

# 20/21 Community Organisation Application Form

## Form Preview

### Welcome & Eligibility Check

\* indicates a required field

Welcome to our Grants & Partnerships Community Organisations application form. Please be sure to read the guidelines and relevant category factsheet before completing your application.

The value of your total request is determined by how much cash funding you ask for, plus any in-kind support you ask council to provide.

Depending on the value of your total request, your application will follow a different assessment process:

#### **Grants \$5,000 and under:**

- Apply at any time.
- Your initiative cannot commence within 6 weeks of your application being deemed Eligible by Townsville City Council Grants Team
- You will be notified of the outcome of your application within 6 weeks of submission, unless otherwise advised.

#### **Grants \$5,001 - \$25,000:**

- Applications must be submitted by 11:59pm on 31 August 2020, 20 October 2020, 31 January 2021 and 25 April 2021. (Please Note: These dates may change at Councils discretion.)
- Your initiative can not commence within 10 weeks of the closing round dates above.

#### **Partnerships \$25,001 to \$50,000**

- Apply at any time.
- Your initiative can not commence within 10 weeks of your application being deemed Eligible by Townsville City Council Grants Team.

### Eligibility

Please confirm that you (the applicant) select the type of applicant that applies to your organisation and the statements you select in the Eligibility checklist are true and correct.

#### **Applicant Type \***

- ☐ Properly constituted not-for-profit organisation
- ☐ Require an Auspice who is a properly constituted not-for-profit organisation

Select which one applies to your organisations situation

#### **Eligibility Checklist - Select all that apply \***

- ☐ You have read and understood the guidelines
- ☐ Reside in and/or primarily provide services within the Townsville Local Government Area (LGA), or are able to demonstrate that the initiative is in the public interest of the residents of the Townsville LGA
- ☐ Are free of debt to Townsville City Council
- ☐ Have satisfactorily acquitted any previous Townsville City Council grants

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- ☐ Hold a current Certificate of Currency - Public Liability Insurance (PLI) to the value of \$20,000,000 per claim
- ☐ Can demonstrate the alignment between your initiative and selected Townsville City Grants and Partnership Category and Priority
- ☐ Submit a COVID Safe Plan that aligns with the current State and Federal guidelines and restrictions for COVID-19

At least 7 choices must be selected.

You must select all that apply to your application/organisation, failure to comply with some criteria may affect your application eligibility

## Applicant Details

\* indicates a required field

### Privacy Notice

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 Name \*

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO. Individuals must be auspiced by a properly constituted, not-for-profit organisation

### Primary Contact Number

\*

Must be an Australian phone number.  
Please include the area code.

### Mobile Number

Must be an Australian phone number.

### Primary Contact Email \*

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Must be an email address.

### Primary Contact Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

### Primary Contact Postal Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

### Website

Must be a URL.

### Do you have an ABN? \*

☐ Yes

☐ No

### 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.

As you do not have an ABN, please submit a completed Statement by Supplier Form with your application. Download the form from [the ATO](#)

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**Please upload a completed Statement by Supplier Form \***

Attach a file:

## Auspice Details

\* indicates a required field

Applicants who are not a properly constituted, not-for-profit organisation will need to approach such an organisation to auspice their initiative.

The auspice organisation will take full legal and financial accountability for the initiative and will be ultimately responsible for acquitting the funding.

You will need to provide written agreement (Letter or Email) from the auspicings organisation, stating that they accept full legal and financial accountability for the initiative.

**Auspice Organisation \***

Organisation Name

**Auspice Phone Number.**  
\*

Must be an Australian phone number.  
Please include the area code.

**Auspice Mobile Number**

Must be an Australian phone number.

**Auspice Email \***

Must be an email address.

**Auspice Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

**Auspice Postal Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

**Auspice Website**

Must be a URL.

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**Please upload your  
Auspice evidence  
of Incorporation,  
Constitution, Charter  
as a Not-for-Profit  
Organisation \***

Attach a file:

Not-for-Profit (NFP) - An organisation is not-for-profit if it is not carried on for the profit or gain of its individual members. This applies for direct and indirect gains, both while the organisation is being carried on and on its winding up. We accept an organisation as not-for-profit if its constitution or governing documents prohibit distribution of profits or gains to individual members and its actions are consistent with the prohibition. NB. If council is unable to establish an organisation's not-for-profit status, additional evidence may be requested following the submission of an application.

**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.

**Please upload the  
written agreement from  
your auspice \***

Attach a file:

## COVID-19 Planning & Preperation

\* indicates a required field

### COVID-19

All applicants must ensure that their submission is in line with the current State and Federal guidelines and restrictions for COVID-19, or those predicted for the time of their event.

Initiatives and funding may be subject to change or cancellation if the restrictions are altered once an application is deemed eligible or approved.

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Applicants are also required to complete a COVID Safe Plan for their initiative that is in line with current State and Federal advice. Information about these plans can be found here:

<https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans>

### **My organisation has completed a COVID Safe Plan \***

- ☐ Yes
- ☐ No

You may be asked to provide evidence of you COVID Safe Plan, failure to do so may affect eligibility

### **Upload your COVID Safe Plan here: \***

Attach a file:

## Grant Category

\* indicates a required field

### **Select the category your initiative best aligns with: \***

- ☐ Economic Grant
- ☐ Environmental Grant
- ☐ Social Grant

### **Which Economic priority does your initiative align with? \***

- ☐ Business and investment attraction - support the establishment of new operations in Townsville
- ☐ Innovation incubator - build capacity in the Townsville region to support the development of start-ups and incubator facilities
- ☐ Tourism and events - establish new tourism experiences or strengthen existing services and events to increase visitation and expenditure in the Townsville region
- ☐ Placemaking - Enliven the CBD through activation, events and placemaking in public spaces

Please visit our website for more information about the Economic priorities.

### **Which Environmental priority does your initiative align with? \***

- ☐ Ecological landscape restoration
- ☐ Improving residential home and home-office energy efficiency
- ☐ Implementing energy efficiency for small organisations including demand reduction, water management, waste reduction, smart technology and resilience building
- ☐ Building capacity in local sustainability activities

Please visit our website for more information about the Environmental priorities.

### **Which Social priority does your initiative align with? \***

- ☐ Boost Townsville's art and cultural experience
- ☐ Build a community that is safe and resilient
- ☐ Support multicultural diversity and community inclusiveness
- ☐ Develop healthy and active lifestyles

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- ☐ Grow the capacity of Townsville through shared knowledge and learning  
Please visit our website for more information about the Social priorities.

### Your Initiative

\* indicates a required field

#### Initiative Details

**InitiativeTitle \***

**Please provide a brief description of your initiative: \***

Word count:  
no more than 200 words

**What is the street address of your Initiative/Event? \***

This is the location of an event, facility, street address etc.

**Please list the suburb of the location of your Initiative/Event: \***

Type the name of the suburb of where your initiative or event is being held

**Please list the postcode of the location of your Initiative/Event \***

Must be a number.  
Please type the postcode of the location that your initiative/event is taking place

**Start Date**

Must be a date.

**End Date**

Must be a date.

**Is this a New or Existing Event?**

- ☐ New  
☐ Existing  
Has this initiative/event been run in the past or is this the first for this initiative?

#### Initiative Statistics

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

**Participants** - Number of people who will actively participate in the initiative eg. Stall holders, athletes, service providers

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

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

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

**How many people will be involved in your initiative as:**      **Number of People**

Participants	
Attendees	
Volunteers	
Paid Workers	
Other	
	Must be a number.

Total Initiative Attendance

**Total number of people involved with your initiative**

This number/amount is calculated.

Participation Fees

**Are you charging a participation fee for attendees at your event?**

- ☐ Yes  
☐ No

Fees

**How much per participant/attendee to attend your event?**

\$

Must be a dollar amount.

Amount per person Excluding GST

**How many participants are you expecting to attend your initiative who are required to pay?**

Must be a number.

Provide the attendance numbers you hope to attend for Year 1 of funding

**Total amount of Income from Participation Fees**

\$

This number/amount is calculated.

This amount should be included as Line 2 in your Income Table

Initiative Income



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Please ensure that the first line of your income table is the amount of cash funding you are requesting from Council (Townsville City Council) in your application.

This figure will appear in the "Calculated Totals" below your expenses table (not including fee waiver).

Indicate whether your income from other sources is confirmed by selecting 'yes' or 'no' from the drop down list.

Expected income may include:

- **Other grants** - Australian or Queensland government, Foundations, Philanthropic organisations and other grantors.
- **Earned income** - product sales, ticket sales, workshop fees, partner contribution.
- **Your own contribution** - cash, equipment, in-kind support.
- **Sponsorships, fundraising and donations** - crowd funding, operational support or other cash.

**All budget figures must be GST exclusive.**

If your organisation is registered for GST, 10% will be added to your grant upon payment.

If your organisation is not registered for GST, your organisation will be responsible for paying the GST component on all items that attract GST.

Income Description	Income Amount (excluding GST)	Income confirmed
Townsville City Council	\$	
Participation Fees		
	Must be a dollar amount.	

**Total Income Amount (excluding GST)**

\$

This number/amount is calculated.

## Initiative Expenditure

In this table, you should list all planned expenditure items for your initiative for your first year of funding. You will be required to submit a new budget each following year.

Please identify which items you are seeking Council funding for, by placing the requested amount in the last column. This column should total the amount of cash support you are requesting from Council in this application.

*Items over \$1,000 require quotation from Supplier. Items up to \$1,000 should demonstrate how amounts have been calculated in Description of Items.*

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### All budget figures must be GST exclusive.

If your organisation is registered for GST, 10% will be added to your grant upon payment.

If your organisation is not registered for GST, your organisation will be responsible for paying the GST component on all items that attract GST.

Note: If you are not requesting funding for every expense item, you can leave the last cell blank or type '0'.

Expenses may include:

- **Production and development costs** - hire fees, venue fees, workshops, consumables and materials directly attributable to the initiative.
- **Promotion, documentation and marketing costs** - design, printing, distribution, photography and marketing.

Supplier	Description of items	\$ Expenditure amount (excluding GST)	\$ Amount requested to be funded by this grant (Excluding GST)
		\$	\$
		Must be a dollar amount.	Must be a dollar amount.

**Total expenditure of your Initiative (excluding GST)**

\$

This number/amount is calculated.

**Total Amount of Cash you are requesting from Council**

\$

This number/amount is calculated.

This should equal the total cash support you are requesting from Council (excluding GST). This figure should also be reflected in the first line of your income table.

Calculated totals

**This is your total income minus total expenditure (excluding GST). It has been calculated to help you check if your budget is balancing:**

\$

This number/amount is calculated.

Further Council Support

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**Are you requesting any further in-kind support from Council for this initiative? \***

☐ Yes

☐ No

**Venue Hire Fee Waiver Amount Requested (Excluding GST)**

\$

Must be a dollar amount.

You must have obtained a quotation from Councils Venues Team, this quote must also be added to your application in the Quote Uploads Question

**Total Grant Value Requested from Council**

**This is the Total Grant Value you are Requesting from Council (Cash and Fee Waiver - Excluding GST)**

\$

This number/amount is calculated.

**Please use the above figure to select the correct funding band for your application (Excluding GST):**

- ☐ Less than or equal to \$5,000
- ☐ \$5,001 to \$25,000
- ☐ \$25,001 to \$50,000

## Assessment Questions

\* indicates a required field

**Tell us how your initiative will support the identified grant priority \***

**Word count:**

Must be no more than 500 words.

Hint: You should describe in detail how your initiative contributes to the aim of the priority you have selected. Use examples of evidence and research to support your answer.

**Tell us how your initiative will benefit the community \***

**Word count:**

Must be no more than 500 words.

You should describe who will directly benefit from this initiative (target audience) and in what way they will benefit. Clearly set out what the needs are of the audience, using examples of

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evidence and research. Also explain the benefit to the wider community.

**Tell us how you will work with the community and other organisations in the development and delivery of this initiative**

\*

Word count:

Must be no more than 500 words.

Hint: You should provide evidence of, or set out your intended plan to undertake, engagement with your target audience.

Describe your key stakeholders and/or evidence of collaboration with other organisations in the development and delivery of your initiative, where relevant.

**Tell us how your organisation has the capacity to deliver this initiative**

\*

Word count:

You should provide evidence of sufficient staffing and resource capability and knowledge to deliver the initiative. Set out any previous grant delivery experience.

**Tell us how the benefits gained from this initiative will be sustained**

\*

Word count:

Must be no more than 500 words.

Hint: You should describe other delivery models, alternative initiatives or other funding sources to sustain the intended benefits gained from this initiative. Provide evidence or research to support this. Where appropriate set out a clear exit strategy.

## Project Plan

Please provide a project plan outlining the key stages in your initiative, including key engagement and collaboration activities. You may use this table **OR** upload your own project plan below. Extra rows can be added to the table as required.

Project Stage	Finish Date	Further Comments
e.g. planning; major activities; evaluation	Provide approximate date	Add explanatory notes if required Must be no more than 50 words.

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**Upload your project plan here:**

Attach a file:

**More specifically, tell us what outcomes your initiative will produce.**

You may add extra rows to this table as required.

Outcomes are the changes you expect to occur as a result of your initiative. For example, an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, motivation (these are generally **short term** outcomes)
- Actions, behaviour, change in policy (these are generally **medium term** outcomes)
- Social, financial, environmental, physical conditions (these are generally **long term** outcomes)

Short-term outcomes occur directly following an initiative (e.g. within 1 month); medium term outcomes occur between 1 month and 2 years after an initiative; and long-term outcomes are those we expect to see years later (e.g. 2 or more years after the initiative).

Outcomes can be measured using a variety of methods, such as surveys, interviews, or focus groups.

Anticipated Outcomes	Timeframe	How will you measure this?
Outcomes are the changes that you expect to occur as a result of your initiative - e.g. 'a 15% reduction in youth incarceration'	Please see above - e.g. 'medium term'	Indicators are what you will use to measure the outcome - e.g. 'an increase in youth counselling sessions from x to y'

## Supporting Documents

\* indicates a required field

**Please upload your quotations for items you are requesting Council Funding for \***

Attach a file:

**Please provide evidence of your Incorporation, Constitution, Charter as a Not-for-Profit Organisation \***

Attach a file:

Not-for-Profit (NFP) - An organisation is not-for-profit if it is not carried on for the profit or gain of its individual members. This

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applies for direct and indirect gains, both while the organisation is being carried on and on its winding up. We accept an organisation as not-for-profit if its constitution or governing documents prohibit distribution of profits or gains to individual members and its actions are consistent with the prohibition. NB. If council is unable to establish an organisation's not-for-profit status, additional evidence may be requested following the submission of an application

**Please upload your Public Liability Insurance Certificate of Currency \***

Attach a file:

**Please upload the audited Financial Statements approved at your most recent Annual General Meeting \***

Attach a file:

**Please upload any supporting documents you wish to provide**

Attach a file:

## Certification

\* indicates a required field

**I confirm that I am an appropriately authorised person on behalf of the applicant organisation.**

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the funding agreement.**

**I agree \***

☐ Yes

☐ No

**Name \***

Title

First Name

Last Name

**Position \***

**Please tick here if you do not want to receive updates**

☐ I do not want to receive updates

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**from Townsville City  
Council's Community  
Engagement team,  
including information  
regarding future grant  
rounds.**