

# Moreland Community Grants

## Help Sheet - Preparation / Checklist



### Prior reading: [Community Grants Guidelines](#)

This help sheet can assist with the following categories:

- Project Grants
- Quick Response Grants
- Female Participation Grants
- Youth Initiative Grants

Note: There is a separate document for Capital Works Partnership Grants

## Steps to preparing your project

• Read Community Grants Guidelines and speak to a Council Officer

• Confirm support from your organisation and other community organisations  
• Seek support in writing indicating contribution and how they will support the project

• Start Planning your project  
• Seek written costs and quotes, any permission requirements

• Complete application form online  
• Check what evidence and documents you will need to include

• Review and submit application form before the due date

### Why Speak with a Council Officer?

E-mail or call you could find out:

- The priorities for the Grants program at Council
- Does your project fit within the criteria and/or how you could bring it within the criteria
- Collaboration - to strengthen the project through partnerships
- Suggest other groups to partner or groups that already have a similar idea
- Other free services or training support you can access.

### Read the Guidelines

- Read the [Community Grants Guidelines](#)
- Confirm which category is right for your idea
- Ensure your group is eligible to apply and meets funding outcomes. If you are unsure email the Grants team [grants@moreland.vic.gov.au](mailto:grants@moreland.vic.gov.au)

### Partner and collaborate with others

- Get honest feedback in your project and how it will benefit and reach more in the wider Moreland community

- Share resources such as physical location, volunteers, skills and knowledge

### Plan your project

- Who will your project target / benefit?
- What will your project achieve?
- When will the project or activity occur?
- How and where will the project or activity be delivered?
- Who will be the team responsible for delivery of project or activity?
- Why is your project or activity needed?
- What is the total budgeted cost (dollars) of your project? Get quotes.
- What are the expected outcomes of the project?
- How will you know if these outcomes have been achieved? Measures of success.

### Useful links

- Resources for community organisations – [Justice Connect](#)
- Where NFP's go for help - [Our Community](#)

## Application Checklist:

Task	Completed
<p><b>Read</b> the Community Grants Guidelines</p> <ul style="list-style-type: none"> <li>ensure your group is eligible to apply and the project meets funding outcomes</li> </ul>	
<p><b>You must Discuss</b> your project proposal with the relevant Council officer</p>	
<p>Collect evidence of support for the project from your Committee – financial and strategic</p>	
<p><b>Community collaborations and partnerships</b></p> <ul style="list-style-type: none"> <li>Consult with relevant community groups to establish need for project</li> <li>Seek assistance and support with other Moreland community groups</li> <li>Collect letters of support from other community organisations clearly indicating their contribution and how they will support the project</li> </ul>	
<p><b>Project Plan</b></p> <ul style="list-style-type: none"> <li>You are required to submit proposed. Please ensure you detail how you plan to engage with the wider Moreland community and deliver your project.</li> <li>Establish any permission requirements for the project</li> <li>Identify the different components required for all aspects involved in your project</li> </ul>	
<p><b>Costs and budget</b></p> <ul style="list-style-type: none"> <li>Collect quotes for all aspects of project to ensure value for money and price validity in line with proposal</li> <li>Ensure quotes are adequately detailed.</li> <li>All in-kind contributions must be supported in writing by the contributor contributing the work free of charge to the project.</li> <li>All contractors and contributor must be fully qualified and experienced in the identified task/s.</li> <li>Explore other funding sources</li> </ul>	
<p><b>Financial and Legal Requirements</b></p> <ul style="list-style-type: none"> <li>Collect latest endorsed Financial statements of organisation, as presented at most recent AGM.</li> <li>Collect a current Bank Statement and that clearly identifies your organisation and their capacity to pay for the project.</li> <li>Evidence of organisations capacity to contribute funds towards project.</li> <li>Written evidence of all other financial contributions towards project</li> <li>Collect your organisation ABN</li> <li>Collect your organisations Incorporation Number <a href="http://www.consumer.vic.gov.au">www.consumer.vic.gov.au</a></li> <li>Certificate of Public Liability Insurances certificates</li> </ul>	

### To find out more:

You **must** speak with a Council Officer prior to submitting your application to assist with developing your idea and guidance on Council's priorities.

➤ More Help Sheets available at [Councils website](#).

### Visit our website:

[www.moreland.vic.gov.au](http://www.moreland.vic.gov.au)

### General Grants Enquiries

[grants@moreland.vic.gov.au](mailto:grants@moreland.vic.gov.au)

### Call us

9240 1111