

# Application Form - Floral Parade Grant TCOF 2024

## Form Preview

### 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 grant guidelines prior to submitting an application.

**Organisations/groups can apply** for a Toowoomba Regional Council (TRC) Community 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.
- 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) 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)
  - Parents & Citizens and Parents & Friends Associations

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

- Individuals
- For-profit companies, Trusts and other organisations
- Government (local, state or federal), semi-government organisations and statutory authorities
- Organisations/groups with gaming machines and/or regularly trading with a liquor licence most week days
- Unions and student guilds
- Research foundations
- Professional associations
- Events run solely for commercial profit
- Political activities
- An organisation that has been granted approval for support through a TRC funding program for the same project
- An organisation that has not acquitted a previous Council grant within the advised acquittal timeframes, or has an overdue debtor commitment with TRC
- Recipients who have previously defaulted on Terms and Conditions associated with TRC support funding

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### 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, administering, 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 START THIS APPLICATION

**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 are required to provide additional detail or supporting information depending on which application form aligns with your activity/project/event.

If you are unsure or require assistance in aligning your event with a funding program, contact Council on 07) 4688 6661 and speak with an events officer from the Toowoomba Carnival of Flowers team.

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

☐ Floral Parade Grant

### Top tips and previous grants

\* indicates a required field

Questions which ask for supporting documentation will require you to 'attach a file'. (This is also referred to as uploading a file or document.) **For the full list of file types that can or can't be attached with an application, please [click here](#).** To ensure your supporting documentation is reviewed by the assessment panel, 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. Here are those top tips we promised:

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**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. Depending on your organisation/group's legal status, and the scope of your event, you may be required to attach several supporting documents.

**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) Review and re-check. NO further editing of your application is possible after you submit it.** Make sure to 'save' your work as you progress through each of the pages as this will alert you to any mistakes, which can then be corrected. The application must be free of errors and omissions before you attempt to 'submit'.

## 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 has not 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 07) 4688 6661 and speak with an events officer from the Toowoomba Carnival of Flowers team to confirm their organisation's acquittal status.

**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 completed the acquittal/reporting process? \***

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

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

## Previous TRC financial support

By answering 'Yes' you are confirming your organisation has previously received TRC funding. Please provide the following details:

**Name of grant program \***

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Community Support Grant Program         | <input type="checkbox"/> Major Event Support Grant Program            | <input type="checkbox"/> Shade Trees/Shrubs In-Kind           |
| <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 project/event (as it appeared on your previous application) \***

### Notification

By answering 'No' you are 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 and speak with the relevant officer from Tourism and Events.

### TRC funding sought, and applicant organisation details

**\* indicates a required field**

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 floral parade entry funding can't be used for (or allocated towards) capital improvements, equipment upgrades or labour costs.**

**Total of TRC funding sought (excluding GST). The requested amount can not exceed the maximum allowable total of \$1,000.00 \***

\$

Must be a dollar amount.

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

**How will the TRC funding be used (if your application is successful) \***

Word count:

Must be no more than 600 words.

### GST

Applicants should consider if their organisation is registered for GST, and if and how GST may affect the information provided in any budget tables which may be required.

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

☐ Yes

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☐ No

### 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

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

- ☐ 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Statement by a supplier

By answering 'No' above, you are confirming that 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

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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 (Organisation name needs to be the same as displayed on your ABN lookup) \***

Organisation Name

### **Applicant organisation postal address \***

Address

  

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

### **Considering the entity type displayed in the ABN Lookup (for applicants with an ABN), which one of the following best describes your organisation's legal status. Unincorporated organisations will need to be auspiced and complete an additional section within this application. \***

- |  |   |
|--|---|
| <input type="radio"/> Incorporated entity                            | <input type="radio"/> Charitable Institution              |
| <input type="radio"/> Unincorporated Not-For-Profit                  | <input type="radio"/> Other incorporated entity           |
| <input type="radio"/> Other unincorporated entity with an ABN        | <input type="radio"/> Public Benevolent Institution (PBI) |
| <input type="radio"/> Australian Public Company limited by guarantee | <input type="radio"/> Health Promotion Charity (HPC)      |

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

## Notification

### **Attach a copy of your organisation's legal status here \***

Attach a file:

## Contact details

### **Main contact person for this application \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Main contact person's role within the applicant organisation. e.g. grant writer, member etc. \***

**Main 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

**Main 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

**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.

**Auspicing (only applicable for organisations who are not incorporated)**

\* indicates a required field

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Your response to the question on page 8 has indicated your organisation is not incorporated. 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Attach your auspice partner's Certificate of Incorporation \*

Attach a file:

### Attach your auspice partner's letter of support \*

Attach a file:

### Auspice partner postal address \*

Address

  

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

### 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 checklist before you submit your application

**\* 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 nominated event completion date
- ensure that funds are claimed within three (3) months of notification
- accept the terms of the grant in accordance with Council requirements
- 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 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***

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**Request. (Applicants should consider the effect of any potential change/s in their ability to deliver the nominated event/activity)**

**I agree to the above \***

☐ 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

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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

**Does your application include all of the required supporting documentation?**

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

- organisation legal status
- completed statement by a supplier form. *Applicants are only required to complete and attach this statement if their organisation does not 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 an events officer from [Tourism and Events](#) on 131 872 during business hours 9.00am to 4.00pm or via email at [info@tr.qld.gov.au](mailto:info@tr.qld.gov.au)

**I have attached all of the required supporting documentation \***

☐ Yes

**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?

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

- ☐ Yes
- ☐ No

### Feedback

**As you answered 'No' above, it would be helpful to know which 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

### You are almost 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 will receive a confirmation email when your application has been submitted. If you do not receive this email then your application has NOT been submitted. (Click on the white circle to the left of screen to acknowledge that you understand this)