

Facade Improvement Grant Application Form

* indicates a required field

To view the guidelines for the Facade Improvement Grant, please click [here](#).

What works will be funded:

- Painting of the facade and exterior walls visible to the public realm.
- Reinstatement of exterior architectural and/or artistic features.
- Restoration of historic buildings.
- Installation of new business signage (permanent only).
- Renovations to entranceways, doors, tiles, and other facade elements.
- Installation of decorative features (vertical gardens, planter boxes, hanging baskets) in consideration of neighbouring properties and streetscape.
- Installation of external awnings, lighting, and windows visible from the street.
- Renovations that promote environmental sustainability and energy efficiencies.
- Renovations that promote community safety and accessibility.

It is recommended that applicants refer to council's [Footpath Trading and Structures Policy Guidelines](#) to identify permitted activities and approval processes. Further information can be found online at mackay.qld.gov.au.

Eligibility Criteria

Note: Please consider your answer to the following criteria carefully. Answers will determine if the application can proceed or be deemed ineligible.

Will the proposed improvements to the facade of the building be highly visible to the public realm? *

☐ Yes ☐ No

Example: be visible to street frontages or adjacent to a laneway, carpark arcade or walkway

Can you provide your matched contribution in cash? *

☐ Yes ☐ No

Applicant's contribution is required to be in cash and not in-kind.

Have building works commenced? *

☐ Yes ☐ No

Works completed prior to application approval are not eligible for funding.

Have you successfully received a Facade Improvement Grant within the last two years?

☐ Yes ☐ No

Only one application can be lodged, per commercial property, within a two-year period.

Applicant Details

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Applicant: *

Title	First Name	Last Name

Postal Address: *

Address		
Suburb	State	Postcode

Contact Number *

Must be an Australian phone number.

Email Address: *

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.

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	

Must be an ABN.

Building Details

Building Address: *

Address

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Suburb	State	Postcode

Building Name (if applicable):

Current Business occupying the building (if applicable):

Building Owner Name: *

Title	First Name	Last Name

Property Owner Consent

Without the property owners consent, we cannot accept the application.

Note: If you are signing on the owners behalf as the owners legal representative, you must state the nature of your legal authorisation and attach documentary evidence of your status (e.g. Power of Attorney, Executor, Trustee, Company Director, etc).

Please specify if you are the building owner or tenant? *

☐ Building Owner ☐ Tenant ☐ Legal Representative of the Owner

Without the property owners consent, we cannot accept the application.

Please upload proof of ownership or building owner's consent. *

Attach a file:

Evidence may include current rates notice for proof of ownership or signed letter of support for landowners consent.

Legal Authorisation (if applicable):

Attach a file:

Is the building proposed for facade improvement works heritage listed? *

☐ Yes ☐ No ☐ Unsure of Heritage Listing Status

Building works that involve a heritage-listed building may require specific approvals.

Provide details of Heritage Listing *

Please upload a plan of the building *

Attach a file:

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Mandatory Information

In order to process your application faster, should you be successful, you are required to download and complete a Creditor Details Confirmation Form as well as a Grant Tax Form. Further, a copy of your Bank Statement and your Public Liability Insurance is also required.

You can download Creditor Details Confirmation form [here](#).

Please download the Grant Tax Form [here](#).

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

☐ Yes ☐ No

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.

Please upload a copy of the completed tax form here. *

Attach a file:

Child Safe 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 organisation's supervision?

☐ Yes ☐ No

This question relates to Child Safe Organisation Act 2024 (QLD)

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.

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

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☐ I Agree

☐ I Disagree

Please upload any supporting documentation

Attach a file:

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

Proposed Works

Briefly describe the proposed improvement works. *

Proposed Project Commencement Date: *

Must be a date.

Proposed Project Completion Date:

Must be a date.

Project must be completed prior to April 30, 2027.

Please attach a detailed plan of the works. *

Attach a file:

Please attach a photo of the proposed improvement area. *

Attach a file:

Assessment Criteria

Responses must be no more than 500 words.

Visual Impact: Describe how the proposed works will create a highly visible and greatly improved building facade, and contribute to the overall appeal of the streetscape (40%). *

Activation: Describe how the proposed works will contribute to improving the vibrancy and activation of the street frontage, leading

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to increased foot traffic and visitation (20%). *

Economic, environmental & social benefits: Describe how the proposed works have the potential to deliver economic, environmental and social benefits (20%). *

Discuss how your projects will deliver some or all of the following benefits: Attracting new customers and improving sales; attracting new tenants (or retaining existing tenant); stimulating new investment/business opportunities; improving property values and/or increasing rental incomes; supporting local construction businesses and suppliers; choosing sustainable and energy efficient options/products where possible and practical and/or; contributing to community safety and/or accessibility.

Project Management: Demonstrate that the project is well-planned, managed by suitably skilled people and ready for commencement upon grant approval (10%). *

Projects must be delivered to a high standard by April 30, 2026. Include some detail on the timeline of works in your response.

Budget (10%)

The below budget section will be reviewed and assessed as Assessment Criteria 5.

The budget section and budget tables must:

- be completed correctly
- consider the use of local contractors/suppliers with appropriate qualifications
- demonstrate the appropriate financial contribution to the project by the applicant, and
- be realistic and provide value for money.

Funding Available:

Successful projects will be eligible for a co-contribution from council of up to 50% of the total project costs, with a maximum funding amount of up to \$5,000 (ex GST). Applicants may wish to contribute additional funds beyond the matched contribution if they want to complete more significant works.

Are local contractors being used for the project? *

☐ Yes

☐ No

Quotes are to be submitted in the budget table below

If you don't have plans to engage local contractors/suppliers please detail why.

Total Project Cost *

Must be a \$ amount. Ex GST and match total expenditure below.

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Total Funding Requested

*

Must be a \$ amount. Ex GST

Expenditure Table

Please complete the expenditure table below as part of the budget assessment criteria. In the table, include the quote/s from the supplier/s that you would like to proceed with.

- One quote is required for costs less than \$3,000, and two quotes where costs are higher than \$3,000.
- If costs exceed \$3,000, please upload a comparative quote (for each applicable item) in the section labelled 'Comparative Quote/s' below the table.

Additional information:

- The total amounts are calculated automatically.
- Total Expenditure and Funding Split Total **MUST** equal each other.
- The quoted amount must match the expenditure amount.
- Expenditure amount items must exclude GST

Please see below for an example of how to complete your expenditure table:

EXAMPLE Expenditure Table

Proposed Expenditure	Expenditure Amount	Supplier
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Contractors	\$2,300.00	Chosen Contractor
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Signage	\$1,150.00	Sign Company
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Paint	\$2,000.00	Paint Company
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TOTAL	\$5,450.00	
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Proposed Expenditure	Expenditure Amount	Supplier
re	(ex GST)	

Upload Quote

Include a description of grant items you are applying for.	Include a description of grant items you are applying for.	Please list the supplier name	Upload the quote for the supplier you wish to proceed with
	\$		
	\$		
	\$		
	\$		

Total Expenditure Amount

This number/amount is calculated.
Calculated from the 'Expenditure' table.

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Comparative Quote/s:

Attach a file:

Funding Split Table

Please complete the funding split table below as part of the budget assessment criteria.
See below for an example of how to complete your funding split table.

EXAMPLE Funding Split Table:

Organisations Financial Contribution

\$2,725.00

Funds Requested from Council

\$2,725.00

TOTAL

\$5,450.00

Funding Sources

\$

Include description of requested funding and contribution sources on separate lines for. Additional lines may be added.	Must be a dollar amount (\$).
Organisation's Financial Contribution	\$
Funds Requested from Council	\$

Funding Split Total

This number/amount is calculated.
Calculated from the 'Funding Split' Table.

Please let us know how you found out about this grant?

Funding Agreement

A copy of your Funding Agreement can be downloaded [here](#). Once you have read and understood the terms please agree below.

I acknowledge that:

- I have read the "Funding Agreement"; and
- I agree to be bound by its terms.

☐ I Agree

☐ I Disagree

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Certification

I certify that:

- I have read and will abide by the [Facade Improvement Grant Guidelines](#).
- The statements in this application are true and correct to the best of my knowledge.
- I consent for authorised Council Officers to enter the property to carry out inspections relating to this Application.
- I agree to undertake the proposed works as outlined in this Application.
- I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Information Privacy and Right to Information:

The information you provide in your grant application will be used by Mackay Regional Council to process and assess your application and, if successful, to process, pay and administer your grant.

The information may be used by Mackay Regional Council for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes. The information may be used by Mackay Regional Council for the promotion of Facade Improvement Grant. For this purpose, the information and your contact details may be provided to the media and other agencies who may contact you directly. Mackay Regional Council may also publish the information in their Annual Reports or on their websites. Mackay Regional Council treat all personal information in accordance with the *Information Privacy Act 2009*. The provisions of the *Right to Information Act 2009* apply to documents in the possession of Mackay Regional Council.

Certification *

☐ I Agree

☐ I Disagree

Contact Person's Name in Full *

Position in Business or Organisation

What Happens Next?

- Assessment by council - all valid applications will be reviewed and scored by an assessment panel. Successful applicants will be determined by the quality of their responses to the Assessment Criteria.
- Applicant is advised of decision and any special conditions.
- Release of grant funds to the applicant.
- Applicant undertakes improvement works.
- Works are completed within timeframe.
- Applicant submits acquittal form via Smartygrants. The report is to include: high resolution images showcasing the completed works free from obstruction.