



Grants and Sponsorship Program

2016/2017

Round 1

Applications Close Friday 2 September 2016, 4.30pm

Application Form MC
Major Capital Infrastructure Grants
Grants between \$10,000 - \$50,000



Apply for sponsorship or a grant today and help invest in your community tomorrow

2016/2017 – Round 1

Opens Monday 18 July 2016
Closes 2 September 2016, 4.30pm

Email your application to:

grants@redland.qld.gov.au

Hand deliver your application to:

Cleveland Customer Service Centre
Cnr Bloomfield and Middle Street, CLEVELAND

Capalaba Customer Service Centre
Capalaba Place
Noeleen Street,
CAPALABA

Post your application to:

Community Grants Program
Attention: Community Grants Coordinator
Redland City Council
PO Box 21
CLEVELAND QLD 4163

Important Points

- ✓ **BEFORE** you submit an application please ensure you have read the **Grants and Sponsorship Program Guidelines – 2016/2017**.
- ✓ Only one application is eligible per funding category.
- ✓ Please ensure you make contact with the Community Grants Team who can provide you with information on eligibility requirements and assistance available for applicants.
- ✓ Ask for feedback on a draft application (**please note that no feedback will be provided in the week leading up to the closing date**).
- ✓ Ensure you provide a response to each question.
- ✓ Applications are funded based on a competitive process and the total funding pool available.
- ✓ Ensure you provide as much information as possible in your application and attachments to strengthen your application. If extra room is required please provide attachments referring to the question you are responding to.
- ✓ If your organisation is not incorporated all mandatory documents must be supplied by your sponsoring organisation and the application form must be certified by the sponsoring organisation. It is recommended you have a written agreement with your sponsoring body.
- ✓ Ensure that you have included all attachments required with this application form, **including two quotes**.
- ✓ Only information provided in this application will be used to assess your application.
- ✓ Ensure you have all approvals or are in the process of receiving approvals required to complete the project prior to the commencement of works.
- ✓ Use licensed contractors to undertake related works for the project.
- ✓ Ensure you have adequate insurance including public liability for all activities relating to the funded project.
- ✓ Ensure a safe work environment in accordance with WH&S Act and associated regulation and Codes of Practice.
- ✓ Applicants will receive formal notification of the outcome of their application within three months of the closing date.
- ✓ Ensure that your project does not commence prior to receiving formal notification. Projects that commence prior to this are ineligible for funding.
- ✓ Organisations may be required to enter into a funding agreement with progress payments contingent on negotiated milestones.
- ✓ If you have any queries or would like further information and assistance, please contact:

The Community Grants Team
Redland City Council
Ph: 07 3829 8912
Email: grants@redland.qld.gov.au

1. ORGANISATION DETAILS

1.1 ORGANISATION DETAILS

(Organisation that is conducting the project to complete details in section 1.1. If a sponsoring organisation is required, complete section 1.2 as well)

Organisation Name

Organisation – Postal address

Post Code:

Mr Mrs Ms Other

Organisation – Contact's Full Name

Position in Organisation

Business hours phone number

Mobile number

E-mail

Does your organisation have an ABN?

No   Complete a 'Statement by Supplier' form

Yes  ABN No:

Is your organisation registered for GST?

No

Yes

What is the status of your organisation? (attach copies of relevant information)

Incorporated Association

Company Limited by Guarantee

Other (provide details)

Registration No#

P&C and religious groups are eligible to apply if they can demonstrate significant wider community benefit. P&Cs must also undertake projects in partnership with other community based organisations. Organisations that hold a licence for more than 20 gaming machines are ineligible.

How many members does your organisation have?

What is the purpose of your organisation?

1.2 SPONSORING ORGANISATION DETAILS

Complete details for a not-for-profit incorporated Sponsoring organisation if applicant is unincorporated (your details are to be entered into Section 1.1).



Please attach a letter from the sponsoring organisation agreeing to take on this role.

Sponsoring Organisation's Name

Sponsoring Organisation – Postal address

Post Code:

Mr Mrs Ms Other

Sponsoring Organisation – Contact's Full Name

Position in Sponsoring Organisation

Business hours phone number

Mobile number

E-mail

Does the sponsoring organisation have an ABN?

No   Complete a 'Statement by Supplier' form

Yes  ABN No:

Is the sponsoring organisation registered for GST?

No

Yes

What is the status of the sponsoring organisation?



(attach copies of relevant information) Registration No#

Incorporated Association

Company Limited by Guarantee

Other (provide details)

2. Project Details

2.1 Project Title

Grant Amount Sought

Project start date

Project end date

Street address where the project or activity will take place

Post Code:

Projects or activities on Quandamooka Country may require specific consultation. Contact the Grants Team on 07 3829 8912 for advice.

2.2 Describe your project or activity.

What will the grant be used for?

Why is the project or activity needed in Redland City?

Who is your target audience?

How and when will your target audience benefit?

Short term (first 3-6 months)

Medium term (6-12 months)

Long term (longer than 12 months)

How will the benefits of the project or activity be measured?

3. Alignment with Council priorities

Please indicate which Grant Program objective/s your application aligns with. (You must achieve one or more of the objectives to be eligible for funding). (refer to Council's Corporate Plan 2015-2020).

- Increasing employment and/or boosting the local economy
- Assisting community organisations to provide services
- Empowering community organisations and building capacity
- Build community infrastructure
- Assisting disadvantaged/vulnerable groups
- Provide cost-efficient initiatives
- Increasing leverage to gain additional funds from state/federal departments
- Creating identity, a sense of place and celebration
- Contributing to a sustainable environment
- Supporting a robust living culture in the Redlands

3.1 Describe how your project or activity will address the objectives of the Community Grants Program (refer to the list above).

3.2 Does this project or activity aim to increase employment and/or boost the local economy?

- No
- ▶** Yes *Please provide details*

If Yes, provide detail?

3.3 Which Council officers have you consulted with? (please include any consultation with elected members eg: Mayor or Councillors)

Who have you consulted?	How did you consult?	What is the outcome of the consultation?

3.4 Who has been consulted in the development of the project or activity?

Who have you consulted?	How did you consult?	What is the outcome of the consultation?

3.5 Does your organisation have a strategic or business plan?

No  Yes  Please include a copy as an attachment

3.6 Funding options

Have you applied for a Redland City Council Community Grant or Sponsorship since 1 July 2009?

No  Yes Please provide details

What category, how much was requested and were you successful? *(Organisational Support, Project Support, Conservation, Capital Infrastructure, Small Councillors Grant, Regional Arts Development Fund)*

Project or activity name	Amount	Grant number or approx. date	Acquitted Yes or no

3.7 Have you applied for funding for this project or towards this project from another funding source?

 No go to question 3.9
  Yes go to question 3.8

3.8 Name of funding source and when will you be notified of the outcome?

Name of fund	Amount	When will you be notified	Comments

3.9 Sustainability – If this activity is ongoing, how will you/your organisation manage this e.g. financial, resources?

3.10 Is Redland City Council providing other support towards this project either: financial, services or in-kind support?

- No
-  Yes *Please provide details*

4.3 Who is the owner of the land or facility where the proposed project is to be located?

- Council (via Land and Facilities panel)
- State Government
- Your organisation
- Other (please provide details below)

4.4 Do you have a registered lease or permit to occupy for at least a three year period?

- Yes In progress
- No Not applicable

4.5 If you do not own the land or facility, do you have the land owner's permission to undertake the proposed project?

- Yes  (please attach) In progress
- No Not applicable

4. Details of Works

4.1 What is the real property (RP) description of the principal lot of the proposed site for your project if known?

Lot Number	
Registered Plan No.	

4.2 What is the physical address of your project?

No/park name	
Street Address	
Suburb	

4.6 Is the proposed project to be constructed on land controlled by an education institution?

- Yes   Please provide a letter demonstrating a commitment to community use of the facility
- No

4.7 Do you have Development Approvals from the relevant authorities to support your proposed project?

- Yes received  (please attach)
- No – lodged and awaiting decision  (please attach evidence of lodgement)
- No – required and yet to lodge
- Not required  (please provide evidence)

4.8 Please state the stage of readiness your proposed project is at.

- | | |
|---|---|
| <input type="checkbox"/> Conceptual stage | <input type="checkbox"/> Tender |
| <input type="checkbox"/> Detailed design | <input type="checkbox"/> Sketch plans |
| <input type="checkbox"/> Signed contract | <input type="checkbox"/> Ready to proceed to construction |
| <input type="checkbox"/> Other (please specify) | |

Note:

The applicant is responsible for:

- All approvals required to complete the project prior to the commencement of works;
- Having adequate insurance including public liability in relation to the activities carried out by the applicant for this project;
- Ensuring a safe work environment in accordance with WH&S Act, Regulation and Codes of Practice; and
- The use of licensed contractors to undertake related works for the project.

Maintenance of a Council facility where the responsibility of maintaining the facility is that of the lessee or occupant through a 'Permit to Occupy' is ineligible for funding.

5. Project Planning

Project planning (include information about all steps needed to complete your project).

Task	How will this be completed?	Who will complete this task?	When will the task be completed?	Resources needed to complete the task.
<i>Example: Final approvals secured from Council to commence project</i>	<i>Example: Design application and development approvals submitted to Council and awaiting confirmation to proceed</i>	<i>Example: Project Manager</i>	<i>Example: Expectation of approval by 31 July 2015</i>	<i>Example: Final approval from Council</i>
<i>E.g Acquit the grant</i>	<i>Provide Council with all receipts and the acquittal report which summarises activities and outcomes</i>	<i>Committee chair and Treasurer</i>	<i>2 weeks after project completion date (as specified in funding agreement)</i>	<i>All project information and committee member time</i>

6. Budget

Budget Tips

- Ensure that you have read the Grants and Sponsorship Program Guidelines for conditions on what items are eligible for funding under the program and Capital Infrastructure.
- For those organisations who are successful and registered for GST, the grant amount will be topped up to cover the GST component which is to be declared to the Australian Taxation Office.
- Ensure that you include two separate complete quotes and include in this application.

Please note, if your organisation is not registered for GST, ensure your expenses include GST where applicable.

INCOME	DESCRIPTION	AMOUNT
Your organisation's financial contribution towards this project		\$
Sponsorship from other organisations <input type="checkbox"/> Approved <input type="checkbox"/> Pending		\$
Other grant funding towards this project <input type="checkbox"/> Approved <input type="checkbox"/> Pending		\$
Revenue / income generated from this project <i>(Please detail how you came to this figure)</i>		\$
Redland City Council Community Grant <i>(Amount sought from this grant)</i>		\$
Other income <i>(Please provide details)</i>		\$
Volunteer / in-kind Support <i>(costed at \$15 per hour for non-skilled support, and at relevant rates for professional services.)</i>		\$
TOTAL PROJECT INCOME		\$

EXPENDITURE	DESCRIPTION	AMOUNT
Redland City Council Grant <i>(Please detail the items that this grant will be used towards)</i> Please attach two written quotes for the grant expenditure.		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Other expenses <i>(Please detail the items your financial contribution, sponsorship, other grant funding, revenue, other income and volunteer/in-kind support will be used towards)</i> You must make a 50% financial cash contribution toward the total cost.		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL PROJECT EXPENDITURE		\$

Certification

To be signed by the Chair, President or Chief Executive Officer of the applicant organisation. **If your organisation is not incorporated, this certification is to be made by the sponsoring organisation.**

I certify that to the best of my knowledge the statements made in this application are true.

- I understand that if the Redland City Council approves the grant, I will be required to accept the terms and conditions of the grant in accordance with Redland City Councils Audit requirements.
- I consent to the information contained within this application being disclosed to or by Redland City Council for the purpose of assessing, administering and monitoring my current and any future Redland City Council grant applications.
- I consent to be on the mailing list for use by Redland City Council to promote other Council opportunities, programs and services.
- I understand that if Redland City Council approves the grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with Redland City Council.

Name

Position in the organisation

Signature

Date



Documents to attach

(If your organisation is not incorporated, the following mandatory documents must be supplied by the sponsoring organisation).

- MANDATORY** – Please include a copy of your incorporation, company registration certificate or any other documentation demonstrating your organisations status with this application.
- MANDATORY** – Public liability - Please attach a copy of your current Certificate of Currency.
- MANDATORY** – Financial reports and statements - Please attach a copy of your latest audited financial statements or annual Treasurer's report.
- MANDATORY** – Two written quotes are required for grant expenditure and financial information required for your application.
- MANDATORY** – Agreement from sponsoring organisation to take on the management and financial responsibility for the project activities (See question 1.2). **Please attach letter if applicable.**
- MANDATORY** – Statement by Supplier form (Only applicable if the applicant organisation does not have an ABN).
- MANDATORY** – **Lease or permit to occupy and land or facility owner approval to undertake the works**
- Additional information in support of your application e.g. Copies of relevant development/land owner approvals for capital works, letters of support, strategic or business plans and further information. (letters of support are not required from Council).