

## GYMPIE REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM 2023/2024

Through the Community Grants Program Council provides financial assistance to eligible community organisations and applicants to deliver projects which respond to community need, align with Council's Corporate Plan 2022 - 2027 and other relevant strategies and plans, and enhance the social, environmental, economic and/or cultural wellbeing of the Gympie region.

### Information for applicants

Before completing this application:

1. Applicants are encouraged to speak with an officer from Council's Community Development Team

Please call 1300 307 800 or email [grantsadmin@gympie.qld.gov.au](mailto:grantsadmin@gympie.qld.gov.au) to make an appointment.

2. Read the Community Grants Program Guidelines 2023/2024, available on [Council's Grants and Funding webpage](#).

4. Applications will only be accepted by submission through the Smarty Grants portal.

5. Parts of this application will require supporting documentation. Please ensure that documentation is clear and legible.

NB: No late or incomplete applications will be accepted.

If you require further assistance with using Smarty Grants portal please click [here](#) to access the FAQ's.

### Privacy Notice

Gympie Regional Council collects information in accordance with our Information Privacy Policy, a copy is available from [Council's website](#).

In providing any personal information, please note that you are agreeing to the possible transfer of your information outside Australia via the internet under s33 of the Information Privacy Act 2009. If for any reason you are unable to agree to these terms, please contact Council on 1300 307 800 to discuss alternate arrangements.

### Grant Category: MICRO ENVIRONMENT PROJECTS

**For full details on Grant Categories read the** Community Grants Program Guidelines 2023/2024 available on [Council's Grants and Funding webpage](#).

**Purpose:**

# 23/24RR - Micro Environment - Application

## Form Preview

To improve environmental outcomes in the region through the delivery of small-scale community events and activities that align with priorities in Council's Environment Strategy.

### **Amount & co- contributions:**

Maximum grant amount: \$1,500

Co-contribution from the applicant is not required.

### **Priorities:**

The environmental priorities set out in Council's Environment Strategy are:

- 1.Biodiversity and habitat protection
- 2.Adapting to a changing climate and natural hazard management
- 3.Improving land management practices that influence water quality and waterway health
- 4.Energy efficiency and the addition of renewable energy

See the [Environment Strategy 2018 - 2023](#) for more information.

## APPLICANT DETAILS

\* indicates a required field

### Eligibility

This section of the application form is designed to help you, and us, understand if you are eligible for this grant.

It is crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to the eligibility criteria, please contact a member of the Community Development Team on 1300 307 800.

### **I confirm that my organisation..... \***

- ☐ is a not-for-profit community organisation
- ☐ is incorporated, or is auspiced by an incorporated community organisation (including co-operatives and companies limited by guarantee) for the purpose of this application, or is an Educational institution, kindergarten, pre-school/childcare centre, parents and friends or parents and citizens association.
- ☐ holds \$20M public liability insurance
- ☐ has no outstanding debt with Council
- ☐ has satisfied requirements of previous Gympie Regional Council Community Grants funding or, has not previously been funded
- ☐ is based in, or provides direct benefits to, the Gympie region.
- ☐ is not listed as an ineligible applicant as per the Community Grants Program Guidelines 2023/2024

At least 7 choices must be selected.

### Applicant Organisation details

#### **Organisation Name \***

Organisation Name

# 23/24RR - Micro Environment - Application

## Form Preview

As listed with the Office of Fair Trading or ASIC

### Contact Person \*

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Position within the organisation \*

E.g President, Secretary, Treasurer, Grants Officer

### Organisation Address \*

Address

  

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Postal Address (if different from above) \*

Address

  

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Primary Phone Number \*

Must be an Australian phone number.

### Alternate Phone Number

Must be an Australian phone number.

### Contact person's email address \*

Must be an email address.

## Applicant organisation type

### What is your organisation's legal structure? \*

- ☐ Incorporated association
- ☐ Unincorporated association
- ☐ Unincorporated and either an educational institution, kindergarten, pre-school/childcare centre, parents and friends or parents and citizens association.

# 23/24RR - Micro Environment - Application Form Preview

If your organisation is an unincorporated association you must be auspiced by an incorporated organisation.

**Is your group being auspiced by another organisation for the purpose of this grant? \***

☐ Yes ☐ No

## Applicant organisation ABN

To use the online ABN search tool provided by the Australian Government through the Australian Business Register, click [HERE](#)

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## AUSPICE INFORMATION

\* indicates a required field

**Is the auspice organisation incorporated and not for profit? \***

☐ Yes  
☐ No

If you have answered 'No' to this question you are ineligible to apply. If you would like further information please contact Council on 1300 307 800.

This section only needs to be completed if the applicant organisation is not incorporated. In which case the applicant organisation needs to be auspiced by an organisation which is.

The auspiced organisation will take full legal and financial responsibility for the delivery of this project, the grant administration and finalisation. For example if you are successful, the auspice organisation signs the Letter of Offer, and is paid the grant.

# 23/24RR - Micro Environment - Application

## Form Preview

### Auspice organisation name \*

Organisation Name

### Auspice Primary Address \*

Address

  

Suburb State Postcode

Must be Address Line 1, Suburb/Town, State/Province, and Postcode..

### Auspice Postal Address \*

Address

  

Suburb State Postcode

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

### Primary contact person at auspicing organisation \*

Title First Name Last Name

### Please attach a letter from the auspicing organisation confirming this arrangement is valid and current \*

Attach a file:

Letter must be signed by an appropriately authorised person (e.g President, Committee Member) and must include, name, position, signature and date.

### Position held within the organisation \*

### Primary phone number \*

Must be an Australian phone number.

### Alternate phone number

Must be an Australian phone number.

### Contact person's email address \*

# 23/24RR - Micro Environment - Application

## Form Preview

Must be an email address.

### Auspicing organisation website

Must be a URL.

To use the online ABN search tool provided by the Australian Government through the Australian Business Register, click [HERE](#)

### Auspice organisation 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## PROJECT DETAILS

\* indicates a required field

### Project Title \*

Provide a title for your project that is short but descriptive.

### Project Description \*

Word count:

Must be no more than 100 words.

Provide a brief description of the project. This may be used for promotional purposes.

# 23/24RR - Micro Environment - Application Form Preview

## Project Delivery Overview \*

Word count:

Must be no more than 300 words.

Describe what your project will deliver, how it will be delivered, by whom and where. Describe what will happen.

## Project Start Date \*

Must be a date.

\*Project cannot commence prior to notification of outcome (applicants are advised this could be up to 6 weeks from application date)

## Project End Date \*

Must be a date.

Must be within 12 months from outcome date. If you are a successful applicant your acquittal will be due 4 weeks from project end date.

## Where will your project take place?

- ☐ Gympie & surrounds
- ☐ Mary Valley Townships
- ☐ Cooloola Coast Townships
- ☐ Western Townships
- ☐ Other:

At least 1 choice must be selected.

You may select more than 1 option

## Provide details on the location(s) where the project will take place: \*

Word count:

Must be no more than 100 words.

Please include address/lot and plan no.

## Applicants may be offered partial funding. In this case, can the project proceed with partial grant funding? \*

- ☐ Yes
- ☐ No

Please note if you are awarded partial funding you may be asked to resubmit the project budget.

## APPLICATION CRITERIA

\* indicates a required field

This section demonstrates how the application will meet the assessment criteria as described in section 8 of the Community Grants Program Guidelines 2022/2023, available on [Council's Grants and Funding webpage](#).

Grant Category: MICRO ENVIRONMENT PROJECTS

# 23/24RR - Micro Environment - Application

## Form Preview

**Purpose:** To improve environmental outcomes in the Gympie region through the delivery of micro projects that align with priorities in Council's Environment Strategy.

See the [Environment Strategy 2018 - 2023](#) for more information.

**Please select one or more priorities that are most relevant to your project: \***

- ☐ 1. Biodiversity and habitat protection
- ☐ 2. Adapting to a changing climate and natural hazard management
- ☐ 3. Improving land management practices that influence water quality and waterway health
- ☐ 4. Energy efficiency and the addition of renewable energy

At least 1 choice must be selected.

Please select one or more, as relevant

**Community/environmental benefit of the project: outline how the project meets the category purpose and priorities \***

Word count:

Must be no more than 300 words.

## BUDGET

### Budget (GST inclusive)

Please outline your project budget in the table below, including the following information:

- Project costs (include a clear description of all items of expenditure for the project)
- Funding sources for the project?
- In kind/volunteer contributions for the project (optional)

Please include all **GST** on all items including the grant amount requested in this application.

Please check the Community Grants Program Guidelines 2023/2024 and the category specific eligible expenses for more information on expense eligibility.

**For expense items over \$1000, a quote from a registered business must be submitted.**

Please **do not add commas** to figures - e.g type \$1000, not \$1,000 - this will ensure your figures for each column total correctly.

Please click + or - to add or delete extra lines.

### GST registered organisations

Organisations that are GST registered must ensure that GST is included in the **requested** grant amount. **GST is not added to the total grant amount requested.**



# 23/24RR - Micro Environment - Application

## Form Preview

### Project Expenditure

What are the total expenses or costs of the project?

Description	Amount (\$)	Grant Amount (\$) Requested	Quote (if expense is over \$1000)
Description of item/ expense	Total cost of item	Grant amount to cover this item. Can be full, partial or zero	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

### Total Project Cost

\$

This number/amount is calculated.

### Grant Request

#### Total Grant requested

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

#### Applicant Contribution

\$

This number/amount is calculated.

#### How will the organisations contribution to the Project be funded?

- ☐ Cash Contribution
- ☐ Ticket Sales
- ☐ Other grant or funding (confirmed on non-confirmed)
- ☐ Sponsorship
- ☐ In kind contribution of goods or services
- ☐ Other:

## SUPPORTING DOCUMENTS

\* indicates a required field

Ensure that any documentation can be easily read, and is not distorted or unclear.

### Public Liability Insurance

# 23/24RR - Micro Environment - Application

## Form Preview

A copy of the organisation's Certificate of Currency for Public Liability Insurance to the value of \$20M **must** be included. A tax invoice or receipt of payment of insurance will not be accepted.

### **Evidence of your organisation's Public Liability Insurance certificate of currency (and/or auspice organisation if applicable) \***

Attach a file:

A minimum of 1 file must be attached.

## Supporting documents

Providing supporting documents can strengthen the application and provide more information for assessment. Recommended supporting documents include:

- Evidence of environmental need
- Letter(s) of support for the project (maximum three)
- Letter(s) of confirmation from partners, stakeholders, sponsors and other organisations (referred to in this application)

### **Attach supporting documents here**

Attach a file:

Files must be .pdf, Word, Excel, .jpg. More than 1 file can be uploaded.

## CERTIFICATION AND FEEDBACK

\* indicates a required field

### Certification by authorised person

#### **I certify that: \***

- ☐ to the best of my knowledge the statements made in this application are true and correct
- ☐ I have read and accept the 'Community Grants Program Guidelines 2023/2024'
- ☐ I agree to complete a project acquittal within 4 weeks of the end of the project delivery timeframe for this round
- ☐ our organisation has financial practices in place to adequately record the grant income and expenditure. The grant expenditure will be evidenced by attaching tax invoices to the acquittal
- ☐ I acknowledge that if any member of our organisation lobbies a Councillor or staff member in relation to this grant application, the application is disqualified

This section must be completed by an authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

### **Name of authorised person of applicant organisation \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### **Position in the organisation \***

# 23/24RR - Micro Environment - Application

## Form Preview

**Date \***

Must be a date.

This section must be completed by an authorised person on behalf of the auspice organisation (may be different to the contact person listed earlier in this application form).

**I certify that: \***

- ☐ to the best of my knowledge the statement made in this application are true and correct
- ☐ I have read and accepted the 'Community Grants Program Guidelines 2023/204'
- ☐ I agree to prepare and complete the project outcome report and return to Council within 4 weeks of the project delivery timeframe for this round
- ☐ our organisation has financial practices in place to adequately record the grant income and expenditure. The grant expenditure will be evidenced by attaching tax invoices to the acquittal.

At least 4 choices must be selected.

**Name of authorised person on behalf of auspiced organisation \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Position in organisation \***

**Date \***

## Applicant Feedback

Before you review your application and make a submission, please take a few moments to provide feedback.

**Would you like to subscribe to Council's Info Share newsletters to keep up to date on other grant opportunities? \***

- ☐ Yes
- ☐ No

**Please indicate how easy the online application process was: \***

- ☐ Very Easy   ☐ Easy   ☐ Neutral   ☐ Difficult   ☐ Very Difficult

**Do you have any suggestions on how the application process/form could be improved?**

# 23/24RR - Micro Environment - Application

## Form Preview

### Where did you hear about the Community Grants Program? \*

☐ Information Flyer ☐ Council's Community Info Share (eNews) ☐ Council's Facebook page ☐ Council's Website ☐ Council Staff ☐ Word of mouth  
Other

### Did you attend a Gympie Regional Council Grants Information Session?

☐ Yes ☐ No

### Did you find the information session helpful?

☐ Yes ☐ No

### Do you have any other comments you wish to make about the grants process?

Thank you for your feedback. Please ensure you review your application before you press submit.

After pressing **SUBMIT**, you will receive an email confirming your submission has been made.

If you require further support, please call the Community Development Team on 1300 307 800.