



# Sample Answers for Grant Applications

## Introduction

This info sheet is designed to help frame your thinking for questions on the Wellington Shire Council grant application form. Of course, your own answers should be verbalized by your own organisation and activity - you should never just copy and paste from these examples. The purpose is to help you understand what is required in a grant answer.

## Contents

1. Tell us about your organisation and/or committee.
2. Tell us what you will do with the funding.
3. Tell us how you will let the community know about your activity.
4. Tell us how you will know if your activity is successful.
5. Tell us the community benefit of your activity other than fundraising.

## 1. Tell us about your organisation and/or committee.

### *Example 1:*

The Nambrok Hall and Recreation Reserve Committee of Management are an elected Committee of Management for DELWP and meet as needed but have regular phone hook-ups when required. The committee attempt to have quarterly meetings which has been difficult over the last couple of years. Our commitment is to supply a clean safe and friendly venue for the community to be able to use. We have organised community building events during some difficult times that have been well represented by the local and surrounding communities. During this period the Committee has overseen the exterior clean and paint of the Hall, Clean and paint of the tennis club, improved access to the Cricket/Football clubrooms with new door and been involved in the general maintenance of all the buildings on the reserve. With support from DELWP we have done some major safety works involving some ageing trees. We have removed or made safe trees that were planted as wind breaks over 70 years ago. This has been done after consultation with the local community, DELWP and arborists. This will be an ongoing program. We have an ongoing ground and facilities maintenance program with mowing, weed control and driveway repairs mostly done using volunteer labour. The cleaning of the facilities is done by the user groups with support from the volunteers who oversee the general condition of the reserve.

### *Example 2:*

The Rotary Club of Sale is part of the International service organisation "Rotary International" which supports projects in Sale and surrounding areas as well as nationally and internationally. Previous projects include:

- Monday Tucker - local provision of meals and support to homeless and disadvantaged.
- Support to build Sale Community SEED Garden precinct.

- Rotary Race the Rubeena Events - previous events fundraising have purchased much needed specialist equipment for the local Sale Hospital.

## **2. Tell us what you will do with the funding.**

### *Example 1:*

Nambrok Recreation Reserve pavilion amenities upgrade: The pavilion currently have 2 rooms with 4 showers in each room and the project plan for the amenities upgrade will involve:

- remove existing mixing taps and shower roses and install new water saving shower heads and single handle mixers (work done by local plumber)
- clean, strip, paint prep and painting of shower rooms (work will be done by volunteers)
- install dividers between each shower head (work will be done by local contractor)
- floor cleaning and prep (work will be done by volunteers)
- floor painting with industrial non-slip paint (work will be done by volunteers)
- install shower curtain rails and curtains (work will be done by volunteers)

Our user groups involve people of different gender identities, we feel that the addition of partitions and curtains will create a more comfortable environment for everyone using the facilities. It will compliment all events that need gender specific facilities (Cricket & Football have recently had games at the reserve that include all genders).

Currently, there are three sporting clubs utilising the reserve and pavilion facility at Nambrok – the Wellington Warriors Football Club, Nambrok Newry Junior Football Club and Nambrok Cricket Club. The Wellington Warriors FC are an Over 35s football team competing in the Victorian Country Masters Football League and consist of around 40-50 members for any given season. As well as providing those over the age of 35 the opportunity to actively participate in training and games of modified Australian rules football, the Club has also conducted a range of men’s health initiatives, over a number of years, at the venue. Although the team is made up predominantly of men over the age of 35, training sessions are open to anyone who wishes to join them, and female participants have often chosen to get involved in these sessions. Unfortunately, the existing change-rooms don’t properly cater for any of the women and girls that do take up this option.

The Nambrok Newry Junior Football Club is another Club which regularly utilises the pavilion. Although known as a ‘junior football’ club, the club actually fields 4 junior netball sides, and 2 open netball teams, as well as their three junior football teams. Overall, they have around 90-100 members participating in sport each week as well as numerous volunteers supporting the club. With very few other facilities/clubs located in Nambrok, the NNJFC acts as a social hub for many members of the surrounding local community.

### *Example 2:*

Port Albert Progress Association grant application for New Years Eve fireworks:

New Year’s Eve Twilight Market and Fireworks 2021 will be run by volunteers from a number of Port Albert community organisations. Oversight will sit with the Port Albert Progress Association (PAPA). The event will be an agenda item on PAPA meeting agendas to discuss arrangements, evaluate and approve running the event again after the event is held.

The event will be held in Rutters Park with a market held from 4-9pm with market stalls and food vans. Volunteers will be present for the set up and set down of the event, they will direct stall holders and food vans, monitor entrances and cleaning up during and after the event.

Additional food vans will be organised for 2021 as most vans sold out of food during the 2020 event. There will be jumping castles (weather permitting), etc to make it a family friendly event.

Additional rubbish bins, etc will be organised for the event.

Flyers from the 2020 event have been attached as an FYI. I have attached 2 letters of support, the event checklist from the 2020 event (to show we follow guidelines as requested).

The event will be in it's 4th year in 2022. The first three events in 2019,2020 and 2021 have been marred by bushfires and then COVID19. The true potential of the event is yet to be realised.

Accommodation numbers have increased for the event, evidence of that is already showing in general conversation with accommodation owners. Local business's now run fireworks events taking advantage of the Fireworks. Castim by the Jetty café opened on NYE, advised they had their best day ever in relation to sales.

The market and fireworks provide an activity for the local community without the need to travel long distances to attend a NYE event with the family.

### *Example 3:*

Meerlieu Cricket Club grant application for new oval fencing:

Critical replacement of the existing 35-year-old deteriorated wooden boundary fence. The fence is no longer safe due the numerous rotting posts causing the fence to be unstable in areas. Holes will be dug for posts to suit the new PVC posts and rails will be installed in accordance with supplier recommendations. Original posts will be filled in with soil from the installation of the new posts. Total distance of fencing to be replaced is 150 metres.

Volunteer labour for all the above elements will be supplied by Hall Committee and Cricket Club members with many tradesmen amongst them ranging from plumbers to carpenters. Openings in the fence at regular intervals will allow player ingress and egress from the field of play, ambulance entry will be included all access will be locked when not in use, this will prohibit unwanted access to motor vehicles after hours.

The oval, turf and facility is cared for by a team of dedicated volunteers - it takes at least 20 volunteer hours per week to keep the oval & turf wicket in prime condition to play cricket on and during off season there is just as much work needed to keep the oval at the high standard it is regarded in the league.

Benefits to the community:

1. Providing quality facilities invites community participation and enhances economic benefits locally. The more community participation will ensure a wider economic benefit to the local community which leads to better health and social outcomes. Quality facilities invite a wider use of the facility and will also drives intrinsic benefits and enhances local pride and spirit.

2. Economic benefits of sporting infrastructure

- 2.1 Current drivers of economic returns Australia's sporting infrastructure is a key driver of economic returns from sport.

The use of this infrastructure can deliver significant direct and flow-on economic benefits in the following categories:

- Participation – leads to better health, education and social outcomes.
- Event attendance – drives spending in accommodation, merchandise, and ticketing.
- Drives intrinsic benefits such as pride or spirit, increasing wellbeing.
- The club also spends locally for products and services such as - food for training night dinners, refreshments from local supplier, cricket training and match day materials, mower repairs; parts; fuel, paint for club rooms and lines on the oval, local tradesmen for plumbing; electrical; carpentry, fertiliser for the oval.

*Example 2:*

The event encourages community participation on all levels, whilst raising funds for local community projects and Sale hospital. It gives people the opportunity to become more involved at a deeper level, and may include potential new members to the Rotary Club of Sale community service projects

Fundraising can be a hard task in regional areas but the event is so much more than fundraising – it provides a professional event in Wellington highlighting activity/ fitness, etc

There are very few community-based events in Sale and surrounding areas that encourage people to focus on their health needs and to take fun-based action to improve their health. This event is rapidly becoming known as an excellent way to encourage community health improvement and to enable people of all ages and all abilities to challenge and to achieve large or small enjoyable goals that enhance their mental and physical wellbeing - with the added satisfaction that they are helping the Sale Hospital and local community projects through the Rotary Club of Sale.

### **3. Tell us how you will let the community know about your activity.**

*A marketing toolkit is available to assist you.*

*Example 1:*

All marketing and promotion detailed below will include acknowledgement of Council's contribution as per the Grant guidelines.

An article and photos will be sent to the Gippsland Times (see attached an example of the article)

The club communications officer will use our public Facebook page to promote the project and will share these posts to the committee's Facebook page (see attached an example of the FB post)

The Community newsletter will be sent an editorial for them to run a story about the activity and invite locals to participate in the working bees to complete the project (see attached an example of the article).

*Example 2:*

All marketing and promotion listed below will include acknowledgement of Council's contribution as per the Grant guidelines.

- Eisteddfod webpage site – see attached a screenshot of last years' website updates
- Facebook Page – see attached an example of the FB posts we are planning to put up – also we have attached a FB plan with dates of when the posts will be posted.
- Schedule of events sent to businesses, schools and past participants, local paper advertising, Libraries, Shopping centre, radio, community notice boards, local event listings, local WIN news and community news – see attached last years' schedule of events.

**An example of Facebook post**



**Maffra Triathlon**  
February 28 · 🌐

...

Congratulations to everyone who competed today in the Maffra Triathlon. Heaps of kids, first timers and a hot field in the Solo category.  
We've noticed heaps of great photos being posted. Keep them coming.  
Official photos will be presented later in the week.  
Results will be available as soon as the Tri Club website is up and running again.  
A huge thankyou to [Wellington Shire Council](#) and [Maffra Community Sports Club](#) for making it possible. Plus all our volunteers and partners.  
Too many to mention - you all know who you are - we are truly grateful for your efforts.

**4. Tell us how you will know if your activity is successful.**

*Example 1:*

Evaluation will take place at committee meeting(s) - evaluating the project outcome against the project plan of meeting volunteer work hours, supplier/contractors & meeting financial goals. The

committee will tabulate issues and successes associated with the project as a gauge of the projects' success.

After the 2021/22 Cricket season the committee will review if the project has met expectations based on feedback from club players and visiting teams' views on the aesthetic appeal & suitability.

*Example 2:*

Organisers will seek feedback from participants and spectators as follows:

- \* Verbal feedback on the day;
- \* Written questionnaires will be available on the day;
- \* Reviews via Facebook;
- \* Verbal and written feedback from Sponsors. Feedback sought will cover the following:
  - \* Did you enjoy the event?
  - \* Any aspects you really enjoyed?
  - \* Any aspects you weren't happy about?
  - \* Anything that needs improvement for next year?

The committee meets after each event to evaluate its success and to consider improvements for the next year. This year's feedback will be assessed and any need for any changes will be determined.

**\*\*Question below will only appear if you have ticked Fundraising event**

**Activities that are primarily for the purpose of fundraising are required to demonstrate the Community benefits in addition to the fundraising outcome.**

**Tell us the community benefit of your activity other than fundraising**

*Example 1:*

Race the Rubeena event – Sale Rotary Club grant application:

The event encourages community participation on all levels, whilst raising funds for local community projects and Sale hospital. It gives people the opportunity to become more involved at a deeper level, and may include potential new members to the Rotary Club of Sale community service projects.

Fundraising can be a hard task in regional areas but the event is so much more than fundraising – it provides a professional event in Wellington highlighting activity/ fitness, etc

There are very few community-based events in Sale and surrounding areas that encourage people to focus on their health needs and to take fun-based action to improve their health. This event is rapidly becoming known as an excellent way to encourage community health improvement and to

enable people of all ages and all abilities to challenge and to achieve large or small enjoyable goals that enhance their mental and physical wellbeing - with the added satisfaction that they are helping the Sale Hospital and local community projects through the Rotary Club of Sale.

## **Contact**

For general grant enquiries or if you require assistance in completing the application form please contact:

Community Facilities Planning and Grants Officer

Phone: 1300 366 244

Email: [grants@wellington.vic.gov.au](mailto:grants@wellington.vic.gov.au)

