

INDIVIDUAL OR TEAM DEVELOPMENT 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

Funding is available to support Isaac Regional Council local government area residents who are performing, competing or representing the region at national or international competitions or events across the areas of:

- Sport
- Culture
- Academia
- Community
- Environment

Please indicate which grant you are applying for:

- INDIVIDUAL GRANT**
 (Maximum \$250 if representing Queensland or \$750 if representing Australia)
- Sport Academia
 Culture Community
 Environment
- TEAM GRANT (Team – defined by 3 or more individuals from the same organisation)**
 (Maximum \$500 if representing Queensland or \$1,000 if representing Australia)
- Sport Academia
 Culture Community
 Environment

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-097

Authorised by: Director Planning Environment and Community Services

Maintained by: Community Services

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

Section 1 – Applicant Details

Individual grant application contact details:	Name	
	Phone	
	Email	
Team grant application contact details:	Name	
	Phone	
	Email	
	Name	
	Phone	
	Email	
	Name	
	Phone	
	Email	
	Name	
	Phone	
	Email	

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

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	

Section 3 – Applicant Details and Authorisation

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

Section 4 – Details of Representation

Selection criteria: 80%

NOTE: Applications must be submitted prior to the representation

Details of representation:	Name	
	Location	
	Date/s	

Please indicate the level of representation at the event:

- National (representing Queensland) International (representing Australia)

(evidence of level of representation or accepted nomination must be provided)

Further selection details resulting in your representation that is recognised by a National Sporting Organisation (NSO) that is endorsed by the Australian Sports Commission: (if required)

Funding amount requested from Isaac Regional Council based on the location you are travelling to?

(this figure must match budget)

NOTE: A group of individuals attending the same event (not a team event) must apply as individuals with a maximum amount not exceeding \$1,000 for representation at the same event.

Co-funding amount contributed by yourself, 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:

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

- Travel Accommodation Nomination / registration fees

(receipts of expenses will need to be presented to Council within 4 weeks of representation)

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

Yes - please indicate who: _____ Date: _____

No

Section 5 – Financial Management

Selection criteria: 20%

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

NOTE:

1. 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).
2. 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

- Clear budget information will allow the panel to better understand your project.
- Volunteer in-kind hours should be calculated at the appropriate rate of \$20.00 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.

Expenditure

Please list all costs for the proposed activity
All amounts include GST

Income

Please list all sources of income for the proposed activity
All amounts include GST

		Funding amount requested from Council	
		Co-funding / expenses contributed by your, or other groups / organisations or funding bodies?	
Travel		- Cash contribution	
Accommodation		- In-kind	
Nomination fees		- Sponsorship	
Registration fees		- Fundraising	
Equipment purchase/hire			
Uniforms			
Other Expenses		Other Income	
Total Expenditure:	\$	Total Income:	\$

Section 6 – Supplier Request Details (required for payment to individual / group / organisation)

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 bank account details for the applicant (or parent/guardian) or for a group/organisation a copy of the Bank Deposit Slip or top portion of the statement of the EFT on business letterhead

Individual or Group / Organisation Name:	
Trading Name: (if applicable)	
ABN: (if applicable)	

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 7– 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 (IRC) area?			
Have you been a permanent resident of IRC for at least the preceding 12 months?			
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 evidence of level of representation or nomination? (Section 4)			
Are you able to provided receipts of expenses within four weeks of event? (Section 4)			
Have you provided evidence of co-funding contributions? (Section 4)			
Have you completed a Budget? (mandatory) (Section 5)			
Have you provided written quotes? (Section 5)			
Have you provided a copy of banking verification? (Section 6)			

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.
- The activity 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 activity.

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 receipts of expenses to Council within one month of representation.

Authorised person	Name	
	Position Title	
	Signature	
	Date	

Completed applications can be submitted by the following:

Email: 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