

SAMPLE FORM

* indicates a required field

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

Critical steps before applying.

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.

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, late and ineligible applications will not be considered.

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

Applicant Eligibility

As per grant guidelines, to be *eligible* for funding you must:

- **be a legal not for profit community organisation, as defined by the Australian Tax Office,**
- **have spoken to a relevant Council Officer regarding your project,**
- **have no outstanding debt to Council, and**
- **have met all previous grant acquittal conditions from Noosa Council.**

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

Yes

No

2. What is the name of the Council Officer you spoke to regarding your project? *

NOT FOR PROFIT

Find out more about legal not for profit organisations [Australian Taxation Officer \(ATO\)](#) and [Australian Charities and Not-For-Profits Commission \(ACNC\)](#).

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To be eligible for this grant your not-for-profit organisation must be either a legal (incorporated) entity or be recognised by the Australian Taxation Office (ATO) as a [legal not for profit type](#). If your community organisation does not meet any of the types above your application will need to be auspiced (and administered) by a Not For Profit and an auspicing agreement between you and them have to be provided with this application.

Co-operatives must submit evidence of their legal not for profit status. This may include an extract of the legal not for profit clause or dissolution clause in their constitution or governing documents. Unincorporated structures are not eligible.

3. What type of legal not for profit is your organisation? *

- An incorporated association
- A company limited by guarantee
- A non-trading/non-distributing co-operative
- An Indigenous corporation
- None of the above (see Auspice section)

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.

Applicant organisation details

4. Applicant organisation's name *

Organisation Name

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

Address

Suburb State Postcode

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Must be an Australian post code

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

Address

Suburb State Postcode

Must be an Australian post code

7. Applicant organisation's website

Must be a URL

8. Application contact person *

Title First Name Last Name

9. Position held in organisation *

10. Email address *

Must be an email address.

11. Daytime phone number *

Must be an Australian phone number.

12. Project Contact (if different from the application contact).

Title First Name Last Name

13. Project Contact Mobile Phone Number

Must be an Australian phone number.

14. Project Contact Office Email

Must be an email address.

Applicant organisation registration

15. Applicant organisation's Australian Business Number (ABN) *

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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

All the questions in this page are about the auspice organisation.

This is the Auspice section which activated because of your answer to the question 'What type of legal not for profit is your organisation?' on Page 1. This 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.

16. 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
- None of the above

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17. Attach a signed auspice agreement here. *

Attach a file:

Recommended no more than 5MB per attachment.

18. Auspice organisation name *

Organisation Name

19. 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.

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.

20. Auspicing Contact Details *

Title First Name Last Name

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

e.g. President, Treasurer, Secretary

22. Auspice postal address *

Address

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

23. Auspice Email *

Must be an email address.

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24. Auspice Phone Number

Must be an Australian phone number.
Please provide the best contact phone number.

More about the applicant organisation

* indicates a required field

All the questions on this page are about the applicant organisation.

25. What is your organisation's focus? *

- 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)
- 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)

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

Word count:

Must be no more than 100 words.

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.

27. How many members/clients does your organisation have? *

28. How many volunteers does your organisation have? *

29. Do you employ any paid staff?

- Yes No

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

- Public Liability Insurance

SAMPLE FORM

- Volunteer Insurance
- Building Insurance
- Contents Insurance
- Other:

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

Attach a file:

32. Do you agree to get the 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.

33. What type of project are you planning? *

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

See definitions in the Guidelines.

Project details

34. Project Title *

Must be no more than 10 words.

35. Describe your project, i.e. what are you planning 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.

36. Project Start Date *

Must be a date and between 1/7/2020 and 30/6/2021.

37. Project End Date *

Must be a date and between 1/7/2020 and 30/6/2021.

Environment Strategic Outcomes

38. 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.

39. Why is this project needed? *

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>

40. Upload the Meeting Minutes or your organisation's Strategic or Business Plan that show that this project and grant application is supported by your organisation's committee. *

Attach a file:

Recommended no more than 5MB per attachment.

41. What benefits will this project deliver? *

SAMPLE FORM

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?

42. Upload any documents that support the need for, and benefits expected from, this project. E.g. Research, reports, letters, photos, newspaper articles, surveys, polls, testimonials relating to questions above. Note: Letters of Support from politicians are not required.

Attach a file:

Recommended maximum individual file size is 5MB.

43. Is your organisation partnering or collaborating with any other organisations to deliver this project. *

Yes

No

Not applicable

44. Details about partners / collaborators.

Provide details of the collaboration with, or contribution from, other organisations for this project.

List each partner and stakeholder involved and describe their contribution.

Provide relevant Letters of support or meeting minutes verifying the partnership or collaboration. Note: Recommended maximum file size is 5MB.

Name of partner or collaborator.	Contribution to the project	Upload verifying documents

Acknowledgement

45. If successful, how will you acknowledge Noosa Council?

See the Acknowledgement section of the guidelines.

More Project Details

* indicates a required field

All the questions on this page are about the project.

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46. Where will this project take place? *

Address

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

If you have more than one address or location where this project will be conducted use the + or - signs on the right.

47. 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

48. If you have a Project Plan upload it here.

Attach a file:

If you do not have a Project Plan already prepared complete the table below.

Risk Management

All projects have an element of risk involved, for example wet weather, lack of participants etc. Council recommends your organisation completes a Risk Management Plan for your project and consider the potential risks involved and how to mitigate these risks. An example of a simple Risk Management Plan can be found [Sample Risk Management Plan](#).

49. Has your organisation considered all the potential risks involved with the project? *

Yes No

50. If you have a Risk Management Plan upload it here.

Attach a file:

Specific questions for events

This section will only need to be filled out if your project is an event.

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

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

Noosa Council owned / controlled land

SAMPLE FORM

- State Government
- Freehold / privately owned
- Other:

53. Has your organisation applied for an event permit/permission from the land owner? *

- Yes
- No
- Not required

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

Attach a file:

Recommended maximum file size is 5MB.

Specific questions for infrastructure projects

This section will only need to be filled out if your project is a an infrastructure 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, donations of materials and volunteer labour.

55. 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).

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

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

57. Is the building or land listed on the Queensland Heritage Register or local Heritage register (Schedule 3 in the Noosa Plan) or included in a Character Precinct as defined in Heritage Overlays to the Noosa Plan? *

- No
- Yes, and we have consulted and received advice.
- Yes, but we have not yet consulted with Noosa Council's Heritage Coordinator (contact heritage@noosa.qld.gov.au)

Here are website links relevant to this question:

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- Queensland Heritage Register - [search this register](#)
- local Heritage register (Schedule 3 in the Noosa Plan) - [view the Noosa Plan](#)
- [Character Precinct as defined in Heritage Overlays to the Noosa Plan?](#)

58. Upload written advice from Heritage Coordinator or Heritage Architect here.

Attach a file:

Principal Contractor for construction works:

Have you chosen a Principal Contractor for construction works?

- If not, be guided by the information provided in this section.
- If you have chosen a Principal Contractor complete the details in this section.

The Principal Contractor is responsible for ensuring that:

- required and appropriate insurance coverage is in place for all workers (paid or voluntary), including sub-contractors, on site
- all workers (paid or voluntary), including sub-contractors, hold white cards
- all on site workers (paid or voluntary), including sub-contractors, have undertaken the required inductions including the Noosa Council Contractor Induction
- the workplace is secured from unauthorised access, as per Work Health and Safety Regulation 2011 (s298), and
- the workplace is secured to minimise environmental harm by installation and maintenance of environmental controls such as, erosion and sediment controls and waste controls
- all work is undertaken in accordance with any conditions outlined by Council in granting permission to the community organisation for the improvement works

If you have not selected a contractor, Noosa Shire Council's list of preferred contractors can be accessed at <https://www.noosa.qld.gov.au/vendorpanel-marketplace>.

59. Principal Project Contractor

60. Principal Contractor's 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)

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DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

61. Name of Contact at Principal Contractor

62. Principal Contractor Address

Address

63. Principal Contractor Daytime Phone Number

Must be an Australian phone number.

64. Principal Contractor Email

Must be an email address.

Nature of the infrastructure project:

Does your project require:

65. Electrical *

- Lighting
- Electrical work
- Air conditioning
- Solar panels
- Not applicable
- Other:

67. Construction/building improvements *

- Storage
- New building
- extension to existing building
- Internal refurbishment e.g. new kitchen, floor covering replacement
- Canteen or food storage
- Not applicable
- Other:

66. Land, grounds, fields *

- Fencing
- Filling or earthworks
- Tree trimming
- Not applicable
- Other:

68. Plumbing *

- Plumbing
- Drainage
- Not applicable
- Other:

Please complete the following questions to give us an understanding of your project and what level of consent from Council will be required.

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

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Yes No Unsure (please seek advice from Council)

70. Will the project involve the removal of any part of the building's structure? *

Yes No Unsure (please seek advice from Council)

Examples include a wall, floor footings, roofing rafters.

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

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

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

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

73. Will the project involve introducing new vegetation? *

Yes No Unsure (please seek advice from Council)

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

Yes No Unsure (please seek advice from Council)

That is, will the work involve disturbance of a surface that contains or may contain asbestos?

75. Will the work generate dust that may contain respirable crystalline silica?

Yes No Unsure (please seek advice from Council)

An example of this would be cutting dry concrete or cutting imitation stone.

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

Yes No Unsure (please seek advice from Council)

Sale of food

77. Provide more information in relation to the sale of food. *

Whole of life costs

78. Have you considered the ongoing costs (if any) as a result of the project? Can your organisation afford these expenses? Please provide details below.

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For example annual servicing of air conditioning system, maintenance of toilet facility.

Project Budget

* indicates a required field

There is a sample budget in the Guidelines. If you have any questions please contact the Grants Officer on 5329 6500.

- 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.
- Please don't add dollar signs or commas to figures, e.g. write 1000 not \$1,000
- All infrastructure / building projects must have at least 50% contribution to the project. That is, the grant amount requested cannot be more than 50% of the total project cost.
- Include the supplier's name in the expenditure item description.
- 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.
- [Volunteering Queensland's guide](#): the hourly rate for volunteer labour is **\$43**.
- Any volunteer hours should be listed in both the income and expenses as in-kind.
- Donated materials must be allocated a value and appear in both the income table and the expenditure table.

Project Income

79. Description of Income Type of Income \$ Income (excluding GST)

Description of Income	Type of Income		\$ Income (excluding GST)

80. Total Income Amount

\$

This number/amount is calculated.

Project Expenditure

81. Description of expenditure Type of Expense \$ Expenditure (excluding GST)

Description of expenditure	Type of Expense		\$ Expenditure (excluding GST)

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82. Total Expenditure Amount

\$

This number/amount is calculated.

83. Total project cost *

\$

This should match the Total Expenditure Amount above. What is the total budgeted cost (dollars) of your project, excluding GST? Don't type the dollar sign (\$) or commas (,).

84. Grant amount you are requesting from Council *

\$

Must be a dollar amount and between 1000 and 30000.

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

Larger expenditure items

Written quotes are required for any budget items over \$1,000:

- For each budget items between \$1,000 and \$7,500 one (1) written quotation is required
- For each budget items over \$7,500 three (3) written quotation are required

Copies of these quotations are required to be uploaded to your application.

85. Do you have any expenditure items over \$1,000 and/or \$7,500? *

- Yes
 No

Upload quotes for any eligible expenditure items over \$1,000.

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

Attach a file:

Three quotes are required for any expenditure items of \$7500.

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

Word count:

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Must be no more than 100 words.

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

Attach a file:

If you are engaging an auspice organisation also upload their most recent financials here.
Recommended maximum file size is 5MB.

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

Word count:

Must be no more than 100 words.

Certification

* 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 either the Secretary or President of the applicant organisation.

90. Name (Secretary, Treasurer or President) *

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

91. Position *

- Secretary
- Treasurer
- President

92. 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

Feedback

Your feedback is important to us - it assists Council with making our grant forms and processes more user friendly and efficient. Once you have submitted your

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application you will receive a confirmation email with a link to a [quick 2 minute online survey](#) on the grant application process.