

# Sample Form

## Community Grants Round 22

### Noosa Council

## Welcome

**\* indicates a required field**

The Community Grants program is governed by Noosa Council's [Community Grants Policy](#). You must read the Community Grants Guidelines thoroughly to confirm your not-for-profit organisation's eligibility and to understand the application requirements and funding stages. Additionally, you are required to discuss your project with a Community Development Officer prior to applying for funding. Please call Council on 5329 6500 or email [grants@noos.a.qld.gov.au](mailto:grants@noos.a.qld.gov.au) to arrange a time to speak with Council's Grants Officer.

## Check Your Eligibility

Not-for-profit community organisations can apply for a Community Grant provided they meet the following criteria:

- Is a legal not-for-profit entity (an incorporated association, a company limited by guarantee, a non-trading/non-distributing co-operative, an Indigenous corporation)
- Have an active ABN
- Have a bank account in the name of the legal entity
- The not-for-profit organisation complies with all governance and financial requirements of the State and Commonwealth as at the closing date for the grant program
- Have appropriate insurances
- Have no debt to Council, or have an active payment arrangement with Council
- Have successfully acquitted any previous Council grants
- The project to be funded benefits the residents of the Noosa Shire

*Please read the grant guidelines to review and understand all eligibility criteria.*

### Have you read the Funding Guidelines? \*

- Yes  
 No

If no, do not proceed with this application.

### Based on the funding guidelines, is your organisation eligible for funding? \*

- Yes  
 No

### Have you discussed your project with a Council Officer? \*

- Yes  
 No

If no, please contact [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au) to discuss your project prior to completing this application.

### Please provide the name of the Council Officer you discussed your project with: \*

Jill Smith

## What you will need to complete this application

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The following information is required to complete your application. Failure to provide the requested information will result in your application being immediately declined.

- Organisation details including your incorporation and ABN number
- A copy of your most recent financial statement
- Completed Auspice Agreement (if applicable)
- One written quote (for projects up to \$7,500)
- Two written quotes (for projects over \$7,500)
- Written permission from land owner (if applicable)
- Any other supporting documents (letters, photos, articles etc)

To ensure your supporting documentation is reviewed by the assessment panel, please upload it directly to your application form before you submit it. Due to the large volume of applications received, we cannot accept information provided after the closing date.

## Applicant Details

**\* indicates a required field**

### Organisation Details

#### Organisation Name \*

Sampleville Community Garden Club Inc.

The name needs to match the ABN entity name.

#### Organisation's physical address \*

25 Garden Lane  
Sampleville QLD 1234

Must be an Australian post code

#### Organisation Website

<http://www.samplevillecommunitygarden.com.au>

Must be a URL

#### Organisation Social Media

Facebook @samplevillecommunitygarden

Instagram @samplevillecommunitygarden

E.g. Facebook, Instagram

### Contact Details - President/Director

#### Name \*

Mr John Smith

#### Position in organisation \*

President

#### Phone \*

0412 345 678

Must be an Australian phone number.

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**Mobile**

0412 345 678

Must be an Australian phone number.

**Email address \***

john.smith@samplevillecommunitygarden.com.au

Must be an email address.

## Contact Details - Grants Contact

**Name \***

Mrs Jane Doe

**Position \***

Secretary

**Phone**

0401 234 567

Must be an Australian phone number.

**Mobile**

0401 234 567

Must be an Australian phone number.

**Email Address \***

jane.doe@samplevillecommunitygarden.com.au

Must be an email address.

## Insurance Details

**What insurance policies does your organisation hold \***

- Public Liability Insurance
- Professional Indemnity Insurance
- Building Insurance
- Contents Insurance
- Other:

## Australian Business Number (ABN)

**Do you have an Australian Business Number (ABN)? \***

- Yes
- No - please see Auspicing section

**What is your organisation's Australian Business Number (ABN)****Information from the Australian Business Register**

**ABN**

**Entity name**

**ABN status**

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#### Entity type

**Goods & Services Tax (GST)**

**DGR Endorsed**

**ATO Charity Type**

**ACNC Registration** No

**Tax Concessions**

**Main business location**

Must be an ABN.

## Project Details

**\* indicates a required field**

#### **Project Title \***

Expansion of Community Garden

Must be no more than 10 words.

#### **Provide a brief description of your project \***

The Sampleville Community Garden Club Inc. aims to increase the number of garden beds available to accommodate the growing interest from community members and local schools. Our current garden beds are at capacity, and additional beds will allow us to provide more space for community members and local school programs.

Must be no more than 100 words.

Provide a short, clear description of your project - what are you setting out to do? This description is used in Council communications.

#### **Project Start Date \***

01/01/2025

Project cannot commence prior to the successful funding announcement

#### **Project End Date \***

30/04/2025

See guidelines for the project delivery timeframe for this round

#### **Where will the project take place? \***

25 Garden Lane

Sampleville Qld 1234 Australia

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

#### **Which of the following Community Development priorities does your project address? \***

- Arts and Culture (e.g. festivals, exhibitions, museums, performing and visual arts, local, indigenous and multicultural heritage)
- Community Development (e.g. service organisations, men's sheds, community halls and

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centres, community gardens, urban renewal)

- Human Services (e.g. social welfare services, disabilities, disadvantaged, aftercare of abuse victims)
- Public Safety (e.g. rescue, abuse prevention, disaster and emergency management)
- Recreation (e.g. special interest clubs & groups e.g. collecting, language, genealogical, bridge, gardening etc.)
- Sport & Active Recreation (e.g. undertaken to improve physical fitness, may have formalised rules, competition and conditions of play)
- Other:

## Project Category

Please choose your project type below. Applications for events and facility improvements require additional information.

### Is your project: \*

- Community Event (including cultural, sports and community events)
- Community Program (e.g. educational programs, community gardens)
- Training (including committee training, first-aid training and other relevant training for members)
- Equipment (including machinery, IT equipment, first-aid equipment, canteen equipment and office equipment)
- Planning (including strategic plans, master plans, risk management plans etc.)
- Facility Development (including new or replacement infrastructure, or maintenance of existing infrastructure)

## Assessment Criteria

**\* indicates a required field**

### Demonstrated Need for the Project

#### Why does your organisation need this project? \*

The Sampleville Community Garden is at full capacity, with all garden beds in use. We currently have a waiting list of community members and local schools eager to participate in our community garden program, clearly demonstrating a high demand for additional gardening spaces. Providing more garden beds will allow us to accommodate more people and meet this growing demand.

Our garden is a vital resource for promoting sustainable practices and providing hands-on educational opportunities, particularly for local schools. The current space limitation restricts our ability to expand these educational programs, despite strong interest from schools wanting to incorporate garden-based learning into their curricula.

Community gardens offer numerous benefits, including promoting physical activity, fostering social interaction, and enhancing mental wellbeing. Without additional garden beds, we will be unable to provide more residents with access to these benefits or encourage broader community engagement with sustainable gardening practices.

This project will address the need for more community gardening spaces, enhance our

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educational offerings, and foster greater community engagement with sustainable practices, ultimately supporting the wellbeing and resilience of our community.

Must be no more than 250 words.

Subtitle: Describe the community issue your project addresses and its impact.

## Benefit to the Organisation

### How will the project benefit your organisation? \*

Expanding the garden beds will significantly benefit the Sampleville Community Garden organisation. It will enable us to accommodate the increasing number of community members and local schools eager to participate, thereby increasing our membership and volunteer base. This expansion will also enhance our ability to offer more comprehensive educational programs, attracting more schools and community groups to engage with our initiatives.

Additionally, the increased capacity will improve our visibility and reputation within the community as a leader in promoting sustainable practices and environmental education. This could lead to more partnerships and collaborations with local organisations, further strengthening our community ties and support network. Ultimately, the project will bolster our organisational growth, sustainability, and impact.

Must be no more than 250 words.

Explain how this project will enhance your organisation's capabilities or services.

## Benefit to the Community

### How will the project benefit the wider community? \*

The expansion of the Sampleville Community Garden will bring numerous benefits to the wider community. By providing additional garden beds, more residents will have the opportunity to engage in gardening activities, promoting physical activity, social interaction and mental wellbeing. This increased participation will foster a stronger sense of community and connectedness among residents.

Moreover, the additional garden spaces will support local schools in incorporating garden-based learning into their curricula, offering valuable hands-on educational experiences for students. The project will also contribute to enhancing food security by providing more community members with access to fresh, locally-grown produce.

Overall, the expanded garden will serve as a vibrant community hub, encouraging broader engagement with sustainable practices and supporting the health, wellbeing, and resilience of the community.

Must be no more than 250 words.

Outline the positive effects your project will have on the broader community.

## Alignment to Council's Strategic Goals and Identified Key Initiatives

### Main Themes and Objectives

Think about how your project aligns with the major themes listed below. Please click on the each document to read more about each theme.

[Noosa Council Corporate Plan 2023-2028](#) Themes:

1. Environment 2. Liveability 3. Prosperity 4. Future 5. Excellence

[Noosa Social Strategy](#) Themes and Aspiration

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Theme 1 - Cohesive and resilient communities Theme 2 - Active and healthy communities  
Theme 3 - Accessible, diverse and affordable communities Theme 4 - Creative and informed communities.

There may be other Council plans that are relevant to your application. Please review the list of plans [here](#).

#### **How does your project align with Council's strategic goals and identified key initiatives? \***

The Sampleville Community Garden project aligns closely with Noosa Council's strategic goals as outlined in the Corporate Plan 2023-2028, which focuses on five strategic pillars: Environment, Liveability, Prosperity, Future, and Excellence.

**Environment:** By expanding the garden beds, the project enhances Noosa's natural environment, promoting sustainable gardening practices and increasing green spaces, which aligns with the council's goal of maintaining ecological integrity and celebrating natural beauty.

**Liveability:** Providing additional garden spaces contributes to community liveability by fostering social interaction, community cohesion, and encouraging physical activity. This supports the council's initiatives to create vibrant and healthy communities.

**Prosperity:** The project supports local prosperity by engaging community members and schools, fostering a sense of ownership and involvement. It also contributes to food security by providing access to fresh, locally-grown produce, aligning with economic development goals.

**Future:** Reflecting a forward-thinking approach, the project prepares for increased community involvement and educational opportunities in sustainability, aligning with the council's objectives to embrace emerging trends and meet future community needs.

**Excellence:** The project embodies the council's commitment to excellence by delivering high-quality community services and infrastructure. Expanding the garden enhances our ability to provide valuable educational and recreational resources, ensuring high standards of community service and engagement.

Overall, the Sampleville Community Garden project supports Noosa Council's strategic priorities by promoting environmental stewardship, enhancing community liveability, supporting local prosperity, preparing for future needs, and striving for excellence in community services.

Must be no more than 250 words.

Demonstrate how your project supports Council's strategic priorities.

#### **Capability of the Organisation to Deliver the Project**

##### **Describe how your organisation has capacity and capability to deliver the project within the required time frames. \***

Our organisation has successfully managed similar projects in the past, including the initial establishment of our community garden. We have a dedicated team of volunteers with project management experience who will ensure the successful delivery of this project.

Must be no more than 250 words.

Provide evidence of your organisation's ability to successfully complete the project.

#### **Measurable Impacts and Outcomes**

**\* indicates a required field**

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**How many members does your organisation have? \***

45

The total number of financial members of your organisation.

**How many people access your organisation's services or facilities annually? \***

600

E.g. members, visitors, parents, event attendees

**How many people will benefit from your project? \***

1000

E.g. members, visitors, parents, event attendees

**Will your project benefit more than one organisation? If yes, please provide details.**

Yes, the Sampleville Community Garden project will benefit multiple organisations.

Local Schools: Schools in the area will benefit significantly from the expanded garden beds. The additional space will allow more students to participate in hands-on educational programs focused on sustainable gardening, environmental science, and healthy living practices.

Community Groups: Various community groups, including youth clubs, senior citizen groups and local environmental organisations, will have access to the garden for educational workshops, volunteer activities, and community events. This access will enhance their programs and outreach efforts.

Health and Wellness Organisations: Organisations focused on promoting physical and mental health will be able to use the garden as a resource for their programs. Gardening activities are known to improve mental wellbeing and physical health, making the garden a valuable asset for health initiatives.

Environmental Organisations: Groups focused on environmental conservation and sustainability will benefit from the project through partnerships and collaborative efforts to promote green practices and environmental education within the community.

Overall, the expanded Sampleville Community Garden will serve as a community hub, benefiting various organisations by providing a versatile space for education, health, and community engagement initiatives.

Must be no more than 250 words.

Provide details on

**Details about partners / collaborators.**

If your organisation is partnering or collaborating with another organisations to deliver this project, provide details below:

Name of partner or collaborator	Contribution to the project
Sampleville Environmental Society Inc.	Providing expertise and resources for sustainable gardening practices and environmental education workshops.



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## Project Budget

\* indicates a required field

### How to complete the budget table

#### Budget Tips

##### ALL AMOUNTS MUST BE GST INCLUSIVE

- Ensure your total project income equals your total expenditure
- Volunteer staff can be valued at \$46 per hour for non-skilled labour and at relevant professional rates
- Provide a minimum of one written quote for each grant-funded item requested between \$1,000 and \$7,499
- Provide a minimum of two written quotes for each grant funded item requested over \$7,500

#### Goods and Services Tax (GST)

- Applicants are required to submit their budget **inclusive of GST**, and GST is included in the approved grant funding amount
- If successful, applicants registered for GST must submit a tax invoice that specifies the GST component of the grand funding amount

#### Example Budget.

##### Income (Source of funding)

##### Amount (incl. GST)

##### Expenditure (description of work and name of supplier)

##### Amount (incl. GST)

Noosa Council Community Grant

\$3,300.00

Purchase of laptops

\$2,200.00

Organisation's financial contribution to the project

\$1,100.00

Office chairs and desks

\$1,650.00

Organisation's in-kind contribution to the project

\$276

Printer and supplies

\$550.00

Project management and IT costs (in-kind, calculated at 6 hours @ \$46/hour)

\$276

##### Total income

\$4,676

\$4,676

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## Is your organisation registered for GST?

- Yes  
 No

## Project Budget

### ALL AMOUNTS MUST BE GST INCLUSIVE

- Do not use commas, full stops or the "\$" sign in your amounts
- The total income and expenditure will be automatically calculated and appear in the totals below the budget table. The 'Total Income Amount' cell and the 'Total Expenditure Amount' cell must be the same
- The 'Income minus Expenditure' cell will be automatically calculated and needs to be 0 to proceed. This means that your income and expenditure are equal

Description of Income	\$ (including GST)	Expenditure Item	\$ (including GST)	\$ to be covered by grant
Include Council funds, your funds, In kind	Must be a number.	List each expenditure item per line	Must be a number.	Must be a dollar amount.
Noosa Council Grant	5500	Construction materials (XYZ Suppliers)	2200	\$2,200.00
Organisation contribution - in-kind volunteer hours (60 hours)	2760	Soil and compost (Green Thumb Nurseries)	1100	\$1,100.00
		Gardening tools and equipment (Sampleville Hardware)	1100	\$1,100.00
		Irrigation system (ABC Irrigation Solutions)	550	\$550.00
		Educational signage (Local Print Shop)	550	\$550.00
		Labour (in-kind volunteer hours)	2760	\$0.00

### Total Income Amount

\$8,260.00

This number/amount is calculated.

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<b>Total Expenditure Amount</b>	\$8,260.00 This number/amount is calculated.
<b>Income minus Expenditure *</b>	\$0.00 This number/amount is calculated. For this form to proceed this cell below will need to be 0 (Income and Expenditure equal the same value) *
<b>Total Amount Requested from Council</b>	\$5,500.00 This number/amount is calculated. Eligible project funding is available up to a maximum of \$30,000.

## Project Viability and Contingency

**As Council may not fully fund each request, how will you ensure the successful completion of your project if you do not receive the full amount requested? Please describe your contingency plans or adjustments. If the project cannot proceed without full funding, explain why. \***

If the Sampleville Community Garden project does not receive full funding, we have several contingency plans to ensure successful completion:

**Phased Implementation:** We will prioritise essential components, such as construction materials and the irrigation system, to begin the project. Additional elements will be completed as more funds become available.

**Additional Fundraising:** We will enhance efforts to secure extra funding through community events and donations from local businesses and residents. This method has proven effective in our previous projects.

**In-kind Contributions:** We will seek further in-kind contributions from local businesses and community members, including donations of materials, equipment, or volunteer labor beyond current commitments. Businesses like Green Thumb Nurseries and Sampleville Hardware have previously shown support for community projects.

**Partnerships and Grants:** We will explore other grant opportunities and partnerships with local organisations interested in supporting community and environmental projects. Collaborations with groups like the Sampleville Environmental Society could provide additional funding sources.

**Volunteer Engagement:** We will leverage our volunteer base to reduce labor costs. Increased volunteer hours and community involvement will help offset reduced funding.

**Cost-Saving Measures:** We will identify potential cost-saving measures without compromising project quality, such as negotiating better rates with suppliers or sourcing more cost-effective materials.

By implementing these contingency plans, we are confident that the project can proceed successfully, even with partial funding, ensuring its benefits to the Sampleville community.  
Must be no more than 250 words.

## Quotations

Quotes are required for any expenditure items over \$1000 as follows:

- Between \$1000 and \$7499 one (1) written quotation is required
- Over \$7500 two (2) quotations are required

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**Applications that do not include the required number of quotations will not be assessed.**

**Attach your quote(s) here. \***

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Filename: Quote\_Green\_Thumb\_Nurseries.pdf  
File size: 1.3 kB

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Filename: Quote\_Sampleville\_Hardware.pdf  
File size: 1.3 kB

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Filename: Quote\_XYZ\_Suppliers.pdf  
File size: 1.3 kB

### **38. Is there any information you would like to add about the budget or the quotations?**

Must be no more than 100 words.

For example, if you have expenditure items in your budget which are over \$1000 (1) or \$7500 (3) and have not uploaded any quotations then you will have to explain why this was not possible, or your application will be ineligible.

## **Financial Statements**

**Upload your most recent audited financial statement here. \***

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Filename: 2023 2024 Audited Financial Statements.pdf  
File size: 3.8 kB

## **Certification**

**\* indicates a required field**

## **Privacy Notice**

Council will only use personal information you have provided for the purpose of processing this application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Your personal information is only accessed by persons authorised to do so.

Access to your personal information will only be provided to appropriate Council employees and authorised officers. Your personal information will only be disclosed to third parties with your consent, or if required to do so by law.

Your personal information is handled in accordance with Council's Privacy Policy.

Please note the information provided in this application and in any related documentation and discussions may be provided to members of the assessment panel in order to assist Council in assessing your application.

By submitting this application you consent to Council publishing the organisation's name, the project's name, project description and Council's funding contribution. This information may also be used for promoting Council's funding programs.

**I agree to the Privacy Statement above. \***

Yes

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## Certification

I certify that to the best of my knowledge the statements made within this application are true and correct and I understand that if Noosa Council approves the grant, I will be required to accept the terms and conditions of the grant as outlined in the grant application, policy and funding agreement.

I am authorised by my group/organisation to complete this form and I agree that:

- all 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
- my organisation has met all acquittal conditions and has no debt to Council

If successful, I will:

- accept the terms of the grant by submitting the online funding agreement within 4 weeks of notification
- complete the project within twelve months of receiving Council funding
- complete the online acquittal within 30 days of the project end date given in the application

**I agree to the above \***

Yes

**Name \***

Mrs Jane Doe

**Organisation Name \***

Sampleville Community Garden

**Position \***

Secretary

**Phone Number \***

0401 234 567