

### 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

# 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

# Grant Program

## Form Preview

**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	<a href="#">More information</a>
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

# 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	<a href="#">More information</a>
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

### 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 Grant - up to \$1,500
- Community Grant - up to \$7,500
- Minor Asset Grant - up to \$30,000
- Minor Infrastructure Grant - up to \$30,000

# Grant Program

## Form Preview

**Under which category are you applying? \***

Small Equipment Grant

Community Grant

Minor Asset Grant

Minor Infrastructure Grant

## 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

## Details of Funding Requested - Minor Infrastructure

\* indicates a required field

# Grant Program

## Form Preview

**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: \***

**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

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### 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:

**Detailed Design for Building or Construction Projects \***

Complete       In Progress       N/A

Attach a file:

**Site Plan \***

Complete       In Progress       N/A



# Grant Program

## Form Preview

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:

**License Agreement \***

Complete       In Progress       N/A

Attach a file:

**Land Owners Permission to Build \***

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.

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

**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

# Grant Program

## Form Preview

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: