

Community Projects Grants Program Application Form 2.0

Form Preview

Community Projects Grants Program

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Overview

The Community Projects Grant aims to build sustainable local communities and enhance the wellbeing and development of the Maitland community. This grant supports eligible community organisations seeking support to deliver community driven programs and initiatives which demonstrate a strong benefit to the community, with defined objectives and outcomes.

The Community Projects Grant Program has three distinctive sub-categories* designed to support community led projects, activities and events which contribute to enhancing community wellbeing and/or strengthen the ability of community organisations to respond to community needs:

- **Community Strengthening - capacity building:** projects that meet an identified need for the local community, foster opportunities for community participation, support engagement with the natural environment or allow the community to connect with one another.
- **Creative Community - arts and culture:** projects that provide opportunities across a broad range of arts, culture and/or local history activities that enhance the quality of life of the community.
- **Healthy Active Living** - leisure and recreation: projects that provide opportunities for leisure and recreational activities with the aim of improving health and fitness, connecting to nature and improving the quality of life of the community. *These categories may be subject to change as part of an annual review.

Before you begin

Please read the Community Grants Program Policy and Community Grants Program Guidelines before proceeding with this application. Both documents are available via Maitland City Council's Grants and Funding page on our website.

If you still have questions after reading these, please contact the team on the below details:
Email: community.grants@maitland.nsw.gov.au Phone: 02 4934 9700 **Privacy**

When you lodge a grant application Council will collect personal information from you as defined in the *Privacy and Personal Information Protection Act 1998* (PIPPA). Your personal information will be collected, used, and managed as permitted by PIPPA. The Privacy Collection Notice (below) provides information about the collection and handling of your personal information. More detailed information can be found in Council's [Privacy Management Plan](#).

Privacy Collection Notice

Purpose of collection: For Council purposes including Council's grant program

Intended recipients: Maitland City Council's staff and data service providers engaged by Council

Supply: The supply of this information is voluntary although it may result in Council not being able to process your application if not supplied

Access / Correction: Contact Customer Service on 02 4934 9700

Collected and held by: Collected and held by Maitland City Council.

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Privacy Acknowledgement: *

- ☐ I acknowledge that Council is collecting my personal information in order to process my application and that Council and its representatives are the only intended recipients of my personal information.
- ☐ I acknowledge that it is voluntary for me to provide my personal information and if I do not provide it, this form and my application cannot be processed
- ☐ I acknowledge that I can access or correct my personal information at any time by contacting Council at 263 High Street Maitland or ask@maitland.nsw.gov.au

Please confirm the following eligibility requirements before completing the application form by ticking the below boxes. Only eligible applicants will be considered. *

- ☐ The applicant has read and understood the information made available by Maitland City Council regarding the Community Grants Program, including the Community Grants Program Policy and Guidelines.
- ☐ The applicant has no outstanding debts with Maitland City Council.
- ☐ The applicant has successfully acquitted all previous grant funding (if applicable) with Maitland City Council.

At least 3 choices must be selected.

Please note the following information:

- Incomplete applications and/or applications received after the respective closing deadline, as per the Guidelines, will not be considered.
- All supporting documentation is provided where requested.
- Please ensure that all questions are answered.
- Successful applicants are required to complete a Funding Agreement outlining the requirements of their grant prior to funds being released.

Applicant Details

* indicates a required field

Group/Organisation Details

Name of Group/Organisation *

Organisation Name

Group/Organisation address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Group/Organisation phone number *

Must be an Australian phone number.

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Group/Organisation email *

Must be an email address.

Social Media/Website address, if applicable (only public sites are required) *

Is your Group/Organisation auspiced by another organisation for the purposes of this grant? (Unincorporated groups or individuals applying for a grant must be auspiced by an incorporated body). *

- ☐ Yes
☐ No

Individual Details

Project primary contact person *

First Name

Last Name

Position within Group/Organisation**Primary address**

Address

Primary phone number *

Must be an Australian phone number.

Primary email *

Must be an email address.

Auspice details

Name of Auspicing Organisation *

Organisation Name

Primary contact person *

First Name

Last Name

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Auspice postal address *

Address

Primary contact person's phone number *

Must be an Australian phone number.

Primary contact person's email *

Must be an email address.

Please attach a letter from the auspicing organisation, outlining the arrangement for the application. *

Attach a file:

Please upload a copy of the Group's/Organisation's public liability insurance. *

Attach a file:

Have you previously received grant funding from Council? *

- ☐ Yes
☐ No

If yes, please provide details including project name and approximate date you received the grant.

Project name ***Date ***

Must be a date.

Project Details

* indicates a required field

Please select from the below categories. *

- ☐ Community Strengthening - capacity building

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- ☐ Creative Community - arts and culture
- ☐ Healthy Active Living - leisure and recreation

Please outline the project details.

Name of project *

Expected commencement date *

Must be a date and no earlier than 1/7/2026.

Expected completion date *

Must be a date and no later than 30/6/2027.

Location of project *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Time/s of project *

Order of priority (if submitting more than one application)

Has the Group/Organisation run this or a similar event before? *

- ☐ Yes
- ☐ No

Please provide details *

Will Maitland City Council Temporary Road Closure and/or Special Event Application Form or Development Application need to be completed to gain approval for your project? *

- ☐ Yes
- ☐ No
- ☐ Unsure

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Criterion Questions

* indicates a required field

Please complete the following questions relating to the details of the grant request. Please be descriptive but succinct.

The following questions link directly to the Assessment Criteria on page 29 of Maitland City Council's Community Grants Program Guidelines.

What are the primary activities and purpose of your Group/Organisation? *

Word count:
Must be at least 50 words.

Please describe your project. Please include all planned elements of your project and how you will deliver it within the proposed timeframe. *

Word count:
Must be at least 50 words.

How will your project benefit the Maitland Community? Please include an estimate of how many people you expect to benefit from your project. *

Word count:
Must be at least 50 words.

How has the local community been consulted to inform the planning of this project? *

Word count:
Must be at least 50 words.

What level of environmental impact will your project have? e.g. positive, neutral or adverse and how will this be managed? *

Word count:
Must be at least 50 words.

What are the expected outcomes of the project, what do you hope to achieve and why is it important? *

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Word count:
Must be at least 50 words.

How will you know if the aim of the project has been achieved? What methods will be used to measure the success of the project and evaluate whether it met the intended outcomes? *

Word count:
Must be at least 50 words.

Maitland City Council reminds applicants they are required to submit an Acquittal Form reporting on results no more than 30 days after the event/activity is completed or within 30 days of receiving funding, if the event/activity has already occurred.

Project Budget

* indicates a required field

Please note the following points. For more information, please refer to the Community Grants Program Policy and Guidelines.

- The budget's income must equal expenditure.
- List each item/supplier on a separate line.
- Detail the costs of the project as a whole and not just the expenses that will be funded by the grant.
- Maitland City Council will not pay for the entire project through this grant funding. For every dollar the applicant is requesting from the grant, there must be a matching dollar contribution.
- Identify whether any financial contributions are confirmed or unconfirmed.
- The applicants matching contribution must consist of a minimum of 40% cash contributions. The remaining 60% of matching contributions may be cash and/or in kind.
- The applicants in kind contribution* may include donated goods, services and volunteer labour/time**. Tasks and calculations must be shown in the table below
- If your project has an in kind contribution, copy the in kind value from the Expenditure column and record it under the Income column. The in kind value must be the same in both the Income and Expenditure columns.

*Up to 60% of matching contributions can be in kind.

**To calculate the volunteer time or labour your group contributes to the project, use the fee of \$30.00 per hour. For professional service or contractor fees, use the fee of \$75.00 per hour. To calculate community in kind contributions, use the cost price of the supplies, materials or services contributed as a guide.

Income

Some common examples of income items might include:

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- Grant from Council
- Other grant funding
- Internal funds
- Fundraising/donations
- Ticket sales
- Stallholder fees
- Sponsorship contributions

In Kind

Some common examples of in kind support might include:

- Unpaid staff or volunteer time
- Donated materials
- Free skilled labour
- Free venue or equipment hire
- Free advertising or marketing support

Expenditure

Cash expenses should not include:

- Ongoing staff costs (regular salaries/wages)
- Recurrent operational costs
- Refundable bonds for equipment or facility hire
- Purchase of items for use outside of the project

Funding Requested

Total funding requested (grant sought from Council) *

Must be a dollar amount.

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

Total project cost *

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Income Description	Income \$ Amount	Expense Description	Expense \$ Amount
E.g. Grant from Council		E.g. Venue hire	

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Total income *

This number/amount is calculated.

Total expenses *

This number/amount is calculated.

Do any of your expenses exceed \$500.00? *

- ☐ Yes
☐ No

Please upload at least 2 quotes per item over \$500.00 *

Attach a file:

Financial Details

* indicates a required field

Please complete the following questions relating to the financial details of the grant request.

Is your Group/Organisation incorporated? (Unincorporated groups applying for a grant must be auspiced by an incorporated body). *

- ☐ Yes
☐ No

Please attach governance documentation for your organisation (or auspicing organisation), such as a Certificate of Incorporation, constitution, or similar. *

Attach a file:

Do you have an ABN? *

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- ☐ Yes
☐ No

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.

Please attach a completed ATO Statement by a Supplier Form with your application. *

Attach a file:

Has part funding been received from state or federal funding for the project that you have applied for under this grant? *

- ☐ Yes
☐ No

Please provide a description of what state or federal funding has been received and the amount. *

What impact will receiving this funding have on your project? *

- ☐ Without this funding the project will go ahead as planned
☐ Without this funding the project will be delayed until alternative funding sources are sought, but will still be carried out
☐ Without this funding the scope of the project will need to be amended, but will still be carried out

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☐ Without this funding the project will not go ahead at all

Is there an income e.g. surplus funds that might be generated from the project? *

- ☐ Yes
☐ No

What will you do with any surplus funds? *

Do you plan for your project to continue after the proposed grant is spent? *

- ☐ Yes
☐ No

How will your project continue? *

Payment Details

** indicates a required field*

Once funding recommendations are approved by Council, notification letters are emailed to all applicants. Payments are made via electronic bank transfer to the bank account nominated below.

Note: If you are being auspiced please provide the bank details of your auspicing organisation.

Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Bank name *

Email for remittance *

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Application Checklist

* indicates a required field

Before submitting this application, please ensure the following items have been met. Your application will not be considered unless the following are supplied with your application. *

- ☐ Governance documentation for your organisation (or auspicing organisation), such as a Certificate of Incorporation, constitution, or similar.
- ☐ A copy of the Group's/Organisation's public liability insurance (a minimum of \$20 million coverage).
- ☐ Two quotes for each item valued at \$500.00 or more for equipment and services.
- ☐ Where the Group/Organisation or individual does not have an ABN, a completed statement by supplier form has been supplied.
- ☐ Completed all sections of the Application Form.

At least 5 choices must be selected.

Declaration

* indicates a required field

Please read and complete the following declaration. I as the applicant declare that: *

- ☐ The information provided in this application is true and correct.
- ☐ As a condition of receiving a grant from Maitland City Council, I agree to submit an Acquittal to report on the agreed project result and outcomes, with up to two photos attached, not longer than thirty (30) days after the completion of the project.
- ☐ I give Maitland City Council unrestricted license to reproduce, resize and give away the supplied images, for the promotion of Maitland City Council and the City of Maitland. Images supplied have sought all necessary permission and I will be available for any required media coverage for interviews.
- ☐ Where applicable, I will acknowledge Maitland City Council's support in any promotional material or media coverage generated by my Organisation/Group in accordance with guidelines following approval by Maitland City Council.
- ☐ I give consent to Maitland City Council to make public the name of the Group/Organisation and the funding received, should this application be successful.

At least 5 choices must be selected.