Community Grants Program 2024-25 Application Form
Form Preview

Eligibility

* indicates a required field

Before you Begin

You will require certain information to complete this application. To assist this process you may need the following documentation:

- Certificate of Incorporation
- ABN Number
- Latest Audited Financial Statement or Balance Sheet that is provided to Office of Fair Trading
- Bank Statement identifying bank account details
- Details of how the need for the project you want to carry out was identified
- Evidence of consultation of planning / building permissions required to complete the project if applicable
- Copies of quotes
- Land Owners Consent if applicable
- Evidence of approval from Management Committee to lodge the Grant Application. Grants applications under $5,000 require a letter from organisation signed by 2 members of Committee. Grants applications over $5,000 require a copy of minutes of management committee meeting approving grant application or flying minute of executive approving application

Needed for groups that are not incorporated

- Details of an incorporated organisation willing to lodge this application on your behalf. (an auspice organisation) *This application should be developed with a representative of the auspice organisation.*

If you have any questions for our Grants Team please contact us on 1300 79 49 29 during business hours or email grants@frasercoast.qld.gov.au

Organisation Name Applying for Grant *
Organisation Name

[ ]

Have you read and understood the guidelines? *
○ Yes
If you have not read the guidelines, please read them before commencing this application.

Click here for guidelines

Is your organisation an Incorporated association, P C Association or Registered with the Australian Charities and Not-for-profits Commission - please select from the list below *
○ Incorporated Association
○ P & C Association
○ Registered with Australian Charities and Not-for-profits Commission

○ None of the above

If you are a community organisation that is not an Incorporated association, P & C Association or Registered with the Australian Charities and Not-for-profits Commission your application will need to be auspiced. For further information click here. Before progressing further, please consult with an eligible incorporated body to make application on your behalf.

Incorporated Association Number

Please provide your Incorporated Association Number *

[   ]

to look up your IA number click here

Financial Position

Is your organisation financially solvent? *

○ Yes   ○ No

Solvency is the ability to meet long term debts and financial obligations, please attach latest audited financial statement or balance sheet (statement of assets and liabilities) in the supporting evidence section of this form.

Organisations that are insolvent are not eligible for funding. You will not be able to submit an application. The grants team can be contacted at grants@frasercoast.qld.gov.au or on 07 4197 4328

Is the project you are seeking funding for an Event? *

○ Yes   ○ No

Council's Events Advisory Service is available to assist local groups in applying for Temporary Entertainment Event Approvals. This team must be consulted prior to the lodgement of an Event Grant application.

Have you made contact with Council's Events Advisory Service? *

○ Yes

If you haven't contacted Council's Events Advisory Service please do so before proceeding with this application, they can be contacted at Events@frasercoast.qld.gov.au or by phone on 1300 79 49 29. This will be verified by the Grants team during the eligibility assessment process.

Is your Event for fundraising activities where the profits are directed to one or more other local organisations?

☐ Yes ☐ No

Is your Event ticketed?

☐ Yes ☐ No

Does your event incorporate best practice principles for inclusiveness and accessibility? *

○ Yes

It is a condition of Council funding that events incorporate best practice principles for inclusiveness and accessibility. Click here to view the Creating inclusive and accessible events guide.

Is your event plastic free? *

○ Yes

Queensland's Single-Use Plastics Ban starts September 1 2021, click here to access online resources.

Fundraising Events are Ineligible

Events that are for fundraising activities where the profits are directed to one or more other local organisations are ineligible please do not proceed with this application. Please refer to the program guidelines for further information.

Funding History

Please note that as per the funding guidelines priority will be given to organisations that have not received funding the last 12 months.

Have you received funding through Council's Community Grants Program in the past 12 months? *

☐ Yes ☐ No

Evidence of approval from Management Committee to lodge the Grant Application

For requested funding amounts of under $5,000 the requirement is a letter from the Organisation signed by 2 members of the Committee. For amounts over $5,000 the requirement is a copy of minutes of management committee meeting approving grant application or flying minute of executive approving application. *

Attach a file:

A minimum of 1 file must be attached.

If submitting a flying minute it should contain • the necessary background information in relation to the matter(s) being canvassed; • a form of motion proposed in relation to the matter(s) or the suggested outcome(s); • and a section which is to be completed by all members of the executive committee and returned by the specific deadline which states that they agree or no agree.

Gaming and Liquor Licence Information

Does you organisation hold a Gaming Licence?

○ Yes
○ No

As per the guidelines, organisations with a gaming licence are ineligible for funding through the Monthly Community Grants

Does your organisation hold a Liquor Licence or Permit.

○ Yes
○ No

If yes, please indicate which Liquor Licence or Permit is held *

☐ Bar Licence - your main business activity is selling liquor for consumption on licensed premises with a maximum seating capacity of 60 patrons

☐ Community Club Licence - The community club licence applies to non-proprietary clubs (e.g. sporting clubs, RSL clubs and ethnic clubs)

☐ Community other Licence - The community other licence allows for limited trading periods and applies to non-proprietary clubs that are also incorporated associations (such as charities) or unincorporated associations with an individual to hold the licence on the association's behalf.

☐ Community Liquor permit - Non-proprietary organisations or certain clubs can apply for a community liquor permit to serve alcohol at a one-off event, such as a festival, sporting event or fete.

☐ Restricted Liquor Permit - Non-proprietary organisations or clubs whose profits are used to promote the club and not distributed to members can apply for a restricted liquor permit if they wish to trade for a maximum of 10 or 25 hours a week for a period of 3 or 6 months.

At least 1 choice must be selected.

Please state the liquor trading hours each week *

how many hours per week is alcohol for sale at your premises?

If you are unsure if you will require land or building owners consent please contact Council's Grants team on 1300 79 49 29.

Do you have the land or building owners consent to undertake this project? *

☐ Yes ☐ No ☐ N/A

You must provide evidence of owners consent to undertake this project.

Owners Letter of Consent (if applicable) and other supporting documentation
Attach a file:

Applicant Information

* indicates a required field

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
Main business location

Must be an ABN.

Organisation Primary Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Organisation Postal Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.
To enter in a PO Box simply click into the box and then select 'Can't find your address?' this will then allow you to enter the address in manually..

Organisation Phone Number *

Must be an Australian phone number.
Please include area code for land line numbers.

Organisation Email *

Must be an email address.

Organisation Website

Must be a URL.

Organisation Bank Account *
Account Name

BSB Number   Account Number

Must be a valid Australian bank account format.

Bank Account Verification *
Attach a file:

Documentation from the bank which includes Bank Name, BSB, Account name and number. Must be a statement header no more than 3 months old.

Organisation Applicant Contact Details

Organisation Contact Person *

Title   First Name   Last Name

Person completing the Grant application

Contact Person's Position *

Contact Person's Phone Number *

Must be an Australian phone number.
Please include area code for land line numbers.

Contact Email *

Must be an email address.

Auspice Information

* indicates a required field

Auspice Organisation Name *
Organisation Name

Auspice 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
Main business location

Must be an ABN.

Auspice Organisation's Incorporated Association Number *

to look up your IA number click <u>here</u>

Auspice Organisation's Primary Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Auspice Organisation's Postal Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Auspice Organisation's Phone Number *

Must be an Australian phone number.
Please include area code for land line numbers.

Auspice Organisation's Email *

Must be an email address.

Auspice Organisation's Website

Must be a URL.

Auspice Bank Account *
Account Name

BSB Number   Account Number

Must be a valid Australian bank account format.

Bank Account Verification *
Attach a file:

A minimum of 1 file must be attached.
Documentation from the bank which includes Bank Name, BSB, Account name and number. Can be bank statement or bank deposit slip

Evidence of Incorporated Organisation's approval to Auspice this application. This application should be developed with a representative of the Auspice Organisation. *
Attach a file:

A minimum of 1 file must be attached.
This can be a letter from the Auspice Organisation outlining their support for the lodgement of this application.

Project Details

* indicates a required field
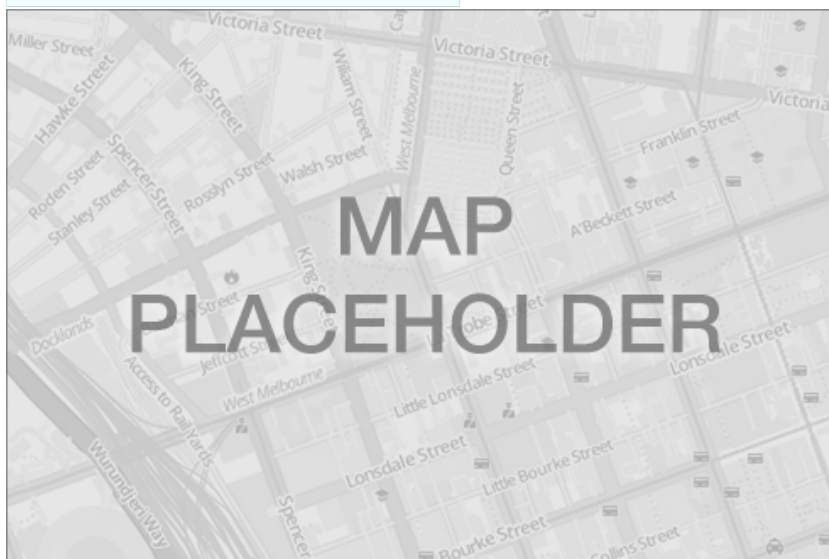
Project Title *

no more than 15 words

Please provide a brief description of your project, the response should be suitable for media use *

Word count:
Must be between 10 and 50 words.

Project/Event Location Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

We need to know the location so we can ensure we have no clashes with any works being undertaken and to ensure that if you require an area controlled by Council, there are no other bookings for this area.

Eligible Project Dates

Round 1

Start 1 November 2024

End 1 May 2025

Round 2

Start 18 December 2024

End 18 June 2025

Round 3

Start 7 April 2025

End 7 October 2025

Round 4

Start 9 June 2025

End 9 December 2025

Project Start Date - Please check above table for eligible project start and end dates. *

Must be a date.
Project is to be completed within 6 months from approval date (unless a variation has been sought in writing and approved by Council).

Project End Date *

Must be a date.
If project is to be carried out in one day please enter the Project Start Date field.

Who do you expect to benefit from this project? *

☐ Disability access and inclusion   ☐ Arts and culture
☐ Disadvantaged groups   ☐ Health and wellbeing
☐ Children/youth   ☐ Aboriginal and Torres Strait Islander peoples
☐ Seniors   ☐ Multicultural communities
☐ General community   ☐ Other:

No more than 3 choices may be selected.

Project Need - Why is this project needed, and outline the benefit to the wider community? *

Word count:

Describe the specific issue / need you are addressing. How was this identified? (200 words maxiumum)

How many attendees and participants are expected to attend your event?

Number of attendees from within the Fraser Coast *

Must be a number.

Number of attendees from outside of the Fraser Coast Region *

Must be a number.

Where do you expect these visitors to come from and what economic benefit will they bring to the Fraser Coast *

Expected Outcomes

What are the expected positive outcomes of the planned activity or project and how these will be measured? *

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

Are you willing to collaborate (work) with other groups on this project? *

☐ Existing collaborations ☐ Willing to collaborate ☐ No

No more than 1 choice may be selected.

Please provide details of existing or possible collaborations, if it is not possible to collaborate with other groups please provide explanation *

Must be no more than 100 words.

If your application is successful how will you provide acknowledgement of funding provided by Council *

☐ Social Media post e.g. facebook
☐ Organisations Website
☐ Traditional Media e.g. TV, Radio and Newspaper
☐ Verbally e.g speech at opening of event
☐ Flyers or Leaflets
☐ Council's Banners at events
☐ Signs or Plaques
☐ Other:

At least 1 choice must be selected.

The degree of acknowledgement should commensurate with the level of funding provided.

Click here for funding acknowledgement fact sheet and examples

Project Budget - Co-contribution is not a requirement for this grant program, however projects where the applicant is making a financial contribution will be highly regarded.

* indicates a required field

Have you sought funds for this project from Fraser Coast Regional Council or any other funding sources? *

○ Yes   ○ No

Please provide information in relation to other funding sources *

Word count:
Must be at least 3 words.
When did you request the funding, where you successful in obtaining funding and if so what has lead to the request of further funding.

Will the project proceed as planned if partial funding is only able to be allocated by Council. This is likely to occur if the funding round is heavily subscribed. *

○ Yes   ○ No

Please explain how the project scope would vary if only partial funding is approved *

Word count:
Must be between 10 and 50 words.
If the Organisation is holding funds for other priority projects please identify these.

Please upload any relevant supporting documents eg. Organisation Strategic Plan
Attach a file:

A maximum of 3 files may be attached.

Please note when completing the below the maximum amount of funding an organisation can receive during a financial year (since 01 July 2023) through the Community Grants Program is $15,000

Total Amount Requested - If the organisation is registered for GST this amount must exclude GST *

Must be a dollar amount and between 500 and 15000.
What is the total financial support you are requesting in this application?

Funds received from ticket purchases must be included in your income budget.

Cash Budget

This section of the application form is designed to provide Council with a clear understanding of the overall cost and to determine the feasibility of the proposed project.

The budget must be detailed, accurate and supported by quotes for items over $1,000. It must also demonstrate the applicant's contribution and any other income sources (donations etc.) that apply to the project.

Income - Please list all financial contributions to the project.

Expenditure - Please list the items required for your project and the cost of each item.

If your organisation is **registered** for **GST** all costs used in these calculated amounts are to be provided **exclusive** of **GST.** You may wish to use the Government's GST Calculator to assist in checking your figures - https://moneysmart.gov.au/work-and-tax/gst-calculator

If your organisation is **not registered** for **GST** all costs used in these calculated amounts are to be provided **inclusive** of **GST** *(This is to ensure that there is not an unexpected shortfall in funding for the project)*

Please ensure that any items flagged for funding by grant monies are eligible expenditure (check program guidelines***)***

When you have completed your budget the Total Expenditure should equal the Total Income.

Income Sources for Project/Event	$
List should include Council Grant Funding, Organisation Funds, Ticket Sales, Sponsorships, Donations etc.	Must be a number.
Council Grant Funding	
Organisation Funds	
Ticket Sales (for events that are ticketed only)	
Other Funds	

Expenditure

Expenditure Description	$ Amount	use grant funds?	Fraser Coast based Supplier?
List all the expected project expenditure Must be at least 1 word.	Must be a dollar amount.	choose from the dropdown list	choose from the dropdown list

If grant funds are not going to be spent locally please provide a reason. *

Word count:
Must be at least 5 words.
if you have provided an answer 'no' to the local buy question against any grant expenditure in the budget table above you will need to provide a reason. This will be taken into consideration by assessors. e.g. item are not available locally

Please upload evidence of attempts made to purchase the items with a Fraser Coast based supplier
Attach a file:

Eg. email correspondence

Cash Budget Totals

Total Income Amount
$
This number/amount is calculated.

Total Expenditure Amount
$
This number/amount is calculated.

Income - Expenditure *
$
This number/amount is calculated.
Must equal $0.

In-Kind Budget

This Description should show the source of the in-kind support and then demonstrate the value of the support. **In-kind labour can be calculated at $46.62 per hour.** Please record in-kind labour as No. of volunteers x No. of hours x $ cost per hour used.

Income	**$**
Must be at least 1 word.	Must be a dollar amount.
	$
	$
	$

Budget Totals

Total In-Kind Amount
$
This number/amount is calculated.

Total Project Cost *
$
This number/amount is calculated.
What is the total budgeted cost (dollars) of your project?

Supporting Evidence and Certification

Latest Audited Financial Statement or Balance Sheet (Asset and Liability Statement - as provided to Office of Fair Trading) *

Attach a file:

A minimum of 1 file must be attached.

If you do not have an Audited Financial Statement please explain why.

Other Supporting Documents

Attach a file:

Example, project plan, letters of support, project budget

Please attach a minimum of 1 quote *

Attach a file:

A minimum of 1 file must be attached.

Please add as many as required, we can accept screenshots from websites. We encourage you to seek more then one quote so that the organisation gets the best value for money. Please note: you may be asked to provide quotes for all project costs and purchases must be made with a Fraser Coast supplier unless the items are not available locally in which case you need approval from Council.

Please attach a minimum of 2 quotes *

Attach a file:

A minimum of 2 files must be attached.

Please add as many as required, we can accept screenshots from websites. We encourage you to seek more then one quote so that the organisation gets the best value for money. Please note: you may be asked to provide quotes for all project costs and purchases must be made with a Fraser Coast supplier unless the items are not available locally in which case you need approval from Council.

Certification

I am authorised by my group/organisation to complete this form and agree that:

- I certify that to the best of my knowledge the statements made in this application are true.
- all necessary permits/approvals will be obtained prior to the beginning of the project
- the project will be covered by appropriate insurance
- all relevant health and safety standards will be met
- if successful, the organisation will be required to accept the terms of the grant in accordance with council requirements
- council does not accept any liability or responsibility for the project

- if successful, the organisation will ensure that acquittal requirements are met within 60 days of the nominated project completion date
- if successful, the organisation will ensure that funds are claimed within three months of notification, except where there is a co-funding requirement
- if successful, the organisation will provide proof of successful co-funding (other grant sources) within six months of notification
- if successful, the organisation will complete the project within six months of receiving council funding

I agree to the above statements *

○ Yes

Authorised Person *

Title	First Name	Last Name

Authorised Person's Position *

Authorised Person's Phone Number *

Must be an Australian phone number.