

# 2026-27 Community Infrastructure Grant - Application Form

## Form Preview

### Community Infrastructure Grant

\* indicates a required field

#### Translation and Interpreting Service

##### Other Languages - Translation & Interpreting Service

[Free phone interpreting service](#)

If you need an interpreter, please call the Translating and Interpreting Service (TIS National) on **131 450** and ask them to telephone the City of Greater Geelong on 03 5272 5272. Our business hours are 8.30am-5.00pm.

#### National Relay Service (NRS)

If you are deaf or have a hearing or speech impairment and you wish to call a staff member, you can do so through the National Relay Service (NRS) and ask for 03 5272 5272 who can connect you with the grants team.

- TTY users can phone 13 36 77
- Speak & Listen (speech-to-speech) users can phone 1300 555 727
- SMS relay users can message 0423 677 767

Note: Area code must be included for each call.

For a full list of NRS call numbers, visit [National Relay Service call numbers](#).

#### How to complete this form

1. Read the [grant guidelines](#) to understand the objectives of this grant.
2. Ensure that all required supporting documentation is available to upload where needed. See the list below for specific items.
3. We recommend saving your progress every 10-15 minutes. If your computer is inactive for 20 minutes, your session will time out.
4. Questions often come with helpful tips or explanations, so make sure to read them.
5. Use the word count, where applicable, to help determine how much detail to include.

#### Document Checklist

Before starting your application, refer to the checklist below to gather any necessary document you may need. Not all items will be relevant to every application.

- Certificate of incorporation, if incorporated
- Auspice agreement letter (if your organisation is not incorporated)

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- Australian Business Number (ABN)
- [Statement by Supplier form](#) (if you don't have an ABN)
- Bank account details (account name, BSB and account number) which must match the applicant's name and ABN details
- Evidence that all other funding sources are secured
- Notification of outcome of co-contribution exemption application
- Evidence of land ownership (for example, a certificate of title) for applications on Private land
- *A Consent to Apply for Grant Funding* letter from the City of Greater Geelong for all applications on City owned or managed land
- Letters of support for the proposed work from all other tenants or users of the facility
- A budget showing all income, expenses and how the grant funds will be used

### Evidence to support budget

Current quotes to support budgeted expenses:

- Project cost up to \$10,000 = one written quote
- Project cost \$10,001 to \$50,000 = two written quotes
- Project cost \$50,001 and above = three written quotes or an independent quantity surveyor's cost report

**Lighting projects** Refer to page 9 & 10 of the [Community Infrastructure Grant Guidelines](#) for information on the appropriate documents required.

### Design Documents

Refer to page 10 [Community Infrastructure Grant Guidelines](#) for information on the appropriate design documents required.

## Discussing your project

All applicants must discuss their project with a Community & Recreation officer prior to applying.

City officers are available for site visits if required.

Applicants with projects on City land or buildings must also discuss and detail any site issues e.g. are any trees, services, existing buildings or assets likely to be impacted; are there overlays on the site; is this project supported by the City?

Please phone 5272 5560 or email [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au) to discuss your project.

### Name of Community & Recreation Officer you have spoken to? \*

- Paul Cotter
- Michael Condy
- Jenna Kerr
- Megan Farlow
- Rod Clark
- Other:

Select which City Officer you discussed your project with.

**Provide a brief summary your discussions and/or site visit \***

### Are you eligible to apply?

\* indicates a required field

#### Applicant and Project Eligibility

**The following questions ensure that you are eligible to apply for this grant. If you are uncertain please contact the Grants Team on 5272 5560.**

When we say “you,” we are referring to the organisation you are applying on behalf of—not you as an individual.

**You meet the applicant eligibility requirements outlined in the 'Who is eligible to apply' section of the guidelines \***

- Yes
- No
- Other:

**You meet the eligibility requirements outlined in the 'What you can apply for' section of the guidelines \***

- Yes
- No
- Other:

**You have met the acquittal conditions of any previous funding from the City? \***

- Yes
- No (a funded activity is still in progress)
- Not applicable (no previous funding)
- Other:

**Do you have an outstanding debt or arrears to the City of Greater Geelong? \***

- Yes
- No

**If yes, please provide detail**

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**Are you involved in legal proceedings relating to winding up operations, or experiencing insolvency or bankruptcy (this includes any legal bankruptcy-related actions against the organisation's directors or officers) \***

- Yes
- No

### Land Owner Details

If you are unsure please contact 5272 5560

**Who owns the land?**

- Council
- Crown
- Private (owned by your organisation)

**If you have selected Crown or Private please provide the name of the owner/manager**

**Who owns the building?**

- Council
- Crown
- Private (owned by your organisation)

**If you have selected Crown or Private please provide the name of the owner/manager**

### Landowner Permission

**Select one of the following and attach your permission \***

- City owned land or building: Consent to apply for grant funding (letter from the City)
- Crown owned land or building: Landowner consent letter
- Privately owned land or building: Evidence of ownership (Certificate of Title)
- Other:

**Attach permission here \***

Attach a file:

### City owned land or building

**Debtor Number (You can find this number on your most recent invoice from the City) \***

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Privately owned land or building

**Rates Notice Number \***

Co-contribution

**Will your organisation match our funding with \$1 for every \$2 we grant? \***

- Yes  
 No

**If you cannot meet the co-contribution requirement, have you applied for an exemption?**

- Yes  
 No

**If no, please click [here](#) to submit an application for co-contribution exemption. Please note applications for co-contribution close on 3 August 2026 at 5pm.**

**Was your application successful?**

- Yes  
 No  
 Partial

**Please attach email evidence of the outcome**

Attach a file:

## Applicant & Contact Details

\* indicates a required field

Applicant Details

**Name of applicant (organisation) \***

Organisation Name

**Primary (Physical) address \***

Address

  

Must be an Australian post code

**Postal address (if different from above)**

Address

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Must be an Australian post code

### Ward

Please select the electoral ward where your organisation is located (not the project/activity location). We collect this information to keep your local Councillor informed about community activity in their area.

If you are unsure, please click [here](#)

\*

- Barrabool Hills
- Charlemont
- Cheetham
- Connewaree
- Corio
- Deakin
- Hamlyn Heights
- Kardinia
- Leopold
- Murradoc
- You Yangs
- Other:

### Applicant Contact Person

**Note:** This is the person that the City will contact, if required, in regards to this application.

#### Name \*

Title      First Name      Last Name

            

#### Position held in organisation \*

#### Preferred contact number \*

Must be an Australian phone number.

#### Email address \*

Must be an email address.

### Alternate Contact Person

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### Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Position held in organisation \*

### Preferred contact number \*

Must be an Australian phone number.

### Email address \*

Must be an email address.

## Organisation Type

### What type of organisation are you? \*

- Incorporated Association (not-for-profit)
- Unincorporated group with an auspice
- Registered charitable organisation
- Other:

Examples of 'Other' could be school or learning institution

## Incorporation Number

### What is your incorporation number, or if using an Auspice their incorporation number? \*

Incorporated Association or Australian Corporation Number. If you are not a legal entity, you must be sponsored (Auspiced) by an organisation who holds a relevant legal status (as per the grant guidelines)

### Attach your certificate of incorporation or other evidence of your legal status \*

Attach a file:

## ABN details

### Does your organisation have an ABN? \*

- Yes
- No (we will submit a statement by supplier form)
- No (we are using an eligible auspice)

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### 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.

ABN  
Entity Name  
ABN Status  
Entity Type  
Goods & Services Tax (GST)  
DGR Endorsed  
ATO Charity Type  
ACNC Registration  
Tax Concessions  
Main Business Location

### If you do not have an ABN

Please submit a completed ATO Statement by a Supplier Form with your application, otherwise 46.5% of any approved grant may be withheld. Download the form from: [Statement by a supplier \(ato.gov.au\)](https://ato.gov.au/Statement-by-a-supplier)

### Please upload completed Statement by a Supplier Form \*

Attach a file:

### Insurance

If your application is successful, you will be required to hold relevant insurances as detailed in your funding agreement.

Applicants using an auspice will need to provide a certificate of currency from the auspice organisation.

**I agree that if our application is successful, we must hold the appropriate insurance to cover the approved activity. \***

Yes

### Payment Information

If your application is successful, grant funding will be paid by EFT to the bank account you provide.

If you are applying through an auspice organisation, the grant will be paid directly to the auspice.

To receive payment, the following details must match:

- Applicant name listed in this application
- ABN registration name (if applicable)

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- Bank account name

We cannot process grant payments where these details are inconsistent.

Bank account details are requested for the purpose of prompt payment to successful grant recipients.

### Bank Account \*

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

### Redacted Bank Statement

Please upload the first page of your bank statement showing your account name, BSB and account number.

Your account name must match the applicant name and ABN registration name (if applicable).

You **do not** need to show transaction details or account balances. This information may be hidden before submission.

To view a sample redacted bank statement [click here](#)

### Attach redacted bank statement \*

Attach a file:

### Are you applying with an Auspice?

An auspice is an eligible organisation that receives the grant on your behalf. They are responsible for managing the funds and completing reporting requirements.

Examples include not-for-profit Incorporated Associations and Registered Charitable Organisations.

The auspice must provide a signed certification letter confirming their agreement to act on behalf of the applicant.

**Is your application being  
auspiced? \***  Yes  
 No

## Auspice

\* indicates a required field

### Auspice Details

**Auspice Organisation Name \***

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Organisation Name

**Auspice Primary Address \***

Address

  

Must be an Australian post code

**Auspice Postal Address (if different from above)**

Address

  

Must be an Australian post code

**Auspice Contact Person \***

Title      First Name      Last Name

            

**Auspice Contact Position \***

**Auspice Contact Primary Phone Number \***

Must be an Australian phone number

**Auspice Contact Primary Email \***

Must be an email address

**Auspice Incorporation Number \***

Incorporated Association or Australian Corporation Number.

**Does the Auspice Organisation have an ABN?**

- Yes  
 No (please complete a statement by a supplier form below)

Auspice ABN

**Auspice 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

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ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

### If Auspice organisation does not have an ABN

If the Auspice does not have an ABN, it will need to submit a completed ATO Statement by a Supplier Form with your application, otherwise 46.5% of any approved grant may be withheld. Download the form via this link : [Statement by a supplier \(ato.gov.au\)](#) then complete, scan and upload below.

#### **Attach Statement by a Supplier Form here: \***

Attach a file:

### Auspice Certification

**Please attach signed certification letter by office bearer of Auspice Organisation to demonstrate that it has agreed to act in that role on your behalf \***

Attach a file:

Office Bearer could be: President, Secretary, Treasurer, Chief Executive etc. Letter must include the name, position, signature and date. Max 25mb

### Auspice Insurance

If the applicant is successful, the Auspice will be required to hold relevant insurances as detailed in your funding agreement.

**I understand that if this application is successful, the Auspice organisation must hold insurance to cover the approved activity. \***

Yes

## Application Detail and Assessment

\* indicates a required field

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**Project title \***

e.g. Kitchen Upgrade, Female friendly change rooms

**Brief project description (25 words or less) \***

Must be no more than 25 words.

Provide a short description of your project. This will be used for reporting and promotional purposes.

**Where is this project located? Please provide the physical address. \***

Address

  

Address Line 1 and Suburb/Town are required.

**Which type of funding are you applying for? \***

- Planning (\$0 - \$50,000)
- Capital Works - Delivery (\$0 - \$300,000)

**Is your project for sports lighting? Only available for privately owned facilities. \***

- Yes
- No

### Sports Lighting

**Has a qualified electrician confirmed the switchboard and existing power supply are suitable for the proposed works?**

- Yes
- No (without this your application is unlikely to be supported)
- Not applicable

**If yes, attach advice from electrician here**

Attach a file:

## ASSESSMENT CRITERIA

To assist in answering the following questions, please refer to the assessment criteria in the [Community Infrastructure Grant Guidelines](#).

### COMMUNITY BENEFIT 55%

**Why does the project need to be done? Explain how it responds to a clear need or a gap in available infrastructure for the community. \***

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**How many community members will benefit from this project? \***

For example you could state: more than 50 involved, more than 200 will benefit; or if unknown, please type in unknown.

**How will your organisation benefit from this project? \***

**How will the community outside your organisation benefit from this project? \***

**How does your project align with this grant's objectives or council priorities?  
Please refer to page 4 of the Grant Guidelines. \***

### PRIVATE APPLICATIONS ONLY

Refers to applications for infrastructure the City does not own. Includes assets on Crown land and assets owned by eligible applicants.

**How you will ensure ongoing access for the broader community. e.g. Include information on any planned community access arrangements, public programs, partnerships, events, facility hire opportunities, or other initiatives that will enable non-members to use or benefit from the facility.**

### WELL PLANNED PROJECT 45%

**Explain what is included in the project (the scope of works) - clearly state if it is planning or capital works, and the key elements e.g. building upgrade or extension, kitchen upgrade or scoreboard installation etc. Please only explain what you are doing. There is opportunity to explain 'why' in the Community Benefit section of this form. \***

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Word count:

Must be no more than 100 words.

**Is your project ready to start (shovel ready)? Please outline the status of project planning, design, approvals, or other preparatory work. \***

**Do you have any of the following (as relevant to your project) Please include in attachments section at the end of this form: \***

- Site plan showing the location of the proposed works with reference to the subject site
- Preliminary concept designs or sketches
- Detailed design documents
- Lighting designs (private applicants only)
- Cultural Heritage Management Plan
- Tree survey or arborist report
- Geotechnical survey
- Planning permit, building permit or advice
- None of the above
- Other:

**Who are you proposing to manage the project delivery? \***

- City of Greater Geelong
- Applicant

### **IMPORTANT:**

Please note, if your project is deemed to be high risk in accordance with the Occupational Health Safety Regulations, it may be managed by the City of Greater Geelong. Only applicable for City assets.

If you are unsure if your project is deemed high risk, please call 5272 5560

**Please provide name of your project manager \***

**Attach resume of Project Manager demonstrating their capability to deliver similar projects \***

Attach a file:

**Do you have stakeholder support from co-tenants and relevant peak bodies? Select all that apply \***

- Co-tenants
- Peak Body
- Sporting Association

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- Community Association
- Not applicable
- Other:

### Attach evidence of stakeholder support

Attach a file:

### Attach evidence of stakeholder support

Attach a file:

### How has the project planning minimised environment harm? eg. choices of building materials, Five star energy rating \*

## Budget & Funding Request

- All application budgets must be GST-exempt figures.
- All applicants must submit a detailed budget.
- The budget **MUST** balance (Total Income = Total Expenditure)
- We recommend you do not choose the lowest quote for expenditure when you develop your budget and determine the amount of grant funds to request.
- It is mandatory that your project costs include a minimum contingency of 10%.
- Your project budget can include in-kind contributions for goods and services. Examples include volunteer labour for qualified trades (e.g., electrician, plumber) or donated building materials.
- The volunteer cost of project management or committee time is not accepted as an in-kind contribution.
- All other funding sources must be confirmed in writing.

### Budget Template

If you don't already have a budget prepared, you're welcome to use our template. [Click here](#) to view the example. The template includes two tabs: one shows an example of a Capital Works budget, and the other shows an example of a Planning budget.

## Budget

### Please upload your budget here (All application budgets must be GST-exempt figures.) \*

Attach a file:

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**Total Grant Amount Requested \***

Must be a whole dollar amount (no cents).

**Your contribution - cash**

Must be a whole dollar amount (no cents).

**Your contribution - in-kind**

Must be a whole dollar amount (no cents).

**Total other confirmed funding**

Must be a whole dollar amount (no cents).

**Total Income**

This number/amount is calculated.

**Total Project Cost (excluding GST) \***

Must be a whole dollar amount (no cents).

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

**Note:**

- Please check the above figures match exactly to your attached budget.
- Total income must equal total project cost.

**Is there a difference between your quotes or quantity surveyor (QS) estimates and your 'total project cost' listed above? \***

- Yes  
 No

**If yes, please explain why? eg: excluded items or additional items that may have not been included in the quote or cost estimate \***

Word count:

Must be no more than 100 words.

**In-kind contribution**

If you have included an in-kind contribution amount above it must be supported by evidence, such as a quote with a waiver of fees or the cash value of donated goods

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from a third-party supplier. Please provide a breakdown and explanation of any in-kind contribution.

### **In-kind contribution details**

Attach a file:

### **Please explain**

### Budget Comments

### **Is there anything you would like to say about your budget?**

Word count:

Must be no more than 150 words.

### Further Information

### **Optional - Is there anything else you would like to say about your application?**

## Priority Funding Theme 2026-27 (Optional)

**Council nominates priority funding themes which will attract an additional score as part of the application assessment.**

**The nominated themes for 2026-27 are:**

- 1. Access for all abilities**
- 2. Fair access**

**The below questions are OPTIONAL, however, if you choose to answer there is an additional 10% weighting for each question, which will be added to your final assessment score.**

### Access for All Abilities 10%

**How will your project empower people with a disability to be active contributors and participants in our community?**

Fair access 10%

**How will your project improve the access to, and use of, community infrastructure for women and girls?**

## Attachments

### Quotes

Project costs up to \$10,000

One (1) current written quote for entire scope of work

Project cost \$10,001 to \$50,000

Two (2) current written quotes for entire scope of work

Project cost \$50,001+

Three (3) current written quotes OR an independent quantity surveyors (QS) report.

**Current** = To qualify as current, quote/s cannot be older than six months at the time you submit your application.

Any works on Council owned or managed assets must be by a commercial builder unless exempt by the building code.

Successful applications for projects the City will deliver and costing above \$300,000 must go through a public tender process before proceeding.

## Attachments

### Quote 1

Attach a file:

### Quote 2

Attach a file:

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### Quote 3

Attach a file:

### Quantity Surveyor (QS) Report

Attach a file:

### Plans/designs

Attach a file:

### Site plan

Attach a file:

### Optional: Photos (max 5)

Attach a file:

### Private only - lighting design that specifies lux level and alignment with relevant sporting standard

Attach a file:

### Other

Attach a file:

### Other

Attach a file:

## Prioritising Applications

\* indicates a required field

If the total funding requested by all applicants exceeds the available funding, we may prioritise:

- applicants who did not receive money from this grant in the previous year
- applications from organisations that do not receive money from electronic gaming machines or gambling
- applications for projects which address a gap in the provision of community infrastructure.

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**Did you receive a Community Infrastructure grant from the City in 2025/26 grant round? \***

- Yes
- No
- Not sure

### **Electronic Gaming Machines (EGMs)**

**Do you own or operate EGMs? \***

- Yes
- No

**Do you receive EGM generated funding or support? \***

- Yes
- No

**If you answered yes to either question above, please provide details**

## Certification and Privacy Information

\* indicates a required field

### Certification

**I certify that:**

- I am authorised to submit this application on behalf of the applicant.
- I have read the relevant grant guidelines.
- The information provided in this application, and in any attached supporting document, is true, accurate and complete to the best of my knowledge.
- I understand that submitting an application does not guarantee that I will receive funding from the City.
- I understand that applications are assessed competitively against the published assessment criteria and available City budget, and that the City may offer funding in full or in part (if at all).
- I understand that funding decisions made by the City are final.
- If this application is successful, I agree to comply with the terms and conditions of the funding agreement, including any requirements relating to permits, approvals, insurances, acknowledgements, reporting and acquittal.
- I understand that providing false and/or misleading information may affect this application, any future applications, or any funding agreement entered into as a result of this application

**I acknowledge that I have read and agree to the above conditions of my application \***

Yes

No

**Organisation name  
(insert organisation**

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**name applying for this grant) \***

Insert organisation name applying for this grant

**Auspice organisation name (only complete if applicable)**

If the application has an auspice - please provide organisation name

**Name of person authorising: \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position (e.g. secretary or treasurer) \***

**Date \***

Must be a date

## Privacy Collection Statement

We collect the personal information on this form so we can process your application and follow up if needed. We won't share it except to assess your grant or if the law requires it. Our full [privacy policy](#) is available on our website.

If you wish to alter any of the personal information you have supplied to City of Greater Geelong, please contact us by sending an email to [privacy@geelongcity.vic.gov.au](mailto:privacy@geelongcity.vic.gov.au).

## Feedback

\* indicates a required field

### Help us improve

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback.

We would value any feedback you may have regarding our online grants application process.

**Were the questions in this form easy to understand?**

- Very easy     Easy     Neutral     Difficult     Very difficult

**Suggestions - What can we do better next time?**

**How did you find out about the grants? \***

- Social media  
 Internet search

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- Newspaper
- Word of mouth
- Previous applicant
- City of Greater Geelong website - direct to page
- Email from City of Greater Geelong
- Other: