

## Pre-Application Requirements

**\* indicates a required field.**

**Prior** to commencing your application, you must contact the Sporting Clubs Officer at Greater Shepparton City Council to discuss your project or activity.

Council staff will provide you with advice on:

- The most appropriate support for your application
- Guidance on development of your application

### Contact Details for Council's Sporting Clubs Officer:

Aakarsh Anilkumar

Phone: (03) 5832 9754

Email: aakarsh.anilkumar@shepparton.vic.gov.au

**Name of the Council Officer you have discussed this application with: \***

## Mandatory Requirements Checklist

The following information is required as part of this application. All documents must be attached at page 8 (Documents) of this application form.

Please ensure you do have all relevant documentation available upfront. If you need any assistance in developing or sourcing any of the below documents please contact Council's Sporting Clubs Officer on (03) 5832 9754 or aakarsh.anilkumar@shepparton.vic.gov.au or Valley Sport on (03) 5831 8456 [www.valleysport.net.au](http://www.valleysport.net.au)

### Have you got the following documents ready?

- ☐ Evidence of the development and use of a Code of Conduct policy for players, spectators and officials
- ☐ Evidence of a Risk Management Plan
- ☐ Evidence of the development and use of an Access for All policy
- ☐ Financial Information (Audited Financial Statement and current bank statement)
- ☐ Public Liability Insurance Certificate (\$20M)
- ☐ Volunteers undertaking working with children checks (Mandatory for all Clubs that have children and youth involved in their activities)
- ☐ Liquor Licence
- ☐ Evidence of decreased participation levels (only mandatory for Junior and Youth Participation category)
- ☐ Other:

[Clear](#)

Contact Details

Applicant Organisation

Contact person

First name

Last name

Applicant Position Within Organisation

Applicant Address

Address line 1

Search

Address line 2

Suburb

State

Postcode

Must be an Australian postcode, Please include club or organisation address

Applicant Phone Number

Must be an Australian phone number

Applicant Mobile Phone Number

Must be an Australian phone number

Applicant Email

Must be an email address

About Your Organisation

Has your club/organisation approved this application? \*

☐ Yes

☐ No

Clear

What does your organisation do?

Describe your organisation, what is your mission, activities etc.

How long has your organisation been established?

How many members are in your organisation?

Must be a number

Has your organisation received an Our Sporting Future Grant previously \*

☐ Yes

☐ No

Clear

If yes, what was the title of your previous project?

Year received?

Must be a number

Is your organisation a ☐ Yes  
Community Asset ☐ No  
Committee of Greater [Clear](#)  
Shepparton City  
Council?

Is your organisation ☐ Yes  
legally incorporated? \* ☐ No  
[Clear](#)

**Incorporated Organisations (Not Applicable)**

This page is not applicable because of your response to question: "Is your organisation legally incorporated?" on page 1

\* indicates a required field.

Incorporation number

Does your group have  
an Australian Business  
Number (ABN)?

Applicant ABN Must be an ABN

Does your group have  
Public Liability  
Insurance that will  
cover your project? \*

**Auspice (Not Applicable)**

This page is not applicable because of your response to question: "Is your organisation legally incorporated?" on page 1

If your group is not incorporated you need to find an organisation that is able to auspice your project.

You are required to submit a letter of approval from your Auspice Organisation with this application. It can be attached at the Documents Section.

**Auspice Organisation Details**

Auspice organisation

Auspice Position

Auspice Primary  
Address

Auspice Phone Number Must be an Australian phone number

Auspice Email Must be an email address

Auspice Mobile Phone  
Number Must be an Australian phone number

Incorporation number

Auspice ABN Must be an ABN

Does your organisation Public Liability Insurance cover of at least \$20 Million is required  
or the Auspice  
Organisation have  
Public Liability

Insurance that will  
cover your project?

Project Description

\* indicates a required field.

Your Project

Funding category you  
are applying for \*

- ☐ Sports Aid grant up to \$1,000
- ☐ Womens and Girls up to \$1,000
- ☐ Junior and Youth Participation up to \$1,000

Clear

An organisation/group cannot obtain funding in more than one category  
per round.

Project Title \*

Short project  
description \*

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

Start Date

Must be a date and between 15/5/2024 and 15/5/2025.

End Date

Must be a date and between 15/5/2024 and 15/5/2025.

What are the planned  
activities? \*

Briefly list (bullet points) the specific activities that will take place and where they will take place (up to  
200 words)

Why does this work  
need to be done and  
what is the anticipated  
community benefit? \*

Describe the specific issue or need you want to address (up to 200 words)

Who will benefit from  
the project? Is there  
evidence of effective  
consultation,  
networking and  
partnering? \*

Describe the estimated number, gender, age, and location/region of those participating in the project  
(up to 150 words)

What are the expected outcomes of the project? Is the project inclusive of all members of the community? \*

Describe three things you want the project to achieve in terms of benefits for participants and/or others (up to 200 words)

How will you know if these outcomes have been achieved? \*

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

Who will be involved in planning, overseeing and evaluating your project? \*

If successful, is the project ready to go and will it be completed in the anticipated time frame? \*

Is the project identified in a masterplan, strategic plan or community plan? \*

Is your application for a Playground at a School? ☐ Yes ☐ No

[Clear](#)

**Playgrounds on School Grounds (Not Applicable)**

This page is not applicable because of your response to question: "Is your application for a Playground at a School?" on page 4

**Playground Assessment**

**Budget**

\* indicates a required field.

**Goods and Services Tax (GST)**

If you have questions about your GST status, please contact the Council contact person before you submit your application.

All budgets should include figures that are exclusive of GST (do not include GST).

Is your organisation registered for GST? \*

☐ Yes

☐ No

Clear

Total Grant Amount Requested \*

What is the grant amount you are requesting from Council in this application?

Total Project Cost \*

What is the total budgeted cost of your project?

Project Income and Expenditure

INCOME

Please detail all of your income including the grant you are seeking from Council, the club contribution and any other money you are receiving from other sources for this project.

EXPENDITURE

Please list all of the expenditure (cost) for this project. All expenditure must be validated with quotes to be attached.

INCOME and EXPENDITURE **MUST** be an equal amount to prove that the project is feasible.

Please list your budget **EXCLUSIVE** of GST.

If you have any questions about completing the budget table, please contact the Council contact person, julianne.earles@shepparton.vic.gov.au.

Maximise

Income Description	\$ Amount	Expenditure Description	\$ Amount	
	*		*	+ -
				+ -
				+ -
				+ -
				+ -
				+ -
				+ -
				+ -

Add More

Must be at least 8 rows

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.

In-Kind Expenditure

ONLY USE THIS TABLE FOR IN KIND BUDGET TOWARDS YOUR MINORS PROJECT. *If your project is not eligible for In Kind budget to be included please do not fill this form out.*

An In-Kind contribution is part of the project that would normally be paid for but is given to the project at no cost.

If you have volunteers working on the project, include their contribution valued at:

- \$25 per hour for unskilled labour
- \$40 per hour qualified trades person
- \$65 per hour machinery hire including driver

Please note In-Kind contributions cannot be more than 25% of the total project cost for the Minor category.

Please use this table to outline a list of the In-Kind works/items as part of the project.

Maximise

\$ Value	Item Description	
<input type="text"/>	<input type="text"/>	+ -
<input type="text"/>	<input type="text"/>	+ -
<input type="text"/>	<input type="text"/>	+ -
<input type="text"/>	<input type="text"/>	+ -
<input type="text"/>	<input type="text"/>	+ -
<input type="text"/>	<input type="text"/>	+ -
<input type="text"/>	<input type="text"/>	+ -
<input type="text"/>	<input type="text"/>	+ -
Must be a dollar amount.		

Add More

Must be at least 8 rows

In-Kind Totals

Total In-Kind Income Amount

This number/amount is calculated.

Access and Inclusion

\* indicates a required field.

Access, Inclusion and Equity

Please outline how your project will ensure that it will be inclusive to all members of the community including those with disabilities, seniors, all genders and people from diverse cultural backgrounds.

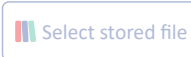
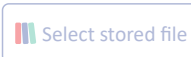
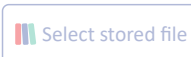
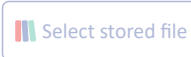
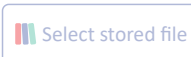
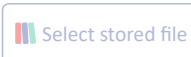
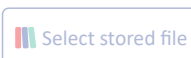
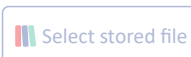
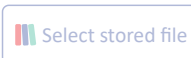
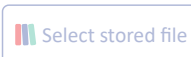

\*

## Required Documents

\* indicates a required field.

**MANDATORY DOCUMENTS MUST BE INCLUDED FOR YOUR APPLICATION TO BE ELIGIBLE.**

*If the required documents are not included your application and project will not be eligible for assessment by the assessment panel.*

Attach Liquor Licence (if applicable)	Attach a file: <input type="button" value="Choose Files"/> No file chosen	
Attach evidence of your Club's Code of Conduct policy for players, spectators and officials *	Attach a file: <input type="button" value="Choose Files"/> No file chosen	
Attach evidence of a Risk Management Plan *	Attach a file: <input type="button" value="Choose Files"/> No file chosen	
Attach your Club's Access for All policy *	Attach a file: <input type="button" value="Choose Files"/> No file chosen	
Attach volunteers with Working With Children Checks *	Attach a file: <input type="button" value="Choose Files"/> No file chosen	
Attach Financial Information *	Attach a file: <input type="button" value="Choose Files"/> No file chosen	
Attach Certificate of Public Liability Insurance *	Attach a file: <input type="button" value="Choose Files"/> No file chosen	
Attach evidence of the decrease in participation levels of 8-18 year olds over the past 1-3 years (if applicable)	Attach a file: <input type="button" value="Choose Files"/> No file chosen <small>Only relevant to Junior and Youth Participation</small>	
Attach letter of approval from your auspice organisation (if applicable)	Attach a file: <input type="button" value="Choose Files"/> No file chosen	
Attach any plans or drawings (if applicable)	Attach a file: <input type="button" value="Choose Files"/> No file chosen	
Other documents as required	Attach a file: <input type="button" value="Choose Files"/> No file chosen	
Link to organisation website or social media about the project	<input type="text"/> <small>Must be a URL</small>	

## Declaration and Privacy Statement

\* indicates a required field.



## Privacy Statement

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the Privacy and Data Protection Act 2014 (Vic). Your personal information is collected to communicate with you regarding your grant application. It is disclosed to council officers for review of your application and may be disclosed to other areas of Council to administer your grant application. If you do not provide the requested information we may be unable to process your application and keep you informed of the outcome of the application. Council may also use your personal information to contact you regarding future grant rounds. To opt out of future notification, gain access to or update your personal information please contact Council's Grants Coordinator on (03) 5832 9700.

## Declaration

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.

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

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

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 also agree to provide final acquittal reports as required.

<b>Name *</b>	<b>Title</b>	<b>First name</b>	<b>Last name</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Position</b>	<input type="text"/>		
<b>Organisation *</b>	<input type="text"/>		
<b>Date *</b>	<input type="text"/>		
	Must be a date		

## Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the online application process:**

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult [Clear](#)

**How many minutes in total did it take you to complete this application?**

Estimate in minutes i.e. 1 hour = 60 minutes

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

## Info source

How did you find out  
about this grants  
round? \*

☐ Newspaper

☐ Council website

☐ Other website

☐ Council Staff

☐ Other

☐ website of

☐ Council

☐ Mouth

☐ Radio

☐ Facebook/Social Media

☐ Other:

Clear

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