



**Scenic Rim
Regional Council**

**COMMUNITY
GRANTS
PROGRAM**

Application Form

I have read council's community grants guidelines prior to completing this form

ORGANISATION DETAILS

Name of Organisation

Postal Address

Street Address (of organisation if applicable)

Accountable Officer (President or Secretary)

Position held in the organisation

Phone Number

Email

ABN *Please provide if applicable*

Is your organisation registered for GST? Yes No

Is your organisation Incorporated and Not for Profit?

Yes

No *The application must be sponsored by another incorporated organisation which accepts legal and financial responsibility for the grant. Please attach a copy of the sponsor organisation's Certificate of Incorporation and letter agreeing to auspice the application.*

Please advise the limit of your current Public Liability insurance

Do you have any outstanding acquittals for other Council Grants or any outstanding compliance matters?

Yes No

If Yes, please provide details

PROJECT

Brief Project Description

Grant Amount Requested

Date of Activity (if applicable)

Is the work to be carried out on Council Land?

Yes *You must obtain Preliminary Approval under the Community Project Works on Council Land Policy. (Please contact Council's Property & Operations Department on 5540 5111 to discuss your application before proceeding).*

No *Proceed to Q1*

Street Address (where the equipment/project will be based)

1. **Overview of your organisation** Please provide a brief overview of your organisation including:
 - (a) An estimate of how long your organisation has been established
 - (b) Approximate number of members in your organisation
 - (c) What are the aims and objectives of your organisation
 - (d) How is your organisation primarily funded

2. **Please demonstrate the need for the project, activity or program** Survey results/meeting minutes/project or business plan/other evidence eg increasing access and participation

3. **Please explain how your project will benefit the Scenic Rim community** Members/volunteers/wider community

4. **Outline the consultation process and partnerships or collaborative outcomes that will be achieved**
Please attach any relevant supporting material, eg meeting minutes or supporting letter/email from other user groups

5. Budget Information and Financial Capacity (Ability to Deliver)

Please list the total cost of each project component and how it will be funded, including co-contributions and other sources of funding.

Note the example below:

EXAMPLE			
Item Description	Cash/In-Kind Co-contribution	Details	Amount Requested from Council
Catering	\$500	Paid by participants	
Advertising	\$1,500	Print and Radio - cash paid by club	
Equipment		PA system and microphones	\$1,500
Labour	\$500	In-kind	
Entertainment		Children's Rides	\$1,500
Total Cash/ In Kind	\$2,500	Total amount requested from Council	\$3,000
Total Cost of Project (add both totals)			\$5,500

Item Description	Cash/In-Kind Co-contribution	Details	Amount Requested from Council
Total Cash/ In Kind		Total amount requested from Council	
Total Cost of Project (add both totals)			

6. Acknowledging the grant

Tell us how you will publicly acknowledge the Community Grant. Examples include inviting Councillors to events or openings, signage at venues, media releases. A permanent acknowledgement of Council's contribution is required for larger infrastructure projects.

Contact Officer Person completing the application

Phone Number

Email

7. For Events Only. Please provide the following details regarding your event

Target audience / Who will be attending your event

Local community	Region wide/Scenic Rim community	Interstate	International
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Expected attendance numbers / How many people will be attending your event?

up to 100	100 - 500	500 - 1000	More than 1000
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Over how many days will your event take place?

1 day	2 days	3 days	More than 3 days
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8. Agreement & Disclaimer

I have read and agree to the Terms and Conditions set out in the guidelines. I certify that all the information provided is current and correct, and I give permission to Scenic Rim Regional Council to contact any persons or organisations in regards to the Community Grants Program process.

To the fullest extent permitted by law, the User agrees to indemnify and hold harmless each of the Scenic Rim Regional Council, their officers, employees and agents from and against all claims, losses, damage, suits, fines, penalties, expenses or other costs whatsoever, howsoever caused, whether direct, indirect, consequential or special, including legal fees, in relation to, or arising out of this application.

Signed for and on behalf of the organisation. Only the President or Secretary can sign.

Mr Mrs Ms Miss Other

Name of Accountable Officer

Signature

Date

Please read the privacy agreement

IMPORTANT NOTICE – Privacy Statement

Scenic Rim Regional Council is collecting your personal information in order to allocate a creditor number into Council's payment system and organise appropriate payment of future invoices. The information will only be accessed by Scenic Rim Regional Council for Council business related activities. Your information will not be given to any other person or agency unless you have given us permission or we are required to by law. Your personal information is handled in accordance with the Information Privacy Act 2009

LODGING YOUR APPLICATION

Your completed application must be lodged before close of business on the advertised closing dates:

Email mail@scenicrim.qld.gov.au

Mail Community Grants Program
Community and Culture Department
Scenic Rim Regional Council
PO Box 25
BEAUDESERT QLD 4285

In Person Customer Service Centres at:
Council Administration Building
82 Brisbane Street, BEAUDESERT
Tamborine Mountain Library
Cnr Main Street and Yuulong Road, NORTH TAMBORINE
Boonah Customer Service Centre
70 High Street, BOONAH

OFFICE USE ONLY

Details about previous grants If applicable

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Consultation with relevant Council departments

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| <input type="checkbox"/> Cultural Centres | <input type="checkbox"/> Property & Operations | <input type="checkbox"/> Works (events only) |
| <input type="checkbox"/> Building & Plumbing | <input type="checkbox"/> Planning | <input type="checkbox"/> Environmental Policy |

Other Comments

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