

# EMERGENCY GRANTS

## Application Form

RECEIVED

Please ensure that the Application Guidelines have been read prior to completing this form  
[www.isaac.qld.gov.au/isaac-community-grants](http://www.isaac.qld.gov.au/isaac-community-grants)

Emergency grants enable not-for-profit applicants to apply for funding for situations that have arisen, due to unforeseen circumstances resulting in; (including, but not limited to) failure, damage or loss of essential equipment or infrastructure. Applications for emergency grants can be submitted at any time in either of the following 2 categories:

- Failure / Damage or Loss
- Ability to Operate

**Please indicate which grant you are applying for:**

- FAILURE / DAMAGE OR LOSS**  
 Failure, damage or loss of essential equipment or infrastructure due to unforeseen circumstances and deemed to be an emergency or significant health and safety implications for the organisation's and/or service users.  
 If you have selected above – was the equipment or infrastructure failure, damage or loss covered by insurance?
- Yes – **you are not eligible for funding**
- No – please attach proof
- Not Applicable
- ABILITY TO OPERATE**  
 Significantly impact on the organisation's ability to continue to execute a planned project or event.

Council will use any personal information provided for the purpose of processing your grant application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other local government Acts. Your personal information is only accessed by persons authorised to do so. Please note the information provided on your grant application and in any related documentation/discussions may be provided to members of the assessment panel in order to assist Council in processing your grant application. By submitting an application you consent to Council publishing the applicant's name, project description and amount funded on our website. This information may also be used for promoting Council's grant program. Your personal information is handled in accordance with the Information Privacy Act 2009.

Version: 2

Form No: CS-099

Authorised by: Director Planning Environment and Community Services

Maintained by: Community Service

ABN 39 274 142 600 PO Box 97 Moranbah QLD 4744 P 1300 472 227 F (07) 49418 666 [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)

### Section 1 – Group / Organisation Details

Group / Organisation Details:	Name	
	Address	
	Phone	
	Email	
Is your organisation incorporated?	<input type="checkbox"/> Yes	Incorporation No:
	<input type="checkbox"/> No	You will need a sponsoring body that is incorporated to proceed with this application (proceed to Section 2).
Does your group / organisation have an ABN?	<input type="checkbox"/> Yes	ABN Number:
	<input type="checkbox"/> No	
Is your group / organisation registered for GST?	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	
Will your group / organisation cover the public liability for this project or activity?	<input type="checkbox"/> Yes	Please provide a copy of the current policy.
	<input type="checkbox"/> No	

### Section 2 – Auspicing Group / Organisation Details (if applicable)

NOTE: If this application is being auspiced by another group / organisation, please provide their details below

Auspicing Group / Organisation Details:	Name	
	Address	
	Phone	
	Email	
Incorporation Number:		
Does your group / organisation have an ABN?	<input type="checkbox"/> Yes	ABN Number:
	<input type="checkbox"/> No	
Is your group / organisation registered for GST?	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	
Will your group / organisation cover the public liability for this project or activity?	<input type="checkbox"/> Yes	Please provide a copy of the current policy.
	<input type="checkbox"/> No	

### Section 3 – Applicant Details and Authorisation

Contact person and authorisation for this application:	Name	
	Position Title	
	Phone	
	Email	
	Signature	

**Section 4 – Project or Activity Snapshot**

Selection criteria: 20%

NOTE: For all applications related to a Community Event, an Event Plan must accompany your application.

An Event Plan template can be found on the Council website: [www.isaac.qld.gov.au/isaac-community-grants](http://www.isaac.qld.gov.au/isaac-community-grants)

Details of project or activity:	Name	
	Location	
	Date/s	

Description of your proposal:

For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: [www.isaac.qld.gov.au/isaac-community-grants](http://www.isaac.qld.gov.au/isaac-community-grants)

Funding amount requested from Isaac Regional Council (this figure must match budget):  
**NOTE:** Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.

Co-funding amount contributed by your, or other groups / organisations or funding bodies (these figures must match budget):  
 Please provide evidence of co-funding contributions.

Cash contribution:  
 In-kind:  
 Volunteer labour:  
 Grants:  
 Sponsorships:  
 Other:

Total project or activity cost:  
 (this figure must match budget)

What will the funds requested from Isaac Regional Council specifically be used for?

Have you discussed your proposal with a Councillor or any other Council Officers?

Yes - please indicate who: \_\_\_\_\_ Date: \_\_\_\_\_

No

## Section 5 – Details of Emergency

Selection Criteria:40%

Please explain the circumstances of the emergency:

What proactive steps have you taken to prevent this emergency?

Please provide details as to why this project is an emergency:

What will happen if your group / organisation does not secure the funds?

- Proceed as outlined
- Abandon project
- Proceed as outlined but extend timeframe to secure more funds
- Reduce project scope
- Abandon project for now and reapply when other funding has been secured
- Other – Please provide details:

**Section 6 – Project or Activity Permits/Approvals**

Selection criteria: 20%

NOTE: Funds for successful applicants will not be released without proof of lodgement (receipts) for all relevant local and state government permits / approvals

Will your project or activity involve the preparation, serving or selling of food or refreshments?	<input type="checkbox"/> Yes	Food licence required. Please provide a copy or proof of lodgement (receipt).
	<input type="checkbox"/> No	To verify requirement please refer to the following link: <a href="https://publications.qld.gov.au/dataset/food-safety-for-non-profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed">https://publications.qld.gov.au/dataset/food-safety-for-non-profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed</a>
Will your project or activity involve the serving of selling of alcoholic beverages?	<input type="checkbox"/> Yes	Liquor licence required. Please provide a copy or proof of lodgement (receipt).
	<input type="checkbox"/> No	To verify requirement please refer to the following link: <a href="https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner_span=True">https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner_span=True</a>
Does your project or activity have the necessary local and state planning or building permits/approvals?	<input type="checkbox"/> Yes	Please provide a copy or proof of lodgement (receipt).
	<input type="checkbox"/> No	

**Section 7 – Financial Management**

Selection criteria: 20%

As Council's Community Grants program is funded by public funds Council requires evidence of your group / organisations financial prudence and compliance. Your group / organisation is required to present its latest audited financial report and a budget is mandatory for your project or activity.

Are you able to provide your group / organisations most recent Audited Financial Report?	<input type="checkbox"/> Yes	Please provide a copy.
	<input type="checkbox"/> No	Please provide an explanation:

**NOTE: Your group / organisations audited financial report will have been adopted at your most recent Annual General Meeting and presented to the Office of Fair Trading as part of your Annual Return (Form 32).**

Are you able to provide a budget for your project/event/activity?	<input type="checkbox"/> Yes	Please provide a copy. On the following page is an example budget template.
	<input type="checkbox"/> No	<b>This application is not eligible.</b>

**NOTE:**

- Please indicate in your budget the level of co-funding contributed by applicant and/or others towards the project (e.g. grants from other funding bodies, sponsorship or in-kind support).**
- Please specify in your budget which expenditure item/s you would like Council to fund by placing an asterisk (\*) beside the item/s in your project/event/activity budget.**
  - For items valued below \$1,500 it will be advantageous to include at least one written quote.**
  - For items valued over \$1,500 two written quotes are required.**

## Example Budget Template

A Budget template can be found on the Council website: [www.isaac.qld.gov.au/isaac-community-grants](http://www.isaac.qld.gov.au/isaac-community-grants)

- Clear budget information will allow the panel to better understand your project.
- Volunteer in-kind hours should be calculated at the appropriate rate of \$20 per hour.
- The income should be equal to the expenses.
- Please account for all expenses and income; monetary and voluntary. This includes all items listed in the income column, including in-kind, sponsorship and the amount requested from Council.
- Round up each item to the nearest dollar value - do not include cents.

<b>Expenditure</b>		<b>Income</b>	
Please list all costs for the proposed activity All amounts include GST		Please list all sources of income for the proposed activity All amounts include GST	
		Funding amount requested from Council	
		Co-funding amount contributed by your group / organisation	
Venue hire		- Cash contributions	
Other equipment hire		- In-kind	
Bar expenses		- Volunteer labour	
Catering expenses		- Grants	
Promotional materials		- Sponsorships	
		Co-funding amount contributed by other group / organisations or funding bodies	
Guest speaker		- Cash contributions	
Workshop facilitator		- In-kind	
Travel/accommodation		- Volunteer labour	
Permit/approvals costs		- Grants	
Photographer		- Sponsorships	
Donations		Ticket sales	
Prizes and gifts		Bar sales	
Material expenses		Food sales	
Other expenses		Other income	
<b>Total Expenditure:</b>	\$	<b>Total Income:</b>	\$

**Section 8 – Supplier Request Details (required for payment to group / organisations)**

NOTE: Electronic Funds Transfer (EFT) is Isaac Regional Council's preferred method of payment. To ensure that payments are made to the correct bank account, please provide a copy of your Bank Deposit Slip or top portion of the statement of the EFT on business letterhead

Group / Organisation Name:	
Trading Name:	
ABN:	

**Payment Address Details (for all remittance)**  
Use of personal or business contact details is not recommended

Name:	
Position title:	
Address:	
Phone:	
Fax:	
Email:	

Preferred method of remittance to be sent: Email  Fax **Bank Account Details**

Account Name:			
Bank:			
BSB (6 digits):		Account Number:	

**Supplier:**

I declare the Supplier Details Information provided is true and correct

Name:	
Signature:	
Date:	

## Section 9 – Application Checklist

Answer the following questions in relation to your group/organisation:	YES	NO	N/A
Does your group / organisation operate within the Isaac Regional Council local area?			
Is your group / organisation free of debt with Isaac Regional Council?			
Have you acquitted any previous grants obtained from Isaac Regional Council?			
Have you provided proof insurance policy covering emergency or not?			
Have you provided a valid public liability certificate? (Section 1)			
Have you provided an Event Plan? (Section 4)			
Have you provided evidence of confirmed co-funding contributions? (Section 4)			
Have you provided proof of required Local or State Govt. permits/approvals? (Section 6)			
Have you provided the most recent audited financial report? (Section 7)			
Have you completed a Budget? (mandatory) (Section 7)			
Have you provided written quotes? (Section 7)			
Have you provided a copy of banking verification? (Section 8)			

Please provide an explanation if you have ticked No or NA to any of the above:

## Authorisations

I am authorised by my group / organisation to complete this form and I agree that:

- The statements made in this application are true.
- All necessary permits/approvals will be obtained prior to the beginning of the project.
- The project will be covered by appropriate insurance.
- All relevant health and safety standards will be met.
- I acknowledge that Council does not accept any liability or responsibility for the project.

If my application is successful, I will:

- Ensure that acquittal requirements are met within 12 weeks of the project completion date.
- Accept the terms of the community grant in accordance with Council requirements.
- Provide proof of other successful co-funding (if unconfirmed) within six months of notification.
- Complete the project within twelve months of receiving Council funding.

<b>Authorised person</b>	Name	
	Position Title	
	Signature	
	Date	

Completed applications can be submitted by the following:

**Email:** [communitygrants@isaac.qld.gov.au](mailto:communitygrants@isaac.qld.gov.au)

**In Person:** Applications are accepted at all Isaac Regional Council offices

**Post:**  
ISAAC REGIONAL COUNCIL  
PO Box 97  
MORANBAH QLD 4744