



COMMUNITY EVENTS, ACTIVITIES AND PROJECTS GRANT APPLICATION FORM

SECTION 1 – ABOUT THE APPLICANT

APPLICANT DETAILS			
Organisation Name		Website	
Principle Place of Business		Postcode	
Contact Name		Position	
Email Address		Phone	
Postal Address		Postcode	
ABN		Do not have an ABN	
<small>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. See http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf</small>			
Is the organisation GST registered?		Incorporation Number	
<small>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. See https://www.ato.gov.au/Business/GST/</small>			
Is the organisation registered with Go Clubs?		Go Clubs Username	
<small>Go Clubs is a Council program which provides support for Community Clubs and organisations. It is recommended that applicants are registered with Council's Go Club's Program. See http://www.cairns.qld.gov.au/goclubs</small>			
AUSPICING ORGANISATION (Complete if an organisation is auspicing your grant application)			
Organisation Name		Website	
Principle Place of Business		Postcode	
Contact Name		Position	
Email Address		Phone	
Postal Address		Postcode	
ABN		Do not have an ABN	
Is the organisation GST registered?		Incorporation Number	
<small>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. See https://www.ato.gov.au/Business/GST/</small>			

SECTION 2 – ABOUT THE EVENT

EVENT/ACTIVITY/PROJECT DETAILS			
Event/Activity/Project Name			
Start and End Dates		Location	
Expected Number of Participants			
<small>Consider all participants involved such as spectators, support staff, sponsors, officials, stall holders, volunteers, athletes or performers</small>			

SECTION 3 – ASSESSMENT CRITERIA

1. Please describe your event, activity or project in detail (25% weighting)

Suggestion to include in your answer:

What is the purpose of your event, activity or project and has it been delivered before? If held before, what was the event, activity or project like and what improvements and changes are you planning to make? How many people participated? Why have you chosen this event location? What do you hope to achieve? What components do you have to the event, activity and project (i.e. entertainment, guest speaker, kid's activities etc.)? Is the event free and accessible to all? Please attach photos if this event has been held before.

2. How does your event, activity or project benefit our community, foster community pride and improve the quality of life for the resident of the Cairns region? (50% weighting)

Suggestions to include in your answer:

Does your event, activity or project enhance the quality of life for your local community or the region? Does it celebrate the rich traditions of communities? Does it provide any economic benefits to the region? Does your event, activity or project drive community and social outcomes to enhance the quality of life in local communities? Is there a genuine community need for the event, activity or project?

ADDITIONAL APPLICANT DETAILS

President/Chairman

Treasurer

Secretary

Other committee/board members (please list)

3. Demonstrate your experience and ability to plan, manage and deliver the event, activity or projects (20% weighting). Please attach a draft site plan for your event.

Suggestions to include in your answer:

Provide a list of events, activities and projects which the organisation has completed. Detail any experience that members of the organisation may have in previous roles. Are you planning to employ an event manager or specialist to assist with delivering your event, activity or project? Provide a draft site map, showing the location of your event and what you propose to include in the event space. Please demonstrate COVID-Safe spacing requirements are adhered to.

4. Demonstrate how your event, activity or project has no adverse environmental impact (5% weighting)

Suggestions to include in your answer:

Tell us how your event will appear more environmentally friendly through waste management and recycling, the promotion and/or use of public transport and minimising water and energy consumption. Are you aware of any environment, conservation or heritage issues that may impact your event, activity or project? If yes, what are they?

SECTION 4 – FUNDING REQUESTED

NATURE OF FUNDING REQUESTED FROM COUNCIL	
Cash (excl GST)	\$
Hiring of Council Venues and Resources (please attach quotation) (excl GST)	\$
Total amount requested (excl GST)	\$

HISTORY OF COUNCIL FUNDING (if applicable) Please list any previous grants received from Cairns Regional Council		
Year received	Name of Grant	Amount received
<i>E.g. 2014</i>	<i>Local Community Events Grant</i>	<i>\$5,000</i>

ADDITIONAL SUPPORT Often events, activities and projects receive support by way of non-cash sponsorship, discounts, donations, materials and volunteer time. Please specify estimated figures below.		
Organisation	Description	Estimated value
<i>E.g. FNQ Volunteers</i>	<i>Volunteer time 40 hours @ \$25 per hour</i>	<i>\$1,000</i>
<i>Radio 2GB</i>	<i>50% discount on advertising package</i>	<i>\$1000</i>
TOTAL		

SECTION 5 – PROEJCTED BUDGET

Please complete ONE of the following budgets

BUDGET 1			
For organisations registered for GST , please complete this budget only			
REVENUE/INCOME	AMOUNT	GST	TOTAL
Requested grant from Council			
Organisation's cash contribution			
Other cash grants (please list individually)			
Sales (e.g. merchandise, food and beverage, entry tickets, raffles, stall holder registration)			
Other cash sponsorships / donations (please list individually)			
TOTAL INCOME			
EVENT EXPENSES	AMOUNT	GST	TOTAL
E.g. venue hire, equipment hire, marketing, etc.			
TOTAL EXPENSES			
PROFIT / (LOSS)			

SECTION 6 – MANDATORY SUPPORTING DOCUMENTATION

All supporting documents are required to be submitted with this application:	
	Evidence of not-for-profit status
	Financial statements from the previous two financial years (as submitted to the Office of Fair Trading) or the latest treasurers report covering the previous 24 months
	Current bank statement at the time of application
	Draft site plan, demonstrating that your event is COVID 19 compliant
Prior to the event, activity or project occurring, successful applicants must provide to Council:	
	Approved COVID Safe Event Plan or COVID Safe Checklist (if your event has less than 500 people on site at any one time)
	Certificate of Public Liability Insurance (for \$20,000,000 and has Council listed as an interested party)

SECTION 7 – CHECKLIST

Before submitting this application, please check that you have:	
	Discussed this application with the Community Services Department Phone: (07) 4044 3690 Email: communitygrants@cairns.qld.gov.au
	Completed Section 5 – Projected Budget
	Attached all the supporting documents listed above

DECLARATION/ AUTHORISATION

I/We, as the undersigned, authorise Cairns Regional Council to undertake any necessary due diligence and hereby certify that all details provided in this application are true and correct and understand the Council's policy on confidentiality, commercial in-confidence and privacy statement.

- I certify that I am authorised by the organisation to prepare and submit this application.
- I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this is correct.
- I have disclosed full and accurate information of income and expenditure for the project proposed.
- I agree to provide Council with any additional information required to assess this application.
- I agree to comply with all requirements of the grant funding stream and will return any unspent grant monies.

SIGNED for and on behalf of _____ by its duly authorised representative,

Name:

Position

Signature:

Date ___/___/___

Cairns Regional Council is collecting your personal information for the purpose of processing your grant application. The collection of this information is authorised under the Local Government Act 2009. 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. Cairns Regional Council and its offices are subject to the Queensland Right to Information Act 2009.