

Make Your Place Mackay Waterfront Application Form 26/27

Form Preview

Applicant Details

* indicates a required field

Please note:

- You are only permitted to submit **one** application per organisation, per round.
- A copy of the Make your Place Grant Guidelines can be downloaded [here](#)

Contact Details

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.

Applicant or Organisation Name *

☐ Individual ☐ Organisation
Organisation Name

First Name

Last Name

Organisation/Business/Trading Name

Contact Person *

First Name

Last Name

Address *

Address

Number, Street, Suburb/Town, State and Postcode are required.

Contact Number *

Email *

Organisation Details

Is Your Organisation Registered For GST? *

☐ Yes ☐ No

Does Your Organisation Have An ABN? *

☐ Yes ☐ No

ABN Number (If Applicable)

Make Your Place Mackay Waterfront Application Form 26/27

Form Preview

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.

Auspiced Applications Only

If your application is being auspiced by an incorporated association or an individual, please upload written proof and documentation.

Attach a file:

Documentation must include permission in writing, Contact Person, their Position, Organisation Details and ABN Number

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](#).

Make Your Place Mackay Waterfront Application Form 26/27

Form Preview

☐ 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)

Available Categories

1. Make Your Place Grant - \$7,500

Funding is available for larger scale projects and will fund up to 80 per cent of a projects budget up to a maximum of \$7,500.

A minimum 20 per cent co-contribution is to be provided via financial and/or in-kind support.

2. Make Your Place Micro Grant - \$1,500

Funding is available for small scale, pop-up style projects and will fund 100 per cent of a projects budget up to a maximum of \$1,500.

Please select the category you wish to apply for: *

☐ Make Your Place

☐ Make Your Place Micro

Project Details

Name of Project *

Proposed Location of Project *

Address or name of location

Proposed Project Start Date *

Proposed Completion Date *

Prior to June 30, 2027.

Summary Of Proposal *

Provide a brief description of what you are proposing

Mandatory Information

Make Your Place Mackay Waterfront Application Form 26/27

Form Preview

Is your project located within the Mackay Waterfront Area? *

☐ Yes ☐ No ☐ Other:

Preference will be given to activities located in close proximity to the Mackay Waterfront Riverside and City Centre Precincts.

Has the applicant commenced works. *

☐ Yes ☐ No

Applicants who have commenced works are ineligible for funding.

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

☐ Yes ☐ No

Have you obtained all development approvals, permits and licenses (where required)? *

☐ Yes ☐ No ☐ Other:

Does your application involve public art? *

☐ Yes ☐ No

Any Make Your Place Funding relating to a project involving public art, is subject to public art approval. Please review the 'Guidelines for the Installation of Art in Public Places' and complete a Public Art Application from here: [Installation of Art in Public Places - Mackay Regional Council](#)

Additionally, please reach out to our Public Art Officer Jennifer Dalton-Smith via email jennifer.dalton-smith@mackay.qld.gov.au to notify them of your project.

Have you spoken to a public art officer? *

☐ Yes ☐ No

Have you received Public Art Approval?

☐ Yes ☐ No

Public Art Approval is required for your Make Your Place application to be deemed complete.

Please upload a copy of your Public Art Approval.

Attach a file:

Assessment Criteria

The six aims of the Mackay Waterfront Placemaking grant program are to:

- 1.Connect the local community, residents and/or businesses.
- 2.Improve physical health, mental well-being, and community cohesion.
- 3.Test new concepts, trial emerging ideas and be innovative.
- 4.Celebrate and promote art, culture(s), creativity and/or local history.
- 5.Reimagine and reinvent everyday public spaces.

Make Your Place Mackay Waterfront Application Form 26/27

Form Preview

6. Encourage collaboration between individuals and groups.

Assessment Criteria 1:
Demonstrate alignment with at least one of the six aims of the grant program and explain how the project will increase visitation to the Mackay Waterfront Area (35%) *

Detail how your proposal aligns with one or more of the aims listed above.

Assessment Criteria 2:
Demonstrate alignment with at least one of the actions outlined in the Mackay Waterfront Place Strategy (30%) *

The Mackay Waterfront Place Strategy can be found here <https://www.mackaywaterfront.com.au/Initiatives/Mackay-Waterfront-Place-Strategy>

Assessment Criteria 3: The project is well-planned and involves suitably skilled people to ensure delivery is completed by June 30, 2027 (20%) *

Demonstrate how your project is well-planned and upload any supporting documents below.

Assessment Criteria 3: Please upload supporting project planning documents

Attach a file:

Project planning documents could include but are not limited to letters of support, project/program timeline, risk assessment etc.

Budget - Assessment Criteria 4 (15%)

The below budget section will be reviewed and assessed as Assessment Criteria 4.

The budget section and table 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.

Total Project Cost (Ex GST)

\$

Must be a dollar amount.

Total Grant Amount Requested (Ex GST)

\$

Make Your Place Mackay Waterfront Application Form 26/27

Form Preview

Must be a dollar amount.

Ensure you have read the conditions of the grant category you are applying for.

Provide a detailed breakdown of all proposed project costs including, materials, labour and incidentals being applied for. Amounts entered within this table should reflect quotes provided.

Proposed Expenditure	Expenditure Amount (\$)	Quotes
		Please attach a quote for each item to support your application
	\$	
	\$	
	\$	
	\$	
	\$	

Total Expenditure Amount

This number/amount is calculated.

Co-contribution

Please provide a detailed breakdown of your 20% grant co-contribution.

i.e. this could include financial, in-kind or details of alternative grant funding.

Contribution	\$
	\$
	\$
	\$
	\$
	\$

Total Co-contribution

This number/amount is calculated.

Tax Forms

You must complete the relevant Grant Tax Form in addition to the provision of the above information.

Make Your Place Mackay Waterfront Application Form 26/27

Form Preview

Please note: If you are unsure of your circumstances relating to GST, contact the Australian Taxation Office. Filling out the incorrect section will delay payment if your application is successful.

Please download the tax forms [here](#).

Please upload your 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 Creditor Details Confirmation Form here. *

Attach a file:

Please upload a copy of your Bank Statement here. *

Attach a file:

Statement must show name, account number and BSB. Details of transaction history not required.

Demonstrate Experience

Where applicable please provide references or demonstrated experience of a similar scale activity.

Attach a file:

Attachments

Please use this field to attach any other supporting documents.

Attach a file:

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.

Make Your Place Mackay Waterfront Application Form 26/27

Form Preview

I acknowledge that:

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

*

☐ I Agree

☐ I Disagree

Certification

I certify that:

- I have read and will abide by the [Make Your Place Grant Guidelines](#).
- The statements in this application are true and correct to the best of my knowledge.
- 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. Mackay Regional Council may contact other funding agencies to verify grants requested in support of your project.

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 the Make Your Place 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 ***