

# 2025-2026 Community Capital Works Partnership Grants - Expression of Interest

## 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/name \*

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                                  | <a href="#">More information</a> |
| 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.

## 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](mailto: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.**

- Halls, Community Centres, Neighbourhood Houses - Connected Communities
- Recreation reserves - Sports and Active Recreation
- Early Years Facilities - Joshua McCleary or Rachael Hamilton
- 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](mailto:ccwg@cardinia.vic.gov.au)

**Is your proposed project on DEWLP owned land?**

- Yes  
 No

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Category 2 grants - If you answered yes, you will be required to provide written confirmation that DEWLP support this proposed project during the detailed application stage (if invited). Please ensure you have their support.

### Liaison officer support

**Name of Council liaison officer you've spoken to \***

**Have they indicated their support for your proposed project? \***

- Yes
- No

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](mailto: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.

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

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Not applicable, we do not have any of these arrangements with Council

### 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.

#### Up to \$5,000 annual income

**Group contribution**

\$

This number/amount is calculated.

**Council contribution (amount being requested)**

\$

This number/amount is calculated.

Based on the information provided, your group will need to contribute 10% of the project cost. Please confirm that this amount is viable for your group before proceeding.

Based on the information provided, council will contribute 90% of the project cost.  
**This is a request only, funding is not guaranteed.**

#### Up to \$5,000 annual income

**Group contribution**

\$

This number/amount is calculated.

**Balance remaining**

\$

This number/amount is calculated.

Based on the information provided, council will contribute **\$35,000**

**NOTE: This amount is in addition to above and will need to be met by the group. Please confirm this is a viable amount before proceeding (above 10% contribution)**

#### \$5,001 - \$15,000 annual income

**Group contribution**

\$

This number/amount is calculated.

**Council contribution (amount being requested)**

\$

This number/amount is calculated.

Based on the information provided, your group will need to contribute 30% of the project cost. Please confirm that this amount is viable for your group before proceeding.

Based on the information provided, council will contribute 70% of the project cost.  
**This is a request only, funding is not guaranteed.**

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## \$5,001 - \$15,000 annual income

**Group contribution**

\$

This number/amount is calculated.

**Balance remaining**

\$

This number/amount is calculated.

Based on the information provided, council will contribute **\$35,000**

**NOTE: This amount is in addition to above and will need to be met by the group. Please confirm this is a viable amount before proceeding (above 30% contribution)**

## \$15,001 and above annual income

**Group contribution**

\$

This number/amount is calculated.

**Council contribution (amount being requested)**

\$

This number/amount is calculated.

Based on the information provided, your group will need to contribute 50% of the project cost. Please confirm that this amount is viable for your group before proceeding.

Based on the information provided, council will contribute 50% of the project cost. **This is a request only, funding is not guaranteed.**

## \$15,001 and above annual income

**Group contribution**

\$

This number/amount is calculated.

**Balance remaining**

\$

This number/amount is calculated.

Based on the information provided, council will contribute **\$35,000**

**NOTE: This amount is in addition to above and will need to be met by the group. Please confirm this is a viable amount before proceeding (above 50% contribution)**

Please upload evidence of your annual income and ability meet the group contribution amount

Examples of evidence include:

- Annual financial statement/annual report
- Bank statements

\*

Attach a file:

In-kind contributions

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If a commercial builder or qualified contractor is engaged to undertake work related to the project in an in-kind capacity, they must still meet all the contractor requirements of a paid contractor/supplier as outlined in the Grant Terms and Conditions.

In-kind contributions may include grant funding from an alternate source to Cardinia Shire Council. Confirmation of grant funding and amount will need to be provided as evidence in this application as supporting documentation.

Please note that all in-kind contributions (labour and/or materials) will not be considered within the total project cost for the purposes of calculating the value of Council's grant.

### **Will you be utilising any in-kind contributions? \***

- Yes
- No

## Volunteer labour

If you are considering volunteer labour as part of this project, you will need to contact Council's OHS Officer on 1300 787 624.

Volunteer labour may be applied as part of your contribution towards the project. Please ensure this cost is incorporated within your estimated total project cost.

Volunteers can only perform tasks where they hold the appropriate qualifications, registrations or competency. i.e.: Construction Induction card, plant competency or trade registration.

Volunteers can not undertake 'high risk' work without the appropriate qualifications as listed above. For more information about what is considered to be "high risk work", please visit: <http://www.safeworkaustralia.gov.au/sites/swa/whs-information/licensing/high-risk-work/pages/high-risk-work>

If the proposal of volunteer labour is not supported, it is possible that approval may be given for the volunteer labour funding amount requested to go towards hiring a qualified contractor. Additional costs incurred above this amount must be covered by the applicant.

Council's volunteer labour rate is \$41.72 per hour. Please note that this volunteer amount will form part of your 50% contribution to the overall cost of the project. Therefore Council's reimbursement for volunteer labour will be half the approved volunteer hours of your project (Council contribution \$20.86 per hour, grant recipient contribution \$20.86 per hour).

### **Will you be using volunteer labour for this project? \***

- Yes
- No

## Project details

\* indicates a required field

### Committee/organisation and community endorsement for this project

#### **Does the committee support this project? \***

- Yes
- No

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**Do the community/user groups support this project? \***

- Yes
- No

You will need to provide written evidence of this support should you be invited to submit a detailed application.

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

**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

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Your application is now being assessed and if deemed suitable you will be invited to complete a detailed application. Please note that if invited, the detailed application will need to be submitted by 20 March 2025.

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