



Grants and Sponsorship Program

2016/2017 Round 1

Closes Friday 26 August 2016, 4.30pm

Application Form C
Conservation Grants
Grants up to \$10,000



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

2016/2017 – Round 1

Opens Monday 18 July 2016

Closes Friday 26 August 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 as part of your 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.
- ✓ 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.
- ✓ 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 INDIVIDUAL/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)

Individual/Organisation Name

Individual/Organisation – Postal address

| |
|------------|
| |
| |
| Post Code: |

Mr Mrs Ms Other

Organisation Only – Organisation Contact's Full Name


Organisation Only – Contact's Position in Organisation

Business hours phone number

Mobile number

E-mail

Do you/does your organisation have an ABN?

No  Complete a 'Statement by Supplier' form


Yes ABN No:

Are you/is your organisation registered for GST?

No

Yes

Organisation Only - What is the status of your

organisation?  (attach copies of relevant information)

| | Registration No# |
|---|----------------------|
| <input type="checkbox"/> Incorporated Association | <input type="text"/> |
| <input type="checkbox"/> Company Limited by Guarantee | <input type="text"/> |
| <input type="checkbox"/> Other (provide details) | <input type="text"/> |

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

| |
|--|
| |
| |
| |

Mr Mrs Ms Other

Sponsoring Organisation – Contact's Full Name


Position in Sponsoring Organisation

Business hours phone number

Mobile number

Email

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#

| | |
|---|----------------------|
| <input type="checkbox"/> Incorporated Association | <input type="text"/> |
| <input type="checkbox"/> Company Limited by Guarantee | <input type="text"/> |
| <input type="checkbox"/> Other (provide details) | <input type="text"/> |

1.3 WILDLIFE CARER REGISTRATION

If you are applying under the Wildlife Carer Support Grants category, are you registered with the Department of Environment & Heritage Protection (DEHP)?

No (If the wildlife carer is not registered with DEHP, this application is ineligible).

Yes  Registration No# (attach copy)
Rego No:

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.

Is this project related to Koalas?

Yes No

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)

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 e.g.: 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 4.1
  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, in-kind support or other services i.e. provision of traffic control, waste management services, discounted fees etc.?

No



Yes

Please provide details

4. Project Objectives / Planning

4.1 Project objectives

| Objective, What do you want to achieve? | How will this be measured? | What do you aim to achieve by the end of the project? |
|---|---|--|
| <i>Example: Provide a safe environment for koalas</i> | <i>Example: Growth of trees and development of resident koala population on golf course</i> | <i>Example: A thriving koala population living in the area</i> |
| | | |
| | | |
| | | |
| | | |

4.2 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: Planting of trees</i> | <i>Example: Club volunteers guided by expert horticulturists</i> | <i>Example: John Smith to lead planting team</i> | <i>Example: within 6 months of grant approval</i> | <i>Example: Trees, irrigation materials, mulch labour</i> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| <i>Example: Acquit the grant</i> | <i>Example: Provide Council with all receipts and the acquittal report which summarises activities and outcomes</i> | <i>Example: Committee chair and Treasurer</i> | <i>Example: 2 weeks after project completion date (as specified in funding agreement)</i> | <i>Example: All project information and committee member time</i> |

5. Budget

Budget Tips

- Ensure you have read the Grants and Sponsorship Program Guidelines for conditions on what items are eligible for funding under the program and Conservation Grants.
- For those organisations that 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.
- If required, ensure you include written quotes to justify your expenses.

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> | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| TOTAL PROJECT EXPENDITURE | | \$ |

Certification

To be signed by the Individual or 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 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 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.
- 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 Council's contractual agreement.

Name

Position in the organisation
(if applicable)

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. **Applicable to organisations only.**
- MANDATORY** – Public liability - Please attach a copy of your current Certificate of Currency. **Applicable to organisations only.**
- MANDATORY** – Financial reports and statements - Please attach a copy of your latest audited financial statements or annual Treasurer's report. **Applicable to organisations only.**
- MANDATORY** – Two written quotes are required for grant expenditure.
- 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 does not have an ABN).
- MANDATORY** – Wildlife carer registration (DEHP). **For Wildlife Carer Support Grants only.**
- Strategic or business plans.
- Additional information in support of your application eg. Letters of Support, further information (letters of support are not required from Council).



Regional Arts Development Fund

Eligibility Checklist: Professional / Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required or download a copy from the RADF page on the Arts Queensland website www.arts.ald.gov.au

The purpose of the RADF Program is to support professional and emerging professional artists and artworkers (artists) to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick any **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artworker NAME: _____

Please tick the following artistic merits that apply to you

- I have professional arts and/or cultural qualifications
- I have an Australian Business Number (ABN)

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
- I have devoted significant time to arts practice.
- I have been recognised as a professional by peers.
- I have held public exhibitions or given public performances (not as part of a competition).
- I have work held in public collections.
- I have won important national and/or international prizes or awards.
- I have held public discussions and/or have had articles written about my work.
- I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.
- I am a member of a professional association (or associations) as a professional artist.

Name/s of association/s:

- I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.
- I am an artist whose artistic or cultural knowledge has developed through oral traditions.