



Application Form

LODGEMENT OF APPLICATION:

Post to:	Chief Executive Officer Banana Shire Council PO Box 412 BILOELA QLD 4715
Deliver to any Council Customer Service Centre:	Biloela – 62 Valentine Plains Road Taroom – 18 Yaldwyn Street Moura – 43-47 Gillespie Street
Email:	enquiries@banana.qld.gov.au

CHECKLIST: (Please tick)

<input type="checkbox"/>	I have read and understood the corresponding policy and procedures documents
<input type="checkbox"/>	All sections of the application form completed
<input type="checkbox"/>	Applicant certification signed and dated
<input type="checkbox"/>	Copy of documents verifying organisational status of applicant or sponsoring organisation attached
<input type="checkbox"/>	Copy of letter of agreement from sponsoring organisation attached (if applicable)
<input type="checkbox"/>	Copy of property owners approval attached (if applicable)
<input type="checkbox"/>	Copy of current audited financial statements attached (if applicable)
<input type="checkbox"/>	Copy of Certificate of Insurance attached
<input type="checkbox"/>	Copies of quotes and supporting documentation attached (if applicable)
<input type="checkbox"/>	Copy of application retained for applicant organisations records
<input type="checkbox"/>	Volunteer operator acknowledgement attached (where necessary)
<input type="checkbox"/>	Completed creditor information form (if applicable)

FEEDBACK:

How did you find out about the Community Grants Program?	
<input type="checkbox"/>	Print Media (e.g. newspaper advertisement)
<input type="checkbox"/>	Council's website
<input type="checkbox"/>	Council's Focus newsletter
<input type="checkbox"/>	My Community Directory email
<input type="checkbox"/>	Word of mouth
<input type="checkbox"/>	Other (please specify)
Did you require assistance from Council to complete this application form?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No

*For further information or assistance in completing the application form, please contact Council's
Community Development Section on (07) 4992 9500*

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PLEASE COMPLETE ALL SECTIONS
ATTACH ADDITIONAL PAGES WHERE NECESSARY

PROJECT/EVENT/ACTIVITY DETAILS:

Project Name:		
Request Type (Definitions listed in Community Grants Policy) Please select one or more of the following options: <input type="checkbox"/> Financial <input type="checkbox"/> In Kind Assistance <input type="checkbox"/> In Kind Assistance with volunteer Council operator		
Grant Round:	<input type="checkbox"/> January	<input type="checkbox"/> April
	<input type="checkbox"/> July	<input type="checkbox"/> October
Project Timeframe:	Start Date:	End Date:
Project Cost:	Total Project Cost: \$	Total Amount requested from Council: \$

Project Brief: What/When/Where/How -specify what you require from Council and what it is for.

NOTE:

- Any requests for financial assistance must be accompanied by at least two written quotes.
- Please note that a specific application form and subsequent indemnity form is required for any requests for temporary road closures or use of Council parks for events. Please contact Council should you require these.
- Please make sure you consider everything you will need Council assistance with for your project. All requests must come via this application form and late requests will not be accepted.

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PLANT AND OPERATORS: Provide details of proposed plant & operators required

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Volunteer Council Operator Acknowledgement: (All operators to read and sign)

I acknowledge that I will be operating the above mentioned Council plant and equipment as a Voluntary Worker for the above named applicant. I undertake to operate this plant or equipment in accordance with the conditions of Council's Community Grants Policy and Procedures and Workplace Health and Safety requirements. **I understand that I will NOT be covered by Council's LGW Workers Compensation cover. I will complete a written risk assessment prior to commencement of any works.**

Name	Employee No.	Signature	Date

PROPERTY DETAILS: Details of where the project, event or activity will be undertaken. If you are not the property owner, do you have approval from the owner to undertake the project, event or activity? Please provide evidence of the property owner's approval for the project, event or activity.

Property Owner:	
Property Address:	

WHO WILL BENEFIT FROM YOUR PROJECT?

<input type="checkbox"/> Seniors	<input type="checkbox"/> Youth	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> People with Disabilities	<input type="checkbox"/> Indigenous People	
<input type="checkbox"/> Families & Children	<input type="checkbox"/> Culturally/Linguistically Diverse People	

Number of participants/beneficiaries:	Number of volunteers involved:
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What contribution does your organisation/s provide for the project/event/activity? (E.g. funds, labour or In Kind Support)

Are other organisations involved in the project? No Yes (please provide details including role and level of involvement)

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APPLICANT'S DETAILS:

Is your organisation incorporated? Yes No (If no, please provide details below of your sponsoring organisation. Sponsoring organisation will take financial and legal responsibility for any funds granted. A letter of agreement from your sponsoring organisation must be attached).

	Applicant Organisation	Sponsoring Organisation
Name		
Postal Address		
Street Address		
Contact Person		
Phone No		
Email Address		
Website		
ABN (if applicable)		

Is your organisation GST registered Yes No

If your organisation is registered for the GST and in the instance that this application is successful, is your organisation prepared to issue a Tax Invoice for the GST inclusive amount approved by the Council?
 Yes No

Please enclose a copy of the following documents (where applicable):

- Certificate of incorporation;
- Latest audited financial statement;
- Letter of agreement from your sponsoring organisation.

Optional support material

- Strategic plan for your organisation
- Photographs
- Newspaper articles
- Other - (please specify)

COMMITTEE DETAILS:

Please list names, phone number and/or email of Committee/Board Management Members:

President/ Chairperson		Vice President/ Director	
Secretary		Treasurer	

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ABOUT YOUR ORGANISATION: (Applicant organisation not sponsoring organisation)

When was your organisation established:

How many people does your organisation service annually?

Please indicate the number of current financial members:

What are the aims and objectives of your organisation?

How is your organisation funded?

Do you have appropriate public liability insurance? Yes No

Funds will not be provided to uninsured organisations. Council require a copy of the Certificate of Insurance to demonstrate eligibility. Please attach evidence.

HOW WILL YOU MEASURE THE SUCCESS OF YOUR PROJECT? E.g. increased membership to your group/organisation; projects completed according to timeline; media coverage; satisfaction surveys

TELL US WHAT NEED EXISTS IN THE BANANA SHIRE COMMUNITY FOR THIS PROJECT AND WHY COUNCIL SHOULD PROVIDE THIS ASSISTANCE. (i.e. what are the planned outcomes).

HOW WILL THE BANANA SHIRE COUNCIL CONTRIBUTION/ASSISTANCE BE ACKNOWLEDGED? Please select at least two of the below options

- Print material (e.g. flyers, programmes etc)
- Newspaper articles
- Plaque provided by Council
- Verbal acknowledgement at opening/during event

- Mayor invited to speak at opening/event
- Council banner displayed at opening/event
- Other (please specify)

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CERTIFICATION: To be signed by the **President/Chair** of the applicant organisation or sponsoring organisation.

I, being the authorised officer of the organisation making the declaration, confirm and agree that:

1. The information given in this application, including any attachments hereto is true and correct in every particular;
2. I am authorised by the applicant organisation to prepare and submit this application;
3. If funds are granted by Banana Shire Council they will be spent on the approved project/event/activity;
4. I understand that if Banana Shire Council approves funding or assistance, I will be required to accept the terms and conditions as detailed in the Community Funding and Assistance Program policy and procedures;
5. Any moneys not expended on the completion of the project/event/activity will be returned to Banana Shire Council;
6. I will supply a financial acquittal including receipts and evidence of compliance with any conditions set upon approval of the application within six (6) weeks of the event/project/activity concluding;
7. If our application is approved, Banana Shire Council's contribution will be acknowledged in any publicity/promotional material published for the approved project/event/activity and will adhere to Council's guidelines for use of the logo. Where appropriate, Council will provide a plaque to be fixed to any tangible items;
8. I understand that Banana Shire Council does not accept any liability or responsibility for the outcome of this project/event/activity;
9. All necessary approvals/permits are obtained prior the commencement of the project/event/activity;
10. Further details may be sought concerning this application from the contact person nominated in this application, and that the nominated contact person is specifically authorised to respond to any and all such requests from Council;
11. I will provide appropriate insurance to cover the proposed project and abide by all relevant health and safety standards;

Privacy Collection Notice: Banana Shire Council is collecting the personal information you supply on this form for the purpose of receiving and considering your organisation's request for funding or assistance under Council's Community Grants. Personal details will not be disclosed to any other person or agency external to Council without individual consent, unless required to do so by law. Program application details (including applicant organisation name and amount funded) will be published by Council and summarised in Council's annual report.

Name **President / Chairperson** (*please select one*)

Signature Date

DID YOU KNOW ABOUT....

Banana Shire Council provide a free **Community Calendar & Community Directory** to help promote your organisation and events. Check them out at www.banana.qld.gov.au.

COMMUNITY DIRECTORY

The Community Directory enables quick and easy access to a list of organisations, clubs and service providers across the Shire. The Directory is managed externally and organisations are responsible for maintaining the currency and accuracy of their own information. Council from time to time will send email broadcasts using the contact information contained within the Directory. These broadcasts may contain information on upcoming Council activities or useful information for clubs and service providers. Should you ever have any problems accessing or editing your organisations information within the directory please contact either the help desk at My Community Directory on support@mycommunitydirectory.zendesk.com or phone Council's Community Development section on 4992 9500.

COMMUNITY CALENDAR

The Community Calendar is free for anyone to advertise an upcoming community event. Contact Council's Marketing and Communications team for tips and tricks and access to templates for event flyers. We will be able to assist you with listing your events on a variety of calendars and media platforms too. Email enquiries@banana.qld.gov.au or phone Customer Service on 4992 9500.