

Grant Application Form

* indicates a required field

Please note:

- You are only permitted to submit **one** application per organisation, per round.
- You are only eligible to receive funding **once** per financial year. Therefore, if you receive funding in Round 1, you are ineligible to receive funding in Round 2 or 3 of the same financial year.

Pre-Check Criteria

Is your Organisation Incorporated? *

- Yes No

Incorporation Number *

Is your Organisation being sponsored by an Incorporated Organisation? *

- Yes No

Incorporation Number *

Has your Organisation received a community grant already this financial year? *

- Yes No

Does your Organisation operate within the Mackay Regional Council boundaries? *

- Yes No

Do the majority of your Organisations' members reside in the Mackay Regional Council area? *

- Yes No

Has your Organisation acquitted any previous Mackay Regional Council grants? *

- Yes No N/A

Is your Organisation debt free with Mackay Regional Council? *

- Yes No

Community Grant Program

Form Preview

Does your Organisation (or Sponsoring Organisation) have Public Liability Insurance cover for your program/project/event? *

- Yes No

Do you have your Organisation's most current financial statement or latest Treasurer's report covering the previous 12 months? *

- Yes No

Do you have your Sponsoring Organisation's financial statements, if applicable? *

- Yes No N/A

Applicant Details

* indicates a required field

Mackay Regional Council is collecting your information in order to process your application. This information will only be disclosed to any other third party with your written authorisation or as required by law.

Organisation Name *

Organisation Name

Contact Person *

Organisation Name

Address *

Address

Suburb State Postcode

Postal Address *

Address

Suburb State Postcode

Telephone *

Email *

Organisation Details

Community Grant Program

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Is your Organisation registered for GST? *

Yes

No

Does your Organisation have an ABN? *

Yes

No

ABN Number (if applicable)

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	

Please attach your current Public Liability Certificate *

Attach a file:

Sponsoring Organisation Details

Organisation Name *

Organisation Name

Contact Person *

Address *

Address

Suburb State Postcode

Postal Address *

Address

Community Grant Program

Form Preview

Suburb State Postcode

Telephone *

Email *

Incorporation Number *

Is the Organisation registered for GST? *

Yes No

Does the Organisation have an ABN? *

Yes No

Auspice 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	

Will the Organisation cover the public liability for this activity? *

Yes (please upload current certificate) No

Current Public Liability Certificate

Attach a file:

General Information

Does your Organisation have a Strategic or Business Plan for the

Yes (please upload a copy) No

Community Grant Program

Form Preview

development of your organisation? *

Briefly outline the nature of your organisation and its primary purpose *

Word count:

If your application relates to a facility, sporting ground or club, you should detail current usage rates and indicate other facilities located in your area. 250 words maximum

Strategic or Business Plan

Attach a file:

Financial Statements

Please upload your local organisation's current financial statements *

Attach a file:

If these statements do not adequately reflect your organisation's current financial position, please detail the reason

Word count:

Maximum 250 words

Sponsoring Organisation Financial Statements

Please upload your Sponsoring Organisation's current financial statements *

Attach a file:

Grant Type

* indicates a required field

Funding Amounts

- Small Equipment Category - up to \$1,500
- Community Category - up to \$7,500
- Minor Asset Category - up to \$30,000
- Minor Infrastructure Category - up to \$30,000

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Under which category are you applying? *

Small Equipment Category

Community Category

Minor Asset Category

Minor Infrastructure Category

Details of Funding Requested

* indicates a required field

Grant Amount Requested (Ex GST) *

\$

Must be a dollar amount.

Details of the program/project/event for which you are seeking funding *

Word count:
Maximum 500 words

Demonstrate how the funding of this application will benefit the residents of the Mackay Regional Council area. *

Word count:
Maximum 250 words

Detail the main location of activities, date and duration of this program/project/event *

Word count:
Maximum 250 words

Details other grants/subsidies sought towards this program/project/event *

Word count:
Maximum 250 words

Do you require landowners permission? *

Yes

No

Applicable to any building or grounds works being completed.

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Please upload landowners consent *

Attach a file:

Details of Funding Requested - Minor Infrastructure

* indicates a required field

Funding Amount Requested: *

Must be a dollar amount.

Name of Project: *

Physical address of Project: *

Estimated commencement date: *

Estimated completion date: *

Have Native Title issues been identified and resolved for the project? *

Yes No N/A

Please provide a full project description: *

Word count:

Must be no more than 300 words.

Has the project been identified in your organisation's Strategic Plan, or in a Council or State Plan? *

Yes No

If yes, please provide details: *

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How have you identified the strategic importance/priority for your project? *

Word count:
Must be no more than 200 words.

Describe how funding this project will provide benefit for the broader community: *

Word count:
Must be no more than 200 words.

Please detail the short and longer term economic outcomes this project will generate: *

Word count:
Must be no more than 200 words.

Milestones and Ability to Deliver

* indicates a required field

Schedule of Works/Key Milestones/Budget Implications

Task	Estimated Start Date	Estimated Completion Date	Budget Implication

Ability to Deliver

Should you have documents pertaining to the below, please upload the relevant information following each question.

Quantity Surveyors Estimate *

Complete In Progress N/A

Attach a file:

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Detailed Design for Building or Construction Projects *

Complete In Progress N/A

Attach a file:

Site Plan *

Complete In Progress N/A

Attach a file:

Confirmed Capital Funds / Funding Contribution *

Complete In Progress N/A

Attach a file:

Ongoing Maintenance Plan *

Complete In Progress N/A

Attach a file:

Development and Building Approvals *

Complete In Progress N/A

Attach a file:

Land Tenure *

Complete In Progress N/A

Attach a file:

Current Right to Occupy *

Complete In Progress N/A

Attach a file:

Renewable Lease Arrangements *

Complete In Progress N/A

Attach a file:

Community Grant Program

Form Preview

License Agreement *

Complete In Progress N/A

Attach a file:

Land Owners Permission *

Complete In Progress N/A

Attach a file:

Budget

* indicates a required field

Budget

- Your organisation must be contributing a minimum 20% of the total project/program/ event costs.
- Volunteer inkind hours should be calculated at the appropriate rate or at a minimum of \$20.00 per hour.
- Total Expenditure **MUST** equal Total Income.

Please see below for an example of how to complete your budget: (noting that the below is designed for an event. Please make the necessary changes to accommodate your grant request.)

Income (ex GST)

Expenditure (ex GST)

Organisations Financial Contribution

\$ 500.00

Volunteers - normal

\$2,300.00

Organisations Inkind Contribution

\$2,475.00

Volunteers - specialist

\$ 175.00

Grants from other sources:

Staging

\$2,000.00

Community Grant Program

Form Preview

BCBF (successful)

\$ 500.00

Audio Equipment

\$2,000.00

Funds Requested from Council

\$4,500.00

Temporary Fencing

\$1,000.00

Event Permit

\$ 500.00

TOTAL

\$7,975.00

TOTAL

\$7,975.00

Income (Ex GST)	\$	Expenditure (Ex GST)	\$
Organisations Financial Contribution	\$		\$
Organisations Inkind Contribution	\$		
Grants Requested from Other Sources	\$		
	\$		
	\$		
Funds Requested from Council	\$		

Quotes

Do you have quotes to attach to support application? *

Yes

No

Please attach quotes to support your application. *

Attach a file:

Requirement: 1 quote for items under \$1,000.00, 2 quotes for items over \$1,000.00, or 3 quotes for items over \$15,000.00

Community Grant Program

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If you have not included the minimum number of quotes, please detail why.

If your quotes are not engaging local suppliers/contractors, please detail why.

Declaration

* indicates a required field

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.

Declaration *

I Agree

I Disagree

Please list additional supporting documentation (optional)

Letters of Support etc

Please attach supporting documentation if applicable

Attach a file:

Tax Forms

You are required to complete **one** of the attached forms. Please download the forms [here](#), and complete the form that suits your organisation. You can then upload the form below.

Completed Tax Form *

Attach a file:

Creditor Details Confirmation Form

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

Please upload your completed Creditor Details Confirmation Form here. *

Attach a file: