

# 2026-27 Community Development Fund Form Preview

## Introduction

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**The Community Development Fund grant program reflects Warrnambool City Council's commitment to supporting a vibrant, inclusive and connected community.**

The program assists local not for profit groups and individuals to deliver projects, initiatives and activities that enhance the liveability of the city and strengthen community connection.

The objective of the grant program is to support;

- community and cultural events that are open to all residents and celebrate diversity and inclusion,
- community programs for residents which enhance community connection, social inclusion and resilience,
- programs and activities for residents that encourage physical activity and active living,
- innovative programs responding to health and wellbeing issues, including gender inequality and wellbeing,
- minor capital works projects that improve, extend or upgrade community infrastructure including open space and recreation assets, and
- programs that help residents and community groups contribute to sustainability through reducing waste, recovering or re-using resources or educating the community on sustainable living practises.

**Projects which deliver outcomes that support the endorsed objectives of the following will be strongly supported:**

- [Healthy Warrnambool Plan 2025-2029](#)
- [Active Warrnambool Strategy 2025-2035](#)
- [Creative Warrnambool Strategy 2025-2029](#)
- [Green Warrnambool](#)

**Help is available:** Council Officers are available if you require assistance applying online, or have questions about the Community Development Fund. Refer to the Key Council Contacts listed in the Guidelines if you have any questions about the program.

### **Fund Payments (EFTSURE)**

Warrnambool City Council uses **Eftsure, an external third party company**, to help protect against fraud and ensure payments are made to the correct organisation.

Council no longer uses the NAR form, as Eftsure provides an additional security check by independently verifying supplier bank account details before any payments are processed.

All **successful applicants** will be required to complete an online supplier registration form and **will receive a phone call from Eftsure** to confirm their bank account details.

This verification step helps prevent payment fraud and protects both Council and applicants.

## Privacy Notice

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The personal information submitted with the online application is collected by Warrnambool City Council for the purpose of considering applications for and administering the grant program. The details of successful applicants, including organisational name; the value of the grant awarded; and a brief description of the purpose for the grant, will be released by Council to the public and the media, and will be placed on Council's website, including for use for promotional purposes. Information will not be disclosed to any other external party without your consent, unless required or authorised by law.

Council's Privacy Policy can be found at [Warrnambool City Council Privacy Policy.](#)

If you have any concerns about the privacy of your information, please contact Council at; **recreation@warrnambool.vic.gov.au**

## **Certification \***

I certify that the information supplied in this application is true and correct, and that I will contact Council immediately should any details change.

## **Consent \***

I consent to Council holding the personal information I have provided, and managing it under the provisions of the Privacy Policy.

## Eligibility

\* indicates a required field

Important, please ensure that you have read the [Community Development Fund Guidelines](#) and have contacted Council before completing this application.

## **Have you discussed your application with a Council Officer to ensure its eligible? \***

- Yes, please complete the name below
- No, please call Council to discuss your application

## **Council Officer's Name \***

Word count:

## **Have you received approval from your Committee or Auspice to submit this application? \***

- Yes
- No, please seek approval before proceeding

## **Have you completed all past Acquittal Reports for any previous grants received? \***

- Not applicable
- Yes
- No, if no - please call Council before proceeding
- Unsure, if you are unsure, please call Council before proceeding.

You can only select one response from the list.

## **Does your project/program involve children? \***

- Yes

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No

## Child Safe Organisation

Victorian organisations that provide services or facilities for children are required by law to implement Child Safe Standards to protect children from harm.

Organisations and businesses that employ children to provide goods or services, whether paid or unpaid, must also implement the standards.

Children are defined in the standards as anyone under 18 years old.

For more information visit [www.cryp.vic.gov.au/child-safety/being-a-child-safe-organisation/](http://www.cryp.vic.gov.au/child-safety/being-a-child-safe-organisation/)

### **Does your organisation meet its obligations under the Child Safe Standards? \***

- Yes  
 No, please refer to website above, as all applicants must comply

## Contact Details

\* indicates a required field

### Applicants Details

#### **Group Name \***

Organisation Name

Name that is listed in official documentation.

#### **Contact Person \***

Title      First Name      Last Name

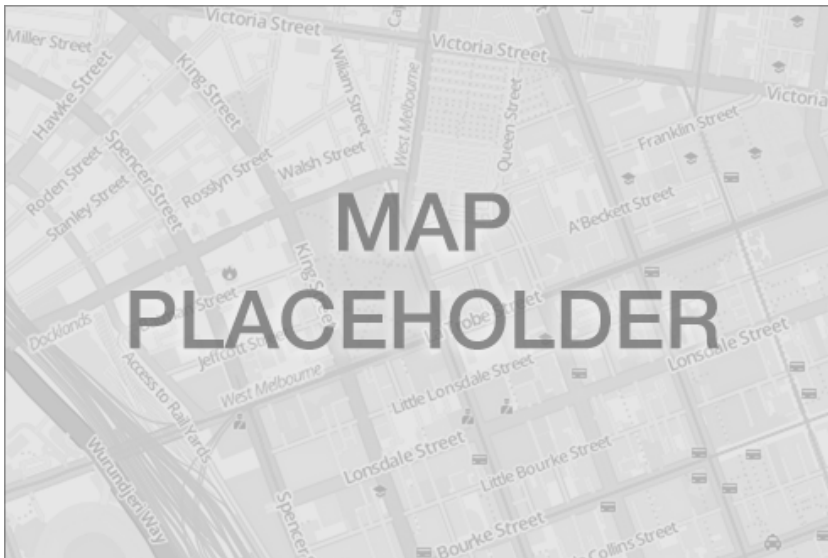
<input type="text"/>	<input type="text"/>	<input type="text"/>
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This person we will correspond with about this grant.

#### **Applicant Primary Address**

Address

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Any, but at least one field is required.

## Phone Number \*

Must be an Australian phone number.

## Groups Primary Email \*

Must be an email address.

Please ensure you use the organisations email address, not a personal one.

## Project Contact Details

### Project Contact Person \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Position held in organisation \*

Eg: President, Grant Coordinator or Secretary.

### Primary mobile number \*

Must be an Australian phone number.

### Primary email \*

Must be an email address.

This is the address we will use to correspond with you about this grant.

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## Organisation Details

\* indicates a required field

### What is your organisation's legal structure \*

- Incorporated association
- Unincorporated association (you will need an Auspice)
- Individual (Creative Projects only - you will need an ABN or Auspice)
- Other:

Please choose the option that best applies to your organisation.

### What type of not-for-profit organisation are you? \*

- Sporting club
- Community-based group
- Creative/cultural group
- Sporting association or league
- Community association
- Individual artist
- Environmental group
- General not-for-profit (i.e none of the sub-types listed above)
- Other:

Please choose the option that best applies to your organisation.

### Does your organisation have an ABN? \*

- Yes, enter ABN below
- No, complete and submit a Statement by Supplier form (see below)

### What is your Incorporation Number \*

Incorporated association number (9 digit number, eg: A0000000D)

### Applicant 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

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ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

If you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application.

Download the form from [the ATO Website](#)

## **Please Upload completed Statement of Supplier form: \***

Attach a file:

## Auspice Information

\* indicates a required field

Auspicing allows for not-for-profit, incorporated organisations to accept grant funding on behalf of groups who are NOT incorporated.

An Auspice organisation manages the funds on behalf of the applicant's group that is not incorporated and is fully responsible for ensuring that the grant funds are applied, managed and expended in accordance with these Guidelines.

### **Auspice organisation name \***

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with ABR, ACNC or ATO.

### **Auspice email address \***

Must be an email address.

### **Primary contact person at auspice organisation \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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We may contact this person to verify that the auspice arrangement is valid and current.

### **Please provide a letter from your auspice organisation which states they are willing to auspice the project and accept funding on your behalf \***

Attach a file:

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The letter must be signed by an authorised person (e.g Manager, CEO or Board Chair) and must include: name, position, signature and date.

## Auspice Incorporation Number \*

Incorporated association number (9 digit number, eg: A0000000D)

## Auspice 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.

## Project Alignment

\* indicates a required field

### W2040 - Our Visions Goals

All Community Development funded projects and activities will contribute to achieving the goals of the **Warrnambool 2040 Community Plan**.

**Indicate which goal(s) your project or event will best support. Tick all that apply.**

#### OUR PEOPLE

- Warrnambool is a welcoming and inclusive city
- Warrnambool is a safe and connected community
- Warrnambool prioritises health and wellbeing
- Warrnambool values local Aboriginal identity and culture
- Warrnambool is a learning community

#### OUR PLACE

- Warrnambool is an affordable and accessible place to live for everyone
- Warrnambool encourages and prioritises sustainable transport
- Warrnambool is well-connected outside the city

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- Warrnambool has accessible, high-quality public spaces and facilities

## **OUR ECONOMY**

- Warrnambool will embrace digital innovation and technological change
- Warrnambool grows its resilient and diverse economy
- Warrnambool fosters a creative and collaborative culture
- Warrnambool thinks globally
- Warrnambool invests in its liveability to grow the economy

## **OUR ENVIRONMENT**

- Zero - demonstrates innovative, solutions for zero net emissions
- Adapable - we adapt to the impacts of climate change
- Wise - a wise city, that wastes not
- Natural - enjoy, love, respect and care for the natural environment
- Blue - water for life
- Green - a city in nature

## **What Grant Program objective aligns best with your project \***

- Increase and activate participation opportunities with a focus on reducing barriers to support people to move, and support clubs to deliver shared community benefits.
- Target initiatives and campaigns that address reducing harm from alcohol, other drugs and gambling, or reducing exposure to advertising of unhealthy food and promoting healthy eating.
- Improve mental wellbeing and resilience including initiatives to build confidence in managing mental health, reducing stigma and enhancing help seeking.
- Support creative, experimental and community-focused projects that provide opportunities for public involvement and cultural expression.
- Improve community infrastructure including open space and recreation assets to enhance gender equitable accessibility and shared public use.
- Encourage environmentally sustainable practices through reducing waste, recovering or re-using resources or educating the community on sustainable living practices.

Can only select one. Please consult the program guidelines for more information about our program aims and priorities.

## **What is the funding category for the proposed project? \***

- Sport and Recreation
- Health and Wellbeing
- Creative Projects
- Environment and Sustainability
- Minor Capital Works

Can only select one category only

## **Sport and Recreation Category**

Please select one (1) under the following categories.

Applications are assessed based on the criteria rank within that category.

## **Which category does your project align with? \***

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- 1. Projects or activities that reduce barriers to participation for young people, women and girls, people with disabilities, gender diverse, culturally diverse and/or older adults.
- 2. Projects that introduce modified formats or versions of sport or physical activity that connects residents and caters to people of all ages, abilities, needs and backgrounds.
- 3. Training and/or development opportunities that improve the governance or culture of the club.
- 4. Purchase of items that contribute to the capacity of a club to deliver programs (must have a participation outcome).

Please choose the category that best aligns with your project.

## Health and Wellbeing Category

Please select one (1) under the following categories.

Applications are assessed based on the criteria rank within that category.

### Which category does your project align with?

- 1. Projects that develop initiatives, campaigns or policies that aim to reduce harm from alcohol, other drugs and gambling.
- 2. Projects that aim to improve mental wellbeing via a range of actions such as promoting social inclusion, preventing racism, homophobia and other forms of discrimination. Initiatives to build confidence in managing mental health, reducing stigma and enhancing help seeking.
- 3. Projects that develop initiatives, campaigns or policies that promote healthy eating and reduce exposure to advertising of unhealthy food.
- 4. Projects that develop initiatives, campaigns or policies that aim to improve resilience to climate change and minimise health impacts.

## Creative Projects Category

Please select one (1) under the following categories.

Applications are assessed based on the criteria rank within that category.

### Which category does your project align with? \*

- 1. Projects that create inclusive and welcoming creative opportunities for people from diverse backgrounds and lived experiences.
- 2. Innovative projects that encourage community participation in creative activities.
- 3. Opportunities that expand knowledge, improve skill or introduce new techniques, methods or opportunities for creative expression, or increase the capacity of an organisation.
- 4. Projects that contribute to the capacity of artists or groups to deliver performances / exhibitions or programs.

Please choose the category that best aligns with your project.

## Environment and Sustainability Category

Please select one (1) under the following categories.

Applications are assessed based on the criteria rank within that category.

### Which category does your project align with? \*

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- 1. Environmental or sustainability projects or activities that support our local biodiversity, environmental health or care of public places within the municipality.
- 2. Renewable energy, water efficiency & sustainability improvements to community buildings and facilities to reduce greenhouse gas emissions and/or save water.
- 3. Activities or programs that support and prepare the club or organisation for climate change adaption, such as carbon, emissions, circular economy education or resilience activities.
- 4. Development and delivery of activities or programs that support a closed loop or circular economy and/or seek to conserve, avoid, reduce, re-use or recycle waste and resources.
- 5. Projects that undertake revegetation, including maintenance and infill planting of previous revegetation sites and/or weed control or pest animal activities.
- 6. Projects and programs that save water and protect waterways, coastal areas and the marine environment.

Please choose the category that best aligns with your project.

### Minor Capital Works Category

Please select one (1) under the following categories.

Applications are assessed based on the criteria rank within the category.

#### **What category does your project align with? \***

- 1. Building improvements or renovations (inside or outside of building)
- 2. Renewal of fitted or fixed equipment for community use
- 3. Renewal of open space and outdoor recreation assets

Please choose the category that best aligns with your project.

### Ownership and Permits

#### **Council Owned or Managed**

- Consent is required by Council before carrying out works on a property owned or managed by Council. Grant funding is conditional based on the applicant receiving *Public Land Manager Consent* for any proposed works.
- If the property is Crown Land (which Council manages) land owner consent or consent under the Marine and Coastal Act 2028 from DEECA may also be required.

#### **Building Permit**

- A building permit is usually required when constructing new buildings or undertaking alterations and additions to an existing building. [Click here](#) for information regarding the common types of building work which require a building permit.

#### **Planning Permit**

- A planning permit is a legal document that gives permission for a use or development on a particular piece of land. To obtain a permit, an application must be made to Council. [Click here](#) to find out if your project requires a planning permit.

#### **Who is the owner of the property/land for the proposed works? \***

- Council Owned or Managed
- Private Owner
- Other:

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## Project Details

\* indicates a required field

Applicants should note;

If your application is successful, the details you provide below will be published on Council's website, social media platforms, and other local media.

### Project title \*

Provide a name for your project/event. Your title should be short but descriptive

### Brief project description \*

Be descriptive, but succinct. This should be a brief summary of what this project is for. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

### Who are the primary beneficiaries of this project/program? \*

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries.'

### How many people will your project involve?

Total number - attendees, workers, volunteers

## Assessment Criteria 1 (30%) - Community Need/Strategic Alignment & Public Benefit

*This question is assessed on your demonstration of local need, alignment with Council strategies and the public or community benefit of your project.*

What local need or issue does this project address, and what evidence demonstrates this need (e.g. data, community feedback, demand, research)?

Information provided should reflect the key elements below;

- Demonstrates a clear local need using evidence (data, engagement, demand).
- Aligns with relevant Council Strategies and the stated category objectives.
- Describes measurable community benefits, including where applicable mental wellbeing, healthy eating, harm minimisation, environmental outcomes, creative participation, or accessible/shared infrastructure.

**Please explain how the project aligns with relevant Council plans and the selected funding category objectives, and clearly describe the expected public or community benefits \***

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Be descriptive, but succinct. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

## Assessment Criteria 2 (30%) - Participation, Equity and Community Support

*This question is assessed on how well your project reduces barriers to participation, incorporates inclusion and gender equity, and demonstrates community engagement or support.*

Who will participate in this project and how will it reduce barriers for priority or under-represented groups?

Information provided should reflect the key elements below;

- Reduces barriers and increases participation for priority groups.
- Demonstrate co-design/community engagement and evidence of community support.
- Incorporates inclusive design/accessibility and gender equality considerations.

**Please describe how the project has been informed by community input or partnerships (where relevant), and how accessibility, inclusion and gender equity have been considered in the project design \***

Be descriptive, but succinct. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

## Assessment Criteria 3 (25%) - Capacity, Governance and Outcomes Management

*This question is assessed on your organisation's capacity and experience to deliver this project successfully, and on the outcomes management, evaluation and the sustainability of the project benefits.*

How will this project be delivered successfully?

Information provided should reflect the key elements below;

- Has the governance, partnerships, skills and track record to deliver safely and on time.
- Presents a clear workplan and milestones and outlines monitoring and evaluation methods (outputs, indicators, data collection).
- Pays artists according to industry benchmarks (Creative Projects only)
- Demonstrates credible sustainability practices or climate action relevant to the project or group.
- The project has a high potential to leave a sustainable legacy and will continue to deliver positive benefits in the future.

**Please outline your organisation's capacity, experience or partnerships to deliver the project, your key activities or milestones, and how the project will deliver lasting or sustainable benefits beyond the funding period. \***

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Be descriptive, but succinct. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

## Assessment Criteria 4 (15%) - Budget, Value for Money and Resource Leveraging

*This question is assessed on value for money, realistic costing and use of additional resources.*

How does your proposed budget represent good value for money?

Information provided should reflect the key elements below;

- The budget is complete, accurate, and costed with required quotes; expenditure is eligible.
- The project shows value for money and leverages other resources (cash or in-kind match where required, volunteer time, partnerships, local spend).
- Funding isn't retrospective and other funding sources are confirmed/realistic.

**Please explain how costs have been estimated, any matching or in-kind contributions, volunteer support or partnerships involved, and how the project maximises benefit relative to the funding request. \***

Be descriptive, but succinct. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

## Project Budget

\* indicates a required field

**Total Amount Requested \***

\$

What is the total financial support you are requesting in this application?

**Total Project/Program Cost \***

\$

What is the total budgeted cost (dollars) of your project?

### CATEGORY FUNDING

- Funding for **Sport & Recreation, Health & Wellbeing, Creative Projects and Environment & Sustainability** may cover the entire cost of the project or part thereof.
- Funding for **Minor Capital Works** requires a matching contribution (cash or in-kind) towards the total project cost.

For all in-kind voluntary labour contributions, please complete [WCC In-Kind Voluntary Labour Template](#).

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If funding does not cover the cost of the whole project, the applicant will need to demonstrate that sufficient funds are available to cover the shortfall (upload bank statement).

The Budget Table will **auto calculate** the totals for income and expenditure. **Check the summary to ensure the Income and Expenditure match.**

[See How to Complete Budget Table](#)

### QUOTES

You will need to attach written quotations to verify amounts listed in your budget according to the following;

- One (1) written quote is required for each individual item or service being funded.
- Quotes are required to be addressed to the club not an individual.
- Tax Invoices won't be accepted as a quote.

### Project Budget (Income)

Include the amount you are requesting in this application.

[See How to Complete Budget Table](#)

Include any other sources of income. Make sure you tell us whether each source is confirmed or not (for example, you might have another grant application being assessed but that funding is not actually confirmed yet). Examples of other income could include;

- Another grant
- A cash contribution from your organisation
- In-kind contribution from your organisation

### Income Type choices;

- Group/Organisational Income
- CDF Grant Requested
- Other Government Grants
- Philanthropic Grants
- Sponsorship
- IN-KIND (donations or labour)

### IN-KIND and VOLUNTARY SUPPORT

In-kind and voluntary support are contributions to a project other than money. Many projects are assisted through different groups within the community. Some support can be in-kind nature like voluntary labour or donated materials.

Income description	Income type	Is this funding confirmed?	Income amount (budgeted)	Notes
Provide a clear description for each budget item. Examples of income could include 'council community grant', 'trivia fundraising	Please select the type of income		Enter the total amount expected to be received. Must be a dollar amount.	Add notes if you need to provide more context

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night', 'company X sponsorship'.				

## Project Budget (Expenditure)

List every item of expenditure. Include the cost of each item (everything that the money, or In-Kind will be "spent on").

[See How to Complete Budget Table](#)

Project expenses listed must be the total costs including any GST that is included in a quotation.

### Expenditure Type choices;

- Purchase of Items
- Venue or Equipment Hire Costs
- Marketing & Promotion Costs
- Consultancy & Professional Services Costs
- IN-KIND (donations or labour)

Expenditure description	Expenditure type	Expenditure amount (budgeted)	Notes
Provide clear descriptions for each budget item. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.	Please select the type of expenditure.	Enter the total amount to be expended on this budget item. Must be a dollar amount.	Add notes if you need to provide more context.

## Budget Totals

These amounts are auto calculated from the Project Income and Project Expenditure.

**Total Income Amount**

This number/amount is calculated.

**Total Expenditure Amount**

This number/amount is calculated.

**Income - Expenditure**

This number/amount is calculated.

## Attachments and Supporting Documentation

**You are required to attach supporting documents to your application.**

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1. Written quotes for purchase of equipment or services from qualified professionals. NOTE: Website quotes must clearly include a description of the purchase, price, the vendor name and contact details. An emailed price from a supplier does not qualify as a quotation.
2. The most recent official financial statement or audited report or treasurers report from your organisation as evidence that your group has sufficient funds to contribute financially, if required.
3. Written quotations or letters of support confirming cash support from other groups or individuals listed in your budget table.
4. [WCC In-Kind Voluntary Labour Template](#).

### **1. Written quotations for items requested to be funded by the grant \***

Attach a file:

### **2. Bank Statement or Audited Report or Treasurer's Report \***

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

### **3. Written confirmation of funding from other sources listed in income table (if applicable)**

Attach a file:

### **4. WCC In-Kind Voluntary Labour Template Form (Minor Capital projects only)**

Attach a file:

## Applicant's Declaration

\* indicates a required field

### Declaration

I am authorised by my group/organisation to be the applicant for this grant and complete this form and I agree that;

- The statements made in this application are true
- All necessary permits/approvals will be obtained prior to the beginning of the project
- The project will be covered by appropriate insurance
- All relevant health and safety standards will be met
- Council does not accept any liability or responsibility for the project

If successful, I as the authorised applicant will ensure that my group/organisation will abide by the following **General Conditions**:

- The group acknowledges that the approved funding letter acts as the funding agreement with Council for the grant amount awarded.

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- Grant funds can only be spent on the project approved by Council. If grant funds are spent on any other project or activity then Council must be reimbursed an equivalent amount. Similarly, any unspent funds must be reimbursed to the Council.
- The grant funds are for a specific period and cannot be construed as being a commitment by Council for recurrent funding.
- Any proposed major variations of project plans, milestones, budgets or timelines as outlined in your application form need to be discussed with Council in advance. If your variation is agreed to, a variation request in writing must be sent to Council before any changes to the project can be funded
- An acquittal report must be submitted by the due date listed in the guidelines. This report will include photos, copies of media and receipts for purchase of goods and services, as evidence of funds having been dispersed as agreed.

**Limitations on available funding** I understand that the Community Development Fund Program is limited by the amount of funds available and applications will be viewed within the context of Council's overall budget. I am aware that applicants are not guaranteed funding nor can any applicant be guaranteed full funding.

**Council acknowledgement terms** I understand that successful funding recipients are required to acknowledge and/ or promote the financial contribution made by Council to their project.

## Conflict of Interest

Any conflicts of interest could affect the performance of the grant opportunity or Program. There may be a conflict of interest, or perceived conflict of interest, if WCC staff, any member of the Assessment Panel, a committee or adviser, and/or you or any of your personnel, for example;

- has a professional, commercial or personal relationship with a party who is able to influence the application process, such as a Council Officer, or a member of an external panel
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant Program.

\*

- I declare that, to the best of my knowledge, no actual or perceived conflicts of interest arise in relation to this grant application or any resulting grant award OR;
- I have disclosed below all actual or perceived conflicts of interest, of which I'm aware, that may arise in relation to this grant application or any resulting grant award

### Conflict of interest disclosure (if applicable)

## Submitted By

### Person completing application \*

First Name

Last Name

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**Position held \***

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