

This is a quick, plain-English guide to the words used in Bass Coast Shire Council's Community Grant and Quick Response Grant Guidelines.

Acquittal

A short report you complete after your project is finished, showing Council how the grant money was spent. You need to provide receipts and photos.

ABN (Australian Business Number)

An ID number for your organisation. You need one to apply for a grant or you can attach an ATO Statement by Supplier.

Applicant

The group or organisation applying for a grant.

Application

The information you submit to Council to ask for grant funding.

Assessment Criteria

The things Council considers when assessing your application.

ATO Statement by Supplier

A form you can attach instead of an ABN, if your group doesn't have one.

Auspice / Auspicing

When an individual or group that is not eligible applies for a grant through an eligible organisation.

Auspice Agreement

A signed agreement between two groups that sets out the auspicing arrangement.

Auspicer

The eligible organisation that supports an individual or group to apply for a grant. If successful, the grant is paid into the auspicer's bank account.

Climate Action Grant

Funding for projects that help the community take action on climate change.

Climate Change Action Plan 2020-2030

Council's plan for tackling climate change. Climate Action Grant projects need to support this plan.

Co-contribution

The money, volunteer time or other support your group contributes to the project.

Community Asset Committee (CAC)

A committee that looks after a Council-owned space, like a hall or reserve, on Council's behalf.

Community Benefit

The positive difference your project will make for your group and the wider community.

Community Grant

One of Council's two main grant types. Grants are \$2,001–\$5,000 and are offered twice a year. A minimum 30% contribution to the project cost is required.

Council Plan 2025-2029

Council's overall plan for Bass Coast. Applications are assessed on how well they support the plan.

Eligibility

Whether your group and your project meet Council's requirements to apply for a grant.

Expenses

The costs of delivering your project, such as equipment, materials or services.

Expense Table

The part of your application where you list what you plan to spend money on.

Feasibility Study

Research to find out whether a larger project idea is practical before going ahead

Funding Acknowledgement

Letting the community know that Council helped fund your project, event or activity.

Funding Agreement

An agreement that sets out the conditions you must follow when receiving Council funding.

Funding Category

The type of project you're applying for such as Equipment, Events, or Minor Capital Works.

Funding Conditions

Requirements you must follow when you receive a Council grant.

Funding Pool

The total amount of grant money available across the year.

Grants Officer

The Council staff member who can help you with your application.

Grant Round

A set period when applications are assessed together, such as the March or August round.

GST (Goods and Services Tax)

A 10% tax added to most goods and services in Australia.

GST Registered

When an organisation is registered with the Australian Taxation Office for GST.

Income

Money coming into the project, such as grants, your group's contribution, ticket sales or other.

Income Table

The part of the budget table where you list where the project's money is coming from.

Incorporated Association

A community group that is formally registered and legally hold money, sign agreements, and receive grants directly.

In-Kind Contribution

Support that is not cash, such as volunteer time, donated materials or free use of equipment / venue.

Landowner Consent

Permission from the landowner to carry out the project.

Major Project

A larger project that may be eligible for funding of up to \$10,000 – up to three approved per round.

Major Project Funding

Additional funding of up to \$10,000 available for eligible major projects.

Minor Capital Works

Works to improve, upgrade or install fixed items in a community building or facility.

Not-for-Profit Legal Entity

A registered organisation that operates for community benefit rather than to make a profit for its members.

Notification

When Council lets you know the outcome of your application.

Payment Form (Funding Agreement)

The form you complete after your application is approved so Council can pay the grant.

Partial Funding

When Council approves some, but not all, of the funding you requested.

Permit Approval

Official permission that may be needed before certain projects or works can go ahead.

Project Budget

A list of the money coming into your project and what you plan to spend it on.

Project Outcomes

The results or benefits you expect your project to achieve.

Project Plan

A document you must attach when applying for Major Project funding.

Project Scope

What your project will include and what it is intended to deliver.

Public Liability Insurance

Insurance that covers your group if someone is injured, or property is damaged, because of your project.

Quick Response Grant

Council's other grant type. It provides up to \$2,000, opens most months and does not require a group contribution.

Quotes

Information showing how much something will cost. Quotes must show the registered supplier's name, what is being purchased and the cost.

Receipt

Proof of what you bought and how much you paid.

Recurrent Cost

An ongoing cost for something your group already runs. These usually aren't eligible for funding.

Seeding Grant

One-off funding to help a new group get started.

SmartyGrants

The online system Council uses for grant applications, payments, and reports.

Supporting Documents

Documents you provide with your application to support the information you have provided, such as quotes, bank statements, insurance, photos.

Tax Invoice

An invoice that includes the information required for Council to make a grant payment.

Unincorporated Group

A group that hasn't formally registered. It needs another registered organisation to auspice (back) its application.