

# 2023/24 Seven Small Towns Program Application Form

## Form Preview

### Eligibility

\* indicates a required field

Before completing this application form, you should have read the **Seven Small Towns Minor Capital Works Program** guidelines, which are available on the [Latrobe City Council website](#).

If you have any questions in regards to the eligibility criteria, please contact the Senior Grants Officer:

- Phone: 0429 270 419
- Email: [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

### Introduction

The Seven Small Towns Minor Capital Works Funding Program represents an important contribution by Latrobe City Council to infrastructure improvements within the seven small towns. The program encourages an incorporated body that is identified as a Township Association within the seven small towns to work with Latrobe City Council to achieve positive outcomes for the betterment of their communities and the citizens that live there.

The Program applies to Latrobe City's seven small towns of

- Boolarra;
- Glengarry;
- Toongabbie;
- Traralgon South;
- Tyers;
- Yallourn North; and
- Yinnar

### Seven Small Towns Minor Capital Works Program

The Program assists the ongoing development of public infrastructure such as improvement to buildings, access for people with disability, renovations, pathways, repairs, major items of equipment etc. contributing to the overall development of the municipality.

Examples of projects that may be considered for funding:

- Renovations or repairs to public buildings and club rooms. This includes painting, plumbing, kitchen replacement and floor covering. For projects not covered under councils scheduled maintenance program.
- Works to grounds. Including landscaping, sprinkler systems and fencing.
- Major items of equipment valued at \$500 or more. Including conditioners and ride on mowers.
- Development of plans.
- Construction of pathways
- Purchase and installation of park bench seating or picnic tables for a public park.
- Fencing or bollards around a skate park, playground or hall.
- Purchase and construction of a shed.
- Beautification of township entrances.

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### Supporting Documents

You will be asked to upload the following attachments when completing your submission:

Mandatory:

- If the total project cost is up to \$5,000 you will need to provide one written quote. If the total project cost is over \$5,000 you will need to provide two written quotes. Quotes must be provided by a registered tradesperson or registered business. Screenshots of catalogues or online advertising will not be accepted as sufficient quotes;
  - Written approval from other user groups who may share the existing facilities associated with the project;
  - Evidence of permission from the asset owner to complete the project;
  - A copy of the minutes and evidence of support from the community, of the Township Association's submitted priority project; and
  - Provide evidence of approval or acceptance of the submission from Latrobe City Council for projects:
1. 1.on sporting reserves and open spaces that are on Latrobe City Council land, or  
2.on buildings that belong to Latrobe City Council

You will also be given the opportunity to upload any additional attachments you would like included with the application.

### Confirmation of Eligibility

To be eligible for funding, submitters must:

- Be the Township Association from one of the seven small towns (Boolarra, Glengarry, Toongabbie, Traralgon South, Tyers, Yallourn North and Yinnar);
- Be a not-for-profit organisation that is either an incorporated body and/or has a current Australia Business Number (ABN). Alternatively an applicant may be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be free of debt to Latrobe City Council and have no outstanding acquittals from previous Latrobe City Council grant or project applications; and
- Hold appropriate public liability insurance specific to the project.

**Does your organisation meet the eligibility criteria? \***

☐ Yes

You must confirm that all statements above are true and correct. If you do not meet the eligibility criteria you will be considered ineligible to apply.

**Have you completed all previous Latrobe City Council Seven Small Towns Minor Capital Works grant acquittals? \***

☐ Yes ☐ No ☐ No Previous Grants

### Contact Details

\* indicates a required field

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### Township Association

**Township Association Name: \***

Organisation Name

Please use your Township Association'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.

**Primary (physical) address: \***

Address

Suburb State Postcode

If your Township Association operates in multiple locations or from multiple offices, please pick one as your primary address.

**Applicant website:**

Must be a URL (if you do not have a website, please leave this section blank)

**Primary contact person: \***

Title First Name Last Name

This is the person we will correspond with about this grant

**Position held in Township Association : \***

e.g. Manager, Board Member, Fundraising Coordinator

**Primary phone number: \***

**Secondary phone number:**

**Contact person's email address: \***

This email address will be used for all correspondence.

### Township Association Details

\* indicates a required field

#### Township Association Type

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Township Association must be a not-for-profit, properly constituted legal entity.

**Please select an option type below that best represents the status of your Township Association :**

- ☐ Our Township Association has an ABN and is incorporated
- ☐ Our Township Association has an ABN and is not incorporated
- ☐ Our Township Association is incorporated and does not have an ABN
- ☐ Our Township Association is not incorporated and does not have an ABN, and we have an auspice organisation for this project

**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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

**Please provide your incorporation number: \***

**Please provide evidence to demonstrate that your Township Association is a not for profit entity: \***

Attach a file:

This could include a certificate of registrations, official correspondence, reporting documentation etc.

## Project Details

\* indicates a required field

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**Project title: \***

Must be no more than 5 words.

Your title should be short but descriptive. This title will be used by Latrobe City Council when promoting successful applicants.

**Please provide a short summary of your project: \***

Word count:

Must be no more than 200 words.

Be descriptive, but succinct. This description will be used by Latrobe City Council when promoting successful applicants,

**How has your Township Association completed internal or external (strategic) planning, including community consultation and engagement, to identity this project as a priority for your community? \***

Word count:

Must be no more than 150 words.

**Please provide a copy of the minutes and evidence of support from the community, of the Township Association's submitted priority project: \***

Attach a file:

**Is the project open to the general public? \***

☐ Yes ☐ No

### Connectedness of the Community

**How will you address the needs of people of different genders and abilities in the design and management of your project? \***

Word count:

Must be no more than 150 words.

### Acknowledgement of Support

**How will you acknowledge Latrobe City Council's support for your project?**

Word count:

Must be no more than 100 words.

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This can include logo recognition on marketing material, announcements at launch events and logo recognition on social media, newsletter or website.

### Prior Experience

**What experience does your Township Association have in delivering a project of this nature? \***

Word count:

Must be no more than 200 words.

### Project Management

*\* indicates a required field*

#### Project Management Plan

**Where is the project being completed?**

Address

  

**You can include a map or plan that helps to demonstrate the specific location of your project.**

Attach a file:

Handwritten diagrams are welcome.

**Who is the owner of the asset? \***

- ☐ Council owns the asset
- ☐ Someone else owns the asset

Township Associations will need to provide evidence of permission from the asset owner to complete the project. Projects being completed on Latrobe City Council assets must include evidence of approval or acceptance of the proposal from Latrobe City Council

**Please provide evidence of approval or acceptance of the proposal from Latrobe City Council: \***

Attach a file:

**Please provide evidence of permission from the asset owner to complete the project. \***

Attach a file:

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**Does your project require a building permit or planning permit? \***

☐ A building permit ☐ A planning permit ☐ Not required

**Have these been obtained? \***

☐ Yes ☐ No

### Latrobe City Council Approval

Submissions for projects on sporting reserves and open spaces that are on Latrobe City Council land, or on buildings that belong to Latrobe City Council require evidence of approval or acceptance of the proposal from Latrobe City Council.

**Is this application for a Sport and Recreation project?**

☐ Yes ☐ No

**Have you discussed your project with Latrobe City Council's Coordinator Recreation and Open Space? \***

☐ Yes ☐ No ☐ Not Applicable

**Please provide evidence of approval from Latrobe City Council's Coordinator Recreation and Open Space**

Attach a file:

**Have you discussed your project with Latrobe City Council's Building Maintenance Team? \***

☐ Yes ☐ No ☐ Not Applicable

**Please provide written approval of the proposal from Latrobe City Council's Building Maintenance team:**

Attach a file:

**Does your organisation share the facility with other users? \***

☐ Yes ☐ No

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**Please provide written approval from other user groups who may share the existing facilities associated with the project: \***

Attach a file:

This could be a letter signed by all users, demonstrating support and an understanding of the project.

**Who will manage the project (works)? \***

**Have you considered the ongoing maintenance requirements for the project? How will you manage the ongoing maintenance requirements for the project? \***

Word count:

Must be no more than 150 words.

Include surrounding

## Project Timeline

**Anticipated start date: \***

**Anticipated end date: \***

Funds must be expended within 6 months of signing the Funding Agreement and Acquitted within 3 months of your identified project completion, unless written approval has been given for an extension.

## Budget

\* indicates a required field

**Total Amount Requested: \***

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

**Total Project Cost: \***

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

## Budget

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.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns,

Use the 'Notes' column for any additional information you think we should be aware of.

- Your budget must balance. The total income must equal the total expenditure.

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- Please do not add commas to figures.
- You can add and remove rows.

Income Source	Confirmed Funding?	Income Amount (\$)
Latrobe City Council Grant		\$
Your organisations \$ contribution		\$
Your organisations in-kind contribution		\$
Federal/State Government Grants		\$
Partnering organisations		\$
Sponsorship		\$
Ticket Sales		\$
Philanthropic Grants		\$
		\$
		\$

Expenditure Item	Expenditure Amount (\$)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Which of the expenditure items will Latrobe City Council funding be used for? \***

Word count:

Must be no more than 100 words.

## Quotes and Evidence of Item Costs

**Please submit one or two written quotes from a registered tradesperson or registered business \***

Attach a file:

If the total project cost is up to \$5,000 you will need to provide one written quote. If the total project cost is over \$5,000 you will need to provide two written quotes.

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### Bank Details

\* indicates a required field

If this application is successful, grant funds can be paid directly into the group/organisations bank account.

**Please note, if any additional funding conditions are applied to your application during assessment, you will be required to complete a funding agreement. Funds will be paid into your nominated bank account once the funding agreement has been signed and submitted to Council.**

**Have any of your contact or banking details changed since receiving previous Grant Funding? \***

- ☐ Yes
- ☐ No
- ☐ This organisation has not previously received any grant funding from Latrobe City Council

**Bank Name: \***

**Branch: \***

**Bank Account \***

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

**Email address for remittance advice: \***

Must be an email address.

### Supporting Documents

\* indicates a required field

**Please provide a current copy of your Public Liability Insurance Certificate of Currency (or the auspice organisation's if applicable) that will be used to cover your project: \***

Attach a file:

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### Optional Attachments

**Your are welcome to attach any additional information to support your submission:**

Attach a file:

This could include risk assessments, project management plans, financial statements, marketing information, annual reports, strategic plans, evidence of expenditure items, letters of support and any additional information that will support your application.

### Declaration

\* indicates a required field

### Privacy Notice

The personal information requested on this form is being collected by Latrobe City Council for the purpose of administering your application. The personal information collected about you and your organisation will be used solely by Latrobe City Council for that primary purpose or directly related purposes. It will not be disclosed to any external party without your consent, unless required or authorised by law.

If you choose not to provide this information, then we will be unable to process your application. You have the right to access and/or correct your personal information. Queries or requests for access to your information should be made to the Privacy Officer at Latrobe City Council on 1300 367 700.

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge all details supplied in this application and in any attached documents are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the outcome notification email, grant program guidelines and Funding Agreement.**

**I am authorised to complete this application and have read and understood the declaration and privacy notice:**

**I agree \***

☐ Yes

**Name of authorised person \***

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

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**Position \***

Position held in Township Association (e.g. CEO, Treasurer)

**Contact phone number \***

We may contact you to verify that this submission is authorised by the Township Association

**Contact Email \***

**Date \***