

Applicant Eligibility - who can and can't apply?

* indicates a required field

Financial support is available for Australian-based not-for-profits and community organisations/groups. For many organisations, obtaining financial support via a grants process can mean they continue to do good work in their community. Whether you're new to grant writing, or have been doing it for years, all intending applicants are encouraged to review and understand [Council's Event Grant Guidelines](#) prior to submitting an application. **Organisations/groups can apply** for a Toowoomba Regional Council (TRC) Event Support (Community) Grant if:

- They are deemed eligible or are under the auspices of an eligible community organisation as defined in the [Community Grants Policy](#).
- They operate or provide a service/s within the Toowoomba Regional Council area.
- The application is for a project that does not form part of the core business of public and private educational institutions (primary, secondary and tertiary including Parents & Citizens and Parents & Friends Associations) and demonstrates broader community benefit.
- They are registered as a not-for-profit entity and recognised by the Australian Taxation Office or Australian Securities and Investments Commission in at least one (1) of the following categories:
 - Incorporated entity
 - Other incorporated entity with an ABN
 - Australian Public Company, limited by guarantee
 - Charitable Institution
 - Public Benevolent Institution (PBI)
 - Health Promotion Charity (HPC)

The following **are not eligible** to apply for Council's support grants:

- Individuals
- For-profit companies, Trusts and other organisations.
- Government, semi-government organisations and statutory authorities.
- Unions and student guilds.
- Research foundations.
- Professional associations.
- An organisation that has been granted approval for support through a TRC funding program for the same project.
- Organisations that have not acquitted previous Council grants within the advised acquittal timeframes.
- Recipients who have previously defaulted on Terms and Conditions associated with TRC support funding.

Privacy Notice

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*

Application Form - Event Support (Community) - 2-2425

Form Preview

for the purpose of remaining in contact with you, administrating, assessing and awarding community grants. The information provided in this form and supporting documents will be accessed by authorised members of Toowoomba Regional Council. The information provided on your grant application and in any related documentation and discussions may be provided to members of the assessment panel 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 and Council endorsed publications. This information may also be used for promoting Council's grants 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

This funding application form is for community events attracting up to 1000 persons. Successful applications will be allocated up to (and no greater than) \$1,500.

It's important your application is assessed under the correct program, or you may not be successful. To see which application form best aligns to your activity/project/event, and to understand what's required to successfully receive and acquit a funding application, click [here](#). Council's funding programs have separate application forms with individual guidelines for each program. This may mean you're required to provide additional detail or supporting information depending on which application form aligns with your activity/project/event.

It's a requirement of the submission process to complete and attach Council's pre-designed budget template. You can find the template by [clicking here](#). Once completed you'll need to save your template to your hard drive/storage device and upload the budget template on page 5 under the heading 'What is your event budget and is your group able to financially contribute towards event costs?'

If you're unsure or require assistance in aligning your event with a funding program, contact Council on 131 872 and request to speak with an events officer from the Tourism and Events Team.

Yes, I have sought advice on the preferred application form for my event and I am seeking funding from *

Event Support (Community) Grant Program

If successful, I understand the amount of allocated funding will be up to (and no greater than) \$1,500. *

Yes

Top tips and previous grants/previous TRC grants

* indicates a required field

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Council staff involved with each of the funding programs 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.

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

Some other tips from our grants 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 your application.

2) Make sure you know the grant program's closing time and due date. This will help avoid that last minute rush for responses and documents.

3) Please attach all required documentation directly to your application. If you approach a question, and you're not sure what's required in the response, our grants team recommend you make contact with the relevant Council officer before attempting to submit your application. The relevant officer is listed in the section below.

4) Review before you submit. Make sure to 'save progress' regularly as you may be logged out while your application sits idle. The application must be free of errors and omissions before you attempt to 'submit'. You should always 'review' before attempting to 'submit'.

Your application needs to include all of the required supporting documentation

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

- completed budget (i.e. pre-designed Excel spreadsheet)
- copy of the risk management plan
- organisation legal status (Certificate of Incorporation, Letters Patent etc.)
- supplier quotes for each of the expenditure items for which Council funding is requested
- statement by a supplier. **Applicants are only required to complete and attach this statement if their organisation doesn't have an ABN**
- auspice partner details. **For applicant organisations who are not incorporated**

Due to the large volume of applications received, Council can't guarantee that information provided after submission will be uploaded to your application in time for it to be considered or reviewed by the assessment panel. This may affect the outcome of your submission. If you have a question regarding the required supporting documentation, contact Council on 131 872 and request to speak with an events officer from the Tourism and Events Team.

Previous external/other grant funding received

In the past 3 years, has your event received funding from other (external) sources? *

- Yes
- No

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

Notification

As you've received funding from other (external) sources, please outline below the name of the funding provider and the amount of funding received.

Name of external funding provider and amount received. *

Word count:

Must be no more than 100 words.

Previous success with Council's funding programs

The following question asks you to indicate if you've had previous success with Council's funding programs. i.e. grants and/or sponsorships. If your organisation/group hasn't successfully completed the acquittal process belonging to a previously completed activity/project/event, then *you can't continue this application*. Organisations/groups who are not sure if they have completed any prior acquittals will need to contact Council on 131 872 and speak with an events officer from Tourism and Events to confirm their organisation's acquittal status.

Organisations/groups, whose acquittals (connected to a project/event which has occurred) are NOT DUE FOR SUBMISSION at the time when a Council funding round opens, may proceed (If eligible) with an application.

For any previously received TRC funding, have you completed the acquittal/reporting process? *

- This is the first time our group has applied for TRC funding
- The acquittal for our previous project/event is not yet due
- Yes
- No
- Not sure (Please call Council on 131 872)

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

Previous TRC financial support

As you have answered 'Yes' to having received previous TRC funding, please provide the following details:

Name of program which provided previous funding *

- | | | |
|------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Community Support Grant Program | <input type="checkbox"/> Major Event Support Grant Program | <input type="checkbox"/> Shade Trees/Shrubs In-Kind Program |
| <input type="checkbox"/> Cultural and Arts Support Grant Program | <input type="checkbox"/> Floral Parade Grant | <input type="checkbox"/> Sport and Recreation Grant Program |
| <input type="checkbox"/> Environment Grant Program | <input type="checkbox"/> Sports Tourism Event Grant Program | <input type="checkbox"/> Sponsorship Application |
| <input type="checkbox"/> Event Support (Community) Grant Program | <input type="checkbox"/> Youth Support Grant Program | <input type="checkbox"/> Toowoomba Carnival Of Flowers (TCOF) |
| <input type="checkbox"/> Regional Event Support Grant Program | <input type="checkbox"/> Community Economic Development Grant Program | <input type="checkbox"/> Other: <input type="text"/> |

More than one option can be selected if needed.

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What month and year did your organisation last receive TRC funding? Please answer as per example below. *

e.g. October 2020 or April 2021. You should be able to locate the month and year from previous correspondence received.

Name of event (as it appeared on your previous application) *

Notification

By answering 'No' when asked if you've successfully completed the acquittal process, you're confirming your organisation has an outstanding TRC acquittal, therefore, **you're not eligible to apply for any current funding.** For help regarding any outstanding acquittal information, enquiries should be directed to [Council's Tourism and Events team](#). Alternatively, contact Council on 131 872 between 9am and 4pm weekdays and speak with the relevant officer from Tourism and Events.

Event name and date/s

* indicates a required field

The information requested on this page, and throughout this application form will help the assessment team understand what it is you wish to do

Name of event *

Provide a full description of the event including background *

Word count:

Must be no more than 600 words.

Date event will start *

Must be a date.

Date event will finish. Remember, your acquittal is due within 6 weeks of this date. *

Must be a date.

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Is this a new or existing event in the region? *

- New
- Existing

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

Is this a one off or annual event? *

- One off
- Annual or bi-annual

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

Understanding your event

* indicates a required field

What is the purpose or objective of holding the event? *

Word count:

Must be no more than 600 words.

Is the event sanctioned or recognised by any official body? (A sanctioned event means an event, tournament, and/or matches conducted by an authorised event organiser that has received formal approval) *

- Yes
- No

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

Sanctioned or recognised events

By answering 'Yes' you're confirming your event is sanctioned or recognised. Please attach evidence below.

Attach document/s that confirm your event is sanctioned or recognised. *

Attach a file:

Supporting information

In this section you're expected to detail the scale of the event. i.e. number of participants, spectators and visitors.

Anticipated participant numbers (including event officials and event support staff) *

- 1 - 50
- 51 - 150
- 151 - 300
- 300+

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

Anticipated spectator numbers *

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Must be a number.

Scale of the event

Small and large events attract participants. Some participants live nearby while others may be regarded as intra-state, national or international visitors. This question requires you to identify (to the best of your knowledge) the proportion of local, regional, statewide, national and international visitors which are attracted to your event. Don't use the '%' sign when entering whole numbers in the right-hand column. **The proportion of visitors expressed as a % column must contain a number adjacent to each descriptor, with 0 (zero) being the minimum.**

There's no need to calculate the totals as the system will do it for you. This detail will be displayed in the total in Section 5 on this page. All numbers entered must total 100.

Descriptor of visitors attracted to your event including local, regional, statewide, national and international.	Proportion of visitors expressed as a % (percentage)
-------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------

Descriptor of visitors attracted to your event including local, regional, statewide, national and international.	Proportion of visitors expressed as a % (percentage)
	All numbers entered in this section must total 100 Must be a whole number (no decimal place).
Residents from a locality/township within Toowoomba Regional Council	
Residents from across the entire Toowoomba Regional Council area	
Visitors from South East QLD living outside of Toowoomba Regional Council	
Visitors from all other regions of Queensland	
Interstate visitors	
International visitors	

Total proportion of visitors

This number/amount is calculated.

Event costs, TRC grant funding sought, your budget and/or contribution and risk management

* indicates a required field

GST

Applicants should consider if their organisation is registered for GST, and if and how GST may affect the information provided in the budget table to be uploaded within this page.

Is your organisation (or auspicer if being auspicied) registered for GST? *

- Yes
 No

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

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Should your application be successful, Council's funding can only be used to promote and enhance your event with the aim of attracting additional visitors from within, and external to, the Toowoomba Regional Council area. **Council's event support funding can't be used for (or allocated towards) capital improvements, equipment upgrades or labour costs.**

Total event cost (i.e. what is the total budgeted cost (dollars) of your event?) *

\$

Must be a dollar amount.

What is the dollar amount you are requesting from Council? (excluding GST if applicable) *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

If successful, how will the TRC funding be used to promote and enhance the event? *

Word count:

Must be no more than 600 words.

Can the event go ahead if your organisation/group is approved for less funding than expected? *

- Yes
 No

You must select at least one option. Grants are offered on a competitive basis and not all funding requests can be met.

What is your event budget and is your group able to financially contribute towards event costs?

Our grants team require you to complete [this budget table](#). Completing this table will allow the assessment panel to learn of specific financial details about your event's expected income, expenditure and viability. *You're also required to **attach suppliers quotes** for expense items you are requesting Council funding for.* e.g. hall hire, PA system, catering costs etc.

(Lack of financial planning, errors or insufficient details within your budget table may influence the outcome of your application. If you're unsure about the level of detail required, contact Council on 131 872 during business hours and ask to speak with an events officer from the Tourism and Events team.)

Attach your completed event budget table here *

Attach a file:

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Please provide a suppliers quote for each expenditure item you are requesting Council funding for *

Attach a file:

Is your organisation/group able to make a financial contribution towards your event? *

- Yes
 No

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

If you answered 'Yes' above, what amount of funds belonging to your organisation/group are you able to commit towards the event? If you answered 'No', please display 0.00 in the text box. *

\$

Must be a dollar amount.

Identifying risks and how those risks will be managed

What are the major risks associated with holding the event? *

Provide evidence of a risk management plan *

Attach a file:

How will the organising committee mitigate against these identified risks? *

Word count:

Benefits, considerations, vulnerable groups and in-kind support

* indicates a required field

Social benefits

The following section deals with local community group involvement and health and well being.

Briefly describe how the event will contribute to the community? *

Word count:

Must be no more than 600 words.

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You should detail as many things as possible you believe the event will achieve in terms of benefits for participants and/or others

Will the event engage local community groups and businesses to provide services in return for contributions to the event? If yes, please outline the services that may be required and the local businesses and community groups to be approached. *

Word count:
Must be no more than 600 words.

The following question asks if profits from your planned event will be gifted to charity. If you're unsure of how this may affect your application, please contact an Events Officer from Council's Tourism and Events branch on 131 872.

If Yes - you're required to retain an amount, at least equal to the value of the allocated TRC funding, if profits allow, for allocation towards next year's event.

If No - and no future event is to be held, then you must return the amount of funding allocated.

If NO PROFIT is EXPECTED, then select this option.

Are profits from this event to be gifted to charity? *

- Yes
- No
- No profit expected - cost recovery event

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

If you answered 'Yes' to the question on 'profits for the event to be gifted to charity', please outline the name of the charity organisation/s and expected \$ amount of donation/s.

This section requires you to outline how you intend to manage the environmental impact of the event. e.g. waste management, noise levels, pollution, traffic movement, impact on community infrastructure etc.

Is the venue for your event regarded as environmentally sustainable? *

Word count:
Must be no more than 600 words.

Does the event include environmentally friendly practices during the setup stage? If yes, please outline. *

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Word count:

Must be no more than 600 words.

Are you using single use plastic products? e.g. water bottles, cups and other products etc. If yes, please outline. *

Word count:

Must be no more than 600 words.

Identify any environmental benefits arising from the event for the Toowoomba Regional Council area. *

Word count:

Must be no more than 600 words.

Does the event include a program for disadvantaged/vulnerable groups? If yes, please outline this program. *

Word count:

Must be no more than 600 words.

In-kind support

Materials, services or assistance which are provided to your event free of charge are examples of in-kind support. Time that volunteers spend working on the event should also be costed as in-kind support. Volunteer labour should be calculated at a maximum \$42.13 per hour (ex GST). Applicants will have to estimate the value of any in-kind support expected for their event. **Any individual in-kind support amounts that have an estimated value above \$5,000 (ex GST) must provide support documentation. e.g. sponsor or supplier letter.** (Please use the 'attach a file' below called support documentation (sponsor or supplier letter) for this purpose)

Provide a list of 'in-kind' supporters of the event, together with the financial value of their support. If you don't have any in-kind supporters you'll need to place 'Nil' in the left hand column and a '0' (zero) in the right hand column. Don't use the '\$' sign in your amounts. There's no need to calculate the totals as the system will do it for you. These details will be displayed in Section 4 on this page. **If you don't need to use all the rows, simply leave them blank. If you need to add more rows, click on the "Add More" button.**

In-kind supporter

What is the \$ value of their support

In-kind supporter	What is the \$ value of their support
	Must be a dollar amount.
	\$
	\$
	\$

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	\$
	\$

Total value of in-kind support

\$

This number/amount is calculated.

Support documentation (sponsor or supplier letter)

Attach a file:

TRC services

* indicates a required field

Services requested from TRC will need to be arranged prior to the event and paid for by the event organiser/s. This may require additional forms to be submitted, and time lines for approvals can vary.

Outdoor banner site across Margaret St Toowoomba (opposite Queens Park). Banner booking attracts an additional cost *

- Yes
 No

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

Venue fees *

- Yes
 No

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

Other fees and/or services requested from Council. If no other TRC services are to be requested write 'Nil'. *

Word count:

Must be no more than 200 words.

Notification

As you answered 'Yes' to the question asking about use of the outdoor banner across Margaret St Toowoomba, you will need to complete a banner booking form. You can access the form [here](#).

Council controlled areas

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This section requires you to provide the address of where the event will occur. For events to be staged on publicly accessible land (i.e. Council controlled parks or open spaces etc.), a park booking - community event application form is to be completed and submitted to Council at least three (3) weeks prior to the event. If the application requires specific responses such as traffic management plans, the assessment process may take longer than 3 weeks and will need to be completed and submitted to Council **at least 3 MONTHS PRIOR** to the event.

Venue and address where the event will occur. Answer as per example provided and don't include suburb/locality/township or city. *

e.g. Queens Park, Margaret St

What is the location for the event? e.g. Oakey, Millmerran, Yarraman etc. For events within Toowoomba, preference should be given to using the suburb name. e.g. Centenary Heights, Glenvale, Wilsonton etc. *

Activity/project/event must occur within the Toowoomba Regional Council area.

Describe the area to be used or attach a site map of location. e.g. event will occupy at least 25% of the grassed area of Smith Park. A 10m x 6m stage will be positioned on the eastern side of the park. *

Word count:

Must be no more than 400 words.

Site map

Attach a file:

Is the event to be staged on Council controlled land? *

- Yes
 No

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

If the event is staged in a public place, do you plan or intend charging an entry fee or gold coin donation? *

- Yes
 No

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

If there is to be an entry fee or gold coin donation, please provide details.

Word count:

Must be no more than 200 words.

Notification

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As you've answered 'Yes' above, you're confirming your event is to be staged on Council controlled land. You will need to complete a [Park booking - community event application form](#) and submit this to Council at least three (3) weeks prior to the event.

Should your park booking form require specific detail such as traffic management plans, please allow more time to prepare the amount of required information.

Applicant organisation details

* indicates a required field

Do you need an auspice partner to be eligible for Council funding?

If you belong to a locally based organisation/group which has no formal structure (i.e. registered status/legal entity), chances are, your group is unincorporated. For an unincorporated group to be eligible for Council funding, our grants team need to be sure your group is Not-For-Profit. As the name implies, *Not-For-Profit* means your group - including yourself, other members and those indirectly involved with your group and its purpose - DON'T carry out activities for financial gain.

If you have no formal structure (i.e. legal entity evidenced by documentation), then, to be considered as eligible for Council funding, you will need to request the services of an auspice partner before submitting this application. If your application is successful, awarded funds will be deposited into the auspice partner's bank account. Details required from your auspice partner include:

- ABN
- Certificate of Incorporation
- Letter of Support (agreeing to be an auspice partner)
- Contact person and their details

If you have a question regarding your organisation/group's eligibility, please contact Council's Grants and Sponsorship Officer on 07) 4688 6444 during business hours.

ABN and ABR details

This section asks for the applicant organisation'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. e.g. at the AGM. That way your details remain current.

Does your organisation/group have an ABN? *

- Yes
- No

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

Are your authorised contacts up to date on the Australian Business Register? *

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- Yes
- No
- N/A - Our organisation/group doesn't have an ABN

If you need to update your details, click on the following link <https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn/update-your-abn-details>

Applicant organisation/group 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Statement by a supplier

By answering 'No' to the question above, you're confirming your organisation/group doesn't have an ABN. Eligible 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 will need to attach your completed form below. Council requires the statement by a supplier form to be completed and lodged with this application before it can make any payments to successful applicants.

Attach your completed statement by a supplier form here *

Attach a file:

Understanding your organisation

Applicant organisation name. This should be as per the 'Entity name' displayed in the ABN lookup above (if you have an ABN). *

Organisation Name

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Applicant organisation postal address *

Address

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

For organisation's/groups with an ABN, please refer to the 'auto-fill' detail within the ABN Lookup window above when completing the following question. Organisation's/groups without an ABN will also need to complete this question. Select 'Unincorporated Not-For-Profit' if your group can't provide or doesn't have its own legal status. (An additional page will need to be completed within this application)

Which one of the following best describes your organisation's legal status. i.e. select one of the options which matches the 'entity type' in the ABN details above (if you have an ABN). *

- Incorporated entity Australian Public Company limited by guarantee Public Benevolent Institution (PBI)
- Unincorporated Not-For-Profit Charitable Institution Health Promotion Charity (HPC)
- Other unincorporated entity with an ABN Other incorporated entity

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

Notification

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

Attach a file:

Contact details

Main contact person for this application *

Title First Name Last Name

Contact person's role within the applicant organisation? e.g. grant writer, member etc. *

Contact person's daytime phone number. *

Must be an Australian phone number.

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

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Contact person's email address *

Must be an email address.

Does the organisation/group you belong to have a website? if so, please list it here

Must be a URL.

Secondary contact details

Who else knows of your intention to submit this application? We recommend you inform (at the local level) the most senior person within your organisation that you are supplying their details.

At a local level, who is the head of your organisation? *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

What is their role within the applicant organisation? e.g. President, Chairperson etc. *

Head of organisation best contact number *

Must be an Australian phone number.

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

Head of organisation email address *

Must be an email address.

How will you inform the head of your organisation that you are applying for TRC funding? *

- Via meeting attendance Social media
 Verbal conversation (phone/in person etc.) Other:
 Written notification (letter/email)

More than one option can be selected if needed.

Your organisation's members and public profile

* indicates a required field

Authorised contacts within your organisation/group

Does your organisation have a Vice President? If so, a separate section will appear where you can supply their details. *

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- Yes
- N/A
- Yes, however, role is currently vacant

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

Does your organisation have a Treasurer? If so, a separate section will appear where you can supply their details. *

- Yes
- N/A
- Yes, however, role is currently vacant

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

Does your organisation have a Secretary? If so, a separate section will appear where you can supply their details. *

- Yes
- N/A
- Yes, however, role is currently vacant

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

Vice President *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Vice President's best contact number *

Must be an Australian phone number.

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

Vice President's email address *

Must be an email address.

Treasurer *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Treasurer's best contact number *

Must be an Australian phone number.

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

Treasurer's email address *

Must be an email address.

Secretary *

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Title First Name Last Name

Secretary's best contact number *

Must be an Australian phone number.

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

Secretary's email address *

Must be an email address.

Your organisation/group's public profile

To the best of your knowledge, or any other member belonging to your group, when was your organisation/group established? e.g. March 2010 *

Please display the information as month and year. If you have recently joined this organisation, you may wish to speak with another member and seek their help, or consider looking through documents such as your organisation's constitution or aims.

How many members does your organisation/group have? *

Must be a number.

Approximately how many people access your organisation's facilities or services during a calendar year? *

Must be a number.

Is your organisation listed on the Toowoomba Regional Community Directory (MCD)? My Community Directory is for community organisations that provide services and activities with a community benefit. *

- Yes
 No

If you are not listed on the My Community Directory (MCD), please [click here](#) to list your organisation/group for FREE.

Auspicings (only applicable for organisations who are not incorporated)

* indicates a required field

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You've selected an option on page 8 that confirms your organisation is an unincorporated not-for-profit. To be eligible, applicant organisations who are **NOT INCORPORATED** must be auspiced by an incorporated organisation. The incorporated organisation is considered to be 'auspicing' the project. Should your application be successful, the auspice partner accepts legal and financial responsibility, and the amount of approved Council funds will be deposited into the auspice partner's bank account. **The auspice partner's Certificate of Incorporation is required along with a letter of support agreeing to auspice the application.**

Auspice partner 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice partner postal address *

Address

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

Attach your auspice partner's Certificate of Incorporation *

Attach a file:

Attach your auspice partner's letter of support *

Attach a file:

Main contact person of your auspice partner *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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What is their role? e.g. President, Chair, Treasurer, Secretary etc. *

Auspice contact person's phone number *

Must be an Australian phone number.

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

Auspice contact person's email address *

Must be an email address.

Auspice Partner Website

Must be a URL.

Declaration and feedback

* indicates a required field

APPLICATIONS WILL ONLY BE ELIGIBLE IF THEY HAVE BEEN SUBMITTED ONLINE USING THIS APPLICATION FORM. APPLICATIONS MUST BE SUBMITTED BY THE DUE DATE AND TIME. For more details on submission dates, [click here.](#)

I am authorised by my organisation/group 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 event
- the event will be covered by appropriate insurance
- all relevant health and safety standards will be met
- Council does not accept any liability or responsibility for the event
- my organisation has met all acquittal conditions and has no debt to Council.

If the application I submit is successful, I will:

- ensure the submitted acquittal form contains evidence of project occurrence and evidence of community benefit
- ensure that acquittal requirements are met within **six (6) weeks** of the event completion date
- ensure that funds are claimed within three months of notification, except where there is a co-funding requirement
- accept the terms of the grant in accordance with Council requirements
- provide proof of successful co-funding (other grant sources) within six months of notification
- complete and acquit the project within 12 months of receiving Council notification of successful funding.

If the application I submit is successful, and unforeseen circumstances arise that cause delays, prevention or withholding of a proposed event/activity, including timeframes and budget, then I understand - as THE APPLICANT - that I am

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required to contact the relevant grants officer from Tourism and Events 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 deliver the event/activity)

I agree to the above *

Yes

I have attached all of the required supporting documentation as outlined on page 2. *

Yes

Applicants who agree to the above declaration are required to confirm the following:

Name of authorised officer (can also be the main contact person for this application) *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position within organisation *

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

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

You're just one step away from completing your application!

Before you submit this form, can you please spare 30 seconds to complete the following questions?

Did you find this application form easy to complete? (optional)

Yes

No

Do you have any suggestions on how we could improve our online application form? (optional)

Must be no more than 75 words.

Feedback

As you answered 'No' to the question above, it would be helpful to know which page, section/question proved the most challenging?

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Must be no more than 75 words.

The information you provide will assist our grants team in continuous improvement

For the page, section or question you found challenging, did you need to contact a grants officer to help resolve your query?

- Yes
- No

You're now ready to submit

Please ensure all questions with an * have been answered.

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

- You'll receive a confirmation email when your application has been submitted. If you don't receive this email then your application has NOT been submitted.