

Grant Invoice Checklist

To receive your grant payment, follow these steps to ensure your invoice meets Australian Taxation Office (ATO) requirements. Incorrect invoices will be returned for correction.

GST Registration

Your invoice requirements depend on your GST registration status. Check your status: [ABN Lookup](#)

If NOT Registered for GST:	If Registered for GST:
<ol style="list-style-type: none"> Title your invoice 'INVOICE' Include the statement 'Not Registered for GST' Do not use the word 'Tax' 	<ul style="list-style-type: none"> Title your invoice 'TAX INVOICE' Clearly specify the GST amount on the invoice Include the word 'Tax'

Organisation Details

Use your organisation's official, registered name e.g. the incorporated or ABN registered name. Informal names can only be used in addition to, but not instead of, the registered organisation name.

Include the following information:
<ul style="list-style-type: none"> Official organisation name Postal address Contact details (email and phone) ABN number

Invoice To

All grant invoices over \$1,000 must be addressed as follows:
Noosa Council PO Box 141 Tewantin QLD 4565 ABN 97 969 214 121

Bank Details

For payment via direct deposit, include:
<ul style="list-style-type: none"> Bank account name BSB Account number

New Grant Recipients or Updated Bank Details

If your organisation hasn't received a grant before, or if your organisation's bank details have changed, please complete a [Grant Account Creation/Change Form](#) and attach the required documentation.

Description

If NOT Registered for GST:	If Registered for GST:
<ul style="list-style-type: none"> Grant Application ID number Grant Project Name (from your grant funding agreement) Total grant amount (this is the exact amount of the grant with no GST breakdown) 	<ul style="list-style-type: none"> Grant Application ID number Grant Project Name (from your grant funding agreement). Grant amount (excluding GST) 10% GST amount Total amount (including GST)

Sample Invoice – Not Registered for GST

<p>Example Club Inc. 20 Sample Street Sampleville QLD 4444 Phone: (123) 456-7890 ABN 12 345 678 910 Not Registered for GST</p> <p>INVOICE TO: Noosa Council PO Box 141 Tewantin QLD 4565 ABN 97 969 214 121</p>	<p>INVOICE</p> <p>INVOICE NUMBER: 00001 DATE: 12/12/24</p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">DESCRIPTION</th> <th style="width: 10%;">QTY</th> <th style="width: 20%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>PROJ2200 Community Project Grant - New Scoreboard</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$2,000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td style="text-align: right;">\$2,000.00</td> </tr> </tbody> </table>		DESCRIPTION	QTY	AMOUNT	PROJ2200 Community Project Grant - New Scoreboard	1	\$2,000.00	TOTAL		\$2,000.00
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<p>BANK ACCOUNT DETAILS: Example Club Inc. BSB: 123123 Account Number: 123456789</p>										

Sample Invoice - Registered for GST

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