



# Grants and Sponsorship Program

## 2016/2017

## Round 1

Closes Friday, 26 August 2016, 4.30pm

**Application Form P**  
**Project Support**  
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](mailto: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 – 2016-17**.
- ✓ 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](mailto: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


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#

- 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

*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)*

### 3. Alignment with Council priorities

Please indicate which Grants 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 eg. financial, resources?**

**3.10 Is Redland City Council providing other support services 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

### 3.1 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: Train project participants in leadership skills</i>	<i>Example: Number of participants in the program and successful completion of all activities</i>	<i>Example: Up to 10 people will have successfully demonstrated leadership skills</i>

### 3.2 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: Design the program modules</i>	<i>Example: Liaise with expert leadership consultant</i>	<i>Example: Committee member John Smith will lead this task</i>	<i>Example: 4 weeks prior to leadership workshop</i>	<i>Example: Personnel, meeting room, computer</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 Project Support.
- 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
<b>Your organisation's financial contribution towards this project</b>		\$
<b>Sponsorship from other organisations</b> <input type="checkbox"/> Approved <input type="checkbox"/> Pending		\$
<b>Other grant funding towards this project</b> <input type="checkbox"/> Approved <input type="checkbox"/> Pending		\$
<b>Revenue / income generated from this project</b> <i>(Please detail how you came to this figure)</i>		\$
<b>Redland City Council Community Grant</b> <i>(Amount sought from this grant)</i>		\$
<b>Other income</b> <i>(Please provide details)</i>		\$
<b>Volunteer / in-kind Support</b> <i>(costed at \$15 per hour for non-skilled support, and at relevant rates for professional services.)</i>		\$
<b>TOTAL PROJECT INCOME</b>		\$

EXPENDITURE	DESCRIPTION	AMOUNT
<b>Redland City Council Grant</b> <i>(Please detail the items that this grant will be used towards)</i>  <b>Please attach two written quotes for the grant expenditure.</b>		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Other expenses</b> <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>		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL PROJECT EXPENDITURE</b>		\$

## 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 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.
- 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.
- 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).
- 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).