Carrathool Shire Council
Community Grants Scheme

TIPS ON HOW TO FILL OUT
A COMMUNITY GRANT APPLICATION

Carrathool Shire Council's Community Grants Scheme is becoming increasingly popular, and each year more applications are received. As each round becomes more competitive, it is important for community organisations to make sure their application form adheres to the guidelines of the scheme.

TIP 1: READ THE INFORMATION SHEET THOROUGHLY.

Does your project meet the guidelines? Are you a non-profit organisation? Does your project fill a community need? Will the project be completed the date specified on the application form? Please ensure also that you understand what happens once you have been notified of your successful application.

TIP 2: MAKE YOUR APPLICATION NEAT AND LEGIBLE.

Your application is one of at least twenty of which the selection committee must read, and messy applications are frustrating and difficult to read. Therefore, it is in your community group's best interest to ensure that it is neat and legible and easy for them to read. Use white out where possible; otherwise start a new application form. Read over your answers and check spelling and grammar. Have somebody else read over it as well. Alternatively, the application form is also available as an eForm or PDF Accessible Form, which will allow you to fill in the form digitally, you can access this from the Carrathool Shire website.

Suggestion: Write a draft application first, and then when all your changes are made, rewrite the application on to a new form.

TIP 3: ENSURE YOU ANSWER THE QUESTIONS CORRECTLY.

The questions are designed to assist Council when determining the successful projects. Therefore, answering them correctly is important and increases your chances of being successful. Below are the questions that are answered incorrectly the most and we have provided tips on how to answer them.

- Background of your organisation: Your mission or purpose, number of members, number of years in existence.
- Description of the project: Explain the project - what you intend on doing and how you intend on doing it.
- What is the aim of the project: why are you doing it? What is the perceived need and how does this project address it?
- How will the progress be monitored and the effectiveness evaluated: Who will ensure that the project will be carried out correctly and as per the application form? This is important as any changes to the application form must be reported immediately to Council. When evaluating the effectiveness of the project, has the project been successful in addressing the perceived need? Have you increased usage/membership/participants?
- Indicate support for the project: Letters of support are required here. See 'Supporting documentation' for information regarding this.

TIP 4: SUPPORTING DOCUMENTATION.

Most grant programs ask that you supply at least one quote, as well as any letters of support from other organisations. This is also the case with the Community Grants Scheme.

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You must supply at least one quote with your application form. If no quotes are received, Council is unable to determine the project cost and your application is considered ineligible for funding.

Letters of support are written by other community organisations that support your project. They can be from organisations that will gain benefits from your project or organisations that are similar in the services they offer. For example, a preschool may have a letter of support from a primary school, or a sporting club may get a letter from another club or organisation that will use or does use their facilities. This demonstrates community support for your project, which is important when assessing your application.

Organisations are encouraged to include at least one letter of support.

TIP 5: HOW TO FILL OUT YOUR BUDGET.

This section of your application is extremely important, because it tells Council how much the project is overall, how much you are contributing and how much you are requesting from Council. The financial details must be filled out correctly in order for your project to be eligible.

Cost of Project	A
Material	$ Usually taken from quote
Labour	$ Could be from quote or volunteer hours
Other:	$ e.g. freight or equipment hire
Other:	$
Other:	$
Other:	$
Total Cost (A)	**$**

The cost of the project should be taken from the quotes you have received, plus any additional costs, such as voluntary labour (see below on how to work out this cost).

Income for the Project	B
Community Grant (Max $1,500)	$
Your Contribution - Cash	$
Your Contribution - In Kind	$
Other Contribution - Cash	$
Other Contribution - In Kind	$
Other:	$
Total Income (B)	**$** This should equal Total Cost (A)
Note: (A) should equal (B)	

In Kind could be labour, which is usually worked out by the number of volunteers x number of hours x value per hour. The value of voluntary labour is normally calculated at $20 per hour.

Is there another contributor such as another community group or a donation?

TIP 6: WHAT HAPPENS ONCE YOU ARE NOTIFIED YOU ARE SUCCESSFUL.

In the past there has been confusion over how to finalise a project. The information sheet attached to the Community Grants Scheme application are very clear as to completion dates and payment of funds. Please ensure you read these and the funding agreement so that you understand the process.

Projects must be completed by the date specified on the Application Form. This gives organisations approximately ten months to complete their projects. If projects are not complete by this time, funding will become void. Council may consider extensions on this under exceptional circumstances, such as factors beyond the organisation's control.

Once you receive notification that your project has been successful, you must return the signed funding agreement to Council. *Please read this funding agreement before signing it.* The Funding Agreement must be returned to council before the project commences.

Please ensure that you follow the Information Sheet and the information you have provided in your application form when carrying out the project. This is particularly important as Council determines whether projects are successful or not based on the information provided by you to them. If you change something in your project, such as the overall cost, or the project itself, *you must notify council immediately.* Council may then reassess your application based on the new information.

Once your project has been completed and you have paid all outstanding invoices related to your project, Council will reimburse your organisation *after production of receipts and photographs of the completed project.* The funding agreement clearly states that funds will not be paid until the completion of the project.

TIP 7: CONTACT THE COMMUNITY DEVELOPMENT TEAM FOR ASSISTANCE.

We are available to answer any questions and assist with completing application forms. If you require clarification on the Information Sheet or application form, the contact number is 02 6965 1900.

Please note: If you require more space to answer the questions in the application form, you can add extra pages to your application. Ensure you guide the reader to where you have answered the question i.e. a note saying "Please see attached page for answer".