

Community Grants Program – In-Kind Sponsorship Application Form

PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

- **This is a cover sheet and summary. Attachments are required.**
- **You must provide Council with a minimum of four (4) weeks' notice for requested services.**
- **All In-Kind Services provided by Council are dependent on operational priorities, availability of resources and overall annual budget allocation.**
- **Applications can be made throughout the financial year.**

Grant program	
In-Kind Sponsorship up to \$2000	Quantity required (if applicable)
<input type="checkbox"/> Supply of gazebo marquee imprinted with Council's branding	
<input type="checkbox"/> Supply of minor works	
<input type="checkbox"/> Supply of road signage and barriers	
<input type="checkbox"/> Supply of skip bins (Council only has 10m3 skip bins)	
<input type="checkbox"/> Supply of wheelie bins	
<input type="checkbox"/> Supply of trestle tables	
<input type="checkbox"/> Supply of chairs	
Applicant/Organisation	
Organisation name	
Name of contact person	
Postal address	
Contact phone	
Mobile	
Email address	
Website address (If applicable)	
Is your organisation non-profit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What year was your organisation established?	
How many members does your organisation have?	
Approximately how many people access your organisation facilities/services annually?	

Activity/Event			
Describe the Activity/Event why funding is requested			
Activity/event name			
Short description			
How will this activity/event benefit the community?			
Start/End date of activity/event commencement of project			
Start date		End date	
What In-Kind is required? (Please list in detail what is required)			
Are the above items requested to be delivered and collected?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Delivery address			
Delivery date			
Collection date			
Contact name on site			
Location – Must be within the boundaries of the South Burnett Regional Council area			
Physical address (site of activity/event)			
Supporting documents – Please attach all requested supporting documents as these are mandatory for assessment.			
<input type="checkbox"/> I have not applied for other funding in the Community grants program for this activity/event in this financial year. <input type="checkbox"/> Financial statements (most recent) <input type="checkbox"/> Other relevant supporting documentation (please list)			
1.			
2.			
3.			
Please note: The above documents help to demonstrate the need and benefit to the Community.			

Certification – To be signed by an Executive member of the Organisation

- I certify to the best of my knowledge that the statements made in this application are true and correct.
- I understand that approval of support is subject to a signed agreement between the South Burnett Regional Council and the applicant.
- I understand that the South Burnett Regional Council does not accept any liability or responsibility for the supported project/event and that it is the responsibility of the applicant to provide the appropriate insurance cover.
- I agree the activity/event summary and financial report (acquittal) will be supplied (including a copy of all required receipts) within six (6) weeks of completion.

Given name		Surname	
Executive Position held			
Signature		Date	

Lodgement of application

Applications must be postmarked or received by Council prior the closing date advertised.
Please refer to Council's Community Grants Policy or contact Council for further information.

Please return your completed form to the following address, or email info@sbrc.qld.gov.au
for enquiries, please contact (07)4189 9100
South Burnett Regional Council
PO Box 336, Kingaroy Qld 4610