

COMMUNITY GRANT PROGRAM SPORT & RECREATION Application Form

**Please read Council's Application Kit and Guidelines prior to completing this application.
For inquiries or assistance with your application phone Council's Community Development Unit on 1300 883 699.**

**Community Grants closing dates for each round:
Round 1 - Closes last Friday in June; Round 2 - Closes last Friday in October; Round 3 - Closes last Friday in February.**

Eligibility	<p>Have you received financial assistance from any of the following programs in the current financial year? <i>(please tick)</i></p> <p> <input type="checkbox"/> Sponsorships & Partnerships <input type="checkbox"/> Community Grant <input type="checkbox"/> Micro Grant </p> <p>If you ticked any of the above boxes you are not eligible to apply for further financial assistance in accordance with the Community Grants policy.</p>
Details of your group/organisation	<p>Applicant or Auspice Body Details</p> <p>Organisation: _____</p> <p>Postal address: _____</p> <p>Telephone: _____ Email: _____</p> <p style="text-align: right; font-size: small;">*This will be Council's preferred method of contact</p> <p>Contact person: _____ Position: _____</p>
Does your group/organisation have the following? <i>(please tick)</i>	<p><input type="checkbox"/> Incorporation Number: _____ <i>(Attach Certificate)</i></p> <p><input type="checkbox"/> ABN Number: _____</p> <p><input type="checkbox"/> Public Liability Insurance <i>(Attach Certificate)</i></p> <p><input type="checkbox"/> Annual Financial Statement <i>(Attach Statement)</i></p>
Is your organisation registered for GST?	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Project/Program Details	<p>Project Details</p> <p>Project name: _____</p> <p>Location: _____</p> <p>Date & duration: _____</p> <p>Expected participation number: _____</p>
Brief description of project for which funding is requested <i>(briefly describe the project/program/event for which funding is requested)</i>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Volunteer Contribution	<p>Number of volunteers who are involved in the planning and delivery of this project: _____</p>
Grant Amount Requested	<p>\$ _____</p>
	<div style="background-color: #e0e0e0; padding: 5px; display: inline-block;">Total Project Budget</div> \$ _____

Briefly outline the nature of your group/organisation and its primary purpose

(Include how many members, target group, types of programs/services)

Please provide full detail of the project/program/event you are seeking funding for

(Where possible attach project action plan)

List who will be involved (including any partnering organisations)

Note: Do not include paid service providers/contractors

(Attach support letters)

Please describe how your project/program/event meets the selection criteria

(Read Council's Application Kit and Guidelines)

How did your group/organisation identify this need?

(Attach any or all of the following: photos, reports, strategic or operational plans, statistics, consultation completed - who, when etc)

Have you received any other support in the past 2 years from Bundaberg Regional Council for this project? If so please list with details.

(i.e. RADF, In-kind, Micro Grants, Donations)

PROJECT BUDGET

Please supply total budget details for this program/project/event (include quotes, etc for verification)

(Attach quotes and more detailed itemised budget if possible, applications demonstrating additional income beyond requested grant funds and in-kind contribution are encouraged)

Income			Expenditure		
Source	Total Income GST inclusive	Total Income Less GST	Item	Total Cost GST Inclusive	Total Cost Less GST
Total applicant contribution					
Bundaberg Regional Council Community Grant amount sought (Maximum value \$5000.00)					

TOTAL PROJECT INCOME \$ \$

TOTAL PROJECT EXPENDITURE \$ \$

Please detail other grants/subsidies sought, or your organisations contribution toward this project including volunteer hours

Organisation's Name				Amount \$
	Yes	No	Pending	

Bundaberg Regional Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. Your information will not be given to any other person or Agency until you have given us permission or we are required to by law.

CHECKLIST: *(Please tick once attached)*

****Note: Applications which do not provide required documentation will not be assessed.**

Required:

- A copy of your organisation's latest audited financial statement
- A copy of your Certificate of Incorporation
- A copy of your current Public Liability Insurance Certificate
- A copy of minutes confirming the decision to seek financial assistance from the Bundaberg Regional Council Community Grants Program and expend funds on the specific project.
- I have read the community Grants Program Application Kit Guidelines.
- Copies of quotations (minimum 2)

If Required:

- A letter of support from the landowner is required for capital works on leased land (this includes land owned by council)
- For minor capital works – relevant approvals from Council or State Government

Recommended:

- Letters of support from groups etc relevant to your project
- All other documents to support your application

CERTIFICATION

I hereby certify that I have been authorised to prepare and submit this application on behalf of the above mentioned group/organisation and the information contained herein is a true and correct record to the best of my knowledge. On behalf of the above mentioned group/organisation, I agree to accept funding in accordance with the Community Grants Program's guidelines and conditions.

Signature _____

Date _____

Name _____

Position _____

WITNESS

Signature _____

Date _____

Name _____

Position _____

Please send completed application to:

Postal Address

OR

Bundaberg Regional Council
Community Development Unit
PO Box 3130
Bundaberg QLD 4670

NOTE: *Clearly label envelope 'Community Grant Application'.*