

Community Grants Program – Indigenous Affairs Fund 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.**

Section 1 – Grant program			
Indigenous Affairs Fund			
<p>This is a cover sheet and summary. Attachments are required. Funding rounds are available throughout the financial year and received by Council a minimum of three (3) weeks prior to the activity/project/event.</p> <p>Funding is not available for activities/events that have already commenced prior to approval.</p> <p>This fund recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year.</p> <p>Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy.</p>			
Section 2 – Applicant/Organisation			
Applicant full name			
Postal address			
Contact details			
Email			
Section 3 – Activity/Event			
Describe the project or activity			
Title			
Description and why funding is requested. (min 150 words)			
Start date		End date	
Section 4 – Project Budget			
What is the total cost for the activity/project?			
Amount of funding required from Council for event/project?			
Please list any other funding sources and \$ amount			
1.			
2.			
3.			
4.			

Section 5 – Supporting Documents

Please attach all requested supporting documents as these are **mandatory** for assessment

Relevant supporting documentation

1. Copy of Public Liability
2. Product Liability (if applicable)
3. Completed SBRC Community Grants Program Budget
- 4.
- 5.
- 6

The above documents help to demonstrate the need and benefit to the Community.

Section 4 - Certification

- 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 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.
- The Mayor and Councillors are to be invited for the presentation of the cheque and to show Councils support.
- Councils Logo is to be used on all advertising, flyers and promotions, showing Councils support for your organisation.

Date

Name

Signature

Executive position
held

Lodgement of application

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

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.	
A. Activity costs (Please list individually) e.g., equipment, hire, catering, consumables etc.			D. Earned income e.g., entry fees, sales etc.	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
Subtotal A	\$	\$	Subtotal D	\$
B. Promotion and marketing costs (if applicable)			E. Grant income e.g., SBRC, Gambling Community Benefit Fund	
	\$	\$	This SBRC Grant	\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
Subtotal B	\$	\$	Subtotal E	\$
C. Administration costs e.g., insurance, event organiser etc.			F. Your own contribution (In-kind value and/or \$) e.g., the difference between expenditure and income so that the columns equal	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
Subtotal C	\$	\$	Subtotal F	\$
TOTAL EXPENSES A+B+C= X X must = Y	\$	\$	TOTAL INCOME D+E+F=Y Y must = X	\$