

# 23/24RR - Council Venue Fee Waiver - Application Form Preview

## 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: COUNCIL VENUE FEE WAIVER

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

**Purpose:**

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To support community organisations to deliver community events and programs at Council controlled and managed venues (e.g. The Pavilion, Gympie Civic Centre, Kilkivan Equestrian Centre, Goomeri Hall of Memory, Kilkivan Public Hall).

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

Maximum grant amount: \$2,500

Variable venue costs such as additional equipment, cleaning and technical support are not covered by the venue fee waiver. Four hours bump-in and four hours bump out can be included in the fee waiver grant, with additional bump in and out hours to be paid by the event organiser.

### **Priorities:**

1. Provide community events and programs that foster inclusive and connected communities, nurture creativity, promote healthy living and/or enhance liveability;
2. Provide community events or programs that support industry development, tourism and/or economic resilience;
3. Provide community events or programs that promote the enhancement of the natural environment, biodiversity and/or sustainability.

### **Category Specific Eligibility**

- Events must be open to the public (not exclusive to individual organisations or their members)
- Events can be ticketed or non-ticketed (free) events
- Events must be one-off, annual or special by nature (not regular or routinely delivered by the organisation).

### **Required support material**

- Confirmation of venue booking and cost estimate from Council's Venues Team
- Additional documentation such as risk management, insurance, licences and approvals may need to be included as part of the venues booking process with Council.

*Please note:* This grant is only for the purpose of waiving venue hire fees and does not replace Council's booking and hire process.

## 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 are applying for the most suitable 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

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- is incorporated, or is auspiced by an incorporated community organisation (including not-for-profit co-operatives and companies limited by guarantee) for the purpose of this application
- holds \$20M public liability insurance
- has no outstanding debt with Council
- has satisfied requirements of any previous Gympie Regional Council Community Grants funding as per the Funding Agreement or any approved variation
- 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

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

#### Postal Address (if different from above) \*

Address

  

Suburb    State    Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be Address Line 1, Suburb/Town, State/Province, and Postcode are required..

#### Primary Phone Number \*

Must be an Australian phone number.

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## 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

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

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\* indicates a required field

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

- Yes  
 No

If you have answered 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.

### 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..

### 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.

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**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 \***

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.

## EVENT DETAILS

\* indicates a required field

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**Venue to be hired: \***

Provide name of Council controlled and managed venue.

**Event Title \***

Provide a title for the event to be held at the above venue that is short but descriptive.

**Event Description \***

**Word count:**

Must be no more than 100 words.

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

**Event Delivery Overview \***

**Word count:**

Must be no more than 300 words.

Include information about how your project will be delivered, by whom and where. Describe what will happen.

**Is your event open to the general public? \***

Yes

No

(Events that are exclusive to individual organisations or their members are ineligible - see guidelines)

**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 no more than 12 months from outcome date. If you are a successful applicant your acquittal will be due 4 weeks from project end date.

**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

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\* 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 2023/2024

## Grant Category: COUNCIL VENUE FEE WAIVER

**Purpose:** To support community organisations to deliver community events and programs at Council controlled and managed venues (e.g. The Pavilion, Gympie Civic Centre, Kilkivan Equestrian Centre, Goomeri Hall of Memory, Kilkivan Public Hall).

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

- 1. Provide community events and programs that foster inclusive and connected communities, nurture creativity, promote healthy living and/or enhance liveability;
- 2. Provide community events or programs that support industry development, tourism and/or economic resilience;
- 3. Provide community events or programs that promote the enhancement of the natural environment, biodiversity and/or sustainability.

At least 1 choice must be selected.

Please select one or more, as relevant

**Community benefit of the project: outline how the project meets the category purpose and at least one of the category priorities \***

Word count:

Must be no more than 300 words.

Provide detail on the reasoning behind the project, and the issue or need that will be addressed by the project. Provide detail on the intended outcomes of the project, and how these benefit the region.

## FEE WAIVER

\* indicates a required field

### GST

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

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.**

### Venue booking and cost estimate

*Please note:* This grant is only for the purpose of waiving venue hire fees and does not replace Council's booking and hire process.



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Total venue hire amount (\$)	Grant amount requested (\$)	Venue booking/cost estimate/hire fee quote
The total amount quoted including variable costs.	Grant amount to cover this item. Maximum \$2,500. Must not include variable costs such as additional equipment, cleaning and technical support.	
\$	\$	

## Grant request

**Total Expenditure Amount**

\$

This number/amount is calculated.

**Total Grant Requested**

\$

This number/amount is calculated.

Note: Min \$500 Max \$2,500

**If required, how will the organisation's contribution to the project be funded? \***

- Cash contribution
- Ticket sales
- Other grant or funding (confirmed or not confirmed)
- Sponsorship
- In Kind contribution of goods and/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

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

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

- Draft event program
- 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 \*

#### 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).

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### 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 Development Grants Program 2023/24 Guidelines'
- 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"/>

### 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

\*If yes, subscribe to [Council's Info Share newsletter \(sign up\)](#)

### 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

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**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.