



COMMUNITY PARTNERSHIPS 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>			
EVENT ORGANISER DETAILS (if this application is being auspiced on behalf of the applicant)			
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/PROGRAM DETAILS			
Event/Activity/Program 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 program in detail (25% weighting)

Suggestions to include in your answer:

What is the purpose of your event, activity or program and has it been delivered before? If held before, what was the event, activity or program 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 program (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 program benefit our community, foster community pride and improve the quality of life for the resident of the Cairns region? (45% weighting)

Suggestions to include in your answer:

Does your event, activity or program 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 program 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 program?

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 programs (25% weighting). Please attach a draft site plan for your event.

Suggestions to include in your answer:

Provide a list of events, activities and programs 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 program?

(Tick if applicable)

<input type="checkbox"/>	Yes, I am having food stalls/vendors/entertainment at my event
<input type="checkbox"/>	Yes, I think I may need a Road Closure or traffic management at my event

4. Demonstrate how your event, activity or program 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 program? If yes, what are they?

SECTION 4 – FUNDING REQUESTED

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

ADDITIONAL SUPPORT		
Often events, activities and programs 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 – BUDGET

Please complete ONE of the following budgets for your event, activity or program

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)			

BUDGET 2For organisations **NOT registered for GST**, please complete this budget

REVENUE/INCOME	AMOUNT
Requested grant from Council	
Organisation's cash contribution	
Other grant sources (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
E.g. venue hire, equipment hire, marketing, etc.	
TOTAL EXPENSES	
PROFIT / (LOSS)	

SECTION 6 – MANDATORY SUPPORTING DOCUMENTATION

The following mandatory documentation is required to be submitted with your application (unless applying for \$5,000 and under for the hiring of Council venues and resources. Please see table below).

	If you are intending to utilise a Council facility, venue or location, evidence of this booking and quotation of use (if applicable) is required
	Evidence of not-for-profit status
	Financial statements from the previous two financial years as submitted to the Office of Fair Trading OR Latest Treasurers Report covering the previous 24 months and current bank statement at the time of application
	Certificate of Public Liability Insurance (for \$20,000,000 and has Council listed as an interested party)
	My event, program or activity will be listed in Council's What's On Calendar Submit your event

Applicants requesting \$5,000 and under for the hiring of Council venues and associated resources are required to submit the following documents with this application

	Quotation for any use of the Council venue, facility or location
	Evidence of not-for-profit status
	Certificate of Public Liability Insurance (for \$20,000,000 and has Council listed as an interested party)
	My event, program or activity will be listed in Council's What's On Calendar Submit your event

SECTION 7 – CHECKLIST

Before submitting this application, please check that you have:	
	Discussed this application with the Community Services Department Phone: 1300 692 247 Email: communitygrants@cairns.qld.gov.au
	Completed Section 5 – Budget
	Attached all supporting documents listed above

SECTION 8 – DECLARATION

DECLARATION AUTHORIZATION			
<p>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.</p> <ul style="list-style-type: none">• 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 program 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:	<input type="text"/>	Position:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>
<p><i>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.</i></p>			