

2026/27 - Test Core Insurance Support Funding Agreement/Tax Invoice Form

Form Preview

Introduction and top tips

* indicates a required field

Toowoomba Regional Council is collecting and managing your personal information in accordance with the *Information Privacy Act 2009 (Qld)* and the *Public Records Act 2002* for the purpose of remaining in contact with you, administering, assessing and awarding support payments. The information provided in this form and supporting documents will be accessed by authorised members of Toowoomba Regional Council. The information provided within this form and in any related documentation and discussions may be provided to members of the administration team to assist Council in processing your form. By submitting this form, you consent to Council publishing the organisation's name, project description and amount funded on our website and Council endorsed publications. This information may also be used for promoting Council's core support program. To understand how your personal information is managed, refer to [Council's Privacy, copyright, disclaimer & accessibility guidelines](#).

By using this form you agree with the handling of your information as described above and in Council's Privacy, copyright, disclaimer & accessibility guidelines. *

☐ Yes

Introduction

Approval for payment, including any terms and conditions, forms part of this Funding Agreement. Once submitted, this document forms an agreement between the organisation listed herein and Toowoomba Regional Council for financial (or other) support as described below.

Definitions:

Application - a series of questions which must be completed by the 'applicant', (including the supply of supporting information and attachments) before a decision, via review, is approved for the purposes of confirming financial support.

Approval - written notification of Council's funding support including any terms and conditions detailed within the application.

Purpose - the specific purpose for which funding shall be made, as a documented part of the assessment, approval and acquittal process.

Acquittal - a series of questions, including the supply of supporting information and attachments which requires the applicant to demonstrate and report how Council's funding support was used for the approved purpose/s.

Top tips

Council staff involved with reviewing insurance payment forms are not technical specialists. **If you experience technical difficulties (i.e. you can't submit the form), then you should make contact with the SmartyGrants help desk to help resolve your query.**

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Phone: (03) 9320 6888 Support Desk Hours: 9:00am - 5:00pm AEST, Mon - Fri. or E-mail: service@smartygrants.com.au

Some other tips from our team:

1) Take a few minutes to become familiar with the entire form's contents. This will help provide a guide as to the length of time it may take to complete. Depending on your organisation/group's legal status, you may have to attach several supporting documents.

2) Make sure you know when (date and time) you're required to submit this form. This will help avoid that last minute rush for responses and documents.

3) Please attach all required documentation directly to this form. If you approach a question, and you're not sure what's required in the response, our Administration Team recommend you contact Council on 131 872 and request to speak with an Officer from the Community Development Team before attempting to submit your form.

4) Review and re-check. Make sure to 'Save Progress' as you progress through each of the pages. The form must be free of errors and omissions before you attempt to 'Submit'.

5) Due dates for each form will be noted in your 'My Submissions' tab.

6) Changes to Committee Members throughout the year: If any Committee Members listed in the Funding Agreement contacts list change during the funding year, please call 131 872 and request to speak with Fiona Mann or provide the changes in details via email to fiona.mann@tr.qld.gov.au.

Your organisation will also be able to provide details of any changes to your organisation's name, legal status, ABN, Bank Account details or changes in any of the Committee Members or Main Contact Person for this application in the **2026/27 Core Insurance Certificates of Currency Form and the Core Insurance Support Attendance/Acquittal Form**.

Terms and Conditions

1) Core Support Insurance Payments are contingent upon the recipient complying with all relevant Terms & Conditions listed below (A, B & C).

2) All relevant information must be submitted in the correct format within the timeframe specified in this Funding Agreement.

3) Failure to comply with the 'Terms and Conditions' throughout the agreed term, shall void eligibility for future Core Support Insurance payments.

A. 2026/27 Funding Agreement/Tax Invoice Form:- Complete all organisation detail and Committee / Main Contact Persons' detail questions and upload your organisation's Tax Invoice (for the cost of the 2025/26 Public Liability, Associations Liability and Volunteers Liability policies). The maximum claimable amount is claimable amount of \$1,745.24 plus GST if applicable.- To be completed and submitted via your SmartyGrants login by no later than Friday 13th November 2026.

B. 2026/27 Insurance Certificate of Currency form:- Upload the three (3) Certificates of Currency (for the 2026/27-year renewal period), Tax Invoices and Receipts for Public Liability, Associations / Management Liability and Volunteers / Personal Accident Liability cover) to the 2026/27 Insurance Certificate of Currency form. To be submitted via your SmartyGrants login no later than six (6) weeks after your insurance renewal date or sooner if you have already renewed the three (3) policies for this financial year.

C. 2026/27 Core Insurance Attendance / Acquittal Form: Complete the Attendance Reporting table and any other questions contained in this form. You will be required

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to include details of how your organisation has **Acknowledged Council's Insurance Support funding** (E.g. A Certificate of Appreciation displayed within the hall / announcement at event or social media announcement), and **Submit** this form via your SmartyGrants login by no later than 5pm on 30 June 2027.

Changes to payment amounts and timing of payments - Allocated Funding

In the 2026/27 financial year, funding will be provided according to the insurance premium costs (Public Liability, Associations Liability & Volunteers Liability only) for the 2025/26 financial year (last financial year), up to a maximum amount of \$1,745.24 (inclusive of GST noted on your insurance policy fees), upon the return of this Funding Agreement Form.

In the 2026/27-financial year, your organisation will receive one (1) payment of funds only based on the total cost of the 3 required insurance policies (inclusive of GST listed on your insurance policy Tax Invoices from your insurer) in the 2025/26-year. No top up payments will be made if there has been an increase in premiums in 2026/27 policy fees.

The maximum claimable amount is \$1,745.24 (inclusive of the GST listed on your insurance policy Tax Invoices from your insurer) if your policy fees are \$1,745.24 or higher. If your organisation is registered for GST, you will be paid 10% GST on top of the 2025/26 fees or on top of the \$1,745.25 if your organisation qualifies for the maximum claimable amount. *A premium calculation tool is included in the Funding Agreement form to assist with calculating the amount to be included on your Tax Invoice Form.*

The amount your organisation is to be paid has been advised via an email from Fiona Mann, sent via the SmartyGrants Portal. This amount has been calculated from your 2025/26 Certificate of Currency Insurance Form - Insurance policy documents and has already been pre-populated in this Funding Agreement form to assist with accuracy and processing times for both your organisation and the TRC Officer reviewing this form.

Your **2026/27 Funding Agreement form** will require you to enter details of your organisation, along with your Committee Members' details and upload a Tax Invoice from your organisation, to Toowoomba Regional Council to enable the payment of approved funds.

Certificates of Currency, Tax Invoices and Receipts from your insurer are to be returned once renewal for the 2026/27 year has taken place and are to be uploaded to your **2026/27 Insurance Certificate of Currency Form**. This form will be added to your organisation's Application for the 2026/27-year, once your 2026/27 Funding Agreement/Tax Invoice Form has been Submitted, Reviewed and found to be complete by the Administration Officer of Community Development.

Examples:

1. NON-GST registered organisations:

E.g. 1. If the total cost of your insurance premiums (Public Liability, Associations Liability & Volunteers Liability) for the 2025/26 financial year was \$1,489.00 inclusive of GST, this will be the amount your organisation is eligible to claim. This is the amount of funding to be included in your organisation's Tax Invoice (within the Funding Agreement form) to claim your funding allocation. *No GST is to be noted on your organisation's Tax Invoice to Toowoomba Regional Council.*

E.g. 2. If the total cost of your insurance premiums (Public Liability, Associations Liability & Volunteers Liability) for the 2025/26 financial year was \$1,789.00 inclusive of GST, your

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organisation is only eligible to claim \$1,745.24 *with NO GST to be listed on the Tax Invoice from your organisation to Toowoomba Regional Council*. This is the amount of funding to be included in your organisation's Tax Invoice (within the Funding Agreement form) to claim your funding allocation.

For GST Registered organisations:

E.g. 1. If the total cost of your insurance premiums (Public Liability, Associations Liability & Volunteers Liability) for the 2025/26 financial year was \$1,489.00 inclusive of GST, you will be required to enter that amount + GST of 10% to your Tax Invoice. Policies cost \$1,489.00 incl GST plus \$148.90 (GST) = Total of \$1,637.90

If your policies cost \$1,789.00, your maximum claimable amount is \$1,745.24 incl GST plus 10% GST of \$174.52 = Total of \$1,919.76

This is the amount of funding to be included in your organisation's Tax Invoice (within the Funding Agreement form) to claim your funding allocation.

(If you are confused about the amount to be included, please call Fiona on 131 872 for clarification.

Organisation details

* indicates a required field

Organisation Name

Name of your organisation - this has been pre-filled by a TRC Officer.

Hall / Historical Society must be located within the Toowoomba Regional Council area.

ABN and ABR details

This section asks for your organisation/group's ABN, and if your authorised contacts are up to date. Depending on your answer, additional sections will appear. **If your organisation/group doesn't have an ABN, you will need to complete a Statement by a Supplier Form.** Applicants with an ABN are reminded to review their authorised contacts at least annually to ensure details remain current. e.g. at the AGM.

Does your organisation/group have an ABN? *

- ☐ Yes
☐ No

You must choose at least one (1) of the options above

Organisation/group ABN (For organisations who have an 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.

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ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Organisation name (For organisations with an ABN, this should be the same as the 'Entity name' displayed in the ABN lookup above) *

Organisation Name

Organisation postal address *

Address

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

Which one of the following best describes your organisation's legal status *

- ☐ Incorporated not-for-profit organisation (with an ABN)
- ☐ Incorporated not-for-profit organisation without an ABN. You will need to complete a Statement by supplier form
- ☐ Other incorporated entity
- ☐ Other unincorporated entity with an ABN
- ☐ Australian Public Company limited by guarantee
- ☐ Charitable Institution
- ☐ Other

Notification - Statement by a Supplier

As you've answered 'No' to the ABN question, you're confirming your organisation/group *doesn't have an ABN*. **Organisations/groups who don't have an ABN are required to complete a Statement by a Supplier Form.** You can access the form by [clicking here](#). Once you've completed the details required, remember to save the form to your computer's hard drive/storage device. You'll need to attach your completed form below.

Council requires the Statement by a Supplier Form to be completed and lodged with this form before it can make any consistent payments.

Attach your completed Statement by a Supplier Form here *

Attach a file:

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A minimum of 1 file must be attached.

Notification - legal status

Attach a copy of your organisation's legal status. e.g. Certificate of Incorporation, Letters Patent etc. *

Attach a file:

A minimum of 1 file must be attached.

Attach a copy of your organisation's Constitution (or legal framework/charter etc.) *

Attach a file:

A minimum of 1 file must be attached.

Hall / Organisation name, insurance provider / renewal month and last financial year (2025/26) insurance costs

* indicates a required field

What is the name of your Insurance provider? If more than 1 Insurer, please list type of insurance and name of provider. *

We are only interested in the three (3) required policies of Public Liability, Associations Liability and Volunteers Liability for this question.

What is the renewal month for your Insurance Policies covering your Hall / Organisation within the 2026/27 (this financial year) financial year? (Public Liability, Associations / Management Liability and Volunteers / Personal Accident Liability) *

E.g. April or if you have policies falling due on different dates please list the name of policy and date for renewal E.g. Associations due on 10/4/2026 and Public Liability and Volunteers due on 29/5/2026

Insurance Coverage Date Range for the 2025/26-year (relates to your 2026/27 claimable amount).

These dates have been pre-filled from your 2025/26 submitted Certificates of Currency & Tax Invoices, by a TRC Officer to assist with your 2026/27-year claim.

GST (Goods and Services Tax)

Please note! Selecting the wrong option may mean your organisation/group:

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- receives less of its eligible amount of funding, and/or
- processing of your payment is delayed.

Please refer to the ABN Lookup Question above (previous page) to ensure you are answering this question correctly.

Is your organisation/group (or auspicer if being auspiced) registered for GST? *

- ☐ Yes
☐ No

You must choose at least one (1) of the options . Selecting the incorrect response will cause delays in the processing of this form and your organisation's payment by the TRC Officer.

Confirmation of your organisation's 2025/26 policy fees (inclusive of Stamp Duty and GST) as noted on the submitted Tax Invoices in your 2025/26-year claim.

The below amounts have been added to this Funding Agreement form by a TRC Officer, based on the Insurance documents that were submitted by your organisation in the 2025/26 financial year. These amounts are inclusive of GST and Stamp Duty as noted on your insurance policy documents.

The maximum claimable amount your organisation is eligible to claim is the cost of these three (3) policies, or \$1,745.24 if the total of the three (3) policies is to the value of \$1,745.24 or more.

If your organisation is registered for GST, you are to add 10% GST on top of the total price (if under \$1,745.24), or add 10% GST to \$1,745.24 if your policies total this amount or more.

The next pre-filled question displays the exact amount your organisation is to claim on the Tax invoice from your organisation to Toowoomba Regional Council.

Cost of 2025/26 Public Liability policy fees for 2026/27-year payment

This question has been pre-filled by a TRC Officer

Cost of 2025/26 Associations Liability policy fees for 2026/27-year payment

This question has been pre-filled by a TRC Officer.

Cost of 2025/26 Volunteers Liability policy fees for 2026/27-year payment

This question has been pre-filled by a TRC Officer.

Total of three required policies in 2025/26 for the 2026/27-year payment

This number/amount is calculated.

This amount has been automatically calculated by a TRC Officer.

Is the total of three required policies in 2025/26-year equal to or more than \$1,745.24?

- ☐ Yes

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☐ No - less than \$1,745.24

This response has been pre-populated by a TRC Officer to assist in the correct calculation of your payment amount..

Claimable amount to be included on your 2026/27 Tax Invoice from your organisation to Toowoomba Regional Council.

The amount calculated below has been pre-populated as the maximum claimable amount of \$1,745.24. This occurred as the total fees that your organisation paid for the three (3) required policies in the 2025/26-year (inclusive of GST and Stamp Duty noted on the Insurance Policy Tax Invoices), is equal to or more than \$1,745.24.

The following **Tax Invoice Upload Question** has been programmed to provide the correct Tax Invoice Instructions, dependent on whether your organisation is **registered for GST** or **not registered for GST**.

Actual claimable amount to be included on your Tax Invoice form from your organisation to Toowoomba Regional Council. This amount has been calculated from the above figures and the cap of \$1,745.24 has been applied automatically as your policy fees are \$1,745.24 or more. This amount is exclusive of GST and the following question will notify you if GST is to be added on top of this amount, depending on your previous answer to your organisation's GST Status. *

\$1,745.24 ex GST

Must be a dollar amount.

This question has been pre-filled and calculated from your 2025/26 Core Insurance COC Form.

Claimable amount to be included on your 2026/27 Tax Invoice from your organisation to Toowoomba Regional Council.

The amount calculated below is the total fee that your organisation has paid for the three (3) required policies in the 2025/26-year (inclusive of GST and Stamp Duty noted on the Insurance Policy Tax Invoices).

The following Tax Invoice Upload Question has been programmed to provide the correct Tax Invoice Instructions, dependent on whether your organisation is registered for GST or not registered for GST.

Claimable amount for the 2026/27-year

This number/amount is calculated.

Your organisation's Tax Invoice upload - NOT GST REGISTERED

Refer to the amount displayed in the question above labelled "**Actual claimable amount to be included on your 2026/27 Tax Invoice from your organisation to Toowoomba Regional Council**".

Remember, the maximum amount of financial assistance claimable is up to - and MUST NOT EXCEED - \$1,745.24.

Click on the blue hyperlink: [Tax Invoice](#) to open the Pro-Forma Tax Invoice Template, add your organisation's details to the highlighted sections. Don't forget to save your completed copy to your hard drive/desktop and attach it

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below. If you require further explanation, please call Fiona on 131 872. This Tax Invoice Template is set up for a NON-GST registered organisation. The amount to be entered on this invoice is the actual amount your organisation paid for the three (3) policies, up to a maximum claimable amount of \$1,745.24 (this amount includes any GST that your organisation has paid/was included in the policy fees).

To help ensure your tax invoice is correct, consider the following 2 examples:

1. if the total cost of your insurance premiums (Public Liability, Associations Liability and Volunteers Liability) for the 2025/26 financial year was \$1,489.00, then this will be the amount your organisation is eligible to receive and is the amount of funding to be included in your organisation's Tax Invoice.
2. if the total cost of your insurance premiums (Public Liability, Associations Liability and Volunteers Liability) for the 2025/26 financial year was \$1,925.00, then the total amount your organisation is eligible to receive will be \$1,745.24. In this instance \$1,745.24 is the amount to be included on your organisation's Tax Invoice.

Attach your organisation's completed Tax Invoice here *

Attach a file:

Your organisation's Tax Invoice upload - IS GST REGISTERED

Refer to the amount displayed in the question above labelled "**Actual claimable amount to be included on your 2026/27 Tax Invoice from your organisation to Toowoomba Regional Council**". You are then required to add 10% GST on top of the **Actual claimable amount as your organisation is registered for GST**.

Remember, the maximum amount of financial assistance claimable is up to - and MUST NOT EXCEED - \$1,745.24 plus GST.

To assist with calculating the GST to be added onto your **Actual claimable amount** (for organisations registered for GST), we have included the Moneysmart.gov.au weblink for the GST Calculator tool. Click here: [GST calculator - Moneysmart.gov.au](https://www.moneysmart.gov.au/gst-calculator) to navigate to the GST Calculator.

Complete the [Tax Invoice](#) (for GST registered organisations) by adding your details to the highlighted sections. Don't forget to save your completed copy to your hard drive/desktop and attach it below. If you require further explanation, please call Fiona on (07) 4688 6853.

To help ensure your tax invoice is correct, consider the following 2 examples:

1. Ensure you have included your organisation's details in all yellow highlighted sections such as * Org Name, Address and ABN* A Tax Invoice number & date of Invoice* Your application # e.g. Insurance00222CD* Enter the amount of the Actual Claimable amount in the description line* Add the GST component in the GST line* Add the total in the Total Line* Complete your organisation's bank Account details (these much match the Account details entered in the last page of the Funding Agreement form.)

Here are some examples of policy fees and claimable amounts:

Example 1. The total cost of your insurance premiums (Public Liability, Associations Liability and Volunteers Liability) for the 2025/26 financial year was \$1,353.64 inclusive of GST and Stamp Duty.

In this example your Tax Invoice should read:

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Core Insurance Support Payment - 2026/27 financial year = \$1,353.64 GST
amount = \$135.36

Total incl of GST = \$1,489.00

Example 2. *The total cost of your insurance premiums (Public Liability, Associations Liability and Volunteers Liability) for the 2025/26 financial year was \$1,925.00 inclusive of GST and Stamp Duty.*

The total amount your organisation is eligible to receive will be \$1,745.24 + GST.

In this example your tax invoice should read:

Core Insurance Support Payment - 2026/27 financial year = \$1,745.24 GST
amount = \$174.52

Total incl of GST = \$1,919.76

Attach your organisation's completed Tax Invoice here *

Attach a file:

Using the above Blue highlighted Tax Invoice Template link will ensure details are correct by adding your organisation details to all yellow sections.

Main contact and authorised contacts within your organisation

* indicates a required field

Main contact person for this Funding Agreement. This is the details of the person completing this form. *

Title First Name Last Name

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Main Contact Person's Best Daytime Phone Number *

Must be an Australian phone number.

If you are providing a landline number, include the area code. e.g. 07 if a Landline number.

Main Contact Person's Email Address *

Must be an email address.

Main Contact Person's role within organisation *

e.g. grant writer, member, President, Vice President, Chair etc.

Names and contact details belonging to executive positions / committee positions within your organisation/group.

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For this Funding Agreement to be approved, it's a requirement to supply members' names and contacts who occupy executive or formal roles. Please provide up to three (3) names.

Executive 1

Title	First Name	Last Name

Executive 1 Position

May be CEO, President, Vice President, Treasurer or Secretary etc.

Executive 1 Best Daytime Phone Number

Must be an Australian phone number.

Remember to include your area code if a landline number.

Executive 1 Primary Email

Must be an email address.

Can be a personal, work or organisation email address (whichever is your best daytime contact email address).

Executive 2

Title	First Name	Last Name

Executive 2 Position

May be CEO, President, Vice President, Treasurer or Secretary etc.

Executive 2 Best Daytime Primary Phone Number

Must be an Australian phone number.

Remember to include your area code if a landline number.

Executive 2 Primary Email

Must be an email address.

Can be a personal, work or organisation email address (whichever is your best daytime contact email address).

Conditions of payment, Declaration and Acknowledgement

* indicates a required field

EFT (Electronic Funds Transfer) for payment

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Please enter your organisation's details below.

As per Council's Terms and Conditions, the payment amount can only be deposited into your Organisation's bank account.

Bank account name belonging to your organisation. *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Account name is the Organisation's name, not the name of the bank.

Declaration

FUNDING AGREEMENT FORMS FOR INSURANCE PAYMENT SUPPORT WILL ONLY BE ELIGIBLE IF THEY'VE BEEN SUBMITTED ONLINE BY THE SET DUE DATE AND TIME (This can be located in your My Submissions Tab against each form name). ALL ASSOCIATED FORMS (inclusive of Certificates of Currency and the Attendance Information/Acquittal forms) MUST BE SUBMITTED BY THE DUE DATE AND TIME.

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

- The statements made in this Funding Agreement form are true;
- All necessary Insurance policies (Public Liability, Associations/Management Liability & Volunteers Liability) will be renewed for my organisation annually;
- All relevant health and safety standards will be met;
- Council does not accept any liability or responsibility for activities which occur without appropriate levels of insurance cover;
- My organisation has met all acquittal conditions belonging to previous funding and has no debt to Council.

Upon notification of funding agreement form issue, I will:

- Accept the Terms and Conditions in accordance with Council requirements;
- Ensure that funds are claimed within six (6) weeks of TRC's issue of the Funding Agreement form, by completing the Funding Agreement form which includes your uploaded Tax Invoice.

If any unforeseen circumstances arise that cause delays, prevention or withholding of the submission of the Core Support documents including Certificates of Currency and the Attendance Information/Acquittal forms, then I understand - as THE APPLICANT - I am required to contact the relevant TRC Officer from Community Development as soon as possible. Once agreed, any requested changes will form part of a Variation Request. (Applicants should consider the effect of any potential change/s in their ability to Submit documents by the due dates).

Acknowledgement

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

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- ☐ Use the payment only for the purpose as set out in the funding agreement form approved by Council (renewal of 3 required Insurance policies), including any additional terms and conditions stated in any approval correspondence.
- ☐ Obtain all appropriate permits, approvals, licenses, insurances and indemnities.
- ☐ Provide evidence of expenditure related to Insurance policies renewals.
- ☐ Supply Certificates of Currency and Proof of payment for the Public Liability, Associations/Management Liability and Volunteers Liability Insurance policies.
- ☐ Seek approval for any changes to the time frame for supplying requested information.
- ☐ Comply with an audit of expenditure (at Council's expense), if requested by Council or their nominated audit team.
- ☐ Acquit the payment by 30 June 2027. If your insurance policies fall due for renewal after 30 June, then acquit within four (4) weeks after the renewal date.

At least 7 choices must be selected.

Acknowledgement of support

Applicants will need to acknowledge the support of Toowoomba Regional Council by (please select as appropriate): *

- ☐ Level 1 - Using the statement 'This project has been supported by Toowoomba Regional Council' in any media (e.g. social media, print media releases etc.) speeches, websites, newsletters, and reports associated with the project.
- ☐ Level 2 - Using the TRC logo in any promotional material, banners, media advertising and signage associated with the project/event. An attachment (i.e. a JPEG file or PNG file etc.) will be supplied to the applicant contact via email or SmartyGrants notification. A PNG file requires specific software to open/view or utilise the file and is preferred by graphic designers/sign shops/professionals. Please note that you must supply a copy of promotional materials and publications in the funding acquittal.
- ☐ Level 3 - Inviting the Mayor and Councillors to be involved in some capacity in any opening or other activity associated with the event/project. To invite the Mayor and Councillors to attend, email mayor@tr.qld.gov.au and your enquiry will be handled via Toowoomba City Hall office staff. Mayor and Councillor attendance at events will be dependent on availability at the time.

Please only choose 1 response in this section.

In granting financial support, Toowoomba Regional Council does not accept any liability or responsibility for lapsed Insurance Policies or Core Support forms not submitted by the due dates. It is the responsibility of the organisation to provide the appropriate insurance cover and provide evidence of such if requested.

I agree to the above declaration and acknowledgements *

- ☐ Yes

Name of Authorised Officer (can also be main contact person) *

Title	First Name	Last Name

Position within organisation *

e.g. grant writer, member, President, Vice President, Chair etc.

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Authorised Officer's Best Contact Number *

Must be an Australian phone number.

If you are providing a landline number, include the area code. e.g. 07

Does your Funding Agreement form include all of the required supporting documentation?

This online form asks for supporting documentation, including, but not limited to:

- Organisation legal status e.g. Certificate of Incorporation and Constitution / Model Rules.
- Tax Invoice from your organisation to Toowoomba Regional Council for your 2026/27 claim, based on the 2025/26 policy fees.
- Statement by a Supplier. **Applicants are only required to complete and attach this statement if their organisation / group does not have an ABN**

I have attached all the required supporting documentation *

- ☐ Yes

Working with children and young people

If your activities and / or project will involve working with children and / or young people, please determine whether staff and / or volunteers are required to hold a 'Working with Children and Young People Blue Card' or exemption card. To find out whether this applies please see the [Queensland Government regulations](#).

Will funded activities involve working with children or young people? *

- ☐ Yes
☐ No

For more information visit the [Child Safe Organisations Act 2024](#).

Declaration

I confirm that my organisation will maintain responsibility for ensuring all staff, volunteers and / or contractors working with children and / or young people hold a current Blue Card or exemption card, and it will be valid for the duration of funded project / activities. *

- ☐ Yes

You're almost ready to submit this form

Ensure all questions with an * have been completed.

Read and acknowledge the message below, then click on "Next page" to review, then submit. *

- ☐ You'll receive a confirmation email from SmartyGrants when your Funding Agreement form has been submitted. If you don't receive this email, then your form has not been submitted.

