

Round 12 Community & Environment Project Application

Form Preview

Welcome

* indicates a required field

In applying for a Community Project Grant from Noosa Council, you will be required to provide information about your organisation, the project's rationale, benefits, plans and budget.

Critical steps before applying are:

Read and understand the

- [Guidelines](#),
- [Frequently Asked Questions](#),
- [Sample Application](#) form
- [Help Guide for Applicants](#)

Contact the Grants Officer on 5329 6437 to check your eligibility and to be put in touch with a relevant Council Officer to discuss the project and application in depth. *The Grants Policy says "Applicants must have spoken to a Council Officer prior to submitting the grant application."*

Save your work every few minutes. Use the 'Save Progress' button located at the top and bottom of every page.

Note:

- In the context of this form the word 'project' can mean a short term project, a longer term program, an event, an equipment purchase or building works (infrastructure).
- The words 'you' and 'your' refer to the applicant (and auspice).
- Incomplete and late applications will not be considered.

Applicant Eligibility

1. Have you read and do you understand the guidelines? *

- ☐ Yes ☐ No

2. Can you confirm you are an eligible applicant as per the guidelines? *

- ☐ Yes ☐ No

3. What is the name of the Council Officer with whom you have discussed this project and application?

It is a requirement that applicants have a discussion about the project and the application with the Grants Officer.

4. Can you confirm you have no debt to Council (or if you do, you have entered into an agreed payment schedule which is being adhered to)? *

- ☐ Yes ☐ No - we have a debt and no payment arrangements have been made.

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5. Have you met all grant and acquittal conditions of previous grant funding from Noosa Council? *

- ☐ Yes ☐ No ☐ Not applicable - as we have not had a grant from Noosa Council before.

6. Are you located in and / or would your project benefit the Noosa Shire community? *

- ☐ Yes ☐ No

Auspice Eligibility

This section is to be completed by, or on behalf of, the Auspice Organisation. This section has appeared because of the answer to Question 2. above.

7. Have you read and do you understand the guidelines? *

- ☐ Yes ☐ No

8. Can you confirm you are an eligible auspice as per the guidelines? *

- ☐ Yes ☐ No

9. Can you confirm you have no debt to Council (or if you do, you have entered into an agreed payment schedule which is being adhered to)? *

- ☐ Yes ☐ No - we have a debt for which do arrangements have been made.

10. Have you met all grant and acquittal conditions of previous grant funding from Noosa Council? *

- ☐ Yes ☐ No ☐ Not applicable - as we have not had a grant from Noosa Council before.

Applicant Details

* indicates a required field

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.

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Applicant organisation details

11. Applicant organisation's name *

Organisation Name

12. Applicant organisation's primary (physical) address *

Address

Suburb State Postcode

Must be an Australian post code

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

Address

Suburb State Postcode

Must be an Australian post code

14. Applicant organisation's website

Must be a URL

15. Contact person *

Title First Name Last Name

16. Position held in organisation *

17. Email address *

Must be an email address.

18. Daytime phone number *

Must be an Australian phone number.

Applicant organisation registration

19. Applicant organisation's incorporation, ASIC or ORIC number. *

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Incorporated Association or Australian Corporation Number. If you are not incorporated you are not eligible to apply and must be auspiced by an organisation that is eligible.

20. 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.

Auspice Details

* indicates a required field

Auspice organisation details

This is the Auspice section which activated because of your answer to Question 2. The application needs to be auspiced by an eligible organisation.

The auspice, (sometimes referred to as a sponsor), will take full legal and financial responsibility for the delivery of this project and the grant administration if this application is successful. For example, the auspice organisation will sign the Deed of Agreement and receive the grant payment.

It is mandatory for the President, Chair, Secretary or Treasurer of the Auspice Organisation to provide an agreement or at least a letter indicating agreement to take on the auspice responsibilities.

See guide to an [Auspice Agreement](#).

21. Attach a signed agreement between the applicant organisation and auspice organisation. *

Attach a file:

Recommended no more than 5MB per attachment.

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22. Auspice organisation's name *

Organisation Name

23. Auspice organisation's primary (physical) address *

Address

Suburb State Postcode

Must be an Australian post code

24. Auspice organisation's postal address (if different from above)

Address

Suburb State Postcode

Must be an Australian post code

25. Auspice organisation's website

Must be a URL.

26. Auspice contact person *

Title First Name Last Name

27. Position in Auspice organisation *

28. Contact person's email address *

Must be an email address.

29. Contact person's daytime phone number *

Must be an Australian phone number.

Auspice organisation registration

30. Auspice organisation's incorporation, ASIC or ORIC number.

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31. Auspice 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.

More about the applicant organisation

* indicates a required field

32. What is your organisation's focus? *

- ☐ Arts and Culture (e.g. festivals, exhibitions, museums, performing and visual arts, local and multicultural heritage)
- ☐ Community Development (e.g. service organisations, men's sheds, community halls and centres, community gardens, urban renewal)
- ☐ Environment (e.g. protection of the natural environment, biodiversity, including pollution control & prevention)
- ☐ 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)

33. What does your organisation do? Summarise your organisation's purpose and goals. *

Example: X.Y.Z. Junior Rugby League Club provides a fun, safe, family environment to play rugby league. Our goal is to be the best junior rugby league football club on the Sunshine Coast.

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34. Upload your organisation's business plan or any other strategic planning document here (if you have one).

Attach a file:

Recommended maximum file size is 5MB.

35. What year was your organisation established? *

36. How many members or clients does your organisation have? *

37. How many volunteers does your organisation have? *

38. How many weeks of the year does your organisation operate? *

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

- ☐ Public Liability Insurance
- ☐ Volunteer Insurance
- ☐ Building Insurance
- ☐ Contents Insurance
- ☐ Other:

40. Upload your organisation's current Public Liability Insurance Certificate of Currency here. *

Attach a file:

41. Do you agree to acquire appropriate insurance for this project, if not already in place? *

- ☐ Yes
- ☐ No

Project Details

* indicates a required field

Type of project

All the questions on this page are about the project.

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42. What type of project are you planning? *

- ☐ Community Program / Project
- ☐ Community Event
- ☐ Community Infrastructure / Building Works
- ☐ Community Equipment Purchase
- ☐ Environment Program / Project
- ☐ Environment Event

Project details

43. Project Title *

44. Start Date *

Must be a date and between 1/1/2020 and 31/12/2020.

45. End Date *

This must be a date between 1/1/2020 and 31/12/2020.

46. Brief project description (40 words) *

Word count:

Must be no more than 40 words.

In the event this application is successful, this short description will be used for publicity and reporting purposes. Summarise the who, what, where and why of this project.

47. Full project description *

Explain the the who, what, where and why of this project.

Alignment to Council strategic goals or key initiatives.

48a. Which Council strategic goals and key initiatives does this project align with? *

Important Assessment Criteria: A high score will be awarded if the application provides evidence that there is a strong alignment to Council's strategic goals and key initiatives.

Environment Strategic Outcomes

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48b. Which of the following Strategic Outcomes from the Environment Strategy will your project contribute to? *

- ☐ Ecological linkages and connecting habitat areas are improved and rehabilitated to increase landscape connectivity and species resilience.
 - ☐ Community conservation partnerships on public and private land are developed to deliver successful biodiversity conservation outcomes.
 - ☐ Terrestrial and aquatic ecosystems, as well as fauna and flora species, are protected from significant human impacts.
 - ☐ Invasive pest species are managed strategically to reduce impacts on native species and habitats, fisheries, recreation and tourism values.
 - ☐ Water quality, riparian areas and catchment health is protected and improved by partnering with landholders and stakeholders to actively manage and rehabilitate priority stream reaches.
 - ☐ Aquatic biodiversity is improved through the preservation and enhancement of diverse instream, riparian and wetland habitats.
 - ☐ Point source and diffuse pollution is identified and effectively managed to reduce impacts on waterways, wetlands and coasts.
 - ☐ Waterways, wetlands and coastal environments are protected, managed and maintained in their natural state and are enhanced to support healthy and diverse ecosystems.
 - ☐ The quality and quantity of groundwater, surface water and wastewater discharge is optimised to minimise impacts to receiving waters, aquatic ecosystems and human health.
- No more than 3 choices may be selected.

49. Why is this project needed? *

Import Assessment Criteria: Demonstrated community and/or organisation and/or specific target group need for the project. A high score will be awarded if the application provides evidence that there is a genuine need for the project, has well substantiated community support for the project (beyond the applicant organisation's membership base), provides evidence of collaboration (or commitment) with other organisations where there are shared interests and opportunities. You may wish to refer to up to date data, statistics and trends for the Noosa Shire. Go to <https://www.noosa.qld.gov.au/data-statistics>

50. What benefit will this project deliver to your organisation? *

Important Assessment Criteria: Beneficial outcomes to the community and/or organisation and/or specific target group. A high score will be awarded if the application clearly demonstrates how the project will benefit the organisation or specific target group and supported with evidence to that effect.

51. What benefits will this project deliver to the wider Noosa Shire community? *

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Important Assessment Criteria: Beneficial outcomes to the community and/or organisation and/or specific target group. A high score will be awarded if the application clearly demonstrates how the project will benefit the community and support with evidence to that effect.

52. How many people will directly benefit from this project? *

53. Upload any supporting research, rationale, measurement indicators relating to Questions 49-52 above.

Attach a file:

Recommended maximum individual file size is 5MB.

54. Partnerships. Provide any evidence of collaboration with, or contribution from, other organisations for this project. *

List each partner and stakeholder involved with the project and describe their contribution.

55. Upload any letters of support and commitment from your project partners and stakeholders here.

Attach a file:

Recommended maximum file size is 5MB.

Project Practicalities

* indicates a required field

All the questions on this page are about the project.

56. Where will this project take place? *

Address

Suburb State Postcode

Must be an Australian post code

57. Project Plan. Summarise the schedule of tasks to be undertaken to deliver your project. *

Briefly list the specific who, when and what activities will take place before, during and post project.

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58. Upload the Project Plan here (if you have one).

Attach a file:

Recommended maximum file size is 5MB.

59. Risk Assessment. Describe each of the main risks associated with this project and how each main risk will be mitigated, minimised or prevented. *

For instance, if your project is an outdoor event, what steps will you take if it rains. What are you going to do to protect the safety of participants in your project?

60. Upload the risk management plan (if you have one).

Attach a file:

61. Experience, skills and resources. Explain how your organisation has the capacity and capability to successfully undertake this project. *

Important Assessment Criteria: Capability of the organisation to deliver the project. A high score will be awarded if the applicant has demonstrated their ability to plan, co-ordinate and deliver a safe and successful project within the project delivery period.

62. If successful, how will Noosa Council's funding contribution be acknowledged? *

You will be required to acknowledge Noosa Council's support for this funding. Proof (two examples) will be provided with the grant acquittal. To find out more about this go to the Acknowledgement section of the guidelines.

Specific questions for Event and Infrastructure Projects.

Event specific questions

63. Estimate how many people will attend the event. *

64. Estimate the percentage share of local (Noosa Shire) versus visitors from outside Noosa Shire. *

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65. Explain how you arrived at these figures. *

66. Who owns the land where the event is taking place? *

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

67. Has your organisation applied for an event permit from the land owner? *

- ☐ Yes
- ☐ No
- ☐ Not required
- ☐ Other:

68. Upload written permission from the land owner or your event permit here.

Attach a file:

Recommended maximum file size is 5MB.

Infrastructure specific questions

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

- ☐ Yes
- ☐ No - do not continue

All infrastructure / building works projects require at least 50% co-contribution from the applicant. This can include secured and un-secured / pending funding and measurable in-kind contributions. Details of the contribution will be required in the budget (next page).

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

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

Approvals

Does your project require:

71. Building Approval? *

- ☐ Yes, have applied ☐ Yes, yet to apply ☐ No ☐ Unsure
- See Building Approval Guidelines.

72. Development Approval? *

- ☐ Yes, have applied ☐ Yes, yet to apply ☐ No ☐ Unsure

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73. Upload site and building plans here. *

Attach a file:

Attach a site plans setting out the existing infrastructure and the proposed work to be carried out. Include all architectural drawings, materials, engineered designs, evidence of compliance with Australian Standards, photographs, contractor drawings / plans / design specifications and materials. to be used. Recommended maximum file size is 5MB.

Owner Consent - State, Freehold, Other

74. Upload evidence of support from the State/private land/building owner here. *

Attach a file:

For a project on State Government, Freehold/private owned land attach evidence of support from the land owner i.e. a letter or email from an authorised representative of the land owner stating unequivocal support for the proposed project. For projects on land which is owned by your organisation, submitting this application is considered evidence of support. Recommended maximum file size is 5MB.

Owner Consent - Noosa Council

To save you having to complete a separate form to seek Council's consent please answer these questions here. In the event you are successful in this funding application the owner's consent will be considered in parallel.

75. Will the project be undertaken inside the footprint of your leased / license / permit area? *

☐ Yes ☐ No ☐ Unsure

76. Will the project include alteration to existing plumbing, fixtures or fittings? *

☐ Yes (internal only) ☐ Yes (external only) ☐ Yes (internal and external) ☐ No

77. Will the project include alteration / upgrade to existing electricity connections? *

☐ Yes (internal only) ☐ Yes (external only) ☐ Yes (internal and external) ☐ No

78. Will the project involve introducing new vegetation? *

☐ Yes ☐ No ☐ Unsure

79. Will the project require an asbestos management plan? *

☐ Yes (see attached) ☐ Yes (see not attached) ☐ No ☐ Unsure

80. Is the project related to sale of food? *

☐ Yes (details attached) ☐ Yes (details not attached) ☐ No ☐ Unsure

81. Will the project create a new asset? *

☐ Yes ☐ No ☐ Unsure

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82. Please comment on your group's financial capacity for ongoing maintenance of the project? *

Project Budget

* indicates a required field

Outline your project budget including details of other funding that has been confirmed and applied for.

- The project budget must balance (i.e. the total income will equal the total expenditure)
- Item descriptions must be given
- All amounts recorded in this budget **must exclude** GST.
- Click [here](#) for an online GST calculator to assist with your budget.
- Please don't add dollar signs or commas to figures, e.g. write 1000 not \$1,000
- Income:
 - Include the amount you are requesting from Council.
 - In-kind contributions must be given a dollar value. To find out more about in-kind contributions click [here](#).
 - All infrastructure / building works projects must have at least 50% co-contribution from the applicant.
- Expense:
 - Include the supplier's name in the expenditure item description.
 - Quotes are required for expenditure items over \$1000 as follows:
 - Between \$1000 and \$7499 one (1) written quotation is required
 - Over \$7500 three (3) quotations are required.
- As a general guide, volunteer staff hourly rate is \$30 per hour for non-skilled labour and donated hourly service at relevant rates for professional services - to appear as in-kind in Income. These values will again appear in Expenditure.
- Donated (Income) and used (Expenditure) materials must also be given a dollar value.

83. Grant amount requested *

What is the dollar amount (excluding GST) you are requesting from Council for this project? Don't type the dollar sign (\$) or commas (,).

84. Total project cost *

What is the total budgeted cost (dollars) of your project, excluding GST? Don't type the dollar sign (\$) or commas (,).

Project Budget

Some of the fields have been pre-filled. These are hints. You can type over them.

Sources of Income

Type of Income

\$ Income

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This Noosa Council grant request			

85. Total Income Amount

\$

This number/amount is calculated.

Expenditure items	Type of Expense		\$ Expenditure

86. Total Expenditure Amount

\$

This number/amount is calculated.

Larger expenditure items

87. Are any expenditure items between \$1,000 and \$7,500? *

- ☐ Yes
☐ No

88. Are any expenditure items over \$7,500? *

- ☐ Yes
☐ No

Upload one quote for any expenditure items between \$1,000 and \$7,499 here.

89. Please attach your quote(s) here. *

Attach a file:

Recommended no more than 5MB per attachment.

Upload three (3) quotes for any expenditure items over \$7,500 here.

90. Please attach your quote(s) here. *

Attach a file:

Recommended no more than 5MB per attachment.

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

92. Upload the most recent financials for the applicant organisation here. If an auspice organisation is involved also upload their most recent financials here. *

Attach a file:

Recommended maximum file size is 5MB.

93. Upload the Meeting Minutes that show that this project and this grant application is supported by your organisation's committee. *

Attach a file:

Recommended no more than 5MB per attachment.

94. Please provide an explanation as to why your organisation is unable to fund this project through its own fundraising and financial resources. *

Important Assessment Criteria: • Demonstrated need for funding. A high score will be awarded if there is substantial evidence of a genuine need for the funding to deliver an effective project.

Certification and Feedback

* indicates a required field

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.

Certification must be agreed to by two representatives of the applicant organisation

Name (Chair or President) *

Title

First Name

Last Name

Position *

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I agree *

☐ Yes

☐ No

To share this form with another person either have them with you or provide them with this link, along with the Login / User Name and Password

Name (Secretary or Treasurer) *

Title

First Name

Last Name

Position *

I agree *

☐ Yes

☐ No

Feedback

You are now at the end of your application form. Before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback.

96. Please indicate how you found this online application process:

☐ Very easy

☐ Easy

☐ Neither

☐ Difficult

☐ Very difficult

97. Can you make any suggestions here, that would make this form easier to use?

98. Where did you hear about the Community Grants Program?

☐ Fact sheet in Council buildings

☐ Council's Community Connect eNews

☐ Council's Messages On Hold

☐ Council's Facebook Page

☐ Council's Website

☐ Council's eNews

☐ Council Officer

☐ Word of Mouth

☐ Newspaper

☐ Direct email to your organisation

☐ Other:

99. Did you attend a Council Grants information session?

☐ Yes

☐ No

100. If so, did you find the information session useful?

☐ Yes

☐ No

101. Comment about the Council Grants information session.

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Thank you for your feedback. It will be used to improve our processes.