



Sample questions (Example: Melton Garden Group)

Contact Information

Organisation

Organisation Name: *Melton Garden Group*
Organisation Address: *99 Example Road, Melton 3337*
ABN: *98 765 432 198*

Brief overview of organisation

Melton Garden Group was established in 2003. Our purpose is to encourage community participation in gardening as there are significant physical, mental and educational benefits. Melton Garden Club currently has over 100 active members, with 3 boards members including a President, Secretary and Treasurer. Melton Garden Group is very active in the local community through providing monthly free educational workshops on growing fruit and vegetables, eating healthy and Australian native flora. We are part of the Community Gardens Australia network.

Project Contact

First name: *Kathy*
Last name: *Smith*
Pronouns: *she/her*
Email address: president@meltongardengroup.org.au
Mobile number: *0411 111 111*
Position in organisation: *President*

Project Description

What is the name of the project? *Developing a new community garden in Diggers Rest*

What is the start date of the project? *17 June*

What is the end date of the project? *31 December*

Where will the project take place? *Diggers Rest Recreation Reserve*

What is the project? *Upon approval of this grant request, we will be seeking Council approval to expand our impact on the Melton community by establishing a new community garden at the Diggers Rest Bowling Club. The Bowling Club have agreed for the group to utilise their land for this purpose. The Community Garden will be approximately 1000 square metres in size including 10 separate garden beds, 2 compost bins, one water tank and a storage shed. The garden beds will include a variety of fruits, vegetables and herbs and have irrigation systems to ensure the plants are well watered.*

Why are you organising this project? *We have had significant interest from the Diggers Rest community who are part of our group, to establish community garden that is closer to home and increase community access to fresh foods. Feedback from the Diggers Rest community has indicated that families do not have access to a large garden to grow their own foods. Our members from this area have also indicated that a community garden will help bring people together, make new friends and learn something new.*

Please indicate the expected attendance or number people that will benefit from the project

✓ 150+

Please list the name of the Council Project Officer you discussed your project with

Nick

Priority Areas for Council

Select which of the following priority areas your project will support (select all that apply):

[tick box]

- ✓ Social and/or Cultural Connection and Participation
- ✓ Diversity, Inclusion and Accessibility
- Gender Equality
- ✓ Public Health and Wellbeing
- Celebrating Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self-determination
- ✓ Protecting and enhancing our natural environment
- ✓ Lifelong learning
- ✓ Volunteerism

How will this project support the selected priority area/s? *A community garden will support the above priority areas as it will bring the Diggers Rest community together, all working towards a singular goal – growing tasty fruit and vegetables! Everyone will be welcome to volunteer their time and energy in developing and maintaining the garden – whether watering, feeding, mentoring others or picking fruit and vegetables! Being involved in a community garden will increase the community's wellbeing by being more physically active and eating better. We will be enhancing the natural environment by creating a green space in the middle of suburbia.*

Which of the following have you considered being involved in the project?

- Youth
- Adults
- Seniors
- Aboriginal and Torres Strait Islanders
- Culturally Diverse
- People with disabilities

What considerations have you made to ensure your project is inclusive and accessible?

- Ensure the garden design is accessible for people with disabilities
- Post on local Social Media pages and include pictures of culturally diverse groups

- Arrange letterbox drop offs for seniors who do not have access to social media and are seeking updates.

Project Planning

Describe the immediate or ongoing benefits for residents of Melton: *The immediate benefit for the residents of Diggers Rest will be a sense of purpose and excitement. Those who are involved in the project will have fun and enjoy the process of developing something for the community. The ongoing benefits are significant, such as healthy eating, connecting with others, being social, physically active, learning something new and reaping the benefits of volunteering in the community.*

Does your project require any permits from Council or other agencies? Yes

Complete the following project plan to list the steps your organisation will take to plan and deliver this project. Remember to list how you will cater for accessibility or inclusion of diverse groups (if applicable).

What needs to be done	Who will be responsible	Completion Date
Design the garden	Kathy with input from group members	18 June
Purchase all garden equipment (as listed in budget)	Jonathan, Bill and Jill	27 October
Build Community Garden	100+ members	1 November
Maintain Community Garden	100+ members	1 January
Promote Community Garden	Bill	1 January

Budget

Will you be charging entry fees to offset project expenses? No

Income Item	Income Amount (\$)
Community Grant	\$5,000
Member Fees	\$1000
Community Donations	\$2,000
State Grant	\$10,000
TOTAL:	\$18,000

Hint: Examples of income items include Grant Funding, Entry Fees, Sponsorships, Donations, Fundraising or Member Fees

Expense Item	Expense Amount (\$)
Water tank	\$1,500

Compost Bins	\$1,000
Garden Beds	\$2,000
Plants	\$2,000
Storage Shed	\$4,000
Soil	\$500
Irrigation system	\$500
Mulch	\$1,000
Weed and Feed	\$500
Gardening Tools	\$5,000
TOTAL:	\$18,000

List any in-kind contributions that will help deliver your project. In-kind contribution refers to any non-cash support that covers some project costs.

- ✓ *Jonathan is a carpenter and has access to free fencing which we will be using to protect the garden*
- ✓ *A local nursery has agreed to match our plant purchase (a total value of \$2,000 of plants)*
- ✓ *The board members will be volunteering their time to purchase and arrange the development of the garden, eventually mentoring local Diggers Rest community to lead.*