

Introduction

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

Please be sure to have read the [Program Guidelines](#) before completing the Registration of Interest 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**.
- 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.The level of benefit to the Northern Grampians Shire residents.
- 2.Likelihood of the external funding application being successful (ie. the degree to which the proposal aligns with external funding program).
- 3.How achievable project deliverables are.
- 4.How realistic the proposed project costs and timeline are.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Position

Phone Number

Must be an Australian phone number.

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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?

- ☐ Yes ☐ No

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

Australian Business Number (ABN) *

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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.

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:

Have you spoken to a member of Council's Economic Development department?

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

☐ Yes

☐ No

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

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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.

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

Word count:

Must be no more than 50 words.

Anticipated Project Start Date *

Must be a date.

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Anticipated Project Completion Date *

Must be a date.

Please upload your Project 'Plan on a Page' (use the template provided)

Attach a file:

Please use the Plan on a Page' template found at this link.

Project benefits

Who will benefit from the proposed project being implemented?

How will they benefit?

Grant details

Fund Provider *

Which organisation or body is providing the funding that you are interested in applying for

Fund Name *

Name of the fund you are interested in applying for

Project budget

Total Amount Requested *

\$

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:

A light blue rectangular box representing a file upload area.

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.

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

Grant Writing Support

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This field is read only.
The identification number or code for this submission.