

Infrastructure / Assets Grant Application Form

* indicates a required field

Please note:

- You are only permitted to submit **one** application per organisation, per round.

Pre-Check Criteria

Is your Organisation Incorporated? *

- Yes No

Incorporation Number *

Gaming Machines

Does your organisation have a Gaming Machine Licence ?

- Yes
 No

If Yes, you are ineligible to apply for this grant.

Is your Organisation being auspiced by an Incorporated Organisation? *

- Yes No

Incorporation Number *

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

If No, you are ineligible to proceed, if unsure please contact the Council grant officer on 49619434.

Is your Organisation debt free with Mackay Regional Council? *

Infrastructure and Assets Application Form 26/27

Form Preview

Yes

No

Does your Organisation (or Auspicing Organisation) have a valid Public Liability Insurance cover for your project? *

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 Auspicing Organisation's financial statements, if applicable? *

Yes

No

N/A

Child Safety Requirements

Will the grant funded project include activities or services that will involve children (individuals under the age of 18), or facilities/activities where children are under your organisations supervision? *

Yes

No

Child Safety Declaration

The Grantee acknowledges that it is exclusively responsible for ensuring the safety of children involved in the funded activity and for complying with all applicable child safety obligations (including the Child Safe Organisations Act 2024 (Qld) and the Child Safe Standards and Universal Principle, where applicable). Council's receipt or sighting of any child-safety related policies or evidence is solely for Council's assurance and to confirm the Grantee's compliance efforts. Council's review shall not be taken as endorsement of the content or as a transfer of responsibility for the effectiveness of those policies, which remains with the Grantee.

For further information about Child Safe Organisations - [Child Safe Organisations | Queensland Family and Child Commission](#).

I agree

I disagree

Please upload any supporting documentation

Attach a file:

Documents could include a copy of your Child Safety and Wellbeing Policy, Code of Conduct; a brief details of their risk management measures (e.g. supervision arrangements/ratios, transport arrangements, reporting pathways etc).

Applicant Details

* indicates a required field

Infrastructure and Assets Application Form 26/27

Form Preview

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

Legal Entity Name *

As shown on your ABN details

Contact Person *

Organisation Name

Address *

Address

Suburb State Postcode

Postal Address *

Address

Suburb State Postcode

Telephone *

Email *

Organisation Details

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.

ABN

Entity Name

ABN Status

Infrastructure and Assets Application Form 26/27

Form Preview

Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

Auspecting Organisation Details

Organisation Name *

Organisation Name

Legal Entity Name *

As shown on your ABN details

Contact Person *

Address *

Address

Suburb State Postcode

Postal Address *

Address

Suburb State Postcode

Telephone *

Email *

Is the Organisation registered for GST? *

Yes No

Does the Organisation have an ABN? *

Yes No

Infrastructure and Assets Application Form 26/27

Form Preview

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.

ABN
Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

General Information

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

Is your organisation registered with Council's Clubs Connect program? *

Yes No

What is your current level of accreditation in Clubs Connect?

Bronze Silver Gold Platinum
No more than 1 choice may be selected.

Financial Statements

NOTE: If your organisation does not have an AUDITED Financial Statement please provide a Profit and Loss Statement and a Balance Sheet. These can be generated from MYOB or QuickBooks.

Please upload your local organisation's current financial statements *

Attach a file:

Auspicing Organisation Financial Statements

Infrastructure and Assets Application Form 26/27

Form Preview

Please upload your Auspicing Organisation's current financial statements *

Attach a file:

Funding Request details

* indicates a required field

Funding Limits:

Infrastructure or Asset Grant - \$30,0000.00

Grant Amount Requested (Ex GST) *

Must be a dollar amount.
Please ensure this amount matches the amount requested in the budget section of the application.

Details of the project for which you are seeking funding *

Word count:
Maximum 300 words

What impact does your project have on the social, economic, environmental or health outcomes for residents?

What will be the impact of this project on your organisation and/or the broader community? *

Word count:
Maximum 250 words

Who will benefit from your project? *

Word count:
Maximum 250 words

Total number of people you anticipate will be impacted (either indirectly or directly) by the project? *

Must be a number.

Infrastructure and Assets Application Form 26/27

Form Preview

Why is the project a priority for your organisation and/or the community

Word count:
Maximum 250 words

Does your Organisation have a Strategic or Business Plan for the development of your organisation? *

Yes (please upload a copy) No

Strategic or Business Plan

Attach a file:

If attaching strategic documents please identify relevant section/s within documents?

Eg Section 2.3, page 6 etc.

Demonstrate the capability of your organisation to plan, manage and deliver the project

* indicates a required field

Have you contacted Community Programs regarding your application? *

Yes No N/A

If not, please contact 4961 9434 to discuss your application with the relevant Community Development Officer.

If yes, who have you spoken with? *

Provide details of your organisations ability to deliver this project? *

Word count:
Must be no more than 300 words.
Consider past experience in delivering similar projects, other grants you have received a managed, etc.

Where is the physical address of where

Infrastructure and Assets Application Form 26/27

Form Preview

the project is being delivered?

Do you have land owner consent to deliver the project? *

Yes

No

N/A

Please upload landowners consent

Attach a file:

When will your project be completed?

Must be a date.

Your Project Outcome Report will be due 8 weeks upon project completion

Demonstrate how your organisation is contributing to the project

Why is grant funding being sought for this project (as opposed to self-funded)?

Word count:

200 Maximum words.

If your financials present a positive net position, please provide commentary to justify why grant funding is needed?

Word count:

250 Maximum words.

Budget

* indicates a required field

Budget

- Total Expenditure **MUST** equal Total Income.

Budget

Income	\$ ex GST	Expenditure	\$ ex GST
	Must be a dollar amount.		

Infrastructure and Assets Application Form 26/27

Form Preview

Organisations Financial Contribution	\$		\$
Grants from Other Sources	\$		\$
Funds Requested from Council	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This figure needs to be \$0

Please attach quotes to support your application. *

Attach a file:

Requirement: 1 quote for items under \$1,500.00, 2 quotes for items over \$1,500.00, 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.

Infrastructure and Assets Application Form 26/27

Form Preview

- 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)

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:

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.

Infrastructure and Assets Application Form 26/27

Form Preview

Where did you hear about Council' Grant Program? *

- Previous Applicant
- Council Website
- Media
- Word of Mouth
- MRC Staff
- Funding Finder
- Community Newsletter
- My Community Update
- Other: