

Round 20 Application

Form Preview

Applicant Eligibility

* indicates a required field

What do I need to do before applying?

- Read and understand the [Guidelines and Eligibility Criteria](#)
- We recommend that you speak to a Council Officer about your project

You will need to have the following information available to complete this form:

- Your incorporation and ABN number
- Agreement with auspicing organisation if applicable
- A copy of your most recent financial statement
- Any other supporting documents (letters, photos, articles etc)
- Written approval from the land owner if applicable
- Quotations if applicable

Ineligible and late applications will not be considered.

To ensure your supporting documentation is reviewed by the assessment panel, please upload it directly to your application form before you submit it. Unfortunately due to the large volume of applications received, we cannot accept information provided after the closing time.

Contact Council's Grants Officer on (07) 5329 6437 or grants@noosa.qld.gov.au

- [Frequently Asked Questions](#)
- [Help Guide for Applicants](#)

Your Organisation Name

Organisation Name

Have you read the Funding Guidelines and are you eligible as per these guidelines?

Yes No

If no, do not proceed with this application.

If you spoke to a Council Officer, what was their name?

Are you a legal not for profit entity as defined by the ATO? If so, what type of legal not for profit is your organisation? *

An incorporated association

If you are a Co-op or Trust, please upload your constitution/governing documents.

Attach a file:

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Which of the following Community Development priorities does your project address? *

- Arts and Culture (e.g. festivals, exhibitions, museums, performing and visual arts, local, indigenous and multicultural heritage)
- Community Development (e.g. service organisations, men's sheds, community halls and centres, community gardens, urban renewal)
- Human Services (e.g. social welfare services, disabilities, disadvantaged, aftercare of abuse victims)
- Public Safety (e.g. rescue, abuse prevention, disaster and emergency management)
- Recreation (e.g. special interest clubs & groups e.g. collecting, language, genealogical, bridge, gardening etc.)
- Sport & Active Recreation (e.g. undertaken to improve physical fitness, may have formalised rules, competition and conditions of play)

What insurance does your organisation have in place to conduct your usual activities? *

- | | |
|---|---|
| <input type="checkbox"/> Public Liability Insurance | <input type="checkbox"/> Contents Insurance |
| <input type="checkbox"/> Volunteer Insurance | <input type="checkbox"/> Professional Indemnity Insurance |
| <input type="checkbox"/> Building Insurance | <input type="checkbox"/> Other |

Project Details

* indicates a required field

Project/Event Title *

Must be no more than 10 words.

Location of where will this project/event will take place? *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Description of your project (what are you going to do?) *

Word count:

Must be no more than 250 words.

Explain the who, what, where and how for this project. Be clear and concise, avoid jargon.

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Project Start Date *

See guidelines for the project delivery timeframe for this round

Project End Date *

See guidelines for the project delivery timeframe for this round

Why is this project needed? (Consider what problem it will solve) *

Word count:

Must be no more than 250 words.

Why and how did you determine the project or item is needed and necessary? What is the current situation? What challenges or issues are you facing? Who is affected? Is there an unmet demand? You may wish to refer to data, statistics and trends for the Noosa Shire. Go to <https://www.noosa.qld.gov.au/data-statistics>

What benefits will this project deliver? *

Word count:

Must be no more than 250 words.

What will change as a result of this project happening? Who will benefit and how will they benefit?

Describe how your organisation has capacity and capability to deliver the project within the required time frames. *

Word count:

Must be no more than 250 words.

Hint: Provide details of internal and/or external resources/people who have the experience, appropriate qualifications and are dedicated to deliver the Project

Who Is Involved?

* indicates a required field

How many members/clients does your organisation have? *

Estimate how many people will be directly involved in coordinating your project/event? *

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Estimate out of all the people involved in coordinating your project/event, how many will be volunteers? *

Overall, how many people will directly benefit from this particular project or event in the wider community? *

Details about partners / collaborators.

If your organisation is partnering or collaborating with any organisations to deliver this project, provide details below:

Name of partner or collaborator.	Contribution to the project
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Consent

If your project is to host an event, you may require a permit from Council. An application for an [event permit](#) must be submitted to Council at least six weeks before the event.

Who owns the land where the project/event is taking place?

- Noosa Council owned / controlled land Freehold / privately owned
 State Government Other:

Has your organisation sought permission from the land owner/manager to complete this project/event?

- Yes No Not required

If applicable, upload written permission from the land owner here.

Attach a file:

Recommended maximum file size is 5MB.

Project Budget

* indicates a required field

- All amounts in this budget must **not** include GST. (Click [here](#) for an online GST calculator).
- The Income and Expenditure and the Total Project Cost should be equal.
- All infrastructure / building projects must have at least 50% contribution to the project.
- Include the supplier's name in the expenditure item description.

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- Quotes are required for any expenditure items over \$1000 as follows:
 - Between \$1000 and \$7499 one (1) written quotation is required
 - Over \$7500 three (3) quotations are required.
- [The Australian Bureau of Statistics](#) advises the hourly rate for volunteer labour is \$46.00.
- Any volunteer hours should be listed in both the income and expenses as in-kind.
- Donated materials must be allocated a dollar value and appear in both the income table and the expenditure table.

Project Budget

Please complete your full project budget below. Do not use commas, full stops of the "\$" sign in your amounts. The total income and expenditure will automatically add up in the totals below the budget table. The 'Total Income Amount' cell and the 'Total Expenditure Amount' cell must be the same. The 'Income minus Expenditure' cell will automatically calculate and needs to be 0 to proceed. This means that your income and expenditure are equal.

Description of Income	\$ Income (excluding GST)	Description of Expenditure	\$ Expenditure (excluding GST)
Include Council funds, your funds, In kind	Amount must exclude any GST. Must be a number.	List each expenditure item per line	Amount must exclude GST. Must be a number.
Council		In Kind	
In Kind			
Your Organisation			

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income minus Expenditure

For this form to proceed this cell below will need to be 0 (Income and Expenditure equal the same value) *

\$

This number/amount is calculated.

What is the total cost of your project? *

\$

Must be a dollar amount.

Funding amount you are requesting from Council (as shown in budget income) *

\$

Must be a dollar amount and between 1000 and 30000.

Your financial contribution - if applicable (as show in budget income) *

\$

Must be a dollar amount.

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Your In Kind Contribution - if applicable (as show in budget income) *

\$

Must be a dollar amount.

Please list the items from your budget that you are requesting funding for. *

If there is a shortfall in funding, please advise how you will address this?

Please list any unconfirmed income (Eg. Grant from another source)

Upload your quotations here.

Attach your quote(s) here.

Attach a file:

One quote is required for each expenditure item valued over \$1000. Three quotes are required for any expenditure items over \$7500.

Is there any information you would like to add about the budget or the quotations?

Word count:

Must be no more than 100 words.

For example, if you have expenditure items in your budget which are over \$1000 (1) or \$7500 (3) and have not uploaded any quotations then you will have to explain why this was not possible, or your application will be ineligible.

Financial Statements

Upload your most recent financials (profit and loss sheet and balance sheet or audited financials) here. *

Attach a file:

Provide your most recent audited financials as well as a current profit and loss statement and balance sheet.

Applicant Details

* indicates a required field

Applicant organisation details

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Organisation's primary (physical) address *

Address

Suburb State Postcode

Must be an Australian post code

Applicant organisation's postal address (if different from above)

Address

Suburb State Postcode

Must be an Australian post code

Applicant organisation's website or social media link

Must be a URL

Applicant organisation's Australian Business Number (ABN) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Contact Details

Contact person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Position held in organisation *

Daytime phone *

Must be an Australian phone number.

Email address *

Must be an email address.

Auspice Details

Auspice organisation details

As your organisation is not incorporated, a company limited by guarantee, a non trading/distributing co-operative or indigenous corporation, your application needs to be auspiced by an eligible organisation.

If this application is successful, the auspice organisation will take full legal and financial responsibility for the delivery of this project and the grant administration. For example, the auspice organisation will sign the Funding Deed of Agreement, receive the grant payment and be responsible for the acquittal report.

It is **mandatory** you provide an Auspice Agreement or at least a letter from the President, Chair, Secretary or Treasurer of the Auspice Organisation which indicates they understand and are willing to take on the auspice responsibilities.

Download the [Auspice Facts and Agreement format](#). It is the responsibility of the applicant to ensure that the auspice agreement is completed, signed and uploaded with this application.

What type of legal not for profit is the auspice organisation?

- An incorporated association
- A company limited by guarantee
- A non-trading/non-distributing co-operative
- An Indigenous corporation

Attach a signed auspice agreement here.

Attach a file:

Recommended no more than 5MB per attachment.

Auspice organisation name

Organisation Name

Auspice ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspicing Contact Details

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position in Auspice Organisation

e.g. President, Treasurer, Secretary

Auspice postal address

Address

<input type="text"/>
<input type="text"/>

Auspice Email

Must be an email address.

Auspice Phone Number

Must be an Australian phone number.

Please provide the best contact phone number.

Infrastructure Projects

* indicates a required field

Is your project an Infrastructure Project?

Yes

No

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Specific questions for infrastructure, heritage or building projects

This section will only need to be filled out if your project is an infrastructure, heritage or building project.

Co-funding requirements for Infrastructure projects:

Council cannot contribute more than 50% of the cost to building works or infrastructure. If, for example, the total project cost is \$9,000, the maximum Council contribution to the project would be \$4,500 and your contribution would be at least \$4,500. This can be made up of a combination of cash, other grant funds, in-kind donations of materials and volunteer labour.

Do you meet Council's co-funding requirements? *

- Yes
- No - do not continue

Who owns the land where the project work is being undertaken? *

- Noosa Council owned / controlled land
- State Government
- Freehold / privately owned

Request to conduct works on Council owned/managed land

Where Council is the owner or trustee of the land, on which the building works are intended, the completed Community Organisation Check for New Works Form must be submitted with this grant application. Find out more [here](#).

To download the PDF version of the form click on this link: [Checklist for New Works on Council Owned or Controlled Land PDF version.PDF](#).

Upload the completed Checklist for New Works form here:

Attach a file:

Evidence Owner's Consent - State Government or Freehold.

The owner of the land or facility on which the building works are intended must provide permission for the building works to proceed. Evidence of the permission must be submitted here.

Upload evidence of owner's consent here.

Attach a file:

Certification

* indicates a required field

Acknowledgement

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If successful, it is a funding requirement to acknowledge Council for the contribution. Please advise how you propose to acknowledge Council. *

See the Acknowledgement section of the guidelines.

Privacy Notice

Council will only use personal information you have provided for the purpose of processing this application 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.

Please note the information provided in this application and in any related documentation and discussions may be provided to members of the assessment panel in order to assist Council in assessing your application.

By submitting this application you consent to Council publishing the organisation's name, the project's name, project description and Council's funding contribution. This information may also be used for promoting Council's funding programs.

I agree to the Privacy Statement above. *

Yes

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct and I understand that if Noosa Council approves the grant, I will be required to accept the terms and conditions of the grant as outlined in the grant application, policy and funding agreement.

I am authorised by my group/organisation to complete this form and I agree that:

- all statements made in this application are true
- all necessary permits/approvals will be obtained prior to the beginning of the project
- the project will be covered by appropriate insurance
- all relevant health and safety standards will be met
- Council does not accept any liability or responsibility for the project
- my organisation has met all acquittal conditions and has no debt to Council

If successful, I will:

- accept the terms of the grant by submitting the online funding agreement within 4 weeks of notification
- complete the project within twelve months of receiving Council funding
- complete the online acquittal within 30 days of the project end date given in the application

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I agree to the above *

Yes

Name *

Title

First Name

Last Name

Organisation Name *

Position *

Phone Number *