

## Application for Go Clubs Infrastructure Assistance Grant

**Note**

- This application marks the formal process required to request the consent of Council as landlord for proposed works. **This form does not constitute a Development Application** under the *Planning Act 2016* for: a Material Change of Use, Operational Work or Building Works. The lodgement of this form may trigger the need for a Development Approval.
- Allow at least four weeks** from lodgement of your form before you receive a response from Council, as a number of Council business areas may need to be consulted about your application.
- Please complete this application in **BLOCK LETTERS** and tick boxes or "n/a" where applicable.

**1 Organisation Name**

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**2 Site Address**

	Suburb	
	State	Postcode

**3 Postal Address**

	Suburb	
	State	Postcode

**4 Contact Person's Details**

Contact Name:		Position in Organisation:	
Phone:	Mobile:	Email:	
Alternative Contact:			
Phone:	Mobile:	Email:	

**5 Registration**

Is there an organisation ABN: _____	<i>If no, include a 'Statement by Supplier' form advising why an ABN has not been quoted. Council is required to withhold 48.5% tax if an ABN or a Statement by Supplier form is not supplied:</i> <a href="http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf">http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf</a>
Is the organisation GST Registered:	<i>Note that even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the activity or event as per federal legislation:</i> <a href="https://www.ato.gov.au/Business/GST/">https://www.ato.gov.au/Business/GST/</a>

**6 Go Clubs Registration**

Go Club Username:

**NOTE: For sporting clubs this application cannot proceed without Go Clubs Registration.**

**GO CLUBS** is a Council program aimed at providing our organisations with professionally managed club development and support. To be eligible to apply for a grant you must be registered with the Go Clubs Program. To register, visit [www.cairns.qld.gov.au/goclubs/home](http://www.cairns.qld.gov.au/goclubs/home)

**7 Lessee / Tenant Status**

Does your organisation hold tenure at this location? Please tick

Yes ▶	<input type="checkbox"/> Lease <input type="checkbox"/> License/Permit <input type="checkbox"/> User Agreement <input type="checkbox"/> Other (please specify)
No ▶	if your organisation is a sub-tenant please attach letter of support from the head-lessee

## 8 Project Details

Project Name:	
Estimated Start Date:	Estimated Completion Date:
Site Contact/Name:	Phone:
Project Description: <i>(Please provide a detailed description of the project)</i>	
Please indicate how the grant funds will be used:	
Location(s) of the project: <i>NOTE: The organisation must occupy a facility that is situated on Council owned or controlled land.</i>	
Total funding amount requested from Council: <i>(Min \$1,500 Max \$10,000)</i>	\$

### Application Assessment *(Describe how the application meets the assessment criteria in the spaces provided below)*

1. Does the project, activity or event align with the Community Grant Objectives? If yes, which objectives will your project align with?	5% weighting
2. Please detail how your project aligns with the relevant Community Grant Objectives	20% weighting
3. Evidence of community need for the project, activity or event	25% weighting
4. Evidence of capability of the organisation to plan, manage and deliver the project, activity or event	5% weighting
5. Does your project benefit a large number of groups, not just your Club? If so, who are they?	25% weighting
6. Demonstrate how this project, activity or event is a priority for your Club	20% weighting

## 10 Budget Breakdown

What are the costs for this project?

Expenditure Items (please list all project costs)	Costs (GST exclusive)
<b>Total project cost (GST exclusive)</b>	
<b>GST on total project cost</b>	
<b>Total project cost (GST inclusive)</b>	

How will your organisation fund the cost of the project?

Description	Details	Amount \$
<b>Cash at bank</b> (allocated for the project)		
<b>CRC grant funding</b>		
<b>Cash donations / sponsorship</b>		
<b>Other (please specify)</b>		
	Your organisations contribution	A
	Funding requested from CRC	B
	Total project cost excluding GST	C
	Percentage of funds requested	B/C

### Supporting Documentation *(Note: All supporting documentation is required for this application to be assessed)*

Please fill in on a word document and attach to application

<b>Aerial Map</b> ( <i>google map</i> ) of the site and project location	<input type="checkbox"/>
<b>Financials</b> – submit the organisations previous two years financial statements (as submitted to the Office of Fair Trading) or the latest treasurers report covering previous 24 months	<input type="checkbox"/>
<b>Cash Balance</b> – as per bank account	<input type="checkbox"/>
<b>Completion of Go Clubs Budget File</b>	<input type="checkbox"/>
<b>Building Plans</b>	<input type="checkbox"/>
<b>Engineered designs/compliance with Australian Standards</b>	<input type="checkbox"/>
<b>Quotes, costs estimates or quantity survey</b>	<input type="checkbox"/>
<b>Letter of support</b> for community need/partnership attached? ( <i>if Applicable</i> )	<input type="checkbox"/>

### Committee Representative Consent (Duly authorised by the Club Executive)

*I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this application is correct*

Name:	
Committee Position:	
Signature:	Date:
<ul style="list-style-type: none"> <li>Cairns Regional Council is collecting your personal information for the purpose of processing your application. The collection of this information is authorised under the <i>Local Government Act 2009</i>. Your personal information will not be disclosed to any other person or agency unless you have given your permission, or Council is required to by law.</li> <li>Under the terms and conditions of a Council Lease/User or Management Agreement, the written consent as landlord is required prior to the tenant undertaking any improvement works on the premises.</li> <li>This application is the formal process required to request the consent of Council as landlord to a proposal, and should be lodged at least 20 working days prior to the works commencing.</li> <li>This form does not constitute a Development Application, Operational Works Application or Building Works Application. The main aim of this form is to inform Cairns Regional Council of your intentions and to act as a trigger for further applications/approvals, if required.</li> <li>Include all attachments as incomplete applications cannot be processed.</li> <li>For further information phone Council's Leisure Services team on 1300 69 22 47 or email <a href="mailto:sportrecreation@cairns.qld.gov.au">sportrecreation@cairns.qld.gov.au</a></li> </ul>	
<b>OFFICE USE ONLY</b>	
Does the Lease / Agreement permit the proposed works?	Yes      No
Division:	Parcel:      Assessment:      DM Ref: