

Community Development Fund Application 2024-25

Form Preview

2024-25 Community Development Fund

Welcome to the 2024-25 Community Development Fund Application Form

Welcome to the Knox City Council's online grant application service, powered by SmartyGrants.

If you need any help navigating this form or using SmartyGrants, please visit SmartyGrants applicant [Frequently Asked Questions](#).

If you have any questions about the application process, guidelines, or timeframes please contact the Community Partnerships Team at Knox on 9298 8000 or email cdf@knox.vic.gov.au.

Below is some important information to help you on your way.

Navigating the application form

You may begin anywhere in this application form. Please remember to save as you go! You will find the save button in the top left hand corner of your screen.

On the right hand side of every screen, there is a box which links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click "next page" or "previous page" on the top or bottom of each page to move back or forward through the application.

Saving and printing your draft application

If you wish to leave a partially completed application, simply press save and log out. When you log back in, click on the "My Applications" link at the top of the screen and you will see a list of any applications you have started or submitted. You can then reopen your draft application and begin where you left off.

You can also download any application, whether in draft or complete. Click on the "Download" button at the bottom of the application navigation panel. Once you have downloaded your application as a PDF you can print it.

Reviewing and submitting your application

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You will find a "Review" button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

If you have not answered all mandatory questions in the application form, you will be notified when you click "Review".

IMPORTANT: You will not be able to submit your application until all the questions are completed as required.

Once you are happy with your application, click on "Submit" at the top of the screen or on the navigation panel.

Once you have submitted your application, no further changes can be made without contacting the Community Partnerships Team on 9298 8000 or cdf@knox.vic.gov.au.

Attachments and supporting documentation

You will need to upload documents to support your application. This is simple, however you will need to have the documents saved onto your computer.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each, however we do recommend trying to keep files to a maximum size of 5MB for ease of uploading.

If you are not able to upload a document, please contact the team at SmartryGrants for support.

Returning Applicants

Returning applicants are encouraged to read the Community Development Fund Procedures as these may have changed.

It is important that all applicants are across the guidelines to assist with their application.

Completing an application in a group/team

A number of people can work on an application using the same log in details, as long as only one person is working at a time.

Remember - SAVE AS YOU GO!

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About the Community Development Fund

Introduction

The Community Development Fund is a grants program to develop, enhance and support the involvement of not-for-profit community groups with projects, programs or equipment which respond to identified needs in the Knox community.

The Community Development Fund provides grants in four categories:

- *Category 1 - General projects, programs, or activities from \$3,000 to \$20,000*
- *Category 2 - Equipment up to \$20,000*
- *Category 3 - Community Festivals and Events - up to \$15,000*
- *Category 4 - Community Functions - up to \$5,000*

[Click here](#) for tips on how to make your application stand out.

How applications are assessed

Eligible applications to the Community Development Fund are assessed by the Community Development Fund Assessment Panel, made up of Community representatives and Council officers. Applications are scored using the following weighted criteria:

- The level of benefit to Knox residents (15%)
- The degree to which the project is shown to have a clear financial need, be feasible and be financially viable (20%)
- Clear demonstration of community need and proposed project objectives (30%)
- The capacity of the applying organisation to deliver the project and manage the grant (25%)
- Demonstration of applying organisations consultation and/or partnership with others (10%)

The Panel will make recommendations for consideration at a Council meeting in October 2024.

Notification of application outcome

All applicants will be notified of the outcome of their application in writing by the end of October 2024.

If your application is successful

Successful applicants will be required to enter into a formal funding agreement defining the approved funded activities to ensure that both parties are clear of their roles and responsibilities.

The funding agreement will clearly define accountability of the funded organisation for the achievement of agreed outcomes and will specify terms and conditions for effective project delivery and protection of public funds.

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Where an organisation is auspiced for the purposes of the grant, the auspice organisation is also required to sign the funding agreement.

The period of the funding agreement will be for a maximum of 12 months.

Funded organisations will need to have supplied the following documentation as part of their application:

- Insurance Certificate of Currency
- Statement by Supplier Declaration
- Evidence of Current Incorporation Status
- Evidence of Current Registration for a Company Limited by Guarantee.

If your application is unsuccessful

If your application is unsuccessful, an email will be sent to the contact person notifying them of the outcome.

Groups are encouraged to seek feedback and make further applications in the future.

The decision of Council is final, however if you have any questions about the outcome of your application, you are encouraged to contact the Community Partnerships team.

The Community Development Fund is a competitive grants program and not all applications will be able to be funded. To give your application the best chance, we recommend ensuring you have clearly answered all information and provided supporting documents.

Acquittal

At the completion of your project or event, you must submit an acquittal providing evidence of expenditure of funds in alignment with the funded activities contained in the funding agreement.

It is encouraged that successful applicants maintain good record keeping and receipts to ensure that this can be acquitted successfully.

The acquittal form will be added to your application in Smartygrants, and you can add documents and files as your project/event is progressing.

Before you begin

* indicates a required field

Before you begin

Before you begin your application, it's important that you confirm the following:

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The Community Development Fund Procedures can be found here: [CommunityDevelopment Fund Procedures](#)

Organisation Name

*

- I confirm we have read and understood the Community Development Fund Procedures
- I confirm we have been in touch with the Community Partnerships Team to discuss our application
- I confirm we are a not for profit organisation

At least 3 choices must be selected.

Please tell us who you spoke to about your application

Knox City Council and Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training.
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

- Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1st July 2022 and can meet the requirements relevant to our organisation. We will attach a statutory declaration detailing our commitment to ensuring our organisation and all Council-funded programs, services, events and/or activities are compliant with the Child Safe Standards.
- Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach signed Statutory Declaration

Attach a file:

Community Development Fund Category

* indicates a required field

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Grant Category

Our Community Development Fund is split into four categories depending on your need. Please choose the category that best suits your project.

Please refer to councils Community Events Webpage to determine if you fit under category 3 or 4, and what is required for your event.

Important Information:

- A Community Festival is an event that is open to the wider community to attend and usually attracts over 200 people.
- A Community Function is a smaller event that involves low risk activities and usually attracts under 200 people.

Category of application *

- Category 1 - \$3,000 - \$20,000 for General Projects Programs or Activities
- Category 2 - up to \$20,000 for equipment
- Category 3 - up to \$15,000 for Community Festivals and Events
- Category 4 - up to \$5,000 for Community Functions

About your organisation

* indicates a required field

Section 1 - About your Organisation

Please tell us about your organisation.

1.1 Organisation Details *

- Individual Organisation

Organisation Name

First Name

Last Name

1.2 Organisation Primary Address *

Address

1.3 Does your organisation have an ABN? *

- Yes No TBC

If you don't have an ABN, please provide a Statement by Supplier declaration (<https://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn>) and upload at the bottom of this page.

1.4 Organisation Details 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.

1.5 Is your organisation registered for GST? *

- Yes No TBC

1.6 Are you Incorporated? *

- Yes
 No
 TBC

1.7 Incorporation Number (if applicable)

1.8 Indicate your organisations legal status *

- Incorporated
 Cooperative
 Limited by Guarantee
 Church
 Other:

1.9 Briefly describe what your organisation does *

Be concise! Tell us in a few words what your organisation does. You can use your vision or mission statement, or a general description of your services or purpose, including how long you have been operating.

1.10 Indicate your organisations governance structure *

- Board of Management
 Committee of Management
 Other:

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1.11 Please tell us the Chair/Head/Senior member of your organisation *

First Name

Last Name

1.12 Chair/Head/Senior members Contact Number *

Must be an Australian phone number.

1.13 Chair/Head/Senior members email address *

Must be an email address.

1.14 How many people who would identify as a volunteer contribute to running your organisation and its activities? *

Must be a number.

1.15 Organisation Website

Must be a URL.

1.16 How many members/clients does your organisation have? *

Must be a number.

1.17 Approximately many of these members/clients are Knox residents? *

Must be a number.

1.18 Does your organisation need an Auspice for the purpose of this funding? *

Yes

No

If your organisation is not formally registered as a Charity or Incorporated Not for Profit, you will need an Auspice for the purpose of this application. An Auspice is an organisation who does fit the above criteria, and assists smaller organisations by managing the grant funding on your behalf.

Organisations Document Upload

Please upload the following documents relating to your organisation to support your application.

The purpose of these documents is to assist the panel with assessing your application, by providing information regarding your organisations governance, viability and activities.

Public Liability Insurance Certificate of Currency *

Attach a file:

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Must be a Certificate of Currency, showing as a minimum your organisation as the insured entity, period of insurance and amount covered.

Financial Income and Expenditure Report, and balance sheet, including assets & liabilities *

Attach a file:

We need your latest financial report, including assets & liabilities to demonstrate your organisations viability and capacity

Annual Report *

Attach a file:

Please attach your latest annual report. If your group does not have an annual report, please provide minutes from your most recent AGM that demonstrates your organisations activities and governance.

Evidence of current legal status

Attach a file:

Please upload evidence of your current legal status, such as your Certificate of Incorporation or a screenshot of the information from a website.

Statement by Supplier

Attach a file:

Please upload the completed Statement by Supplier declaration if your organisation does not have an ABN in response to question 1.3

Your Application

* indicates a required field

This is where you tell us about your project, program or equipment needs.

Important: To assist our Panel in assessing your application, please keep your answers clear and concise. We will give you hints and tips on the way through your application.

Your responses should provide the Assessment Panel with a clear understanding of:

- What you wish to achieve
- How you intent to achieve it
- Evidence of the need for your project, and
- How you will evaluate your project achievements.

Your application will be assessed by the Panel on the following weighted criteria:

- The degree to which the project is shown to have a clear financial need, be feasible and be financially viable (20%)
- Clear demonstration of community need and proposed project objectives (30%)

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- the capacity of the applying organisation to deliver the project and manage the grant (25%)
- Demonstration of applying organisations consultation and/or partnership with others (10%)
- The level of benefit to Knox residents (15%)

2. About your project

2.1 Project Name *

Must be no more than 20 words.

Tell us in a few words, what is the name of your project. Your project name should be clear and concise, and provide an indication of what you are aiming to achieve.

2.2 Project Start Date *

Must be a date.

Must be after November 2024

2.3 Project End Date *

Must be a date.

Must be before November 2025

2.4 If your project falls outside the funding period of November 2024 to November 2025, please tell us why.

2.5 Location of Project *

Address

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

2.6 Name of Venue where project will be held (if applicable)

For example: Knox Community Arts Centre

3. Project Contacts

Please tell us the best people to contact regarding your project. You must include at least two **different** contacts.

Note: Where possible, avoid using personal emails in the contact details. If your organisation has specific organisation email addresses, these are best to use as committees and contacts can change.

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3.1 Who is the best person to contact regarding your project? *

First Name

Last Name

3.2 Applicant Project Contact Primary Email *

Must be an email address.

3.3 Applicant Project Contact Mobile Phone Number *

Must be an Australian phone number.

3.1 Who is the best person to contact regarding your project? *

First Name

Last Name

3.2 Applicant Project Contact Primary Email *

Must be an email address.

3.3 Applicant Project Contact Mobile Phone Number *

Must be an Australian phone number.

Overview, objectives, measures and evaluation

* indicates a required field

This is where you tell us about your project. Remember to be clear in your answers, providing as much detail as you can to assist us in understanding your objectives.

4. Project Summary

Please tell us about your project. Be clear in your answer, describing exactly what you are planning to achieve.

4.1 Project Summary *

Word count:

Must be no more than 150 words.

4.2 Please indicate which key direction your project aligns to Knoxs' Council & Community Plans *

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- Opportunity & Innovation
- Connection, Resilience & Wellbeing
- Neighbourhoods, Housing & Infrastructure
- Civic Engagement and Integrity
- Natural Environment & Sustainability

5. Project Objectives

Describe the main objectives of your project.

5.1 Objectives - what key activities do you plan on doing? *

Word count:

Must be no more than 150 words.

5.2 Please tell us why this project is needed in the community, and how you have researched this.

6. Expected outcomes

Please provide an explanation of the short/medium/long term benefits that will be realised if your application is successful, including who will benefit and how.

6.1 What are the expected outcomes of the project? (eg: Who will benefit, and how will they benefit) *

Word count:

Must be no more than 150 words.

7. Why are grant funds needed for this project?

This is where you connect your organisations financial need to your project. The Assessment Panel use this information together with your financials to assess your application.

It is important to note here any priorities for surplus funds held by your organisation that can't otherwise be contributed to this project.

*

8. Similar Projects

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8.1 Are you aware of any similar projects/events already running in Knox that align with your project? *

- Yes
- No

If yes, please explain in the following field any collaboration you have completed (if applicable) and details of how your project/event is necessary

8.2 Please detail any collaboration or consultation you have completed (if applicable) and details of how your project/event is different.

8.3 Is this the first time your organisation will deliver this project, or a similar project? *

- Yes
- No

8.4 Please tell us the outcome of the previously delivered project, any learnings or feedback received, and any other information you wish to share.

9. Project Beneficiaries

9.1 How many people do you estimate will directly benefit from this project? *

Must be a number.

9.2 Of these, how many do you estimate are Knox residents? *

Must be a number.

9.3 Please indicate the demographic who your project will benefit most *

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Active Ageing | <input type="checkbox"/> Cultural Diversity | <input type="checkbox"/> LGBTIQ+ | <input type="checkbox"/> Volunteering |
| <input type="checkbox"/> Arts & Cultural activities | <input type="checkbox"/> Disability | <input type="checkbox"/> Lifelong Learning | <input type="checkbox"/> Welfare |
| <input type="checkbox"/> Children | <input type="checkbox"/> First Nations Community | <input type="checkbox"/> Mental Health & Wellbeing | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Community Connection | <input type="checkbox"/> Intergenerational | <input type="checkbox"/> Natural Environment | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Community Safety | <input type="checkbox"/> Leisure & Recreation | | |

9.4 Will this project be a recurring event? *

- Yes, we will aim to deliver this project again

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No, this is a once off project

9.5 As this project is planned for future delivery, what measures do you have in place to ensure it is sustainable beyond the current year?

10. Project Plan

A project plan clearly outlines the key tasks, timelines and people involved in delivering the project. Please outline the key tasks and timeframes in the table below. You can find an example project plan here: [Project Plan Example](#)

Note: If your organisation has completed their own project plan, please upload below.

Activity (eg: order equipment)	Who (eg: treasurer)	When (eg: Dec 2024)
List of tasks	Who is responsible for task	Date task should be completed by

10.1 Project Plan

If your organisation has their own Project Plan, please upload here.

Attach a file:

11. Risk Management Plan

A Risk Management Plan includes the identification of any risks, assessing the likelihood of risk, and developing strategies to mitigate or manage those risks. You can find an example Risk Management Plan here: [Risk Management Plan Example](#)

A risk is defined as "an uncertain event or condition that if it occurs, has a negative effect on a projects deliverables".

If you have already completed a risk management plan, please upload in the section below.

Note: if your project involves Children, please ensure you have included risk identifiers and mitigation strategies in relation to child safety.

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Risk Identified (ie: trips/hazzards) **Contributing factors** **Risk Rating (eg: High, Medium, Low)** **Mitigation (ie: how will you manage this risk)**

Risk Identified (ie: trips/hazzards)	Contributing factors	Risk Rating (eg: High, Medium, Low)	Mitigation (ie: how will you manage this risk)

11.1 Risk Management

Risk Management Plan

Attach a file:

Consultation & Partnership

Has your organisation conducted any consultation with, or partnered with, any other groups/organisations for your project? *

- Yes
- No

Tell us about any collaboration/partnerships in designing your project here.

For example, those that have worked with you or will be working with you to:

- deliver the project;
- advise you on the project;
- assist in providing research for the project

Organisation/Group Name

Role in the project

Organisation/Group Name	Role in the project

Festivals, Events and Functions

* indicates a required field

12. Applications for Community Festivals, Events and Functions

This section is required where you have indicated your project falls into:

- Category 3 - Community Festivals and Events, or
- Category 4 - Community Functions.

For information relating to Community Festivals and Events, please visit Knox City Council's Events website at [Community event info and registration | Knox](#)

Here you will find great information and services to assist you planning your event, including the use of our events kit!

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12.1 Which year did your organisation first hold this event in Knox? *

12.2 Where will your event be held? *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
Enter address of venue or location

12.3 What is the name of the venue where your event will be held? *

ie: Carrington Park, Knox Community Art Centre

12.4 What date do you intend to hold your event? *

Must be a date and no earlier than 1/11/2024.

12.5 Are you aware of any other local events happening at the same time as yours? *

- Yes
 No

12.6 If yes, please indicate

13. Event Management Plan

An Event Management Plan clearly documents the key tasks, timelines and people involved in delivering the project.

Please refer to the events page on councils' website for more information;

[Community event info and registration | Knox](#)

Activity	Who	When

14. Risk Management Plan

Risk Management is the process of identifying risks, assessing the likelihood of risks and developing strategies to mitigate and manage risks.

A risk is "an uncertain event or condition that if it occurs has a negative effect on the outcome of a project".

For an example risk management plan, please click here: [Risk Management Plan Example](#)

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Risk Description	Contributing Factors	Risk Rating	Mitigation
	Why is this a risk	Low, Medium, High	How will you manage this risk

15. Consultation & Partnership

Are you partnering with any other groups for your event, or have you consulted with any other groups or individuals when planning your event? *

- Yes
- No

15.1 Partnership or Consultation Details

Tell us about any collaboration/partnerships in designing your project here.

For example, those that have worked with you or will be working with you to:

- deliver the project;
- advise you on the project;
- assist in providing research for the project

Organisation Details	Role in the event

Project Budget

* indicates a required field

16. Project Cost and Grant Amount Requested

This is where you tell us the overall project cost, and the amount you are seeking from the Community Development Fund grant to contribute to your project.

You will be asked to break this down further in the budget table below.

16.1 Total Project Cost *

\$

Must be a dollar amount.

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

16.2 Total Grant Amount Requested *

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\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

17. Partial Grant Funding

The Community Development Fund at times, may only be able to partially fund your project/event.

You will need to tell us if your project/event is still viable with partial funding, and outline the critical areas of success in the following questions.

Can your project still proceed with partial grant funding?

- Yes
- No

Please list the critical areas of your project here that enables your project to be viable if partial funding is granted.

Description/Item	Budgeted Value
	Must be a dollar amount.
	\$
	\$
	\$

Please describe why your project is not viable with partial funding?

18. Budget

The following sections are where you detail the financial breakdown of the anticipated budget for your project.

The budget is made up of:

- **income** - described as the funds available to support the budgeted expenses, and
- **expenses** - the anticipated costs associated with the project.

Rows may be added to the tables by clicking on the "Add Row" button located at the bottom right-hand corner of the table.

Amounts entered should indicate if GST applicable.

18.1 Project Income

Please list all income related to the project in the table below. Remember to include grants from other organisations and departments.

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Income is described as the anticipated funds to support the budgeted expenses. Examples of income are:

- this grant
- your organisations in kind contribution
- your organisations cash contribution
- revenue from ticket sales
- income from other grants from other organisations or departments
- donations

To add more rows, click on then "Add More" button at the bottom right of the table.

Project Income	\$AUD
eg; Ticket Sales - 100 Tickets at \$50 each	\$5,000
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

18.2 Income Totals

Total Income Amount

\$

This number/amount is calculated.

18.3 Expenses

List below the expenses relating to the project. These are the anticipated costs for running your project.

For example:

Expenditure

\$AUD

Printer

\$388

Venue Hire

\$1300

Expenditure	\$AUD
1 x Printer	\$300
	\$
	\$
	\$
	\$
	\$

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	\$
	\$
	\$

18.4 Expense Totals

Total Expenditure Amount

\$

This number/amount is calculated.

18.5 Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

19. Expenses to be funded by the grant

This is where you list the expenses you will use the grant funds for.

You will need to include **at least two quotes** for any individual purchases over \$500 and where required, include a document that outlines your project calculations. You can do this beside each item in the CDF expense table below, or you can upload files separately in the following section.

Note: Where your project includes funding for wages, you will need to show your calculations including hourly rate, and state the relevant award where the hourly rate was derived.

Item Description	Amount \$AUD	Quote/Calculations
	Must be a dollar amount.	
	\$	
	\$	
	\$	

20. CDF Budget Totals

Total CDF Expenses

\$

This number/amount is calculated.

This amount must match the Grant Amount Requested

21. Quotes and Evidence of Calculations

At least **two quotes** are required for any individual item or expense greater than \$500, as well as any notes/documents to show how you have calculated your budget.

Where your project includes funding for wages, you will need to show your calculations including hourly rate and state the relevant award where the hourly rate was derived.

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Attach quotes and other budget related documents not attached above

Attach a file:

Auspice Organisation

22. Auspice Organisation Details

This section is required where you have indicated you require an auspice for the purpose of this organisation.

The Auspice organisation will be required to complete an [Auspice Declaration Form](#) to be submitted with this application form.

Auspice Organisation Name

23. Auspice Declaration

Please attach the completed [Auspice Declaration](#) below.

Completed Auspice Declaration

Attach a file:

Community Strengthening News

24. Knox City Councils monthly e-bulletin

Knox City Council issues a monthly e-bulletin containing useful information relating to community training, grants and other resources. If you would like to subscribe to the monthly e-bulletin, please do so by clicking this link:

[Subscribe here](#)

Declaration and Submission

* indicates a required field

Privacy

We collect personal information of individuals during this application form to assist us in administering the Community Development Fund.

The information we collect will only be used by Knox City Council for that primary purpose, or directly related purposes.

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The information will not be disclosed, in particular for purposes relating to marketing, except as required by law.

Declaration of Relationships/Conflict of Interest

You will need to tell us about any relationships that you, or a member or your organisation, or your organisation has with a Council staff member or Councillor.

This includes, but is not limited to the following types of relationships:

- representation on your Committee or Board or Management
- membership of your organisation
- personal relationships such as family members or partners.

It does not include professional relationships that occur in the usual operation of your organisation such as the use of your organisations services or programs.

The information you provide here won't influence the outcome of your application, however it will assist us in ensuring your application is assessed fairly and accurately, in an unbiased process that ensures transparency across grant programs offered by Knox City Council.

Do you, or any person involved in this grant application have any relationships with a Council staff member or Councillor? *

- Yes
- No

Please describe the nature of the relationship.

Declaration

I/We declare that:

- The information contained in this application and its attachments is to the best of my knowledge, true and correct.
- I will notify Knox City Council of any changes to this information and any circumstances that may affect this application.
- I understand that Knox City Council is subject to the Freedom of Information Act 1982.
- I understand that this is an application only and may not result in funding approval.

I have read, understand, and agree to the above statements.

Declaration and agreement *

- Yes

Authorised Person *

First Name Last Name

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Organisation *

Organisation Name

Date *

Must be a date.