

2027 2028 Minor Capital Works - Project Proposal Form

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.

Grant Policy and Guidelines

Have you read and agree to the CCWG Policy and Guidelines? *

- ☐ Yes
- ☐ No

Click here to view the [2027 - 2028 Community Capital Works Guidelines and Policy](#)

Organisation Details

Organisation *

Organisation Name

Organisation 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.

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Organisation Primary Address *

Address

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

Organisation Primary Phone Number

Organisation Primary Email *

Must be an email address.

Incorporation Number

Usually begins with an 'A'

Applicant Details

Applicant *

Title First Name Last Name

Applicant Position *

e.g Secretary/ Manager / General Committee

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Community Facility

Community Facility Name *

Reserve/Hall/Facility

Organisation

Type of Organisation *

☐ Non for profit organisation with a Lease/Licence/User Agreement with Council

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- ☐ Community Asset Committee - Council owned asset
- ☐ Non for profit organisation with user agreement for a Crown-owned asset
- ☐ Committee of Management - Crown-owned asset
- ☐ Early Years - Council asset
- ☐ Non for profit organisation operating a facility for community purposes

Council owned asset - Land owner support in-principle

Council owned facilities - In-principle support will be provided on the outcome of the Proposed Project.

It is strongly advised that you contact your Council Liaison to discuss your project idea prior to submitting your Project Proposal.

If you are unsure who to contact, please contact the Connected Communities Grants Officer via 1300 787 624 or CCWG@cardinia.vic.gov.au

For groups with a user agreement with a Council Community Asset Committee, evidence of support must be provided at stage 2 - Detailed Application.

Have you discussed your project with your Council Liaison? *

- ☐ Yes
- ☐ No

If yes, please provide the Council Liaison name?

DEECA Landowner consent

If your proposed project is to occur on DEECA land, permission from DEECA must be obtained. A letter of support must be provided at stage 2 - Detailed Application.

Non for profit groups with a user agreement for the community facility with a Crown land appointed committee - Committee of Management or Council appointed Community Asset Committee - CAC, must provide evidence of support for the proposed project.

Has DEECA indicated support for your proposed project? *

- ☐ Yes
- ☐ No

If applicable - Has the Committee of Management or CAC indicated support for your proposed project?

- ☐ Yes
- ☐ No

DEECA Landowner consent

If your proposed project is to occur on DEECA land, permission from DEECA must be obtained. A letter of support must be provided at stage 2 - Detailed Application.

Has DEECA indicated their support for your proposed project? *

- ☐ Yes
- ☐ No

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Early Years

- 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.
- Council kindergarten facilities managed by a Early Years provider, must provide evidence of support from the provider

It is strongly advised that you discuss your project idea with your Early Years Council Liaison prior to submitting the Project Proposal.

Have you discussed the project with your Early Years Council Liaison? *

- ☐ Yes
☐ No

If yes, please provide the Council Liaison name

Landowner consent

A letter of support from the landowner must be provided at stage 2 - Detailed Application.

Landowner of the community facility? *

Has the landowner indicated support for the proposed project? *

- ☐ Yes
☐ No

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. If you are unsure please contact the Connected Communities Grant Officer or your Council Liaison.

Does your group have any outstanding or incomplete projects? *

- ☐ Yes
☐ No

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Does your group have any outstanding grant aquittals? *

- ☐ Yes
☐ No

Including all Cardinia Shire Grants

If yes, please provide details

Current licence, lease, service or user agreements

Under the Community Capital Works Grant terms and conditions if a licence, lease or user 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 user 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

If you are unsure please contact the Connected Communities Grant Officer on 1300 787 624 or ccwg@cardinia.vic.gov.au

Project details

* indicates a required field

Project support

Does your groups committee support this project? *

- ☐ Yes ☐ No

Do all the community/user groups of this facility 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 Title *

Short project description, outlining the scope of works to be undertaken (How the project will be completed)? *

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Please add any plans/images/quotes to support proposed project

Attach a file:

Benefiting the community

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

Word count:

Describe the specific issue or need you want to address (200 words maximum)

Location map

Please upload a map/image 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

Project costs

Estimated Total Project Cost *

Must be a dollar amount.

If you have received a quote, please upload the document

Attach a file:

Budget

What is your group's overall annual income? *

Must be a dollar amount.

What is your groups current available funds/bank balance? *

Must be a dollar amount.

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Will your group have the funds to complete the project between August 2027 and May 2028? *

☐ Yes

☐ No

Projects must be completed by May 2028. Grant funds are issued after inspection of the completed project and approved acquittal form

Supporting documentation must be provided on the Detailed Application form.

Thank you for submitting your proposal

The Community Capital Works Grant is a 2 Stage application process.

The Stage 1 Project Proposal is now being assessed and if deemed suitable you will be invited to complete a Detailed Application (Stage 2).

Please note that if invited to stage 2, the Detailed Application will need to be submitted by 9 March 2027. Failure to fully complete and submit the detailed application will result in an incomplete/ineligible application.

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