



## Community development Grant (CDG)

# Minor Capital Works Grant Application Check List

To be eligible for a Minor Capital Works Grant, please upload your application with the following documentation (where applicable) to SmartyGrants by **3.00pm on Friday 10 April 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	<input type="checkbox"/>
Read the Minor Capital Works Grant Information Sheet	<input type="checkbox"/>
Submitted an Expression of Interest for Minor Capital Works application and received confirmation from BBSC to progress to stage 2	<input type="checkbox"/>
Met all the requirements of the Eligibility Criteria	<input type="checkbox"/>
Balanced the budget? Does the income and expenditure amount equal the same amount?	<input type="checkbox"/>
Are your documents in PDF format, ready for uploading via SmartyGrants by 3.00pm on 10 April 2020? <i>(see detailed list on next page)</i>	<input type="checkbox"/>

### Contact us

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](mailto:grants@bawbawshire.vic.gov.au)



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### Documents

Please ensure you can obtain all relevant documentation and include with your application. This includes:

#### Mandatory Documents

Annual Financial Statement	<input type="checkbox"/>
Current Bank Statement with the Organisation name	<input type="checkbox"/>
Public Liability Insurance 'Certificate of Currency'	<input type="checkbox"/>
Letter of Support from Section 86 Committee of Management, Landowner, Manager, Approvals and Land Use Consent to support the project	<input type="checkbox"/>

#### Supporting Documents

Written confirmation of in-kind contribution	<input type="checkbox"/>
Auspecting Agreement (if applicable)	<input type="checkbox"/>
Relevant permits/plans (if applicable)	<input type="checkbox"/>
Minutes of the Meeting confirming the decision to seek funding and advance the project	<input type="checkbox"/>

#### 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	<input type="checkbox"/>
If quotations are provided by family, friends or committee members, this must be declared in the application	<input type="checkbox"/>
For any single purchase or item of expenditure up to \$5,000 applicants must provide one quotation per item	<input type="checkbox"/>
For expenditure items valued over \$5,000, applicants must provide two written quotations for each item from a registered tradesperson or business	<input type="checkbox"/>