

## Application Form

\* indicates a required field

### Guidelines

To be eligible, your event must:

- Take place on Australia Day 2023 (Thursday, January 26);
- Be located within the Mackay Regional Council area;
- Complete a risk assessment for the event covering all aspects such as event set-up and pack-down for all attendees, contractors, volunteers and/or staff, and send a copy to Mackay Regional Council.
- Be open to all members of the public;
- Be free to attend;
- Recognise Mackay Regional Council's support for the event on the day and in all promotional material (including posters, flyers and social media) leading up to the event; and
- Have a wet weather plan in place.

**Note** - All applicants need to be a registered not-for-profit group or have a letter of support from a registered group. Organisations that have a business structure are not eligible to apply, even with a letter of support from a not-for-profit group.

Applications are to be received by Council no later than **midnight Sunday, November 20, 2022** - no late submissions will be accepted. Applicants will be notified of the funding result within three weeks of the closing date.

Successful applicants will be required to:

- Provide complete event details (confirmed times, location, activities, etc) to Council for promotion of funded events on Council's website as part of our official Australia Day page; and
- Complete an Australia Day 2023 Grant Outcome Form (including event feedback, attendance figures, other sponsors secured, and provision of images) by 5.00pm Friday February 10 2023.
- Acknowledge council's support on all event marketing and advertising and display a council supplied corflute at the event itself.

### Applicant Details

**Organisation/Group Name: \***

Organisation Name

**Legal Entity Name \***

As shown on your ABN

**Contact Person Name: \***

First Name

Last Name

# Australia Day 2023

## Form Preview

**Postal Address: \***

Address

  

Suburb State Postcode

  

**Phone Number: \***

**Email Address: \***

**Is The Organisation GST Registered? \***

Yes  No

**Is The Organisation Incorporated? \***

Yes  No

If no, please attach a letter of support from a registered not for profit organisation that is willing to sponsor your event.

**Please upload the letter here: \***

Attach a file:

**Legal Entity Name \***

Please name the organisation that will be sponsoring your event.

**Incorporation Number: \***

**Please Upload Certificate of Incorporation Here: \***

Attach a file:

**Does Your Organisation/ Group Have A Current Certificate Of Public Liability? \***

Yes  No

**Please Upload Public Liability Certificate Here: \***

Attach a file:

# Australia Day 2023

## Form Preview

In the event that your grant application is successful, you (or your sponsoring organisation) are required to complete the applicable tax form before payment can be made. To streamline the process, please [download the forms here](#), complete the form relevant to the organisation, and then upload the completed form below.

**Please Upload The Completed Form Here: \***

Attach a file:

In order to process your application faster, should you be successful, you (or your sponsoring organisation) are required to download and complete a Creditor Details Confirmation Form. You can download the form [here](#).

**Please Upload The Completed Form Here: \***

Attach a file:

**Please upload a copy of your Bank Statement here. \***

Attach a file:

Statement must show Bank Name, Account Name, Account BSB and Account Number. Please Note: You can blank out transaction details if desired.

## Event Details

**Event Name: \***

**Planned Activities: \***

Word count:

no more than 100 words

**Event Location: \***

**Event Start and Finish Times: \***

\*Events must be held on Australia Day, Thursday 26 January, 2023.

**Anticipated Attendance Figure: \***

**How Will The Event Be Promoted? \***

Word count:

Must be no more than 50 words

# Australia Day 2023

## Form Preview

### How Will Your Event Benefit The Community? \*

Word count:

Must be no more than 150 words

### How Will Council's Contribution Be Recognised? \*

Word count:

Must be no more than 75 words

## Financial Details

### Requested Grant Amount: \*

Please note: The maximum amount is \$1,000.00.

### How Would The Grant Be Spent? \*

Word count:

Must be no more than 100 words

### What Would Be The Group's Own Financial Or Inkind Contribution? \*

Word count:

Must be no more than 75 words

### Is The Group Seeking Other Sponsorships And From Which Organisations? \*

Word count:

Must be no more than 100 words

### What Other Community Groups Will Be Helping To Produce This Event? \*

Word count:

Note - Council looks favourably upon events that are run in conjunction with other local groups and organisations.

## Budget

# Australia Day 2023

## Form Preview

- Total Expenditure MUST equal Total Income.

Income (Ex GST)	\$	Expenditure (Ex GST)	\$
		Please list itemised expenses for the event	
Organisations' Financial Contribution	\$		\$
Organisations' Inkind Contribution	\$		\$
Grants Requested from other sources	\$		\$
Funds Requested from Council	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

### Declaration

I warrant that:

- I am authorised to submit this application on behalf of the organisation.
- The applicant organisation has knowledge of and does not object to the application being submitted.
- To the best of my knowledge all information provided in the grant application is true and correct and complete.
- Sufficient control mechanisms are in place to ensure that all monies are managed and accounted for appropriately.
- I understand that the application and any material accompanying the application will not be returned.
- The email address from which this application is sent is from an appropriate address to receive information regarding this application.
- I acknowledge that if successful for a grant, my community group is expected to go ahead with the event or notify Council as soon as possible if this isn't possible due to unforeseen circumstances.
- If successful, a risk assessment document for the event will be completed and sent onto Mackay Regional Council before the event takes place.

**Declaration \***

- I Agree       I Disagree

**How Did You Hear About The Council Grants Offer? \***

- eNewsletter  
 Facebook  
 Magazine  
 Radio  
 Newspaper  
 Word Of Mouth