

Community Grants Program Application Form



The Community Grants Application Form is to be used to apply for financial assistance for community events or initiatives by not-for-profit organisations. Should you also require in-kind assistance from Burdekin Shire Council, please complete the In-Kind Application Form and submit in conjunction with this form.

All community and sporting groups wishing to apply for the Community Grants Program must ensure their applications for cash and in-kind support are submitted within the round dates. Cash Applications submitted outside of the these dates WILL NOT be accepted. Applications will open for 2 weeks at the commencement of each financial quarter.

Please return your completed form together with required supporting documentation to Council's Community Development Department. If you require further assistance to complete this grant application, please contact Council's Community Development Department at Burdekin Shire Council on (07) 4783 9800.

APPLICATION SUMMARY				
Applicant Name				
Event or Activity Name				
Event Commencement Date		Event End Date		
Event Commencement Time		Event End Time		
Event Location				
Contact Person for this Application				
Position				
Email Address				
Contact Number				
Postal Address				
Town/Suburb		State		Postcode

Eligibility Checklist

Please refer to the Community Grants Policy for eligibility requirements:

- Applicant resides or operates within the Burdekin Shire
- Operates as an Incorporated not-for profit organisation
- Enhance opportunities for community inclusion including community benefit
- Enhance civic pride and sense of place derived from the community activities including a willingness to work co-operatively with other organisations
- Submitted previous event acquittal forms
- Complete the Community Grants Application Form and/or In-kind Support Application Form

Submit your application:

By Post – Community Development Department, PO Box 974, AYR Q 4807

By Email – communitygrants@burdekin.qld.gov.au

In Person – Community Development Office, Ayr Library, Graham Street, Ayr.

Privacy Notice and Disclaimer

Burdekin Shire Council is collecting your personal information to process your submission as stated in this form. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to a third party unless required by law.

SECTION 1: PROJECT SUMMARY		
Requested Cash Funding Amount <i>(Up to the amount of \$3,000 excl GST)</i>		
In-kind support required?	<input type="checkbox"/> Yes – please fill in the In-Kind application form and attach.	<input type="checkbox"/> No
Event or Activity Description (200 words) Provide a brief description of your event, project or activity including background, aims and objectives.		
Please describe in detail how funding will be expended, should your application be successful. <i>Please note eligible and ineligible items listed below. Please ensure all expenses are also noted in Section 3 Budget. All receipts will need to be provided as part of your acquittal.</i>		
Please advise long term goals and/or any major projects your organisation intends to undertake. <i>(e.g., Facility upgrades / purchase of capital items)</i>		

Examples of ineligible items/expenses:

- Purchase of assets or capital items
- Gifts, prizes, prize money or trophies
- Salaries, wages or ongoing related costs
- Accommodation or travel expenses
- Catering expenses
- Retrospective costs – projects/activities that have already taken place

Examples of eligible items/expenses:

- Venue hire
- Equipment hire
- Marketing/advertising expenses
- Hire of amusements or entertainment
- Guest speakers or specialists engaged specifically for your event

SECTION 2: EVENT INFORMATION / BENEFIT TO BURDEKIN SHIRE

Type of Event	<input type="checkbox"/> Arts and Culture <input type="checkbox"/> Sports and Recreation Activities <input type="checkbox"/> Community Event/Celebrations <input type="checkbox"/> Other (please specify) _____
Estimated Event Attendance	<input type="checkbox"/> Under 500 people <input type="checkbox"/> 500 < 1000 people <input type="checkbox"/> 1000 < 1500 people <input type="checkbox"/> 1500 < 2000 people <input type="checkbox"/> 2000+ people
Will your event attract the following, please select all that apply	<input type="checkbox"/> Local residents <input type="checkbox"/> North Queensland attendees (outside Burdekin Shire) <input type="checkbox"/> Other intrastate attendees <input type="checkbox"/> Interstate attendees
Will your event have an entry fee. Please provide details.	<input type="checkbox"/> YES \$_____/adult \$_____/child <input type="checkbox"/> NO – Free Event
How does your event, project or activity benefit the whole community? <i>Include both social and economic benefit, if any. Think about the outcomes, both long and short term, which will be achieved for the community by delivering the project.</i>	
Have you applied for or received funding from other funding sources for this event, project or activity? <i>Please list below ALL funding or sponsorship sources and amounts and ensure these are listed in Section 3 Budget.</i>	
Funding Source	\$

SECTION 3: BUDGET

Please complete budget **in full** and attach any relevant quotations received.
A separate budget document may be attached if preferred.

INCOME <i>(Please itemise)</i>	Cost (excl. GST)	EXPENDITURE <i>(Please itemise)</i>	Cost (excl. GST)
Grant Funding Source Total (as above)	\$	Venue Hire	\$
Entry Fees	\$	Equipment Hire	\$
	\$	Marketing and Promotion	\$
Other Income	\$	Other Expenses	\$
Total		Total	

SECTION 4: DOCUMENT CHECKLIST

Please note that your application will be non-compliant if the following documentation is not submitted with your application. Please ensure all relevant documentation is included.

- Attach a copy of Certificate of Incorporation *or* copy of Administering Organisation's Certificate of Incorporation
- If applicable, attach a copy of a Letter of Agreement from Administering Organisation's Certificate of Incorporation
- Attach evidence of Public Liability and Workers' Compensation Insurance
- Copy of current financials from audited financial statement
- Please provide profit and loss from previous year
- In-Kind application form attached (if required)
- Quotations to accompany the budget provided
- Keep a copy of this application for your records

SECTION 5: CERTIFICATIONS AND SIGNATURE

This application must be signed by the President/Chief Executive of the Incorporated Organisation, eligible applicant or sponsor as appropriate.

- I certify to the best of my knowledge that the statements made in this application are true
- I understand that approval of the grant is subject to mutual agreement between the Burdekin Shire Council and the applicant
- I understand that if the Burdekin Shire Council approves a grant, I will be required to accept the conditions of the grant in accordance with Burdekin Shire Council requirements
- I understand that the Burdekin Shire Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant or their sponsor to provide the appropriate insurance cover
- I agree that if funded, I will supply an acquittal report and provide receipts of expenditure within 6 weeks of project completion**

Name			
Position			
Signature		Date	