

# Annual contribution claim form 2024-25

## Form Preview

### Volunteer annual contribution claim

\* indicates a required field

#### Important information

**The annual contribution is designed as a reimbursement scheme where Council can provide funds to each group upon presentation of approved receipts and submission of this form. *Proof of expenditure (receipts) must be dated between 1 June 2024 and 31 May 2025.***

**Submissions close on 31 May each year.**

**Are you submitting on behalf of: \***

- ☐ Friends Group
- ☐ Wildlife shelter
- ☐ Historical society

Cardinia Shire Council respects your privacy. For more information, please view our [privacy statement](#).

- ☐ I have read and accepted the above privacy statement

#### Contact information

**Organisation \***

Organisation Name

**Organisation ABN (if applicable)**

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	

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Must be an ABN.

### Organisation postal address \*

Address

  

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

### Contact person \*

First Name

Last Name

### Contact person phone number \*

Must be an Australian phone number.

### Contact person email \*

Must be an email address.

## Friends group claim

\* indicates a required field

### Expenditure claim

An annual contribution of up to \$800 is available for each Friends group.

The annual contribution is for the following approved 'essential' items:

- group insurance
- personal protective equipment
- first aid supplies
- materials to support on ground conservation works (e.g., plants, tree guards, fencing materials, event catering)
- small hand tools

Council can reimburse a maximum of \$300 for administration costs within the total \$800 grant. Administration costs could include:

- event support (limited catering, brochure printing)
- training (only when pre-approved by Council officers)
- administrative support to maintain the group (Consumer Affairs registration, fundamental computer administration costs)

Items that cannot be claimed:

- purchase of herbicide
- engaging external contractors to undertake works

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## Form Preview

***Proof of expenditure (receipts) must be dated between 1 June 2024 and 31 May 2025 and can be uploaded at end of the form. These can be uploaded as scanned copies, PDFs, word or excel documents or photos.***

Use 1 line for each receipt you are claiming. Include what type of expenditure the receipt is for ie: group insurance, catering, first aid supplies, personal protective equipment.

Expenditure description	\$
	\$
	\$
	\$
	\$

### Total expenditure

This field is automatically calculated when you add figures in section 3.

Note: If the amount of total expenditure is greater than \$800, a maximum of \$800 will be refunded for eligible expenditure.

### Total expenditure amount

\$

This number/amount is calculated.

### Proof of expenditure

***Proof of expenditure (receipts) must be dated between 1 June 2024 and 31 May 2025.*** These can be uploaded as scanned copies, PDFs, word or excel documents or photos.

You only need to upload the proof of expenditure (receipt) once. If the receipt applies to more than one item, fill in the details of each individual item, but only upload the receipt once.

### File upload \*

Attach a file:

A maximum of 5 files may be attached.

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If you are having trouble uploading your receipts, please send to [mail@cardinia.vic.gov.au](mailto:mail@cardinia.vic.gov.au), with subject line "Friends Group contribution claim". Remember to include your claim (grant number) so we can easily match your claim with the receipts.

## Wildlife shelter claim

\* indicates a required field

### Expenditure claim

An annual contribution of up to \$800 is available for each wildlife shelter.

The Council funding is to support the wildlife shelter in the care of injured wildlife. This enables the spending to go towards a wide range of support services including:

- materials for shelter construction
- feed consumables for animals (including specialised milk etc)
- bedding etc.

Administration costs **are NOT eligible** to be claimed.

***Proof of expenditure (receipts) must be dated between 1 June 2024 and 31 May 2025 and can be uploaded at end of the form. These can be uploaded as scanned copies, PDFs, word or excel documents or photos.***

Use 1 line for each item you are claiming. Include what type of expenditure the receipt is for i.e.: hay for bedding, timber to construct new shelter, specialised milk to care for baby animal etc...

Expenditure description	\$
	\$
	\$
	\$
	\$

### Total expenditure

This field is automatically calculated when you add figures in section 3.

# Annual contribution claim form 2024-25

## Form Preview

Note: If the amount of total expenditure is greater than \$800, a maximum of \$800 will be refunded for eligible expenditure.

### Total expenditure amount

\$

This number/amount is calculated.

### Proof of expenditure

**Proof of expenditure (receipts) must be dated between 1 June 2024 and 31 May 2025** and can be uploaded at end of the form. These can be uploaded as scanned copies, PDFs, word or excel documents or photos.

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Remember to include your claim (grant number) so we can easily match your claim with the receipts.

# Annual contribution claim form 2024-25

## Form Preview

### Historical society claim

\* indicates a required field

#### Location of collection

Include the address of where the collection of the historical society is currently housed.

**Where is the collection kept? \***

#### Expenditure claim

A Council contribution of up to \$600 is available for each historical society.

The Council funding is to support the historical society in the preservation of your collection and local history. The annual contribution claim can be used for any of the following approved 'essential' items:

- Insurance and rent for the group and its local history collection.
- Purchase of display cases/boards and other materials to ensure the ongoing management and conservation of the collection.
- Electricity or gas bills that assist with the ongoing management of the historical society site and collection.
- Heritage related projects that assist the community to gain a better understanding of the local history of the area (e.g., interpretive signs).
- Community events.

Council can reimburse a maximum of \$300 for administration costs within the total \$600 contribution. Administration costs could include:

- event support (limited catering, brochure printing)
- training for volunteers and staff.
- administrative support to maintain the group (memberships that support the group, computer administration costs)

***Proof of expenditure (receipts) must be dated between 1 June 2024 and 31 May 2025 and can be uploaded at end of the form. These can be uploaded as scanned copies, PDFs, word or excel documents or photos.***

Use 1 line for each item you are claiming. Include what type of expenditure the receipt is for ie insurance, electricity bill, brochure printing etc...

Expenditure description	\$
	\$
	\$
	\$
	\$

#### Expenditure total

This field is automatically calculated when you add figures in section 2.

# Annual contribution claim form 2024-25

## Form Preview

Note: If the amount of total expenditure is greater than \$600, a maximum of \$600 will be refunded for eligible expenditure.

### Total Expenditure Amount

\$

This number/amount is calculated.

### Proof of expenditure

**Proof of expenditure (receipts) must be dated between 1 June 2024 and 31 May 2025** and can be uploaded at end of the form. These can be uploaded as scanned copies, PDFs, word or excel documents or photos.

You only need to upload the proof of expenditure (receipt) once. If the receipt applies to more than one item, fill in the details of each individual item, but only upload the receipt once.

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If you are having trouble uploading your receipts, please send to [mail@cardinia.vic.gov.au](mailto:mail@cardinia.vic.gov.au), with subject line "Historical society contribution claim".

Remember to include your claim (grant number) so we can easily match your claim with the receipts.

