

2025-2026 Community Capital Works Grant Application

Form Preview

Applicant details

* indicates a required field

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 2020. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.

Organisation/group *

Organisation Name

Person completing this application (applicant)

Applicant position *

Organisation/group 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.

Facility Address *

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Address

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

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Incorporated Association

Incorporation number

Usually begins with an 'A'

Grant category

Category 1

- Grants of up to \$20,000 are available for community and recreational facility upgrade works that fall into one of 4 priority areas.
- Council manage works on behalf of community groups.
- Community groups are not required to provide matched funding.

Liaison officer support and landowner consent

In order to have your application accepted, you must have spoken to the relevant Council liaison officer and seek their in-principle support. If your proposed project is to occur on DEWLP land, permission from DEWLP must be obtained.

Important - applications from kindergartens

The Early Years Manager of kindergarten facilities are required to submit grant applications on behalf of their user groups (e.g. Parent Advisory Groups). If you are a Parent Advisory Group member making this application on behalf of a kindergarten operating under an Early Years Manager do not continue with this application. Contact your Early Years Manager.

Committees of Management of independent kindergartens may apply on behalf of their kindergarten.

Please email mail@cardinia.vic.gov.au or call 1300 787 624 to speak to the relevant liaison officer below using their name and community capital works in the subject line.

- Admin Support - Rachael Chinnock
- Halls, Community Centres, Neighbourhood Houses - Connected Communities

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- Recreation reserves -Sports and Active Recreation - Jo Kennedy
- Kindergartens - Rachael Hamilton or Josh McCleary
- Building requirements/regulations and inspections - Buildings and Facilities Team
- Environmental upgrades - Brett Munckton
- Building permit enquiries - Peter Truong
- OH&S, Safe Work Method Statements - Janine Hardy
- Insurances and Workcover- Meagan Evans
- Social Inclusion/accessibility - Tania Lancaster

If you are not sure which Council liaison officer you need to speak to please contact the Connected Communities Team on 1300 787 624 or ccwg@cardinia.vic.gov.au

Is your proposed project on DEWLP owned land?

- Yes
- No

Evidence of support

Evidence of DEWLP support for the project

Attach a file:

E.g email, letter of support

Liaison officer support

Name of Council liaison officer you've spoken to *

Have they indicated their support for your proposed project? *

- Yes
- No
- Unsure

Please do not proceed with your application until you have spoken to the Connected Communities Team on 1300 787 624 or ccwg@cardinia.vic.gov.au

Existing projects and agreements

* indicates a required field

Outstanding or incomplete projects

Groups with incomplete or outstanding projects funded by Cardinia Shire Council may not be eligible.

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This does not include projects that are being completed through the previous grants round and are expected to be completed on time.

Does your group have any outstanding or incomplete projects? *

- Yes
- No

If yes, please provide details

Current licence, lease, service or funding agreements

Under the Community Capital Works Grant terms and conditions if a licence, lease or funding agreement exists between Council and the group then the agreements need to be signed and current in order for applications to be considered.

Is your licence, lease, service or funding agreement current and signed? *

- Yes, all are signed and current
- No, some or all of our agreements with Council are not signed or current
- Not applicable, we do not have any of these arrangements with Council

Project selection

* indicates a required field

Applications for Category 1 grants must align with one of the categories outlined below.

If your project does not align with one of the categories please contact your liaison officer to discuss.

Please select the category option you would like to apply for *

- Upgrades to accessibility
- Building sustainability
- Crime prevention through environmental design
- Removal of hazardous materials

No more than 1 choice may be selected.

Upgrades to accessibility

Please select the sub-category option you would like to apply for

- Access points (accessibility to the building, widen doorways, making doors automatic)
- Making bathrooms more accessible (handrails, grab rails, unisex facilities etc)
- Internal and external pathways to assist with exiting in an emergency

No more than 1 choice may be selected.

Building sustainability

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Please select the sub-category option you would like to apply for

- LED lighting - LED lighting can reduce energy costs, maintenance requirements and improve lighting levels (excludes sports field lighting)
- Heating and cooling improvements including the installation of efficient split systems to replace gas heating
- Replacement of old inefficient hot water systems
- Solar PV - The installation of rooftop solar electricity systems will generate renewable energy to reduce costs and environmental impacts (dependent on building suitability)
- Rainwater harvesting - A rainwater harvesting or filtration system to reduce water costs and provide environmental benefits
- Mechanical ventilation to improve air quality for small to medium sized rooms regularly used by groups (e.g. kindergarten/childcare, classrooms, meeting rooms).
- Insulation - The installation of insulation to improve thermal comfort and reduce energy costs

No more than 1 choice may be selected.

Crime prevention through environmental design

Please select the sub-category option you would like to apply for

- External security lighting
- Changes to external design - removal of unseen areas

No more than 1 choice may be selected.

Removal of hazardous materials

Please select the sub-category option you would like to apply for

- Asbestos removal where this will benefit approved future works to the facility.
- Switchboard upgrades to remove asbestos, improve capacity and improve safety for users

No more than 1 choice may be selected.

Financial information

* indicates a required field

What is your group's overall annual income? *

\$

Must be a dollar amount.

What is the estimated total cost of the proposed project? *

\$

Must be a dollar amount.

Please note that the maximum funding for this project is \$20,000

Project details

* indicates a required field

Committee/organisation and community endorsement for this project

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Does the committee support this project? *

- Yes
- No

Do the community/user groups support this project? *

- Yes
- No
- Unsure

Evidence of support

Please attach written evidence of support from the committee and/or user groups for the project *

Attach a file:

Proposed project

Project name *

Please outline the scope of your project broadly detailing of works to be undertaken *

Benefiting the community

Please outline how your group and the broader community will benefit from the project? *

Will your project: *

- Enhance access and inclusion
- Address occupational health and safety
- Address regulatory compliance
- Improve the facility's ability to meet current use
- Have an environmental benefit

All projects are required to be consistent with councils plans and priorities. A copy of Cardinia Shire's Livability Plan can be found <https://www.cardinia.vic.gov.au/liveabilityplan>

Location map

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Please upload a map showing the proposed location of the the project *

Attach a file:

Floor plans preferred or if outdoors birds eye / photo maps recommended. Please be sure to clearly mark proposed location for the project

Thank you for completing your application

Your application will be assessed. Please note that applications will close 20th March. We will be in touch if we require further documents for your application. You will be notified of the outcome of your application by mid-July.

If you have any questions please contact the Connected Communities Team on 1300 787 624 or ccwg@cardinia.vic.gov.au