

## Community Grants Program – Community Sponsorship Application

**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.**

<b>Section 1 - Grant program</b>			
This is a cover sheet and summary. Attachments are required. <u>Two (2)</u> funding rounds are provided in <u>August</u> and <u>February</u> each financial year depending on available funding. <u>Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy.</u>			
<b>Section 2 – Applicant/Organisation</b>			
Organisation name			
Name of contact person			
Postal address			
Contact person for this application			
Contact details			
Email			
Is your organisation non-profit / incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your organisation being auspiced?			
ABN		Registered for GST?	<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?			
<b>Section 3 – Activity</b> (Describe the event or project)			
Activity name			
Short description			
How will this activity benefit the community?			
Date / commencement of activity			

<b>Section 4 – Location</b> (must be within the boundaries of the South Burnett Regional Council)					
Physical address (site of activity)					
<b>Section 5 – Activity budget</b> (an event/project budget must be completed for the application to be assessed)					
What is the total cost for the activity?					
Amount of funding requested from Council for this activity. (Refer to Community Grants Program Policy for funding available per category)					
<b>Section 6 – Supporting documents</b> (This form is a cover sheet only. Please attach all requested supporting documents as these are <b>mandatory</b> for assessment)					
<input type="checkbox"/> Letters of Support (minimum two (2) required) <ul style="list-style-type: none"> <li>Letters of support cannot be from committee members, members of the organisation or Mayor and Councillors.</li> </ul> <input type="checkbox"/> Copy of Public Liability & Product Liability <input type="checkbox"/> Completed Community Grants Program Budget Form <input type="checkbox"/> Latest Financial Statements attached <input type="checkbox"/> Two quotes for items requested in grant. All quotes to be GST exclusive <ul style="list-style-type: none"> <li>All written quotes and tax invoices for all expenditure items. Quotes must be on an approved form and total the amount requested in the grant. No screenshots will be accepted. All quotes must be GST exclusive. Excluding costs associated with marketing, advertising and fuel.</li> </ul> <input type="checkbox"/> Other relevant supporting documentation, please list: <ol style="list-style-type: none"> <li></li> <li></li> </ol>					
<b>The above documents help to demonstrate the need and benefit to the Community</b>					
<b>Section 7 - Certification</b>					
<ul style="list-style-type: none"> <li>I certify to the best of my knowledge that the statements made in this application are true and correct.</li> <li>I understand that approval of support is subject to a signed agreement between the South Burnett Regional Council and the applicant.</li> <li>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.</li> <li>I agree an activity summary and financial report (acquittal) will be supplied (including a copy of all required receipts and photos) showing funds were fully expended. within six (6) weeks of completion.</li> <li>The Mayor and Councillors are to be invited for the presentation of the cheque and to show Councils support.</li> <li>Councils Logo is to be used on all advertising, flyers and promotions, showing Councils support for your organisations.</li> </ul>					
Applicant name		Applicant signature		Date	
Organisation executive position held					
<b>Section 8 – Lodgement of application</b> Late applications will not be considered. Applications must be postmarked or received by South Burnett Regional Council prior to the closing date advertised.					
Please return your completed form to the following address, or email <a href="mailto:info@sbrc.qld.gov.au">info@sbrc.qld.gov.au</a> for enquiries, please contact (07)4189 9100 South Burnett Regional Council PO Box 336, Kingaroy Qld 4610					

# Community Grants Program Budget

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Expenditure	Total	SBRC Grant	Income	
	What is the total cost of each expenditure item?	How much of total cost would be covered by this grant?	Income is the money you are generating to cover the cost of the activity. This includes in-kind contribution and the total SBRC Grant you are seeking.	
<b>A. Activity costs</b> (Please list individually) e.g., equipment, hire, catering, consumables etc.			<b>D. Earned income</b> e.g., entry fees, sales etc.	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
<b>Subtotal A</b>	\$	\$	<b>Subtotal D</b>	\$
<b>B. Promotion and marketing costs</b> (if applicable)			<b>E. Grant income</b> e.g., SBRC, Gambling Community Benefit Fund	
	\$	\$	<b>This SBRC Grant</b>	\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
<b>Subtotal B</b>	\$	\$	<b>Subtotal E</b>	\$
<b>C. Administration costs</b> e.g., insurance, event organiser etc.			<b>F. Your own contribution (In-kind value and/or \$)</b> e.g., the difference between expenditure and income so that the columns equal	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
<b>Subtotal C</b>	\$	\$	<b>Subtotal F</b>	\$
<b>TOTAL EXPENSES</b> A+B+C= X X must = Y	\$	\$	<b>TOTAL INCOME</b> D+E+F=Y Y must = X	\$