

Community Plan Implementation Fund Operational Stream Application

Form Preview

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Overview

Community Planning Groups have access to Council's Community Plan Implementation Fund (CPIF) via an application process.

The Operational Stream is available for community based projects that have been identified as a priority within a Community Plan.

Operational funding applications can be submitted at any time throughout the year.

Please note: **Applications must be from Community Planning Groups only.** If you are from another community based group or organisation, please reach out to your Community Planning Group to discuss a partnership.

You can see contact details for Community Planning Groups [here](#).

Guidelines

Please read the Community Plan Implementation Fund Operational Stream Guidelines **before** completing your application.

The Guidelines can be found on Council's website [here](#).

Further Information

If you have any questions or require further assistance please contact your allocated Community Development Officer or Megan Whittaker, Community Development Coordinator.

Email: megan.whittaker@shepparton.vic.gov.au

Community Planning Group

* indicates a required field

Funding specific to Community Planning Groups only

This funding is available for Council supported Community Planning Groups only.

Applications from other entities/groups, or individuals will not be accepted.

Are you applying as a Community Planning Group? *

- ☐ Yes
- ☐ No

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Applications from groups/individuals other than Community Planning Groups will not be accepted. If you select 'No' you will not be able to continue.

Contact Details

* indicates a required field

Your details

Name of Community Planning Group *

Organisation Name

Contact Person *

First Name

Last Name

Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Application

* indicates a required field

Project value

Applications **under** \$5000 are required to submit a *Project Proposal*.

Applications **over** \$5000 are required to submit an *Expression of Interest* first.

Is the value of the project being proposed: *

- ☐ Under \$5000
☐ Over \$5000

At least 1 choice and no more than 1 choice may be selected.

Projects over \$5000

Have you already submitted an Expression of Interest for this project?

- ☐ Yes

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☐ No

Project Proposal

* indicates a required field

Projects

This form is for:

Projects under \$5000

OR

Projects over \$5000 for which an Expression of Interest form has already been submitted.

Project Information

Project Title *

Short Project Description *

Word count:

Must be no more than 100 words.

Provide a short description of your project - what are you out to do?

Project start date *

Must be a date.

What is the estimated start date for the project?

What is the project end date?

Must be a date.

Please enter the estimated project end date (if applicable)

Outcomes

What are the expected outcomes of the project? *

Word count:

Must be no more than 200 words.

Describe what the project will achieve.

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What is the community benefit of the project? *

Word count:

Must be no more than 200 words.

Partnerships

Will there be any community partnerships involved? *

☐ Yes

☐ No

At least 1 choice and no more than 1 choice may be selected.

Partner contact details

Please enter the details of any partner organisations/groups.

Organisation/Group name	Contact Person	Contact details	How is the partner involved?

Supporting documents

Please attach letters/emails of support from project partners if applicable.

Sustainability

How does your project demonstrate sustainability? (If applicable)

How will it be developed, maintained, etc.

Gender Equity

Describe how you considered Gender Equity when planning this project. (If applicable)

Think about how your project might have different impacts on, or lead to different outcomes for, people of different genders.

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Evaluation

How will you evaluate the success of your project? *

Land ownership

Who owns the land or building where the project will take place?

Please let us know the landholder's" name - if applicable.

Has approval from the land owner been granted?

- ☐ Yes
☐ No

Please attached letters of confirmation from landholder/s

<input type="text"/>
<input type="text"/>

Strategic alignment

Which themes within the Council Plan 2021-2025 does your project align with? *

- ☐ Community Leadership
☐ Social Responsibility and Wellbeing
☐ Vibrant and Diverse Economy
☐ Infrastructure and Technology
☐ Environment and Climate Emergency

At least 1 choice and no more than 5 choices may be selected.

Where does the project fit within your Community Plan? Is the project listed within the current year's Action Plan list? (If not what is the priority justification for the proposed project?) *

Any additional information?

Please let us know of any additional information about your project here.

Grant request

Greater Shepparton City Council Grant requested

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\$

Must be a dollar amount.
Please enter the amount of funds you are asking Council for here.

Budget

The community is required to provide 25% of the grant requested in matching *funding and/or an in-kind contribution* for operational projects.

If you have a financial contribution, please enter it in the income section of this table.

Please also list any other community sources of funding in the income section of this table.

(You will be asked to outline in-kind contributions later in this form.)

Income	\$	Expenditure	\$
List all the sources of community monetary support for your project		List all details of items you propose to spend your money on.	
Funds from applicant (If applicable)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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.

Quotes

In line with Council's Procurement policy, quotes must be attached for amounts as follows:

Amount

Quotation required

\$1,000 to \$10,000 (excluding GST)

1 written quote

\$10,001 to \$50,000 (excluding GST)

2 written quotes

Please attach quotes

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Community Contribution

The community is required to provide 25% of the grant requested in matching *funding* **and/or** an *in-kind contribution* for operational projects.

You can outline your *in-kind* labour or materials contribution in the next two tables.

In-kind LABOUR

\$25 per hour unskilled labour

\$40 per hour qualified trades person

\$65 per hour machinery hire

In-kind contribution	Task	Hours	Rate per hour	Amount
		Must be a number.	Must be a dollar amount.	This number/amount is calculated.
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

Total hours	Total value of in-kind labour contribution
	\$
This number/amount is calculated.	This number/amount is calculated.

In-kind MATERIALS

Include materials that would normally be paid for but are given to the project at no cost. For example: photocopying, materials for a project, etc.

Item	Donated by	\$ Value
		\$
		\$
		\$
		\$
		\$
		Must be a dollar amount.

Total \$ value of materials

\$

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This number/amount is calculated.

Total in-kind community contribution to the project

\$

This number/amount is calculated.
Total in-kind labour and materials.

Total project value

Grant requested

\$

This number/amount is calculated.

Community funding match (if applicable)

\$

This number/amount is calculated.

Community in kind match

\$

This number/amount is calculated.

Total match from community

\$

This number/amount is calculated.

TOTAL PROJECT VALUE

\$

This number/amount is calculated.

Payment details

* indicates a required field

If your application is successful, Council will need to know who to pay the funds to.

There are **three** ways grant funds can be paid:

1. If your Community Planning Group **is** incorporated, funds will be paid directly to your Group.
2. If your Community Planning Group **is not** incorporated, you can allocate an auspice who will receive the funds for you.
3. If your Community Planning Group is **not incorporated, and cannot provide an auspice**, Council can work in partnership with you to deliver the project and pay associated costs directly to suppliers.

Is your Community Planning Group incorporated? *

☐ Yes

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☐ No

Incorporation information

* indicates a required field

Incorporation information

Incorporation number *

Applicant 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 details

* indicates a required field

If your Community Planning Group is not incorporated, you will need to arrange an organisation or group that is able to auspice your project.

This means they will receive the funds for you.

Are you able to provide an Auspice? *

- ☐ Yes
☐ No

Auspice organisation details

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Auspice organisation name *

Organisation Name

Authorised person's name *

First Name

Last Name

Auspice organisation's address *

Address

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Auspice organisation's incorporation number ***Auspice organisation 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.

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Expression of Interest

* indicates a required field

Project

This form is for:
Projects over \$5000

Project details

Project title *

Project description *

Word count:
Must be no more than 100 words.
Provide a short description of your project - what are you out to do?

What are the expected outcomes of the project? *

Word count:
Must be no more than 200 words.
Describe what the project will achieve.

Do you have a Project Plan? *

- ☐ Yes
☐ No

Please attach your Project Plan here. *

Attach a file:

A minimum of 1 file must be attached.

Approximate costs

Please list approximate costs.

Item	Estimated cost
	\$
	\$
	\$
	\$

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	\$
	\$
	\$
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Total estimated project cost

\$

This number/amount is calculated.

Possible funding sources

Please list any funds your Community Planning Group can contribute (if any) as well as a list of other possible funding sources.

Possible funding sources	Funding amount (estimate)
	Must be a dollar amount.
Community Planning Group funds (if any)	\$
	\$
	\$
	\$
	\$

Total possible funding

\$

This number/amount is calculated.

Stakeholders and partners

Will there be any partners and/or stakeholders involved in the project? *

- ☐ Yes
☐ No

Please consider any stakeholders or partners such as landholders, businesses, or other community groups or organisations.

List of stakeholders and/or partners

Organisation	Involvement

Landholder

Who owns the land where the project will take place? (if applicable)

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We need to know this in case land holder permission and/or permits are required.

Designs and plans

Do you have any initial designs or plans? (If applicable) *

- ☐ Yes
- ☐ No

Please attach any designs or plans you have here.

Questions for Council

Do you have any questions for Council?

Please write any questions you may have here.