

24/25 - Application - Micro Environment Form Preview

GYMPIE REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM 2024/2025

The Community Grants Program provides financial assistance to eligible community organisations to deliver projects which:

- Respond to community need
- Align with Council's Corporate Plan 2022- 2027 and other relevant Council strategies and plans
- Enhance the social, environmental and/or cultural wellbeing of the Gympie region.

Administration of Council's grants is in accordance with Council's [Community Grants Policy 2024/2025](#).

Council may establish grant categories and programs to respond to community need or issues. Please refer to Council's website for other grant program guidelines including the Regional Arts Development Fund (RADF) and Halls Insurance Grants Programs.

For information and assistance please contact Council's Community Development Team on 1300 307 800 or grantsadmin@gympie.qld.gov.au

Information for applicants

Before completing this application:

1. Applicants are encouraged to speak with an officer from Council's Community Development Team or Environment Team. Please call 1300 307 800 or email grantsadmin@gympie.qld.gov.au to make an appointment.
2. Read the [Community Grants Program Guidelines 2024/25](#)
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.

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Grant Category: MICRO ENVIRONMENT PROJECTS

For full details read the [Community Grants Program Guidelines 2024/25](#)

Purpose:

To raise environmental awareness and improve environmental outcomes in the Gympie region through the delivery of small-scale community events and activities.

Amount & co- contributions:

Maximum grant amount: \$1,500

Co-contribution from the applicant is not required.

Priorities:

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.
5. Waste reduction and/or environmental educational awareness.
6. Wildlife protection and rehabilitation.

Programs are *ineligible* if conducted outside the Gympie Regional Council area.

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 regard to the eligibility criteria, please contact a member of the Community Development Team on 1300 307 800 or grantsadmin@gympie.qld.gov.au.

I confirm that my organisation..... *

- is an incorporated not-for-profit community organisation (including not-for-profit co-operatives and companies limited by guarantee), or unincorporated community groups that have an auspice arrangement with an incorporated not-for-profit community organisation.
- holds \$20M public liability insurance and other forms of insurance relevant to the project (see Insurance Coverage for External Parties Policy).
- has no outstanding debt with Council or have entered into scheduled payment arrangements with council which are being adhered to, and/or have met acquittal conditions for previous council grants.
- is based in, or provides direct benefits to, the Gympie region.

At least 4 choices must be selected.

Applicant Organisation details

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Organisation Name *

Organisation Name

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

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

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	More information
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 that is incorporated.

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The auspice 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.

Auspice organisation name *

Organisation Name

Auspice Primary Address *

Address

Suburb State Postcode

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

Auspice Postal Address *

Address

Suburb State Postcode

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

Please attach a letter from the auspicng 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.

Primary contact person at auspicng organisation *

Title First Name Last Name

Position held within the organisation *

Primary phone number *

Must be an Australian phone number.

Alternate phone number

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Must be an Australian phone number.

Contact person's email address *

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	More information
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 (what are you planning) *

Word count:

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Must be no more than 100 words.

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

Project Delivery Overview (how will you deliver) *

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 *

Projects cannot commence prior to notification date of the round to which the application has been submitted.

Project End Date *

Funded projects must be delivered within 12 months of the outcome notification date of the round.

Where will your project take place?

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

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 the [Community Grants Program Guidelines 2024/25](#)

Grant Category: MICRO ENVIRONMENT PROJECTS

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Purpose: To raise environmental awareness and improve environmental outcomes in the Gympie region through the delivery of small-scale community events and activities.

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
- 5. Waste reduction and/or environmental education awareness
- 6. Wildlife protection and rehabilitation

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, as indicated above *

Word count:

Must be no more than 300 words.

BUDGET

Budget (GST inclusive)

Please outline your project budget in the table below, including details of other funding that you have applied for, whether it has been confirmed or not.

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

Provide clear descriptions for each budget item in the 'Expenditure' and 'Income' columns.

Please check the [Community Grants Program Guidelines 2024/25](#) and the category specific eligible expenses for more information on expense eligibility.

***For all 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.

Volunteer labour can be calculated at approximately \$43.00 per hour. (*Volunteer labour is considered a contribution and should be listed as income*)

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

Your budget MUST balance (TOTAL EXPENDITURE AMOUNT = TOTAL INCOME AMOUNT)

Maximum Grant Amount \$1,500

Please note category applicant contribution:

No applicant co-contribution required.

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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.**

Project Expenditure

What are the TOTAL expenses or costs of the project? Please include all costs.

Description	Amount (\$)	Grant Amount (\$) Requested	Quote (if expense is over \$1000)
Description of item/ expense	Total cost of item	Grant amount requested towards this expense. 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

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* indicates a required field

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

Public Liability Insurance

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 acknowledge the 'Community Grants Program Guidelines 2024/2025'
- 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

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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"/>

Position in the organisation *

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 statements made in this application are true and correct
- I have read and acknowledge the 'Community Grants Program Guidelines 2024/2025'
- 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.
- 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

At least 5 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"/>

Position in organisation *

Date *

Applicant Feedback

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

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* [SUBSCRIBE TO COUNCIL'S COMMUNITY INFOSHARE](#) - to keep informed about grants, workshops and events!

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?

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

New Question

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.