

Introduction

What you need to know before completing the Expression of Interest Form

Please be sure to have read the [Guidelines](#) before completing the form.

Community groups can access the grant writing service if:

- They are an incorporated not-for-profit body located in and providing the support, service, or program within the Northern Grampians Shire.
- Are applying for a grant of **\$5000 and over**, unless an agreement has been made for a lesser amount.
- Can provide evidence that the project requiring funding will benefit residents in the Northern Grampians Shire.

Expressions of interests for the grant writing support service will be assessed according to the following criteria:

1. Community Benefit - The extent to which the project will benefit residents of the Northern Grampians Shire.

2. Funding Alignment - How well the project aligns with the objectives and requirements of the external funding program.

3. Project Feasibility - The likelihood that the proposed activities and outcomes can be successfully delivered.

4. Budget and Timeline - Whether the proposed budget and project timeframe are realistic and achievable.

Please contact Rachel Whittaker at rachel.whittaker@ngshire.vic.gov.au or 5358 0512 to discuss your expression of interest before submitting.

Contact person details

Privacy notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to [Privacy Policy \(ngshire.vic.gov.au\)](#).

Name

Title First Name Last Name

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Applicant Position

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2026/27 Grant Writing Support

Form Preview

Phone Number

Must be an Australian phone number.

Email

Must be an email address.

Group / organisation details

* indicates a required field

Organisation name *

Organisation Name

Organisation's Street Address *

Address

Organisation's Postal Address *

Address

What type of not-for-profit group/organisation are you?

- ☐ Religious or faith-based institution
- ☐ Philanthropic organisation
- ☐ Peak Body
- ☐ Social Enterprise
- ☐ Community Group
- ☐ General not-for-profit (i.e. none of the sub-types listed above)

What is your organisations legal structure?

- ☐ Unincorporated association
- ☐ Incorporated association
- ☐ Cooperative
- ☐ Company limited by guarantee
- ☐ Indigenous corporation, association or cooperative
- ☐ Organisation established through specific legislation
- ☐ Unknown

ABN evidence

Does your organisation have an ABN?

2026/27 Grant Writing Support

Form Preview

- ☐ Yes
- ☐ No
- ☐ Unsure

If your organisation is unincorporated, it must have an auspice organisation.

Australian Business Number (ABN) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Are the ABN details provided correct

- ☐ Yes
- ☐ No
- ☐ Other:

Statement of Supplier Form

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO website](#).

Please upload completed Statement of Supplier Form.

Attach a file:

Contact with the council?

Have you or another person from your group spoken to a member of Council's Community Development Team about your interest in accessing the Grant Writing Service? *

- ☐ Yes
- ☐ No

2026/27 Grant Writing Support

Form Preview

Name of Northern Grampians Shire Council officer that you had discussions with.

Grant Writing Service

Grant Writing Assistance

Please list what part of the grant process you would like assistance with

I need help with

- ☐ Gathering supporting information needed, writing and submitting the grant.
- ☐ Writing the grant.
- ☐ Reviewing a draft grant application.
- ☐ Practical grant writing tips and advice.
- ☐ Gathering the supporting information needed.
- ☐ Other:

You can tick more than one box

Grant writer

Is there a particular grant writer or service that you would like to engage

- ☐ Yes
- ☐ No
- ☐ Unsure

Grant writer details

Please provide the name of the grant writer, business name and contact details.

Include name, business, phone and email.

What is the hourly rate of your selected grant writer

Must be a dollar amount.

Project Details

*** indicates a required field**

Project details

Project Title

Must be no more than 15 words.

2026/27 Grant Writing Support

Form Preview

Project Description (what do you plan to do with the funding). *

Word count:

Must be no more than 100 words.

Anticipated Project Start Date *

Must be a date.

Anticipated Project Completion Date *

Must be a date.

Please upload documents that outline your project or provide a 'Plan on a Page' using the headings below.

Attach a file:

A plan on a page includes:

- **A project title** - What is the name of your project?
- **A project aim** - What are you trying to achieve?
- **Project description** - What will be created or take place? (For example, an event, new equipment, a building upgrade, training sessions or a community program.)
- **Who will benefit?** - Who is your project for and how will they benefit?
- **What will your project deliver?** e.g. an event, a built structure.
- **Key activities** - What are the main tasks or milestones needed to deliver your project?
- **Resources required** - What funding, people, equipment or materials will you need?
- **Partnerships** - Which community groups, organisations or stakeholders will be involved?
- **Expected outcomes** - What difference do you hope your project will make for your community?
- **Measuring success** - How will you know your project has been successful? What evidence or feedback will you collect?

Funding program

Grant information (Funding body and grant name) *

Which organisation is offering the funding? Please include the name of the grant or funding program and a link to the funding guidelines or website.

Project budget

2026/27 Grant Writing Support

Form Preview

Total Amount to be requested from the funding body *

\$

Must be a dollar amount.

What is the total amount of grant funds you are requesting for the project

Total Project Cost *

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Please enter an estimate of how much funding you have already secured for the project *

Must be a number.

Supporting Documentation

If you have any documents, files or photos to support your expression of interest please upload them here

Attach a file:

You can upload more than one file if required.

Acknowledgement and submission

* indicates a required field

Privacy collection statement

Personal information requested on this form will only be used by council to carry out its functions and activities and will not be disclosed without your consent except where authorised by law. If you do not provide all or part of the personal information required we may not be able to process your request in an effective and efficient manner. You have the right to seek access and correction of your personal information.

I acknowledge that *

☐ I have read and understood the Privacy Collection Statement and consent to my personal information being used for the purposes specified.

Submission statement acknowledgement

This request can only be made by the named applicant. If you are submitting this form on behalf of another person or entity you must be duly authorised to do so. By submitting this form you are confirming that you are:

- authorised to do so
- that you have read and understood the relevant [Program Guidelines](#) and requirements
- declare that the information is correct to the best of your knowledge.

2026/27 Grant Writing Support

Form Preview

I acknowledge that *

☐ I have read, understood and confirm I am complying to the above Submission Statement.

Form Review Summary

You can download a pdf version of your completed application form prior to submitting it for assessment.

Note that this form does not represent an application to the Grant Writing Fund. A Northern Grampians Shire Council representative will be in touch with you shortly regarding your registration of interest to discuss next steps.

Submission Number

This field is read only.

The identification number or code for this submission.