



**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 (Max. 100 words)**

**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 (Max. 100 words)**

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. Provide evidence for the need for the project, activity or program (Max. 150 words) ie. Project or business plan/survey results/meeting minutes/other evidence eg increasing access and participation**

**3. Please explain how your project will benefit the Scenic Rim community (Max 150 words)**  
i.e. Members/volunteers/wider community

**4. Provide evidence of the consultation process, partnerships or collaborative outcomes that will be achieved (Max 150 words) i.e. 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. **N.B.** Please include one quote for projects up to \$1500 and two quotes for projects over \$1500

Note the example below:

EXAMPLE			
Item description	Total cost	Amount contributed from your organisation can be cash or in-kind	Amount requested from Council
Catering	\$500	\$500 paid by participants	
Advertising	\$1,500	\$1,500	
Equipment – PA system and microphone	\$1,500		\$1,500
Labour	\$500	\$500 in-kind	
Entertainment – Children’s rides	\$1,500		\$1,500
<b>Total cost</b>	<b>\$5,500</b>		<b>\$3,000</b>

Item description	Total cost	Amount contributed from your organisation can be cash or in-kind	Amount requested from Council
<b>Total cost</b>		<b>Total amount requested from Council</b>	

## 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

## **CHECK LIST**

Have you read the guidelines?

Have you attached a quote/s

Have you attached minutes of a relevant meeting?

Have you attached any other supporting documents ie project plans, budgets etc

If applicable to your project, have you received approval from Property and Operations regarding works on Council land?

**LODGING YOUR APPLICATION**

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

**Email**                    [mail@scenicrim.qld.gov.au](mailto: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**

- |  |  |   |
|--|--|---|
| <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**