

### Information

\* indicates a required field

Before initiating your application, please adhere to the following steps:

1. Ensure you have thoroughly read and understood the [Community Funding Requests\\_Guidelines.pdf](#)
2. Please call the Volunteer and Community Officer on (02) 6022 9315 prior to starting your application.

### Eligibility

I confirm the eligibility of the organisation or group on behalf of which I am applying for funding. I declare that:

- I have thoroughly read and understood the [Community Funding Requests\\_Guidelines.pdf](#) and,
- I have engaged in a discussion with a council officer and verified the eligibility of my organisation or group.

The organisation or group I am representing:

- Is an incorporated not-for-profit community;
- Is an unincorporated community group or organisation with an auspice from an incorporated not-for-profit organisation;
- Is not a political party or entity;
- Is not a religious group or entity, unless affiliated with an organisation that benefits the community as a whole;
- Has public liability insurance coverage with a minimum value of \$10 million;
- Has not received funding from Wodonga Council within the last 12 months; and
- Has completed acquittal processes from previous Wodonga Council funded projects.

Furthermore:

- I have discussed the project scope and application with the Volunteer and Community Officer;
- I have obtained quotations from ABN registered suppliers;
- I have ensured the project or initiative aligns to the current Council Plan [Council Plan 2025\\_2029\\_final.pdf](#) and/or Municipal Public Health and Wellbeing Plan [Municipal Public Health and Wellbeing Plan\\_final.pdf](#);
- I can demonstrate to project or initiative will directly benefit the residents of Wodonga;
- I can demonstrate how funds are to be spent, providing evidence information
- Understand that the project must be completed within twelve months from award of funds

My initiative is not part of

- A government entity; or functioning as an educational institute;

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## Form Preview

- A project that is inherently political or religious in nature;
- Works to building that are managed and/or occupied by for-profit organisations;
- A project or initiative that is currently underway (funds cannot be awarded retrospectively);
- Works to a property that is owned or under the management of state or federal government agencies (note: property owned by Wodonga Council will be considered); and
- A project or initiative that will require ongoing funding from the council.
- A project that is deemed offensive, inappropriate or contrary to law.

The funding is not sought for the following purposes:

- Day-to day operational costs including equipment, wages, rent, insurance, utility bills (unless specifically forming part of a new initiative or pilot);
- Personal expenses such as petrol, phone bills or home costs which are incurred by an individual rather than a group;
- The purchase of alcohol, vapes, tobacco, fireworks or activities related to gambling; and
- International travel.

*Contact must be made to discuss the eligibility criteria, please contact **the Volunteer and Community Officer on (02) 6022 9315 or [communitygrants@wodonga.vic.gov.au](mailto:communitygrants@wodonga.vic.gov.au)***

### **Are you eligible to apply for Sponsorship? \***

☐ Yes

☐ No

You must confirm that you are eligible to apply for a Donation

## Grant Conditions

- The application must meet all eligibility requirements and will be assessed against the scoring criteria.
- Funding is competitive, and if oversubscribed there is a possibility that no funding or partial funding, will be provided.
- Once allocated funds are exhausted, no additional funding will be available within the financial year.
- It is the applicant's responsibility to inform the council of any changes to key project contact details.
- The applicant must provide true and correct details, to the best of their knowledge, and have sought consent from the people and groups named in the application.
- Applications from entities leasing or renting a facility from another organisation must include written permission from that organisation.
- Applicants are responsible for obtaining all necessary permits and authorisations, including public liability insurance. Please note, council officers can provide guidance on these requirements.
- The applicant understands and consents to Wodonga Council collecting the personal information requested on the Application Form for the purpose of determining funding, and any secondary purposes associated with the conduct of this program.

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- The council will only fund items or services that are purchased or provided post funds being formally awarded.
- The council encourages the applicant to source from suppliers within Wodonga.
- For **Community Impact Grants**, successful applicants must enter into a funding agreement with council and submit an invoice for 90 percent of the awarded amount within four weeks of notification of their successful application. The remaining 10 percent will be paid upon the successful completion and acquittal of the project.
- For **Sponsorship and Donations**, successful applicants must enter into a funding agreement with council and submit an invoice for 100 percent of the awarded amount within four weeks of notification of their successful application.
- Where funding is contingent upon a specific condition, the applicant must provide evidence of fulfilling the condition before grant funds will be released by Council.
- All grants are exclusive of GST. If the applicant is registered for GST, Council will add the GST component to the approved grant amount.
- The applicant must spend funds on the project as described in the application, or as directed in the funding agreement. Any funds not spent must be returned to Council by the applicant.
- If funds are approved and made available, the purchases must be made by the applicant within the agreed time frame.
- If there are any changes to your project outcomes, dates, costs, or location, you must notify Council by emailing the Volunteer and Community Officer. A Variation Request Form can be provided. Once submitted, your request will be reviewed, and you will be informed of the outcome.
- Information submitted to Council becomes the property of Wodonga Council to be used at its discretion and may be used in Council publications for the purpose of promoting the Community Impact Grants program.
- Community Impact Grant recipients acknowledge Wodonga Council as a funding source either by, using the council's logo in marketing and publicity materials, acknowledgement at events, and/or invitations to Councillors or Council representatives to attend events.
- An Acquittal Report (Final Report) must be completed by the applicant within one month of the project end date. The applicant must be able to list income and expenditure and provide receipts if requested for all goods and services purchased with Council grant funding. In addition, the applicant will be required to list project outcomes in the Acquittal Report.

### **I have read and understood the above Grant Conditions \***

☐ Yes ☐ No

You must confirm that all statements above are true and correct.

## Sponsorship Application Form

\* indicates a required field

### **Have you spoken to a council officer about your application ? \***

☐ Yes  
☐ No

It is mandatory to speak with a council officer prior to submitting an application

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## Form Preview

**Name of your Council contact? \***

**Is your organisation a non-profit, community based organisation? \***

☐ Yes

☐ No

No more than 1 choice may be selected.

**Your contact details \***

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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

**Position in Organisation \***

**Address \***

Address

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

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

**Phone Number \***

Must be an Australian phone number.

**Email \***

Must be an email address.

**Applicant Primary Website**

Must be a URL.

**Applicant Postal Address**

Address

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

**Is your organisation registered for GST? \***

☐ Yes

☐ No

No more than 1 choice may be selected.

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## Form Preview

### Applicant 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                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main Business Location                            |                                  |

Must be an ABN.

### Project Title

Must be no more than 250 characters.

### Please provide a brief project description \*

Provide a short description (100 words recommended) of your project - what are you proposing to do?

### Is your project or event occurring in Wodonga? \*

- ☐ Yes  
☐ No

At least 1 choice and no more than 1 choice may be selected.

### Project Start Date

Must be a date.  
Note, this must be at least 8 weeks away.

Strategic Alignment - weighting 25%

**Can you explain how the funding will provide opportunities to drive social, environmental, cultural and economic outcomes in the Wodonga municipality?**

**Will funding help address an issue affecting the Wodonga community?**

Benefit to community -25% weighting

**How many participants do you anticipate your project/program, specific to this request for a donation, will engage? \***

**Can you provide evidence on how you will reach this participation number?**

**How will this funding enhance the profile, appeal, vibrancy and cultural diversity and/or health and wellbeing of Wodonga?**

Promotional benefit and profile - 25% weighting

**How will this funding help council deliver meaningful community engagement activities that it could not achieve without this support, and how will these activities strengthen council's brand and reputation?**

**What acknowledgement is planned for Wodonga Council's sponsorship via advertising and marketing?**

## Budget

Capability and feasibility - 25% weighting

**Can you outline your organisations track record in successfully completing projects similar to the one proposed, and provide details about the relevant skills and prior experience that qualify your organisation/group for this funding?**

**Total Amount Requested**

\$

Must be a dollar amount and no more than 3000.  
What is the total financial support you are requesting in this application?

**Total Project/Program Cost**

\$

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

**Please attach a budget breakdown for your project.**

Attach a file:

Should you require a template for a comprehensive budget, contact the Volunteer and Community Officer.

**What other funding inputs will you need Confirmed in order to successfully carry out this project?**

|                                                                                                                                                                     |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                                                                                     |  |
|                                                                                                                                                                     |  |
|                                                                                                                                                                     |  |
|                                                                                                                                                                     |  |
|                                                                                                                                                                     |  |
| Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support. |  |

Certification and Feedback

\* indicates a required field

Certification

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This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree \***

☐ Yes

☐ No

**Name of authorised person \***

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Position held in applicant's organisation (e.g. CEO, Treasurer)

**Contact phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant's organisation

**Contact Email \***

Must be an email address.

**Date \***

Must be a date

## Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the online application process:**

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

**How many minutes in total did it take you to complete this application? \***

Estimate in minutes i.e. 1 hour = 60 minutes

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**

