



# SPORT AND RECREATION GRANTS PROGRAM

Application Form

I have read Council's Sport and Recreation Grant Guidelines prior to completing this form.

**ORGANISATION DETAILS**

**Name of Organisation**

**Postal Address**

**Street Address** *(of organisation if applicable)*

**Name of Accountable Officer and position held in the organisation** *(President or Secretary)*

**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**

**Does your organisation have a property lease with Council?**

Yes *You must attach written confirmation from Council's Property and Operations Department that in-principle land-owner approval for this project has been provided (per Council's 'Community Project Works on Council Land' Policy).*

No

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

**1. Overview of your organisation**

Please provide a brief overview of your organisation including the aims and objectives of your organisation.

**2. Please demonstrate the need for the project and its commitment to increase participation across all age groups**

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	Total Price	Cash / In-Kind Co-contribution	Amount Requested from Council	Quote Attached
<b>Upgrade of surface / field:</b>				
Top dressing material	\$7,000	\$2,000	\$5,000	Y
Top dressing labour hire	\$5,000	\$1,000	\$4,000	Y
Drainage improvements	\$3,000	\$2,000	\$1,000	Y
<b>Total</b>	<b>\$15,000</b>	<b>\$5,000</b>	<b>\$10,000</b>	

Item Description	Total Price	Cash / In-Kind Co-contribution	Amount Requested from Council	Quote Attached
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
<b>Total</b>				

## 6. Acknowledging the grant

Tell us how you will publicly acknowledge the Sport and Recreation Grant.

Examples include inviting Councillors to events or opening, signage at venues, media releases.

A permanent acknowledgment of Council's contribution is required for larger infrastructure projects.

## 7. 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 Sport and Recreation 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**

**Title**

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

**Mail**                    **Sport and Recreation 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

**CHECKLIST**

Have you read the guidelines?

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

Have you completed all questions?

Does the budget (question 5) balance?

Have you attached quotes, meeting minutes and a copy of the club's strategic plan?

**OFFICE USE ONLY**

**Details about previous grants *(If applicable)***

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**Consultation with relevant Council departments**

- Property & Operations       Environmental Policy       Works
- Building & Plumbing       Planning

**Other Comments**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....