

# 2025-2026 Major Equipment Grant Application form

## Form Preview

### Category 3: Major Equipment Grants 2025- 2026

\* indicates a required field

#### Applicant Details

*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.*

**\*\* Please save your application as you move through the pages \*\***

#### Applicant contact details

You must provide a contact person for this application

**Your Name \***

Title

First Name

Last Name

**Phone Number: BH \***

**Email Address \***

**Applicant Position**

#### Organisation and Facility Details

**Facility / Reserve / Club /  
Committee / Community  
Group Name \***

**Address \***

Address

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

**Who is the Manager of  
the land / facility? \***

- DELWP Committee of Management  
 Community Asset Committee of Management

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- Cardinia Shire Council
- Other

If unknown please contact the Connected Communities Team  
[ccwg@cardinia.vic.gov.au](mailto:ccwg@cardinia.vic.gov.au) or 1300 787 624

**If you selected other to question above please provide details of landowner.**

Please note of this information is not provided with consent from landowner, application will not be considered.

**Please provide written confirmation that the landowner approves grant proposal? \***

Attach a file:

**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

**Committee / Organisation and community endorsement for equipment purchase**

**Please supply evidence of support for this equipment purchase from the Management group of the facility, reserve or committee. Details of the consultation process with the community/ facility users should be included. \***

Attach a file:

A minimum of 1 file must be attached.

Attach a file:

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E.g. Evidence of support may be in the form of a letter on Committee letterhead signed by the executive or recorded minutes of a Committee meeting and consultation documentation such as a survey with the community regarding the purchase.

### Outstanding or Incomplete Projects

Community groups with incomplete or outstanding projects funded by Cardinia Shire Council are not eligible to apply for further projects and applications will not be considered.

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

**Does your organisation have any outstanding or incomplete projects? \***

- Yes
- No

No more than 1 choice may be selected.

**If yes, please provide details**

Please describe program, project and project codes if known. If multiple projects apply please list all outstanding projects. Please note this is council wide and not just referring to previous Community Capital Works Projects.

### Current licence, lease or funding agreements

If your organisation operates under a license, lease, service or funding agreement with Cardinia Shire Council then the agreements need to be signed and current in order for your application 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

**Please contact Council to discuss your licence, lease or funding agreement.**

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

DO NOT CONTINUE WITH YOUR APPLICATION

If you are unsure of the status of your licence, lease or funding agreement please contact the Connected Communities Team [ccwg@cardinia.vic.gov.au](mailto:ccwg@cardinia.vic.gov.au) or 1300 787 624

### Equipment Details

\* indicates a required field

Please discuss your equipment purchase with Council

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It is a mandatory requirement to discuss your purchase with Council prior to submitting your application. Please contact the Connected Communities Team via [ccwg@cardinia.vic.gov.au](mailto:ccwg@cardinia.vic.gov.au) who can direct you the relevant Liaison Officer.

**Name of Council Liaison Officer you've spoken to? \***

**Was the proposed equipment purchase supported? \***

- Yes  
 No

### Equipment details

**What equipment are you planning to purchase with this grant? Please include a photo of the equipment within the supporting documents section below. \***

Include equipment type/name, brand, model, age/hours of use etc.

**Please outline your need for this equipment \***

Must be no more than 200 words

**Who will benefit from this equipment purchase, and how? \***

Must be no more than 150 words

**Please detail how you will safely maintain and store this equipment. Please include a photo of the location equipment will be stored in the supporting documents section below. \***

Must be no more than 200 words

**Supporting Documents \***

Attach a file:

A minimum of 1 file must be attached.

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Attach a file:

Attach a file:

This may include a photo of the secure storage facility you intend to use for this equipment.

**Please note: If you are successful in obtaining a Major Equipment Grant you may be requested to supply risk management information on the safe use of the equipment purchased. This may include providing a checklist for operators, use of personal safety equipment and training in use of the equipment.**

**Cardinia Shire Council does not recommend purchasing second hand equipment. If applying to purchase second hand equipment please contact the Connected Communities Team [CCWG@cardinia.vic.gov.au](mailto:CCWG@cardinia.vic.gov.au) with 'Major Equipment Grant' in the subject line.**

## Budget

\* indicates a required field

**Please attach written quotes for your equipment purchase**

Name of supplier - list preferred supplier first	Upload written quote	Cost exclusive (without) of GST	Total Cost inclusive of GST
List preferred supplier first		Must be a dollar amount.	inclusive of GST a dollar amount
		\$	
		\$	

**Is your organisation  
registered for GST? \***

Yes

No

If unsure please refer to page one.

Total Cost - organisations registered for GST

**Grant amount is 50% of equipment cost exclusive of GST**

\$

This number/amount is calculated.

Grant amount - organisation not registered for GST

**Grant amount is 50% of equipment cost inclusive of GST**

\$

This number/amount is calculated.

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### Organisations capacity to meet equipment expenses

**Please upload evidence of your financial capacity to purchase this equipment:**

Attach a file:

Must be a bank statement of 12+ months. Financial information must be in the same name as the organisation applying for the grant.

### Need assistance?

If you are having trouble completing any parts of this form please contact the Connected Communities Team on 1300 787 624 or [ccwg@cardinia.vic.gov.au](mailto:ccwg@cardinia.vic.gov.au)

### End of application

Thank you, you have now completed your Major Equipment Grant application. Applications close 20 March 2024. Applicants will be notified of the outcome mid- July.

If you have any further questions please contact the Connected Communities Team on 1300 787 624 or [ccwg@cardinia.vic.gov.au](mailto:ccwg@cardinia.vic.gov.au)