications should clearly fulfil the assessment criteria stated in the Grant Guidelines. It is important to note that even applications that meet all the assessment criteria are not guaranteed funding.

Before you begin it is useful to:

- Ensure your organisation is eligible.
- Ensure that the project and its components are eligible.
- Consider how the project meets the assessment criteria.
- **Discuss the proposed project with relevant council staff** (e.g. Environment & Sustainability, Assets & Property, Planning).

It is also useful to understand the documentary evidence you may need.

- Details of incorporation or auspicing body
- Evidence of community/organisational support for the project
- Quotations for goods and services totaling $2,500 or more, incl. GST (2 quotes)
- Evidence of economic benefit (return on investment - refer Guidance Note in Guidelines doc)
- Relevant permits and/or approvals
- Letter of support from building owner, committees of management, user group(s)
- Co-contribution agreement for projects over $5,000 and up to $10,000

NOTE: Approval costs are the applicant's responsibility and should be included in the project cost assessment.   A funding offer will be conditional upon obtaining all relevant regulatory and owner approvals.

Tips on using Smarty Grants

Some general tips:

- As you are working, use the navigation buttons within the Smarty Grants portal rather than those in your browser navigation bar.
- Save often, and especially before closing your browser or navigating away from SmartyGrants.

- Review your application prior to submission to catch errors and to ensure your application is complete and accurate.

Program funding - $21,320 (2024/25 financial year)

All applicants should discuss project proposals with Council officers early in the process.

Up to $10,000 per applicant

- Capital improvement projects such as solar PV, battery storage, solar hot water installations etc.
- Typically, such projects require additional funding.
- Evidence of co-contributions will need to be provided at the time of application.
- Such cases should be discussed with council officers early in the process to determine suitability and to enable further enhancement of the proposal.

Up to $5,000 per applicant

- Less costly projects that improve energy efficiency or build community capacity to implement greenhouse gas emissions reductions technologies. eg. energy efficiency assessments/audits, LED upgrades, insulation, draught proofing, window treatments, shading, and training for organisation members on energy efficiency measures.
- Co-contributions are not essential, but strongly encouraged.

Each grant application **must be complete** with all relevant documentation (eg. quotes, permits and approvals, co-funding agreements etc) at the time of submission.

No additional information will be accepted after the closing date.

Applicant Eligibility

* indicates a required field

Applicants must meet **ALL** of the following criteria.

 I confirm that the applicant:

- has read and understands the program guidelines.
- is a registered not-for-profit organisation or community group.
- is located within Indigo Shire.
- is incorporated, or is auspiced by an incorporated organisation for the purposes of this application.
- can demonstrate project support by relevant Committees of Management, user groups and/or building owners.
- can demonstrate financial viability of the project.
- has NO outstanding payments or reports to the Indigo Shire Council.

Eligible Facilities for Capital Improvements

Funding sort for capital upgrades to facilities, buildings or assets, the applicant must additionally confirm that the community group:

- is a user group of the facility, building or asset having broad community use and benefit.
- owns or leases community facilities (including Council, DEECA, VicTrack).
- pays the electricity or relevant utility account.

Please confirm that all applicable statements above are true and correct *
○ Yes   ○ No

Ineligible Projects and/or Applicants

- Businesses, Schools (Dept of Education properties)
- Commercial organisations, political parties, discriminatory group or organisation
- Schools, Universities or TAFE colleges
- Retrospective funding requests
- Private and/or commercial ventures
- General on-going operating expenses (e.g. electricity, lease/rent payments, telephone bills)
- Staff costs or salaries associated with project delivery (this is considered in-kind support)
- Projects requiring on-going funding (unless funding is secured externally to council)
- Installation of technologies that result in additional greenhouse gas emissions

Applicant Details

* indicates a required field

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012.* You can view our privacy policy here.

Contact Person Details

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 person's email address *

[   ]

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

Primary phone number *

[   ]

Must be an Australian phone number.

Applicant Organisation Details

Applicant organisation name *
Organisation Name

[   ]

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Please provide your organisation's Mission Statement, or briefly describe its purpose. *

[   ]

Word count:
Must be no more than 50 words.

Organisation location/area of operation
Address

[   ]

[   ]

Any, but at least one field is required.

Is your organisation incorporated, or auspiced by another organisation for the purposes of this grant? *

○ Incorporated   ○ Auspiced   ○ Neither

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.

If your organisation is incorporated, please provide its 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.

Auspicing Body Details

You have indicated that your organisation is auspiced by another body. Please provide details about the auspicing body below.

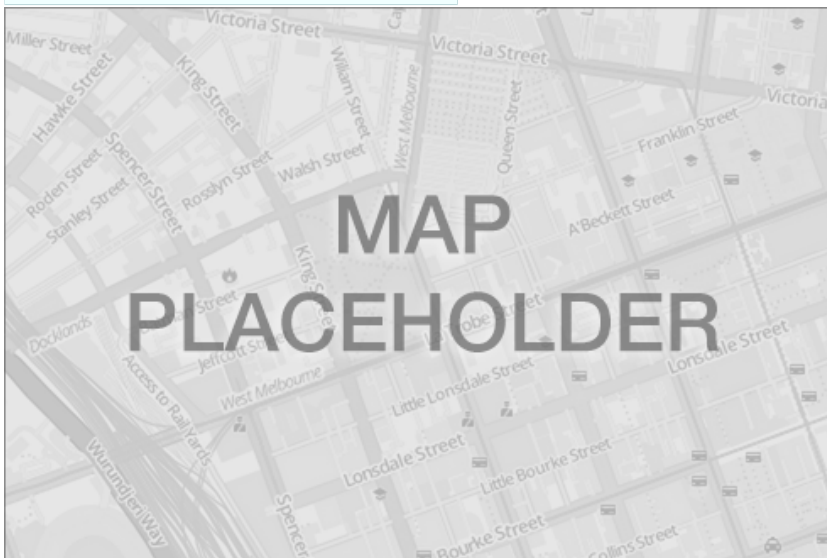**Name of auspicing organisation** *
Organisation Name

Primary contact person at auspicing organisation *

Title   First Name   Last Name

Auspice Primary Address
Address

MAP PLACEHOLDER

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

Please attach a letter from the auspicing organisation confirming this arrangement is valid and current *
Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

Council Communications

Has your community group consulted with council staff regarding your proposal? *
☐　Yes
☐　No
At least 1 choice and no more than 1 choice may be selected.

If YES, please detail who and when:

Has your community group applied for a Community Sustainability of Community Facility Upgrade Grant (CFEUG) before? *
☐　Yes
☐　No

If YES, were you successful?
☐　Yes, we were successful
☐　No, we were unsuccessful

If SUCCESSFUL, were the funds satisfactorily acquitted?
☐　Yes
☐　No

Energy Efficiency Upgrades

Is your project undertaking energy efficiency upgrades? *
☐   Yes - please provide building/facility details..
☐   No
At least 1 choice must be selected.

Building/Facility Details

You have indicated that your proposed project is to undertake energy efficiency upgrades to a building or facility. Please provide the details of the building/facility below.

Community facility/building name: *

Community facility/building address: *

Electricity account holder name & company (where applicable):

This is only applicable for projects focussing on electricity.

Does the applicant's community group own or lease the buildling? *
☐   Own
☐   Lease

Owner of facility/building: *

Evidence of permission from building owner
Attach a file:

If your group is not the buildling owner, please supply evidence of permission from the building owner to undertake the proposed upgrades.

Project Overview

* indicates a required field

Project title: *

Be creative! 15 word limit.

Brief project description *

Outline what your project will deliver and achieve, bearing in mind the Grant Objectives. 150 word limit.

Grant Objectives

Why should Council fund your project? E.g. Describe how the project helps your community group reduce greenhouse gas (GHG) emissions, improve energy efficiency, reduce energy costs, adapt to climate change, build capacity towards sustainability outcomes, increase awareness of the Climate Emergency, improve biodiversity outcomes, and/or increase participation in sustainability initiatives. Please see Objectives section of Grant Guidelines for more information.

Describe how your project supports the Grant Objectives. *

Word count:
Must be no more than 300 words.

Project Details

* indicates a required field

Rationale

1. How does the project demonstrate climate change mitigation and/or adaptation (e.g. reducing emissions and/or impacts and improving community resilience)? *

Word count:
Must be no more than 300 words.
Be detailed and specific. Wherever possible, provide relevant, quantitative evidence, e.g. historical/current usage vs. projected usage after upgrade. You may provide supporting material as an Appendix to your application. See Appendix A of the Grant Guidelines for more information specific to energy projects.

Optional: Attachment to support detailed project outcomes.
Attach a file:

2. What is the community demand or support for your project? *

Word count:
Must be no more than 150 words.
If possible, provide evidence, e.g. committee meeting minutes or correspondence.

Evidence of community group/user group support *
Attach a file:

E.g meeting minutes or correspondence

3. How does your project contribute to community engagement and education, or raise awareness and encourage action on climate change mitigation? *

Word count:
Must be no more than 150 words.

4. How will you know if your project is a success, and how will you share your success with the community and Council? *

Word count:
Must be no more than 150 words.
Provide details on follow-up actions or monitoring to assess and share the impact of your project, e.g. comparing utility invoices, conducting a user survey, sharing content with Council.

Project Plan

What are the major steps / stages (i.e. milestones) involved in delivering your initiative?

Activity	Target Start Date	Finish Date	Expense	Responsibility
e.g. planning; major activities; evaluation	Provide approximate date or leave blank if unknown or dependent on unknown factors Must be a date.	Provide approximate date or leave blank if unknown or dependent on unknown factors Must be a date.	How much will each step cost in Australian dollars? Round to the nearest dollar. Must be a dollar amount.	Who is responsible for this step?

Project Approvals

* indicates a required field

Where possible, approvals should be obtained prior to submission, and documentation attached to your application.

Where approvals have not yet been sought, the cost and processing time of obtaining approvals should be included in your project budget and timeline.

Examples of approvals include: event, building, planning, heritage, or structural approvals.

Are approvals required for your project? *
☐ Yes
☐ No
☐ Unsure

Approval Details

Please detail the approval type and responsible authority (e.g. Heritage Victoria), and valid dates.

If you have not obtained approval yet, please propose time frames for their acquisition in addition to approval type and authority.

The cost and application processing time for approvals should be accounted for in your project plan and project budget.

If you are unsure please explain what approvals you think might apply, and provide their details.

Examples of approvals include: event, building, planning, heritage, or structural approvals.

Approval details *

Do you already have all required approvals? *
☐ Yes
☐ No

Attach Approvals

Approvals upload
Attach a file:

If you already have your approvals, please attach them to your application.

Project Financials

* indicates a required field

Funds Requested

Please provide the total amount you are requesting from council's Community Sustainability Grants Program, and the total project cost.

Total Amount Requested *

$ [   ]

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

Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be in Australian dollars and GST exclusive.

- Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income include 'council community grant', 'trivia fundraising night', 'company X sponsorship'. Examples of expenses include 'solar panels & installation', 'event signage supplies', 'tube stock'.
- Use the 'Notes' column for any additional information you think we should be aware of.

Expenditure figures should be based on quotes. We encourage applicants to seek two quotes for goods and services costing more than $2,500.

Income figures should include any in-kind contributions, co-contributions, or rebates.

Your budget MUST balance (total income amount = total expenditure amount).

Please do not add commas to figures – e.g. type $1000 not $1,000 – this will ensure your figures for each table total correctly.

Income Description	Income Type	Confirmed Funding?	Income Amount ($)	Notes
			$	
			$	
			$	
			$	

Expenditure Description	Expenditure Type	Expenditure Amount ($)	Notes
		$	
		$	
		$	
		$	

Budget Totals

Total Income Amount

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Quotations

Please provide quotations (quotes) for goods/services/work where possible and applicable (e.g. capital works projects on a building).

Quotes for in-kind contributions are not required at this stage, but evidence of in-kind contributions will be required for grant acquittals.

Where applicable, quotes should show warranty information and confirm that installers possess all relevant qualifications, licenses and accreditations. For goods or services over $2,500, we encourage the provision of two quotes. Please attach quotes to this application, or if not provided, explain why they are not provided or applicable.

Please attach quotes for project goods and services
Attach a file:

If the value of the good or service is greater than $2,500, we encourage applicants to source two quotes.

If quotes for goods/services/work are not provided, please explain why:

Word count:
Must be no more than 150 words.

Return on Investment

Explain how the project will contribute to the long term financial and operational sustainability of the community group. Examples include: energy bill savings pay for the upgrades within x years, increased membership to organisation, lower overhead/running costs. Be specific and provide evidence where possible.

Please demonstrate the project's return on investment. *

Word count:
Must be no more than 250 words.
Attachments may be supplied.

Attachments may be supplied to demonstrate return on investment.
Attach a file:

E.g. figures, tables, or other supporting evidence

Co-contribution

Co-contributions are mandatory for projects requesting between $5,000 and $10,000 and encouraged for projects requesting up to $5,000.

Provide evidence of any co-contribution by your organisation, or by other organisations in support of your application. This includes in-kind support.

Written evidence of co-contribution commitment will be required prior to council releasing funds. Please append evidence to this application.

Please attach evidence of co-contribution
Attach a file:

E.g. meeting minutes, letters of support

If co-contribution is required, but no attachment is provided, please explain why.

Word count:
Must be no more than 50 words.

Certification and Feedback

* indicates a required field

Certification

This section must be completed by the applicant and by an elected representative of the community group or organisation.

- I certify that I am authorised by the organisation to prepare and submit this application.
- I have read the guidelines relating to the grant and confirm that to the best of my knowledge the information I have provided is correct and I will disclose full and accurate information of expenditure and activity proposed.
- I agree to provide Indigo Shire Council with any additional information required to assess this application.
- I agree to comply with all requirements of the grant funding stream.
- I will acknowledge the support of Indigo Shire Council in all promotional and printed material relevant to the project, and provide project-related photos and outcomes to council for use in promoting the program.
- I confirm that the appropriate level of Public Liability Insurance will be arranged for the project described in this application.

I agree *   ○ Yes   ○ No

Name of applicant *   Organisation Name

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

Name of elected representative *

Position *

Position held in applicant organisation (e.g.CEO, Treasurer)

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Date *

Must be a date.

Assessment Process

Submitted applications to the Community Sustainability Grants Program 2024/25 will go through a transparent evaluation process adhering to council's Grants Policy and endorsed by Council.

Both the Assessment Criteria used to evaluate applications, and the membership of the Assessment Panel reviewing the applications will be endorsed by Council.

Applicant Feedback

Congratulations! 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. We will use your feedback to improve grant applications in the future. Your feedback will not influence the assessment of your grant.

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? *

Estimate in minutes i.e. 1 hour = 60

Please provide us with any suggestions to improve the application process or form.