



**1. Noosa Council Officer**

**Name of requesting Council Officer:**

Email: grants@noosa.qld.gov.au

**2. Business details**

Have you previously received a grant from Council? Yes / No

Legal Entity Name:

Trading Name:

Nature of goods or services to be supplied: Grant from Council

Postal Address:

State:

Post Code:

Business Phone:

Address of local office:

State:

Post Code:

Email address for remittances:

**3. GST Information**

Are you registered for GST? Yes / No ABN:

If you do not have an ABN a Statement by Supplier Form must be attached.

**4. Electronic Funds Transfer Details**

Please supply one of the following 3 documents as proof of your Banking information:

1. Bank printed deposit slip.
2. Relevant section of a bank statement identifying BSB, Account Number & Name.
3. A stamped & signed certified letter from your bank detailing your BSB & Account Number.

**5. Trading Terms**

Noosa Council will normally pay grants 7 days from invoice date.

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Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

## 6. Guidelines for Grant Recipients

Please assist us in our efforts to process your payments promptly by adhering to the following guidelines.

- In order to receive a grant from Noosa Council, you need to invoice Council.
- Your invoice instructions are on the SmartyGrants form or Council's Grants website page.
- Please send one copy only. Duplicate invoices cause delays in processing time.
- Tax invoices should be either lodged in the relevant SmartyGrants form or emailed to [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au). Sending your invoice elsewhere could delay your payment.

## 7. General Information

Payments are processed weekly on a Wednesday.

If your invoice is due for payment and has been approved, you will receive a remittance advice on Wednesday. Funds will be deposited into your bank account by Thursday p.m. Cheques are posted on Wednesday p.m.

It is the responsibility of the business area which requested the work to approve the invoice for payment. Accounts Payable cannot pay your invoice until that approval takes place.

Subsequent amendments to bank account information will also require one of the 3 documents outlined in section 4 on page 1.

## 8. Declaration of applicant

**I/We, the grant recipient, declare that the above information is correct in all respects, at the time of lodgement of this form with the Noosa Council. Should any of the details given in relation to this form be changed in the future, the applicant shall advise the Noosa Council in writing prior to any such change being implemented.**

**I/We hereby acknowledge Council's Standard Trading Terms and Guidelines as outlined above.**

Signature:

Date:

## OFFICE USE ONLY

Credit no.

Entered by:

Date: