

Community Grants program



What you need to gather before you start the application form

	I have this information
	✓
<p>Contact details Contact detail needed include the phone number and email address for both the primary and secondary contact for the grant application</p>	
<p>Group name ABN (if you have one) To find this information:</p> <ul style="list-style-type: none"> • look on your group’s website, or • search for it on the Australian Business Register 	
<p>Group type Knowledge about whether your group is:</p> <ul style="list-style-type: none"> • a registered association • an incorporated body • a not-for-profit company limited by guarantee • an educational facility or institution 	
<p>Website and social media page A link to your group’s website and/or social media page if you have one. You don’t need to have one.</p>	
<p>Group address Your group’s street or postal address</p>	
<p>Local council area of your project Identify which local council area your project is in. This may be different from your group’s main location.</p> <p><u>Note:</u> Your group must be in South East Water's service area, or support another community group delivering services in our service area. See a map of our service area (PDF 1.31 MB)</p>	

	I have this information ✓
<p>Your group and its purpose A description of your group and its purpose.</p>	
<p>Organisation type Identify what organisation type below best align describes your group:</p> <ul style="list-style-type: none"> • Aged care • Animals • Arts and culture • CALD (Culturally and Linguistically Diverse) • Children and Young People • Corporate Foundations • Education • Emergency Services • Environment • Health and Well Being • Indigenous • Medical Research • Mental Health • Overseas Aid Development • People with Disabilities • Sports • Welfare 	
<p>An image and permission Please provide an image that represents your organisation that can be used for marketing and promotion. Please make sure the photo is of good quality.</p> <p>We prefer high-resolution images (300 dpi) in a jpeg or psd format that include people. We recommend you get written permission to share the image with us from anyone who can be identified from the image.</p>	
<p>Affected by a water issue Some groups may have been affected by our activities including a sewer spill, tap water quality or tap water unavailability where South East Water provides this service. Note: you are still eligible to apply even if your group wasn't affected.</p> <p>If your group's activities were affected by a sewer spill, reduced water quality or water unavailability between 1 July 2022 and 30 June 2023, you will need information about:</p> <ul style="list-style-type: none"> • where and when the water issue happened. • how the water issue affected your group's activities. 	

	I have this information ✓
<p>Project details</p> <p>Information about your project including:</p> <ul style="list-style-type: none"> • Project name • Project cost and amount of funding you are applying for • Whether you can source funds to complete the project if it doesn't receive the full amount of funding you applied for 	
<p>What your project is</p> <p>Information about:</p> <ul style="list-style-type: none"> • what your project is • the problem you want the project to solve. 	
<p>Project aims</p> <p>Decide which <u>one</u> of these aims your project meets.</p> <p>1. Water security and knowledge</p> <p>Projects that help people understand and act on issues relating to long-term water security like water efficiency and integrated water management. This also includes projects that help people to build their knowledge about water - from the water cycle to its cultural value.</p> <p>2. Affordability</p> <p>Projects that support community members who can't afford basic, daily expenses right now - for whatever reason. For example, projects that involve employment and business support, meals, accommodation and safety, or financial counselling.</p> <p>3. Environment</p> <p>Projects that support the health of our local environment. For example, our waterways, beaches or green spaces.</p> <p>4. Health and liveability</p> <p>Projects that help make our communities healthier and better places to live. For example, projects that:</p> <ul style="list-style-type: none"> • promote sport and recreation, healthy eating or good mental health • address issues like homelessness, gambling or family violence. 	
<p>How your project meets the aim</p> <p>An explanation about how your project meets the project aim you selected above.</p>	

	I have this information ✓
<p>Why your project is needed</p> <p>An explanation of why your project is needed, including:</p> <ul style="list-style-type: none"> • why this project has not been developed before, if applicable • why it needs South East Water support • the barriers the project will overcome • the long-term benefits of the project (for example, to the community or the environment). 	
<p>Who will benefit</p> <p>An explanation about who will benefit from your project in both the local and wider community. Include a description about how many people will benefit and how they will benefit.</p>	
<p>How you will deliver the project</p> <p>Information about how your project will be delivered. You should include:</p> <p>Project budget</p> <p>What will you spend the money on and how much will each item cost? If your application is successful, you'll only be able to spend the money in the ways you set out here.</p> <p>Remember to include:</p> <ul style="list-style-type: none"> • item descriptions, quantities, prices • any other costs you're aware of. <p>Capacity</p> <p>Who will be delivering the project? Include the available time and volunteer or staff resources. Please explain why you think you have sufficient volunteers or resources to deliver the project.</p> <p>Capability</p> <p>Does your group have experience in delivering similar projects? Include the group's skills, knowledge and experience.</p> <p>Project budget or plan</p> <p>If you can, prepare a budget or project plan document to upload. A budget is a list of what you intend to spend grant money on and how much money you will spend on each item. A plan is a list of the steps you will take to finish the project. Files can be Excel or PDF. Maximum size 10 MB</p>	
<p>Project timeframes</p> <p>What is your expected start date? Expected end date? Note: you need to complete your project by 31 December 2024</p>	