

Community Group Lease - Request for Proposal

Form Preview

Eligibility

* indicates a required field

Before you begin

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

- Certificate of Incorporation
- ABN
- Latest Audited Financial Statements that are provided to Office of Fair Trading
- Evidence of a Management Committee meeting approving the proposal or flying minute of Executive Committee approving the proposal
- Certificate of Currency for \$20 million Public Liability insurance
- Draft building layout and site plan including measurements

If you have any questions for our Commercial and Leasing team please contact us on 1300 79 49 29 during business hours or email enquiry@frasercoast.qld.gov.au

Have you read and understood the guidelines? *

☐ Yes

If you have not read the guidelines, please read them before commencing this application by clicking [here](#).

Organisation Name: *

Organisation Name

Type of organisation - please select from the below: *

- ☐ Incorporated 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 or registered with the Australian Charities and Not-for-profit Commission, your proposal will need to be auspiced. For further information click [here](#). Before progressing further, please consult with an eligible incorporated body to make a proposal on your behalf.

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	

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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, Postcode, and Country are required. Country must be Australia

Organisation Postal Address: *

Address

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

Organisation Primary Phone Number: *

Must be an Australian phone number.

Organisation Primary Email: *

Must be an email address.

Organisation Website:

Must be a URL.

Incorporated Association Number

Organisation Incorporated Association Number: *

to look up your IA number click [here](#).

Financial Position

Is your organisation financially solvent? *

- ☐ Yes
☐ No

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Solvency is the ability to meet long term debts and financial obligations. Please attach the latest audited financial statements in the in the "Supporting Evidence" section of this proposal.

Evidence of approval from Management Committee to lodge the proposal

Please attach evidence of a Management Committee meeting approving the proposal or flying minute of Executive Committee approving the proposal. *

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 not agree.

Organisation Applicant Contact Details

Organisation Contact Person: *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Contact Person's Position: *

Contact Person's Phone Number: *

Must be an Australian phone number.

Contact Person's Email: *

Must be an email address.

Organisation Overview

** indicates a required field*

Please provide an overview of the community organisation

Describe your organisation's purpose, objectives and goals: *

Word count:

Must be no more than 500 words.

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What are the primary areas of focus for this project/program? *

No more than 5 choices may be selected.

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Who do you expect to benefit from this facility? *

- | | |
|---|--|
| <input type="checkbox"/> Children/Youth | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> Disadvantaged groups | <input type="checkbox"/> Aboriginal and/or Torres Strait Islander people |
| <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Multicultural Communities |
| <input type="checkbox"/> General Community | <input type="checkbox"/> Other: <input type="text"/> |

At least 1 choice must be selected.

Current Adult Members: *

Must be a number.

Current Junior Members: *

Must be a number.

Describe the organisation's current sources of funding and capacity to obtain additional funds: *

Word count:

Must be no more than 500 words.

This may include income from membership fees, local/state/federal grants, etc.

Proposal Details

* indicates a required field

Please provide details on the proposal which demonstrate how it will benefit the community

Outline the intended use of the land and building: *

Word count:

Must be no more than 250 words.

Describe why your proposal is not currently able to be met by an existing facility or land: *

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Word count:
Must be no more than 250 words.

Will your proposal commit to shared use of the land/building to maximise utilisation? How? *

Word count:
Must be no more than 250 words.

Describe how your proposal will provide a benefit to the community: *

Word count:
Must be no more than 250 words.

How does your proposal support broad community participation and development opportunities? *

Word count:
Must be no more than 250 words.

Additional Information

Provide any further, relevant information to support your proposal:

Supporting Evidence and Execution

* indicates a required field

Draft building layout and site plan including outside measurements: *

Attach a file:

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A minimum of 1 file must be attached.

Latest Audited Financial Statements - as provided to the Office of Fair Trading: *

Attach a file:

A minimum of 1 file must be attached.

Certificate of Currency for \$20 million Public Liability Insurance: *

Attach a file:

A minimum of 1 file must be attached.

Execution

I hereby certify that I am the authorised representative of my organisation and that I have authority to complete this proposal and agree that:

- to the best of my knowledge the statements made in this application are true
- a lease will be offered on an as is/where is basis and the community organisation will be responsible for undertaking all due diligence
- the community organisation will be required to meet all costs associated with obtaining the necessary survey plan, lease preparation and Titles registration
- the community organisation will be responsible for funding and obtaining all approvals, certification and construction costs associated with building works
- the community organisation will obtain Building and Contents insurance to the \$ value of the building and contents if successful. **unless specified in the lease that insurance is covered by Council*

I agree to the above statements: *

☐ Yes

Authorised Person: *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Authorised Person's Position: *

Authorised Person's Phone Number: *

Must be an Australian phone number.