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 or individuals auspiced by an eligible organisation/group. All intending applicants are encouraged to review and understand Council's Cultural and Arts Support Grant Guidelines prior to submitting an application. **Organisations/Individuals can apply** for a Toowoomba Regional Council (TRC) Cultural and Arts Support 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.
- 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 Cultural and Art Support grants:

- Individuals without an auspicing organisation/group.
- For-profit companies, Trusts and other organisations.
- Government, semi-government organisations and statutory authorities.
- Educational institutions on their own behalf.
- 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* 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

Before you begin!

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.

If you're unsure if a Cultural and Arts Support Grant Application Form is the right form for your activity/project, or you require assistance in aligning your activity/project with a funding program, contact Council on 131 872 and request to speak with Jo Beazley (Cultural Services Officer) from Libraries and Galleries.

Yes, I have sought guidance from Council staff and my activity/project aligns with the *
○ Cultural and Arts Support Grant Program

Top tips and previous Council grants

* indicates a required field

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:

- CV's and letters of confirmation for project personnel

- forms relating to risk assessment, public liability and copyright

- recent financial bank statement, annual financial statement and audit report (documents prepared by an accountant) and constitution/aims and or model rules

- 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 your organisation/group's eligibility, please contact Council's Grants and Sponsorship Officer on 07) 4688 6444.

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've completed any prior acquittals will need to contact Council on 131 872 and request to speak with Jo Beazley (Cultural Services Officer) from Libraries and Galleries.

Organisations/groups, whose acquittals (connected to an active project/event) 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 successfully completed the acquittal/reporting process? *

○ This is the first time our group has applied for TRC grant funding
○ Yes
○ Not sure (Please call Council on 131 872)

○ The acquittal belonging to our active project/event is not yet due for submission
○ No

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

Previous TRC financial support

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

Name of program which provided previous funding *

☐ Community Support Grant Program
☐ Major Event Support Grant Program
☐ Shade Trees/Shrubs In-Kind

☐ Cultural and Arts Support Grant Program
☐ Floral Parade Grant
☐ Sport and Recreation Grant Program

☐ Environment Grant Program
☐ Sports Tourism Event Grant Program
☐ Sponsorship Application

☐ Event Support (Community) Grant Program
☐ Youth Support Grant Program
☐ Toowoomba Carnival Of Flowers (TCOF)

☐ Regional Event Support Grant Program
☐ Community Economic Development Grant Program
☐ Other:

More than one option can be selected if needed.

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

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

Name of activity/project (as it appeared on your previous application) *

Notification

By answering 'No' to the question asking 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 or understanding regarding any outstanding acquittal information, enquiries should be directed to Council's Cultural and Arts Support team. Alternatively, contact Council on 131 872 during business hours 9:00am to 4.00pm.

Details of your activity/project

* indicates a required field

The information requested on this page will help the assessment team understand what it is you wish to do

Name of activity/project *

Address where activity/project will occur. Answer as per example provided and don't include suburb/locality/township or city. *

e.g. 123 Smith St

What is the location for your activity/project? e.g. Oakey, Millmerran, Yarraman etc. For projects in 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.

Brief description of your activity/project *

Word count:
Must be no more than 300 words.
Provide a short description of what you're hoping to achieve.

Applicants should carefully consider when to start their activity/project. Following the closure of each funding round, it may take up to 7 weeks for staff to assess all eligible applications and for Council to endorse the assessment panel's recommendations. Notifications to all applicants can only occur after Council endorsement.

Your activity/project shouldn't start until you've received notification that your application is successful.

Start date of activity/project. Please use the calendar icon to select a date not before the 14 April 2025. *

Must be a date and no earlier than 14/4/2025.

End date of activity/project. Don't forget your acquittal is due no later than 6 weeks after this date. *

Must be a date.

How did you identify the need for your activity/project? *

Word count:
Must be no more than 300 words.
Describe the specific issue or need you want to address.

Attach documents that support the need for your activity/project *
Attach a file:

This may include survey results, needs analysis or photos of the current situation

How does your activity/project meet the grant program principles/eligibility criteria? A hyperlink to the program guidelines is included below. *

Word count:
Must be at least 50 words.
Refer to the relevant grant guidelines https://www.tr.qld.gov.au/component/edocman/84-5719076-v2a-cultural-and-arts-support-grant-program-guidelines-approved-17-june-2014/download

What are the expected outcomes and benefits of this activity/project? *

Word count:
Must be no more than 300 words.
Describe three things you want the project to achieve in terms of benefits for participants and/or others

What is planned as part of your activity/project? *

Word count:
Must be no more than 300 words.
Briefly list (bullet points) the specific activities that will take place.

If there are any other organisations helping you to deliver this activity/project, please give details of who they are and their contribution

Word count:
Must be no more than 300 words.
Include all groups, businesses and individuals who are contributing to the running of this project.

Attach any documents that provide more information about your activity/project (optional)
Attach a file:

e.g. project plans, scope

Attach letters of support from your project partners or those benefiting directly from your activity/project
Attach a file:

Activity/project personnel and promotion

* indicates a required field

In the text box box below list all artists and cultural workers who will receive payment should your grant application be successful. For each, include as attachments:

- Curriculum Vitae (CV) or resumé

- Letter of confirmation (of their involvement and of their fees and allowances if applicable)

Please list personnel by name and their role/s? *

Word count:
Must be at least 5 words.
e.g. Mr Ben Smith, Artistic Director

Attach CV and letters of confirmation for each listed person above *
Attach a file:

Volunteers

How many volunteers will be involved in this activity/project?

Must be a number.

Workplace Health and Safety

Applicants will need to meet various conditions connected with:

- Workplace Health and Safety

- Public Liability Insurance

- Copyright and licenses

Please outline in the text box below what steps you're taking to meet Workplace Health & Safety, Public Liability Insurance and Copyright/licenses *

Attach relevant forms below

Attach forms relating to risk assessment, public liability and copyright here *
Attach a file:

Promoting your activity/project

How will you promote the activity/program and encourage people to attend or participate? *
☐ TRC events register ☐ Facebook/social media   ☐ Word of mouth/ networks   ☐ Radio

☐ Organisation/group ☐ Flyer   ☐ Newsletter   ☐ Print media
website
More than one option can be selected if needed.

Activity/project budget

* indicates a required field

GST

In this part of the application, you're required to outline what your income and expenditure will be for your activity/project, however, please consider if your organisation is registered for GST, **and if and how GST may affect the information you provide.**

If you select 'Yes', any listed expenditure items in the project expenditure tables below should NOT CONTAIN THE GST AMOUNT when entering a value in the Costs column. If successful, GST will be added to the amount funded. If you select 'No', you'll need to make sure the items listed in the expenditure tables are inclusive of GST (when entering a value in the Costs column).

Is your organisation (or auspicer if being auspiced) registered for GST? *
○ Yes
○ No

A handy tip!

Important to your budget table calculations is the need to recognise:

a) How much funding you intend applying for, and

b) How will you allocate those funds towards the expenses you have listed in the activity/project expenditure 1 table.

The Total Income plus the total amount of the Cultural Arts Support Grant requested must equal the Total Project Expenditure.

Remember, the amount of grant funding you are requesting must need exceed the maximum amount allowed. Refer to the grant guidelines

Activity/project expenditure 1

For promotion and administration costs, please outline those item costs in the activity/project expenditure 2 table below.

This section requires you to outline specific costs related to your activity/project such as salaries, fees. allowances, production costs etc. You must also indicate how much of Council's grant funding (if successful) would be allocated to each listed item. **You won't need to calculate the totals of the columns as the system will do it for you.** These amounts will appear in columns 1 and 2 of the Budget Totals on this page. Don't use the '$' sign in the cells. ***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.***

Item	Costs ($)	How much of Council's grant funding will you allocate towards this item of expenditure?
e.g. salaries, fees, allowances, production costs	Must be a dollar amount.	Remember, grant funding cannot be used towards promotion and or administration expenses. Those items will need to be listed in the following table. Must be a dollar amount.
	$	
	$	
	$	
	$	
	$	
	$	

Activity/project expenditure 2

This section requires you to outline expenses related to promotion and administration. All other project-related expenses should be listed in the Activity/project expenditure 1 table above. If successful, grant funding cannot be used to meet items listed as promotion and administration. **You won't not need to calculate the totals of the columns as the system will do it for you.** These amounts will appear in columns 1 and 2 of the Budget Totals on this page. Don't use the '$' sign in the cells. *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.*

Item	Cost ($)
e.g. promotion and or administration	Must be a dollar amount.
	$
	$
	$
	$
	$
	$

Income

Listing one item per line, list each item that you believe will provide income for your project. **In-kind contributions should be valued as a $ amount and need to be entered in the in-kind column only. You won't not need to calculate the totals of the columns as the system will do it for you.** These amounts will appear in columns 1 and 2 of the Budget Totals on this page. Don't use the '$' sign in the cells. *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.*

Item	Description	Amount ($)	In-kind ($)
e.g. Council grant, other grant, sponsorship, donation	Please provide a concise description of this item. e.g. Cultural & Arts Support Grant	Must be a dollar amount.	Do not enter in this column unless item listed is being provided in-kind Must be a dollar amount.

Council grant	Cultural & Arts Support Grant	$	
		$	
		$	
		$	
		$	
		$	

Budget Totals

The total income from non-grant sources, plus the total amount of the Cultural & Arts Support Grant requested, **MUST EQUAL** the total project expenditure.

Total income (includes in-kind assistance)

$

This number/amount is calculated.

Total In-kind

$

This number/amount is calculated.

Total amount of Cultural & Arts Support Grant requested

$

This number/amount is calculated.

Total project expenditure1 costs not covered by Council's grant funding

$

This number/amount is calculated.

Total project expenditure

$

This number/amount is calculated.

It's important the assessment team understands the income and expenses related to your activity/project, therefore it's essential for any information you supply to be accurate.

What is the total cost of your activity/project? Amount entered here must be the same as the 'total project expenditure' amount above. *

$

Must be a dollar amount.
What is the total budgeted cost (dollars) of your project?

List the items from your expenditure budget table that you are requesting Council funding for. If it's 'all items' write all items. *

Please word exactly as shown in budget.

Please provide a suppliers quote for each of the expenditure items you are requesting Council funding for. Attach all quotes here. *
Attach a file:

If your application is successful, where will the funds be spent? *
☐ Workshop/s   ☐ Activity/project

☐ Individual skills development   ☐ Other: [   ]

More than one option can be selected if needed.

What is the dollar amount you're requesting from Council? Amount entered here must be the same as the 'Total amount of Cultural & Arts Support Grant requested' above. *

[$]

Must be a dollar amount.

Amount requested must not exceed maximum allowed. Refer to the grant guidelines https://www.tr.qld.gov.au/component/edocman/84-5719076-v2a-cultural-and-arts-support-grant-program-guidelines-approved-17-june-2014/download

Can your activity/project 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.

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

○ Yes
○ No

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

[$]

Must be a dollar amount.

Please list any in-kind contributions to this activity/project. Don't forget to place an estimated value for each listed item. Volunteer labour (in-kind support) should be calculated at $42.13 per hour (ext GST). *

[   ]

e.g. number of volunteer hours, phone expenses, admin expenses, materials donated etc.

External funding

Will you need to source funds external to your organisation/group to help complete your activity/project? *

○ Yes
○ No

If you don't receive external funds, please advise how you will address this? *

[   ]

The assessment team would like to know if your project will proceed if part funding is offered or other sources of funding don't eventuate

Attach a letter of support which indicates the organisation who is providing the additional funds and the amount they are contributing to help meet your activity/ project expenses. *
Attach a file:

Applicant organisation details including contacts

* 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 have an ABN? *
○   Yes
○   No

Are your authorised contacts up to date on the Australian Business Register? *
○   Yes
○   No

○   N/A - our organisation/group does not 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

[   ]

Applicant organisation postal address *

Address

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

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
○ Other incorporated entity with an ABN

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:

Your organisation's governing documents (or auspice partner's governing documents if being auspiced)

It's a requirement of the grants process for applicant organisations to provide documentation that demonstrates their functional nature. e.g. financial status and constitution/aims and/or model rules. If your organisation/group is unincorporated, you'll need to ensure the files uploaded belong to your auspice partner. Financial information provided will be held in strictest confidence and will only be accessed by persons authorised to do so.

To assist you to provide the required documents, you may find the following explanations helpful.

Most recent financial bank statement:

- A monthly statement. While transaction details may be redacted (i.e. obscured) this document should be able to identify an organisation's bank account name and the available balance of funds.

Most recent financial statement:

- An annual report (prepared following the end of each financial year) which outlines income and expenditure, balance sheet and/or notes to the financial statements/depreciation etc.

Audit report:

- A document representing a true and fair view of an organisation's financial position and performance. The size of your organisation and its financial position (annual turnover) may mean an auditor's report **isn't required.** You should check with an accountant, and if it's not a requirement, attach a short explanation signed by an accountant or your organisation's treasurer when uploading your financial statement.

Attach a copy of your most recent financial bank statement *
Attach a file:

Attach a copy of your most recent (annual) financial statement and audit report. i.e. documents prepared by an accountant. *
Attach a file:

Attach a copy of your organisation's constitution/aims and objectives and or model rules *
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

Contact person's email address *

Must be an email address.

Does your organisation 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're supplying their details.

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

Title   First Name   Last Name

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. *
○ Yes
○ N/A
○ Yes, however, role is currently vacant

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

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

Vice President *

Title   First Name   Last Name

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

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 *

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're not listed on the My Community Directory (MCD), please click here to list your organisation for FREE.

Auspicing (Only applicable for organisations who are not incorporated)

* indicates a required field

Auspicing

You've selected an option on page 6 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:

Auspice partner's letter of support *
Attach a file:

Main contact person of your auspice partner *

Title   First Name   Last Name

What is their role? e.g. Secretary, Treasurer, President 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 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 activity/ project
- the activity/project 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 activity/project
- my organisation has met all acquittal conditions and has no debt to Council.

If 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 activity/project 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 activity/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 activity/project/event, including timeframes and budget, then I - as THE APPLICANT - understand that I must contact the relevant grants officer from Cultural and Arts Support 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 nominated activity/project/event)

I agree to the above *
○ Yes

I have attached all of the required supporting documentation *
○ Yes

Applicants who agree to the above declarations 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

Position within the 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, it would benefit our grants team if you could 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 asking about ease of application form, it would be helpful to know what page, section/question proved the most challenging?

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

Submit

You're now ready to submit. Please ensure all questions with a * have been answered. Read and acknowledge 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.