



Community Groups

Preliminary information required for funding application

Please complete this form and have information ready to meet with Murrumbidgee Council's Grant Writer Officer to assist with your application.

Organisation:

Organisation Name: _____

ABN: _____

Organisation Contact:

Name: _____ Phone: _____ Email: _____

Position Held: _____

Project Details:

Project Location:

Street Address: _____

Lot/Plan: _____

Project Title (no more than 15 words): _____

Project Description (provide more detail): _____

Project Benefits (who is benefiting from the project and how): _____

Project Type: New Replacement Upgrade/Extension

Project Timing: (when is the Project planned to happen) _____





Project Staging

Is the project staged? Y N

If Yes, provide details of the Staging: _____

Is requested funding for the overall project or just a stage?

Provide Details: _____

If Staged, Total Stage Cost being applied for: \$ _____

Financial

Total Project Cost: \$ _____

Has the organisation got any funds to contribute towards the project: Y N

If Yes, how much \$ _____

If No provide explanation why: _____

Funding Amount Requested: \$ _____

Approvals

Land Ownership (who owns the land on which the project is planned):

Council Private State/Federal Government Other _____

Has written authorisation been obtained from landowner? Y N

If Yes, provide written documentation

If No, provide explanation _____

Who will be responsible for operational/maintenance costs in the future if Council is the land owner?

Council Organisation

If Council, has Council been consulted so that additional funds are included in future budgets?

Y N

If Yes, please provide details

If No, provide explanation

Development Approval:

Is a Development Approval (DA) from Council required for the project: Y N





If Yes, has it been obtained Y N

If Yes provide a copy

If No provide explanation

Have any prelodgement meetings been held with Council to determine planning requirements?

Y N

Are any other Council approvals required: Y N

If Yes, provide details on type and timing: _____

Are any other external approvals required: Y N

If Yes, provide details on type and timing: _____

Other

List the top five risks for this project and how you will mitigate them:

1. _____
2. _____
3. _____
4. _____
5. _____

Has a Business Case been completed: Y N

(If Yes, please provide)

Have any tenders/quotes been obtained: Y N

(If Yes, please provide)

Have Designs been completed: Y N

If Yes, what stage are the plans at (eg. Draft/Preliminary/Detailed)? _____

(Please provide)

Has a Detailed Budget been completed: Y N

(If Yes, please provide)

Has a Cost Benefit Analysis been completed: Y N N/A

(If Yes, please provide)

Have Employment numbers been formulated (Council can provide these if required): Y N

(If Yes, please provide)





During Project (FTE): _____
Post Project (FTE): _____

Asset Management Post Project:

Have costs been considered/formulated for Operational/Maintenance Costs post project completion:

Y N

(If Yes, please provide details)

Have any letters of support been obtained for the project: Y N

(If Yes, please list)

Has any community consultation been undertaken: Y N

(If Yes, please provide details)

Is the organisation partnering with anyone to deliver the project? Y N

(If Yes please provide written evidence)

PLEASE NOTE: Any statement made in the funding application must be supported by evidence.

