Community Grants Application Form

The Community Grants Policy and Guidelines are designed to assist you in applying for financial assistance for events that positive contributions to the quality of life in the local government area.

Please read the Guidelines "How to apply for a Grant" carefully before completing this application.

- All applications should be typed or neatly handwritten.
- All questions must be answered.
- Remember to keep a copy of your application and/or lists of enclosures for financial acquittal purposes.
- Incomplete applications will not be accepted.
- Please attach further information if required.

Grant Category and Description	Maximum
Community Activities/Events Development *Grants are offered under this category to assist organisations with the planning and development of local community events that will assist in building community capacity and promoting community cohesion. If your event is an annual event to raise money for charity, it is expected that sufficient funds would be retained to cover expenses for the following year.*	$5,000
Community Activities/Events Development e.g. Curry Merry Muster Festival, Stockman's Challenge and Campdraft, Cloncurry and District Show *As per above description for Community Activities/Events Developments.*	>$5000
Sport and Recreation Development *A grant under this category is for the support of community-based sporting organisations/associations in the development of sport and recreation projects and activities for residents in the Cloncurry region. Capital purchases deemed necessary for the development, support or administration of the proposed sporting activity may also be submitted under this category.*	$5,000
Community Cultural Development *The aim of the Community Cultural Development Grant is to develop the capacity of local groups to broaden the opportunities that may be available to participate in cultural activities.*	$5,000
Activities contributing to the Economic Vitality of Cloncurry *This category is to encourage activities, other than those in previous categories that can be seen to be contributing to the economic viability of the area. For example: a contribution towards a one-off event that attracts a high number of visitors to the area.*	$5,000
Small Equipment *The small equipment category is to provide financial assistance for the purchase of equipment which will support the development of the organisation or its volunteers. For example: computers, office equipment or kitchen appliances etc.*	$1,000
Community Printing and In Kind Assistance Program *Open to non-profit club of organisation located in Cloncurry Shire. The purpose is to provide reproduction of programs, agendas, reports, newsletters or use of small equipment items i.e. portable PA, whiteboard, tables, chairs, lectern.*	Up to value of $200
Local Training Bursary *A financial contribution towards travel and accommodation to participate in training courses/workshops that will provide direct benefit back to the Cloncurry Shire community, whether be Sport and Recreation, Arts and Culture were an applicant may not be able to access an existing bursary may not be available. Applicants will be required to demonstrate how their training will benefit the community i.e. introduce a new activity or pursuit for local residents. This is to be included in the application form.*	Up to $1000
Bursary (local) *A financial contribution to a local school or educational facility based in Cloncurry Shire that supports or recognises achievement of a student under the age of 18.*	$100
Bursary (State) *A financial contribution towards travel and associated costs related to representing Cloncurry Shire at a State (or above) level in their chosen sport/activity.*	*$250*
Bursary (National) *A financial contribution towards travel and associated costs related to representing Cloncurry Shire at a State (or above) level in their chosen sport/activity.*	$500

Cloncurry Shire Council
Mailing: Po Box 3 CLONCURRY QLD 4824
Administration: 38-46 Daintree Street
Version: July 2018

Email: council@cloncurry.qld.gov.au
Website: www.cloncurry.qld.gov.au
Telephone: (07) 4742 4100

APPLICATION FORM

ORGANISATION DETAILS

Organisation/Applicant name:	
Australian Business Number (ABN):	☐ Yes ☐ No (if no, please complete the Auspiced Organisation form)
ABN:	▮ ☐ ☐ ▮ ☐ ☐ ▮ ☐ ☐ ▮ ☐ ☐ ▮
Type of Organisation:	☐ Individual applicant ☐ Not for profit organisation that reside in the Cloncurry Shire ☐ State Government funded agency ☐ Other (please specify) _____
Incorporated:	☐ Yes, please provide a copy of incorporation documents ☐ No, if no please complete auspicing organisation form ☐ Individual applicant
GST	☐ Yes ☐ No
Organisation address:	
Postal address:	

CONTACT DETAILS:

Contact Person full name:			
Position in organisations:		Mobile:	
Telephone: (business)		Fax:	
Email address:			

PROJECT DETAILS:

Project name:	
Which communities will benefit from your project? (tick all that apply)	☐ Cloncurry ☐ Dajarra ☐ Kajabbi ☐ Other (please specify) _____
Grant category: (please refer to Grant categories and description on page 1)	
Brief Project Description (less than 20 words)	The grant will be used towards the costs of
Project Timeframes, including start and finish dates:	
Outcome report: (due four weeks after project completion)	

FINANCIAL REQUEST

Funding requested	$
Plus GST (if applicable)	$
Total:	$
Is this part or full funding for your project?	☐ Part funding ☐ Full funding
If it is part funding, what is the total anticipated cost of the project?	

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GRANT HISTORY

Have you or your group/organisation previously applied for a Community Grant with Cloncurry Shire Council?	Yes ☐	No ☐
If yes, were the anticipated outcomes achieved through this project?	Yes ☐	No ☐
How will this proposed project build on previous projects?		
If you were successful has that grant been successfully acquitted?	Yes ☐	No ☐

DIVERSITY OF AUDIENCE/PARTICIPANTS

Please tick the group/s this project will *specifically target*.

☐ Men
☐ Women
☐ Tourists
☐ Regional Queenslanders
☐ Aboriginal or Torres Strait Islander peoples
☐ People with a disability

☐ Children aged 0-11 years
☐ Young people aged 12-25
☐ years Seniors (55 years +)
☐ South Sea Islander peoples
☐ backgrounds Not Applicable

QUALITY OF PROJECT

Number of Spectators involved		Number of anticipated participants/competitors	

PROJECT DESCRIPTION

Give a detailed description of the project?	
What are the expected outcomes of your project?	
Outline how your project will benefit the Cloncurry Shire communities?	
Outline the recognition/benefits that Cloncurry Shire Council will receive in return for providing funding for this project?	

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PROJECT MANAGEMENT

List each stage of the project from start to finish (please attach additional pages as required. **Must include completion of the Community Grants outcome Report no later than 4 weeks after the finish date**

Project Milestone	Expected Completion Date

CERTIFICATION

All Applicants

I, the undersigned, certify that:

- I have read and will abide by the Community Grants *Applicant Guidelines* together with any published revisions which are available at www.cloncurry.qld.gov.au
- The statements in this application are true and correct to the best of my knowledge, information and belief and the supporting material is my own work or the work of the artists named in this application.
- I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.

Signature		Date: / /
Name in full		
Position in group (if applicable)		

Auspicing Organisation/Individual Only

Please note: Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to Arts Queensland and Council until all grants have been satisfactorily acquitted.

I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in this application is true and correct.

Signature		Date: / /
Name of Auspice Body:		
Contact Person Name:		
Position in group (if applicable)		

COUNCIL USE ONLY

Funding Year:	**Approved:** ☐Yes ☐No	**Amount approved:**
Council resolution number:	**Council Officer Signature:**	**Date:**

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COMMUNITY GRANTS BUDGET TEMPLATE

- Please complete this budget template to account for <u>all</u> costs of your project.
- Round all amounts to nearest whole dollars.
- Note: If you are GST registered, Council will pay the grant plus GST. If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the GST to be paid.

What is the total amount of funding required for your project (excluding GST):	
How much funding is being requested from Cloncurry Shire Council Community Grants Program (exclude GST)	

FUNDING PARTNERS

Other funding contributors: Please list other sources of funding for your project	How much has been requested from other funding sources	Indicate if funding is confirmed or estimated date of announcement of funding

What contribution will your organisation be contributing to this project (this can include volunteers time or existing funding):

PROJECT BUDGET

ITEM (i.e. marketing, hire fees, resources etc)	Estimated cost (exclude GST)	In Kind value	Name of funding partner	Cash required no covered in the in-kind value column
TOTAL:				

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