

AlburyCity Community Organisation Support Program 2025 2026

Dear Community Member,

We are pleased to invite you to submit an expression of interest for **AlburyCity's Financial Assistance Program 2025 2026**.

The submission period closes Saturday 30 November 2024.

Two funding categories are available depending on your project or initiative:

Community Infrastructure Fund

Providing financial assistance for the 2025/26 financial year, The AlburyCity Community Fund is an annual funding program to develop or improve significant community assets. Funding may be through a grant or an interest free loan (subject to a contract) or a combination of both.

Community Organisation Support Fund

Providing financial assistance for the 2025/26 financial year, annual funding is available for organisations to provide various cultural and/or community services and programs.

Specific eligibility criteria apply for each category. Please read [AlburyCity's Financial Assistance Policy](#) to find out more.

Important: Please note that we are unable to consider incomplete applications and/or applications received after the closing date.

About AlburyCity's Financial Assistance Program

AlburyCity regularly makes financial and in-kind contributions to groups, organisations and individuals. These financial contributions are an important part of Council's strategy for meeting the needs identified in the Community Strategic Plan, other Council strategic plans for meeting its access and equity obligations.

Important: programs/projects cannot commence until the grant assessment has occurred and successful applicants have been notified. AlburyCity's Financial Assistance is assessed as part of the Council budget, with final decisions made at the last Council meeting in June 2025.

Program intended outcomes

- Encourage community participation
- Enhance social cohesion and cultural inclusion
- Encourage community connections to achieve better mental health outcomes
- Build community capability
- Promote local arts and culture
- Improve, promote and facilitate equitable access to services and facilities, and participation for disadvantaged cohorts

Completing this form

Please ensure you have read and understood the selection criteria before filling in your application.

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Form Preview

Before submitting your application, please check that you have included all relevant supporting documents.

Accessibility, Inclusion and Support

AlburyCity is committed to ensuring better practice and ease of access to the Financial Assistance Program.

If you are deaf and/or have a hearing or speech impairment, the [National Relay Service](#) may assist you on 1300 555 727. Please note: To use the National Relay Service, you will need to register first, so you can make and receive calls.

If you are a non-English speaker, you can use the [National Translating and Interpreting Service](#). The service provides immediate phone interpreting. To find out more, visit the TIS National website or call [131 450](#), and quote our unique number 285237.

You can also reach out to our Community Development team either via phone on 02 6023 8111 or **communitydevelopment@alburycity.nsw.gov.au**

Applicant Details

* indicates a required field

Name *

☐ Individual

☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you are an organisation, please also include the name of the person who is applying on behalf of the organisation.

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	More information
ACNC Registration	
Tax Concessions	

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Main business location

Must be an ABN.

Postal Address *

Address

Suburb State Postcode

Contact Person Within Organisation *

Position Within Organisation *

Preferred Phone Number *

This can be home/business/mobile

Email Address *

Website (if applicable)

Applicant type *

- ☐ Incorporated Entity
☐ Registered Legal Entity
☐ Charitable Institution

Is your organisation registered for GST? *

☐ Yes ☐ No

If your organisation is registered for GST, and your funding request is successful, a GST component of 10% will be added in the grant payment.

Tell us about your organisation and its core activities *

Does your organisation have any outstanding acquittals from previous rounds of AlburyCity grants? *

☐ Yes ☐ No

If yes, please provide details

Project / Initiative Details

* indicates a required field

Please provide a response to the following points:

- Tell us about your project/initiative, including the reason/s for undertaking the project/initiative
- Other partners involved (if any)
- How it aligns with Towards Albury2050, AlburyCity's Community Strategic Plan
- The location of your project / initiative
- Your project / initiative milestones and outcomes

Project / Initiative Name
*

Please provide a summary of your project / initiative (500 words maximum) *

Word count:

The aim of this is to provide a brief overview or summary of the key components of the project/event. What would you say if you had a minute to describe your project?

Project / Initiative Start Date

Must be a date.

Please note, if your project/activity is to commence prior to the funding being granted, this application will be ineligible.

Project / initiative End Date

Must be a date.

Project / Initiative Location *

Grant Criteria Assessment

* indicates a required field

The following questions relate to the criteria that your application will be assessed against.

How does your project / initiative meets the outcomes identified in Towards Albury2050, AlburyCity's Community Strategic Plan? *

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Word count:
Must be no more than 500 words.

How does the project support the delivery of other AlburyCity strategies and plans? *

Word count:
Must be no more than 800 words.

How does your project address an identified need in the Albury community? *

Word count:
Must be no more than 500 words.

What section/s of the community will participate in your project? *

Please include details of other partner organisations you will be working with, clients or patrons who will access your service, program or function and expected numbers.

How does your project/initiative support equity, diversity and inclusion in our community? *

What are the expected outcomes of your project / initiative? *

Outcomes are usually an increase or decrease of one or more of the following: Skills, knowledge, confidence, aspiration, motivation (immediate outcomes); Actions, behaviour, change in policy (intermediate outcomes); Social, financial, environmental, physical conditions (long-term outcomes).

How will you promote your project? *

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Project / Initiative Plan

Start Date (cannot commence before the start of the 2024-2025 Financial Year - from 1 July 2025)

Must be a date.

End Date

Must be a date.

Please upload any files that may assist Council in understanding this project.

Attach a file:

Please upload your organisation's last Annual Report and Audit/Financial Statement.

Attach a file:

If your project/initiative will support community in Albury and Wodonga, have you considered funding opportunities available in Victoria?

Tell us how you will implement your project.

Please detail each step in the project that needs to happen, when it should happen and who will make it happen.

Even though we have listed 6 steps please do not feel that you need to have this many.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Project Budget

*** indicates a required field**

Budget Estimate

How much funding are you requesting from AlburyCity in this application (ex. GST)? *

The total amount of cash funding that you are requesting in this grant application. This amount **MUST** be included within the budget.

Total Project Cost. What is the total budgeted cost (dollars) of your project? *

Are you applying for funding over more than one financial year? *

- ☐ Yes
☐ No

BUDGET SAMPLE ONLY

You are required to please upload your Income and Expenditure Budget (EX. GST) in an Excel format.

If you are applying for more than 1 year, please provide a budget for all the years you are applying for.

Your income budget should include moneys that will assist you in paying for your project or initiative. Please include (where relevant):

- the cash contribution your organisation is contributing to the project
- the income from admission charges to your program/initiative
- sponsorship
- donations

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- grant income (please make sure you including the Financial Assistance that you could potentially receive from AlburyCity)
- In-kind contribution (donated goods and services, this can include staff time allocated to a project). Please value this contribution at \$43.27/Hour (Centre for Volunteering rate)

Your expenditure budget should include all the expenses that you will spend money on to help make your project or initiative happen. Please refer to AlburyCity's Financial Assistance Policy for items that are not funded. Please include (where relevant):

- venue hire
- material costs
- equipment hire
- design fees
- DA fees
- artists/speaker fees
- advertising, promotion and printing costs
- project management fees
- constructions costs
- etc...

Please make sure that each source of income and each expenditure item has its own line entry in your budget.

Budget layout (Please note, you do not need to complete this table, it is provided as an example only. Please upload Excel spreadsheet)

Income item	\$	Expenditure item	\$
	\$		\$

Budget Upload

Format required is Excel. *

Attach a file:

If your income and expenditure amounts do not equal each other please explain how you will accommodate this difference.

Please list what expenditure items the AlburyCity funding will be used for.

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Additional funding sources

Are you aware of any other funding opportunities available to support your organisation's project?

If known, please attach all applicable Expenditure quotes

Attach a file:

If you have sought grant funding through other grant sources, please provide details of the grant program and the amount of funding sought.

Please provide details of any other sponsorship, financial support or in-kind assistance AlburyCity has provided towards your organisation this financial year (2023/2024).

Additional Information

Please use this section to provide any additional information in support of your application (optional).

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Attach any files you deem relevant to support your application.

Attach a file:

Examples: letters of support, presentations or annual reports.

Application Declaration

* indicates a required field

*All questions must be answered.

- I certify that to the best of my knowledge the statements made in this application are true.
- I understand that if the Council approves a grant, I will be required to accept the conditions of the grant in accordance with the Council audit requirements.
- I consent to the information contained within this application being disclosed to or by the Council for the purpose of assessing, administering and monitoring my current and any future grant applications.
- I understand that if the Council approves a grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with the Council.

Your Name *

Title

First Name

Last Name

Position in organisation

*

Date of declaration

You are now at the end of the Application. To finalise and submit your grant application, please answer the following 3 simple feedback questions so we can improve our application process for the future.

Once you have answered the questions, press **REVIEW** (below right), download a copy for your records and then **SUBMIT**.

The applications will be presented to Albury City Council alongside the draft budget in early 2025, with final endorsement provided at a Council meeting in June 2025.

Good luck.

AlburyCity Feedback Questionnaire

How many hours did your Application take to complete?

- ☐ less than 2 hours
- ☐ 2 hours to 4 hours
- ☐ 4 hours or more

Did you experience any problems or issues in completing the Application?