



# Community Grants Application Tips

## Read the Community Grant Guidelines

To determine if you are eligible for a Community Grant, check the Eligibility Criteria or in the Community Grant Guidelines at <https://www.bawbawshire.vic.gov.au/Our-Community/Grants>

If you need more information relating to the eligibility criteria, please contact the Social and Community Planning team on 1300 229 229.

## Start your application early

Don't leave your application until the last minute and rush to meet the deadline. This is when mistakes may happen.

Application by Appointments meetings commence a month prior to a round opening.

Our team are available to help you prepare your application through an Application by Appointment meeting. This is a mandatory step in the Community Grants process. To make an appointment simply phone Council on 1300 229 229 or email [grants@bawbawshire.vic.gov.au](mailto:grants@bawbawshire.vic.gov.au) with your contact details and we will contact you to secure a time.

Book your Application by Appointment time now to set yourself up for success.

Refer to the Community Grant Guidelines opening and closing dates to ensure you don't miss the deadlines.

## Read the application question carefully.

Use the hints at the bottom of the question to help you understand what the question is asking you to address.

Be specific, precise and don't assume we know what you are talking about.



## Budget and quotations

Spend time and get the budget correct.

The income and expenditure must equal the same amounts.

Include your preferred quotation in the budget table.

You will need to submit quotations to show the value of the material, equipment, or services you intend to purchase, using Community Grant funds.

Individual items listed on the application without a quotation at the time of submission **will not** be considered for funding.

Council will not accept price lists or rate summary sheets as a valid quotation.

Quotations must include the organisations name and Australian Business Number.

## Supporting documentation

Ensure documents relevant to the application are submitted as requested. These cannot be submitted after the closing date of applications.

## Use the checklist

At the end of the application form, use the checklist provided to ensure you have included all the information required to complete your application before you submit your application.

## Don't hesitate to ask

If you have a question or not sure about the process, then give the team a call, we are here to help you - phone Council on 1300 229 229 or email [grants@bawbawshire.vic.gov.au](mailto:grants@bawbawshire.vic.gov.au) with your contact details and we will get back to you.

