



Environment Grant

Application Checklist

To be eligible for an Environment Grant, please upload your application with the following documentation (where applicable) to SmartyGrants by **3.00pm on Friday 13 March 2020**.

Council cannot consider an application that is not complete or late.

SmartyGrants <https://bawbawshire.smartygrants.com.au/>

Have you:

Contacted Baw Baw Shire Council to confirm eligibility and funding stream	
Read the Environment Grants Information Sheet	
Met all Eligibility Criteria requirements	
Balanced the budget? Does the income and expenditure amount equal the same amount?	
Are your documents in PDF format, ready for uploading via SmartyGrants by 3.00pm on 13 March 2020? <i>(see detailed list on next page)</i>	

Contact us



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We're here to help! For more information please contact the Strategic and Community Planning team on 1300 229 229 or by email at grants@bawbawshire.vic.gov.au

Documents

Please obtain all relevant documentation and include with your application.

Mandatory Documents

Current Bank Statement with the Organisation name	
Public Liability Insurance 'Certificate of Currency'	

Supporting Documents

Auspicings Agreement (if applicable)	
Relevant permits/plans (if applicable)	
Minutes of the Meeting confirming the decision to seek funding and advance the project	
Letter of Support from Section 86 Committee of Management, Landowner, Manager, Approvals and Land Use Consent (if applicable)	

Quotations

A minimum of 1 quotation must be provided from a Baw Baw Shire business unless it can be reasonably demonstrated that local suppliers and/or services are not available	
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If quotations are provided by family, friends or committee members, this must be declared in the application	
For any single purchase or item of expenditure up to \$5,000 applicants must provide one quotation per item	
For expenditure items valued over \$5,000, applicants must provide two written quotations for each item from a registered tradesperson or business	