

A woman with curly brown hair, wearing a light blue t-shirt, is smiling and holding a clipboard. She is standing in front of a wall covered in colorful graffiti. Two men are partially visible in the foreground, one on the left and one on the right, both looking towards her. The scene is outdoors with green foliage in the background.

Shoalhaven
City Council

Community-Led Projects

Template and Instructions



What to expect and how to use the *Community-Led Project Application Form*

This document provides an overview of questions that will be asked in the Community-Led Project Application Form (online).

Use this template to plan your application and prepare your responses to each question, to ensure you are ready to apply using the online form.

All community-led project applications must be submitted using the online form.

The online form consists of 4-pages.

This document forms part of a package of resources available to community groups seeking to deliver projects on land owned or managed by Shoalhaven City Council. It should be read in conjunction with the related:

- **POLICY** - Shoalhaven City Council's **Community-Led Project Policy**
- **GUIDELINES** - **Guidelines for Community-Led Projects**
- **WEBSITE** - **<https://www.shoalhaven.nsw.gov.au/Community-and-culture/Community-Led-Projects>**
- **ONLINE APPLICATION FORM** - [available via the website above]



1. Guidelines for *Community-Led Projects*

Please use the online form to notify us of your proposed community-led project. The information you provide will be reviewed and assigned to the appropriate team for review.

You will receive a unique project reference number, and a confirmation email will be provided for your records.

It will take approximately 15 minutes to complete the online form. Please make sure you have set aside enough time to complete the form in full. The Guidelines for Community-Led Projects will help you to prepare to complete the online form. **[Click HERE to download or view the Guidelines.](#)**

Firstly, you will be asked to confirm you have read the Guidelines for Community-Led Projects. Please ensure you have read and understood the Guidelines before proceeding.

1.1 Have you reviewed the Guidelines for Community-Led Projects



Your responses on this page should be sufficient to provide the assessing officer with a clear impression of your project and what you have achieved so far.

2. Project *details*

2.1 Where will your proposed project be located / delivered?

Address or common name of the site

2.2 What is the name of your proposed project?

3. Project Justification: *please tell us what your project involves*

3.1 What is included in the scope of your project (ie. what will be delivered)?

3.2 Please outline the project's goals / objectives.

3.3 Please list key stakeholders

Hint: Who else has an interest in / will be impacted by your proposed project?

3.4 Provide a project rationale or pitch, describing the project's benefits to the community

Hint: Try to prove a demonstrable need for the project in your community. Building a multi-use facility is beneficial. Using the site for community activities which are welcoming and inclusive is crucial.



4. Project Status: *please tell us what you have done so*

4.1 Provide a summary of what has been done so far, steps you have already taken, including any consultations or preliminary planning.

At this point, the form will provide you with an opportunity to upload additional information via attachments. Upload is limited to documents, text and images only. Maximum upload size is 10MB.

4.2 Has your proposal been approved by your organisation?*



Next, you will be asked to enter information about all funding sources for your project.

5. Proposed funding source(s): *how will your project be funded?*

Please ensure the total amount for proposed FUNDING SOURCES (provided at Q. 5) matches the estimated PROJECT COST (provided at Q. 6).

For each funding source, you will be asked to enter:

5.1 Source Type

Select one of the following from the dropdown list:

Community Contributions

Own funds

Grants

Council funds - confirmed

Other source

Council funds - requested

5.2 Source Name

5.3 Cost Cover

Will this funding source cover the cost of your proposed project in full or in part?*

5.4 Status of Funding

Is this funding source confirmed OR proposed?

5.5 Amount (\$X.XX)



6. How much will your project *cost*?

6.1 How much will your project cost? \$X.XX

At this point, the form will provide you with an opportunity to upload a cost estimate as an attachment (optional) Upload is limited to documents, text and images only. Maximum upload size is 10MB.

7. Applicant *Details*

7.1 Telephone Number

7.2 Full Name

7.3 Email

7.4 Confirm Email

7.5 What is the name of the community organisation you represent?

Once you have completed your application via the online form in full, and reviewed your responses, finalise your application by clicking on the SUBMIT button at the bottom of the page.