

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

### Townsville City Council Community Grants

#### Applicant Guide

Thank you for your interest in Townsville City Council's Quick Response (Under \$5,000) Community Grants.

The objective of this program is to support Townsville City Council's Corporate Plan Goals, respond directly to community need, foster social connection, build cultural ties, build community capacity, raise awareness of the Townsville region as a vibrant destination for tourism, events and promote the strong sporting and community activities within Townsville.

It is important that you take the time to read through the Community Grants Guidelines 2026-2027 before you begin your application.

If you have any questions or require assistance, please contact [communitygrants@townsville.qld.gov.au](mailto:communitygrants@townsville.qld.gov.au) or call 13 48 10

#### Key Dates

Applications are open throughout the year but close 1 April annually or when funds are exhausted, whichever date occurs first.

#### Value of Funding

Cash : \$1,000 up to \$5,000 GST exclusive In-Kind (Venue fee waiver, hard-costs) \$1,000 up to \$5,000 GST exclusive Total cash and in-kind combined not to exceed \$5,000 GST exclusive

#### Contact Information

General enquiries about the grant program should be directed to the Grants and Partnerships team by phoning 13 48 10 between 9am to 5pm Monday to Friday or emailing [communitygrants@townsville.qld.gov.au](mailto:communitygrants@townsville.qld.gov.au) Technical enquiries about SmartyGrants should be directed to SmartyGrants 03 9320 6888 between 9am to 5pm Monday to Friday or emailing [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

#### Eligibility

\* indicates a required field

#### Requirements

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

All applications will be checked for eligibility. Applications will proceed to assessment if deemed eligible by Council. Applications that pass eligibility and assessment are not guaranteed to receive funding.

### Ineligible Applicants

Government departments, agencies, and education institutions, for profit businesses and organisations already in receipt of Community Grants funding for a duplicate Activity in the same financial year.

### Criteria

If you do not meet all of the eligibility criteria below, your application will not progress. Please contact the community grants team if you have any questions.

#### **Eligibility Requirements \***

- An incorporated association, community organisation, and/or not-for-profit organisation
- Not be an ineligible applicant (as outlined above)
- Be free of debt to Council
- Be a financially viable organisation
- Hold Public Liability Insurance per Activity
- Successfully completed Council's acquittal requirements from all prior activities funded by Council
- Submission of a complete grant application form, including provisions of all relevant documentation
- Reside and/or primarily provide services within the Townsville Local Government Area
- Be able to demonstrate that the activity promotes Townsville
- Be able to acknowledge Council's contribution through promotion and recognition on all marketing collateral, including the use of TCC logo and Mayoral and/or Councillor attendance
- Have obtained and read the Quick Response Community Grants Guidelines
- Be in good repute with the Community

### Supporting Documents

#### **\$20,000,000 Public Liability Insurance Certificate of Currency \***

Attach a file:

A minimum of 1 file must be attached.

#### **Evidence of Incorporation, Constitution or Charter \***

Attach a file:

### Applicant Details

\* indicates a required field

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

### Contact Details

Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which council manages personal information is governed by the Information Privacy Act 2009 (Qld). We are collecting your personal information in accordance with the Local Government Act 2009 for the purpose of administering the Townsville City Council Community Grants and Partnerships program. Generally, we will not disclose your organisational / personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy

#### Applicant Details \*

Individual  Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Applicant 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.

#### Applicant Position \*

#### Applicant Postal Address \*

Address

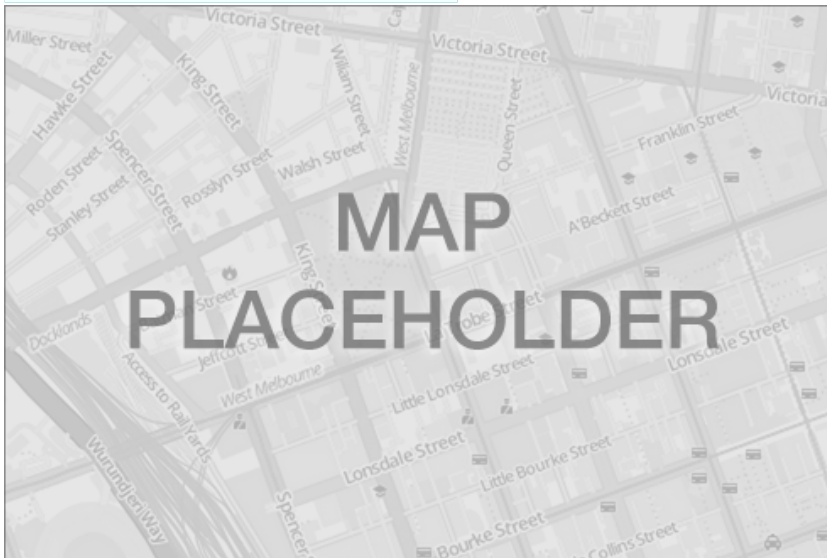
# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

### **Applicant Address \***

Address

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

### **Applicant Primary Phone Number \***

Must be an Australian phone number.

### **Applicant Mobile Phone Number \***

Must be an Australian phone number.

### **Applicant Primary Email \***

Must be an email address.

### **Applicant Primary Website \***

Must be a URL.

## Organisation Details

**Is your project auspiced by another organisation for the purpose of this grant? \***

- Yes
- No

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

Unincorporated organisations or individuals applying for a grant must be auspiced by an incorporated organisation. If you require an Auspice and do not have one, please contact us to discuss options. If you have an Auspice, please complete the Auspice information below

### If no, what is your organisation's purpose or mission? \*

Word count:

Must be no more than 150 words.

### Please provide evidence of your Company, Incorporation, Constitution or Charter \*

Attach a file:

## Auspice Information

### Auspice

Individual       Organisation

Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Auspice 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 Position

### Auspice Postal Address

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

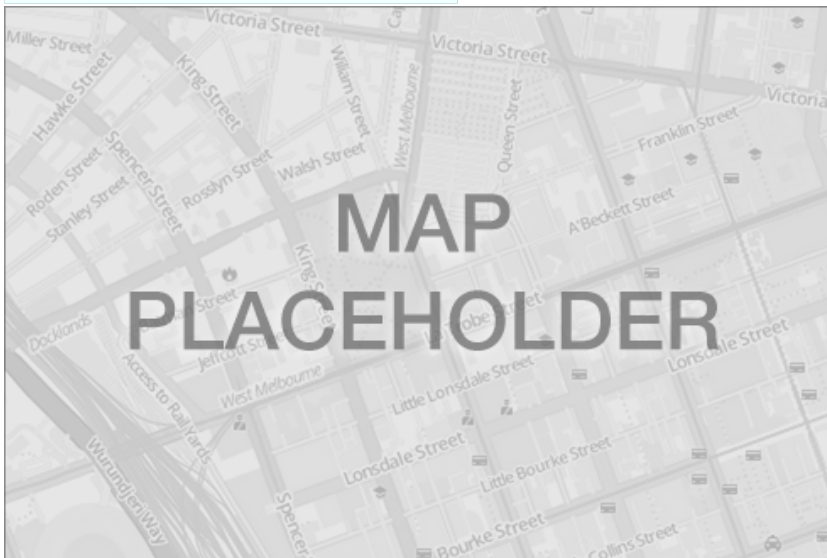
## Form Preview

Address

### Auspice Primary Address

Address

### Auspice Primary Phone Number

Must be an Australian phone number.

### Auspice Primary Email

Must be an email address.

### Auspice Primary Website

Must be a URL.

## Council Funding History

Amount Awarded	Program	Date Received	Date Finalised
Must be a dollar amount.	What Council program are funds from	Must be a date.	Must be a date.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

### Your Activity

\* indicates a required field

#### Activity Details

**Project Name \***

Word count:

**Project Description \***

Word count:

Must be no more than 500 words.

**Start Date \***

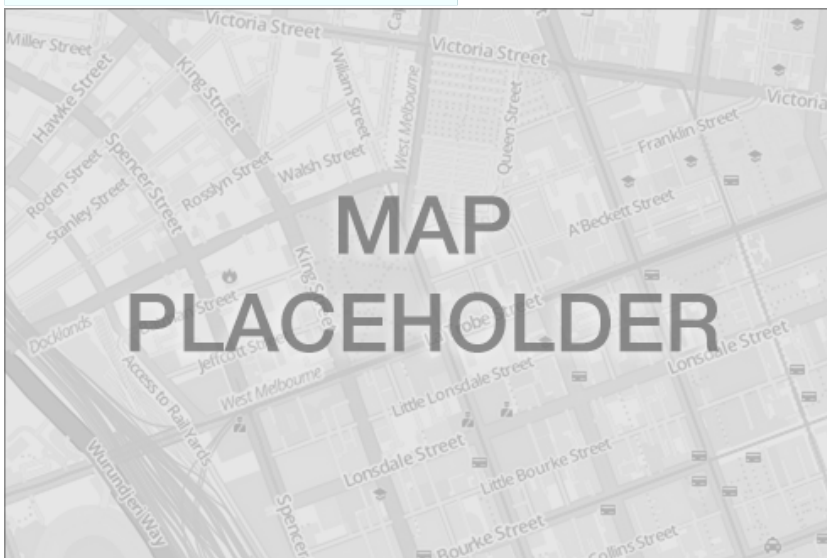
Must be a date.

**End Date \***

Must be a date.

**Activity Address \***

Address

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

Tell us where your activity will take place. If you have one activity taking place in multiple locations, you can list activity with a generalised location. (e.g. Townsville CBD)

### Total Cash Requested \*

Must be a dollar amount.

### Venue Hire - Fee Waiver Requested \*

Must be a dollar amount.

### Hard Costs In-Kind Requested \*

Must be a dollar amount.

### Total Funding Requested \*

This number/amount is calculated.

## Activity Plan

### Please upload activity plan \*

Attach a file:

If seeking venue in kind, please upload meeting schedule

### Risk Management Plan \*

Attach a file:

Risk assessment plan template available here <https://www.townsville.qld.gov.au/community-support/grants-and-partnerships>

## Activity Timeline

An activity timeline reduces misunderstanding, increases collaboration, and keeps everyone moving forward with clarity and purpose. Whether you're developing a meeting schedule or delivering an event, a project timeline isn't just beneficial; it's essential to the activity's success.

Milestone	Start Date	End Date
Provide a clear description for each milestone of your activity. Must be no more than 50 words.	Must be a date.	Must be a date.

## Activity Budget (Expenditure)

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

Tell us how you propose to spend the grant funding i.e. list each item of expenditure and the amount.

When completing the table: • List one Supplier per line • Enter the exact value amount to the cent (do not use whole dollar amounts, do not round up or down) • Provide quotes for all suppliers over \$100.00 (ex GST) • All amounts entered are excluding GST • To apply the correct amount please use a GST Calculator • Do not include funding contributions obtained from other sources in this section

Eligible Expense Type	Expense Description	Requested Council Funding Amount	Total Expense	Quote Upload
	Provide clear descriptions for each budget item. Must be no more than 150 words.	Enter the total amount ex GST. Must be a dollar amount.	Enter the total expense ex GST. Must be a dollar amount.	

### Total Activity Budget Expenditure

#### Total Amount Requested From Council \*

This number/amount is calculated.

#### Total expenditure to deliver activity \*

This number/amount is calculated.

### Activity Income

**Please list expected income and any partners you will work through or with to reach your beneficiaries and/or achieve your outcomes.**

Examples include:

- **Earned income** - participation fees, product sales, ticket sales, workshop fees, partner contribution
- **Sponsorships, fundraising, grants and donations** - crowd funding, operational support or other cash
- **Your organisations own contribution** - cash, equipment, in-kind support, volunteer contributions

#### [Cost of Volunteering Calculator](#)

Please provide evidence of this partnership. This should be provided as a letter of support from the activity partner/s, in which they detail the type of support (e.g. auspicing, sponsoring, staff time, venue hire, etc) and the dollar (\$) value of the support.

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

Income Description	Income Source	Income source confirmed?	Amount Excluding GST
Supplier Name, include your own organisations contribution			Must be a dollar amount.

## Activity Financial Sustainability

### Total Income (Without TCC Grant) \*

This number/amount is calculated.

### Total Income amount \*

This number/amount is calculated.

## Activity Data

\* indicates a required field

## Demographic Data

### Who are the primary beneficiaries of this project/program? \*

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program

### What are the primary areas of focus for this project/program? \*

No more than 5 choices may be selected.

You can select items from any area of the list - all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

## Activity Participation

How many people are you expecting to be involved with your activity from each of the following categories:

**Participants** - Number of people who will actively participate in the activity e.g. Stall holders, athletes, service providers

**Attendees** - Number of people who will attend to support those participating as a spectator or supporter

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

**Volunteers** - Number of Volunteers assisting at your activity

**Paid Workers** - Number of Paid Workers you have working on your activity

<b>Participants</b>	<b>Attendees</b>	<b>Volunteers</b>	<b>Paid Workers</b>	<b>Other</b>	<b>Visitors from out of town</b>	<b>Total Activity Attendance</b>
Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.	This number/amount is calculated.

## Assessment Criteria

\* indicates a required field

Please refer to Townsville City Council's Corporate Plan to complete this section

The assessment criteria questions below require you to clearly demonstrate how your activity aligns with one or more of the objectives of this program.

## Objectives

### Activity Objective \*

- Support Townsville City Council's Corporate Plan Goals
- Respond directly to community need
- Foster social connection
- Build cultural ties
- Build community capacity
- Raise awareness of the Townsville region as a vibrant destination for tourism and events
- Promote the strong sporting and community activities within Townsville

## Reporting on Activity Outcomes

Outcomes are the changes applicants expect to occur for the beneficiaries (direct or indirect) of your activity. Tell us what your expected outcomes are for the corresponding criteria; which Council Corporate goal it aligns with, what your target number is and how this will be measured.

Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)
- Immediate outcomes occur directly following an activity (e.g. within 1 month)

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

- Medium-term outcomes are those that fall between the short and long-term outcomes (e.g. between 1 month and 2 years)
- Long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

## Assessment Questions

All questions are mandatory and are scored against Council's Assessment Criteria by an Assessment Panel. Each question has a weighted score.

### **Contribution to City (25%) \***

#### **Word count:**

Must be no more than 500 words.

Examples may include: Increase activity in community arts, sports and recreational activities; increased advocacy of Townsville LGA as a hub for modern industry; increased capacity building to demonstrate Townsville LGA as a leading centre of education, training and research

### **Participation Rates (25%) \***

#### **Word count:**

Must be no more than 500 words.

Examples may include year on year increased levels of participation in events aligned to Council's 5-year Corporate Plan; increased levels of volunteering; promoting diversity in community participation; participation rate of target audience (e.g. post code) by connecting them to what they need at the time they choose.

### **Social Inclusion (20%) \***

#### **Word count:**

Must be no more than 500 words.

Examples may include: Increased areas to support services; increased connectedness to link communities with what they need at the time they choose; increased opportunity for participation in society by promoting Townsville as a circular economy (e.g. employment, access)

### **Liveability (15%) \***

#### **Word count:**

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

Must be no more than 500 words.

Detail the broader societal impact of the activity. This may include how your activity connects the community to what they need at a time they choose, how your activity contributes to improved health outcomes and contribute to reducing anti-social behaviour.

### **Sustainability (15%) \***

Word count:

Must be no more than 500 words.

Describe your ability to be self-sustaining financially. This may include, sharing a plan to ensure decreased future reliance on TCC for future funding, collaboration and resource sharing between community groups, business and other funding options.

## Feedback

\* indicates a required field

### **How did you find the application process? \***

- Very Easy
- Easy
- Neutral
- Difficult
- Very Difficult

### **Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider? \***

Word count:

Must be no more than 500 words.

## Next Steps

\* indicates a required field

Townsville City Council require all successful grant recipients to be listed in Council's Account Management System as a supplier to receive grant payments. Successful grant recipients will be contacted by EFTSure on behalf of Townsville City Council for data and payment verification. \*Organisations without an ABN will be required to submit a Statement by Supplier (ATO Form) as part of the EFTSure verification process.

Council will only release funds after receiving a signed and returned Funding Agreement (Agreement). Council will request the organisation to send an invoice/tax invoice for the approved amount to Council. Council can partially fund, or not fund, Activities depending

# Community Quick Response Grants (\$1,000 - \$5,000) Application Form

## Form Preview

on Council budget allocation. Council will advise if there are expenditure items deemed ineligible for the program through the eligibility or assessment phases. Council reserves the right to negotiate elements of the funding after the assessment process.

Applicants are encouraged to contact Council to discuss any aspect of the program or their application before applying. Townsville City Council Grants and Partnership team Phone: 13 48 10 Email: [communitygrants@townsville.qld.gov.au](mailto:communitygrants@townsville.qld.gov.au)

### **Please Select \***

- Agree
- Disagree

**NOTIFICATION PROCESS** You will receive notification as your application progresses through the stages of Eligibility, Assessment and Approval.

### **Successful Applicants**

You will receive written notification from Council if the application is approved for funding.

### **Unsuccessful Applicants**

All unsuccessful applicants will be notified by email and the online platform of the outcome of their application. Unsuccessful applicants may receive feedback as to why the application was unsuccessful.

### **Further Information**

Applicants are encouraged to contact Council to discuss any aspect of the program or their application before applying. Townsville City Council Grants and Partnership team Phone: 13 48 10 Email: [communitygrants@townsville.qld.gov.au](mailto:communitygrants@townsville.qld.gov.au)