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| Community Plan Support Fund Application (CPSF) |  |
|  |  |
| PROJECT DESCRIPTION: |  |

**1. APPLICANT:**

|  |  |
| --- | --- |
| ORGANISATION / PROJECT GROUP |  |
| PROJECT NAME |  |
| CONTACT PERSON |  |
| POSITION |  |
| ADDRESS |  |
| PHONE |  |
| EMAIL |  |
| INCORPORATION NUMBER |  |
| A.B.N.  If GST registered |  |
| ORGANISATION TYPE | 🞏Government 🞏 Not for Profit  🞏Non-Government 🞏 For Profit |
| PUBLIC LIABILITY | Name on Policy: *(Your organisation or Auspice Organisation)* |
| PUBLIC LIABILITY | Policy Number: |
| PUBLIC LIABILITY | 🞏 A copy of my Public Liability Insurance Certificate of Currency is attached. |

**2. APPLICATION TYPE:**  🞏 Part A – Planning Funding 🞏 Part B – Implementation Funding

**3. PROJECT DESCRIPTION:**

**Describe what your project is about and why it is important.**

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**4. COMMUNITY PLAN:**

**Which Community Plan is your project linked to?**

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|  |

**🞏** The project group have agreed that the project is a priority from this Community Plan and this agreement has been recorded in meeting minutes or other written record.

**How does this project link to your Community Plan?**

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**5**. **PROJECT OUTCOMES:**

What positive outcomes will your project bring to the community?

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**6. OTHER FUNDING:**

**Which other funding providers have been approached to support this project?**

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Was this successful: 🞏 Yes 🞏 No

**7. LINKS TO OTHER PLANS:**

**How does your project link to the Mildura Rural City Council Plan?**

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**How does your project link to the Mildura Social Indicators Report? Talk to the Community Development Team Member**

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|  |

**PROJECT DELIVERY:**

**8. COMMUNITY INVOLVEMENT:**

**How will the wider community be involved in your project?**

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**9. COMMUNITY SUPPORT:**

**What community consultation has been undertaken to show that your project will be valuable to the community?**

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**10. FUTURE CONSULTATION:**

**What future community consultation is planned for your project?**

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**11. SUSTAINABILITY:**

**How will your project continue into the future and be managed long term?**

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**12. TIMELINES:**

**List the key tasks and timelines for the project. Alternate project plans can be attached, below is an example.**

|  |  |  |
| --- | --- | --- |
| KEY TASKS | Expected Start Date | Expected Completion |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

**13. EXPERIENCE   
Outline your organisation’s previous experience in similar projects.**

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**14. PROJECT MANAGEMENT**

**Who will deliver the different components of the project and be responsible for decision making, problem solving, finances, reporting and accountability.**

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| --- | --- | --- |
| NAME OF GROUP/ ORGANISATION | CONTACT NAME AND NUMBER | ROLE AND RESPONSIBILITIES |
|  |  |  |
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**15. BUDGET**

**List the financial details for the project. Alternative budget plans can be attached, below is an example.**

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| --- | --- |
| **PROJECT COSTS** |  |
| Staff costs (CPSF) does not fund staffing costs. However any contributions to the project from other sources, should be included in the total budget. |  |
| Other Services Provided - please provide details |  |
| Administration |  |
| Materials |  |
| Venue hire |  |
| Advertising, printing and promotion costs |  |
| Hiring of essential equipment |  |
| Transport |  |
| Other please specify |  |
| **TOTAL COST FOR PROJECT** | **$** |
|  |  |
| **PROJECT INCOME** |  |
| Amount requested from CPSF |  |
| Organisation contribution |  |
| In-kind contribution please specify |  |
| Voluntary labour  $20 per hour unqualified  $45 per hour qualified  (a separate attachment, detailing number of volunteers and work undertaken can be attached) |  |
| Other contributions (if any) please provide details. |  |
| **TOTAL INCOME FOR PROJECT** | **$** |

The project group will need to account for all funds provided based on the budget submitted with this application.

Attach one quote for all individual purchases between the value of $2,000.00 and $4,999.00.

Attach two quotes for all individual purchases between $5,000.00 and $24,999.00.

Any amounts over $25,000.00 contact Council’s Community Liaison Officer on 5018 8100 for instructions on requirements.

Projects auspiced by Council and/or on Council land must comply with Council Procurement requirements, see Community Development staff for further information.

**16. SUPPORTING DOCUMENTS**

Please attach relevant supporting documents such as:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Letters of support from partnering organisations |  | Designs or Plans |
|  | Letters of support from other organisation; neighbouring businesses, schools, like minded organisations |  | In Kind / Voluntary contribution template |
|  | Land Manager’s Consent |  | Permits |
|  | Quotes |  | Photographs |

**PROJECT EVALUATION:**

**17. EVALUATION   
Who will be involved in the evaluation of the project and how will it be evaluated?**

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| --- | --- | --- |
| Objective | How will it be measured? | Who will do it? |
|  |  |  |
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**18. DECLARATION**

The declaration must be signed by a person from the project group who has the authority to do so, such as the Chairperson, President, etc.

* I state that the information provided in this application and attachments is to the best of my knowledge true and correct and understand that any omission or false statement may result in the rejection of the application.
* I agree that the Mildura Rural City Council, for the purpose of assessing this application may check any of my statements.
* I understand that this is an application and may not necessarily result in funding approval.
* I understand any changes to the project or budget outlined in this application must be requested in writing and agreed to by Council before being made.

|  |  |
| --- | --- |
| SIGNATURE |  |
| PRINT NAME |  |
| POSITION |  |
| DATE |  |

**19. LODGEMENT**

|  |  |
| --- | --- |
| **BY MAIL**: Community Liaison OfficerMildura Rural City Council  PO Box 105  MILDURA VIC 3502 | **ELECTRONIC LODGEMENT** Email to: [geoff.burr@mildura.vic.gov.au](mailto:geoff.burr@mildura.vic.gov.au) *Pursuant to section 9 of the Electronic Transactions (Victoria) Act 2000,  this will be deemed to be a signed application form.* |
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