

### 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. **Organisations can apply** for a Toowoomba Regional Council (TRC) Sport and Recreation Support Grant if:

- They are deemed eligible or are under the auspices of an eligible community organisation as defined in the [Sport and Recreation Grant Program Guidelines](#).
- 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.

Further reading to assist you in making this application can be found by reviewing the [Community Grants Policy](#).

### 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 - Sport & Recreation - 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 is a Sport & Recreation Support Grant Application Form

**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 or require assistance in aligning your project with a funding program, contact Council on 131 872 and request to speak with a grants officer from the Sport and Recreation team.

**Yes, I am seeking funding from \***

Sport and Recreation Grant Program

**Which financial year and funding round are you applying for? \***

2024/25 Round 1

## Tips, previous success with Council's grants and organisation public profile

\* 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](mailto: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.

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**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'.

**Applications which are considered incomplete or improperly made may not proceed to the assessment phase.**

**Incomplete or improperly made applications may include applications with:**

- **Incomplete or inaccurate project budget**
- **A lack of relevant permissions/approvals, or evidence of these being sought e.g Facility Upgrade Request form, landowner permission, building approval etc**
- **Inadequate information relating to the project, including detailed plans/drawings, project scope etc**
- **Supporting documentation and information requested throughout the application process missing, incomplete or of poor quality.**

## Previous success with Council's funding programs

The following question asks applicants to indicate if they've had previous success with Council's funding programs. i.e. grants and/or sponsorships. If your organisation/group has completed a previous project utilising TRC funding, however your acquittal hasn't been signed off, you can't continue this application. Organisation/groups who aren't sure if they've completed any prior acquittals will need to contact Council on 131 872 and speak with an officer from the Sport and Recreation team to confirm their organisation's acquittal status. **Funding can't be paid to any groups with outstanding acquittals.**

The 'Yes, previous project's acquittal not yet due' option should only be selected if your organisation/group is utilising pre-approved TRC funding for a project/activity already underway, **and the acquittal is not yet due for submission.** Applicants who select this option may continue completing their application.

### **Has your organisation received previous TRC funding? \***

- This is the first time our group has applied for TRC funding
- Yes, previous project successfully acquitted
- Yes, previous project's acquittal is not yet due
- Our group has submitted the previous project's acquittal and is waiting to receive sign off
- Not sure (Please call Council on 131 872)

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

## Previous TRC financial support

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By answering 'Yes' to the question asking for 'previous success with Council's funding programs', you're confirming your organisation/group has previously received 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.

### 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/event (as it appeared on your previous application) \*

## Notification

By confirming your previous acquittal **hasn't been signed off** 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, please refer to [these guidelines](#). Alternatively, contact Council on 131 872 during business hours and speak with an officer from the Sport and Recreation team.

## Details of your activity/project

\* indicates a required field

## Reminder

This online grant form requires the applicant to attach supporting documentation. To ensure your supporting documentation is reviewed by the assessment panel, please attach it directly to your application before you submit. Unfortunately, due to the large volume of applications received, Council can't guarantee that information provided to the grants team after submission will be uploaded to your application in time for it to be considered in the assessment. This may affect the outcome of your submission. If you have a question regarding your application, please contact [Council's Sport and Recreation Grants Team](#) on 131 872 during business hours 9.00am to 4.00pm.

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

**Activity/project title \***

**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 150 words.

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 20 September 2024. \***

Must be a date and no earlier than 20/9/2024.

**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:

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Why does this project need to be undertaken? Provide proof that the project is needed. e.g. Organisation meeting minutes, user feedback, safety audit results, organisation or governing body strategy documents, meeting Australian Standards etc.

### **Attach documents that support the need for your activity/project \***

Attach a file:

This may include relevant strategy documents, survey results, needs analysis or photos of the current situation.

### **If successful, what will the funding be used for? \***

Word count:

Provide a clear description of what activities are to be undertaken as part of the proposed project

### **Attach any documents that provide more information about your activity/project**

Attach a file:

e.g. project plans, scope, relevant designs (professional drawings/plans with all measurements, details etc)

### **Please outline the benefit of this activity/project to your organisation and the local community \***

Word count:

Identify how and why the project will positively impact your organisation and the local community

### **Attach letters of support for your activity/project. (Optional)**

Attach a file:

***Your activity/project needs to meet at least one (1) or more of the listed program priorities/objectives, and for each option/s selected, a written response must be provided. Refer to the relevant program [guidelines](#).***

***Providing insufficient detail in this section may affect the outcome of your application.***

### **The activity/project our organisation/group wishes to undertake most closely aligns with \***

- Upgrading facilities to meet standards, regulations and changing community needs and expectations
- Promoting healthy and socially inclusive communities through investing in the development of accessible sport and recreation facilities
- Increasing opportunities to groups with inequitable access to sport and recreation activities and infrastructure

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Facilitating well-planned infrastructure projects that meet community needs developed through collaborative approaches to increasing participation in sport and recreation activities

Encouraging sustainability in the design, development and management of sport and recreation facilities and spaces

One or more options may be selected.

Notification - Program priorities to meet upgrades of facilities

**How does your project meet the upgrading of facilities to meet standards, regulations and changing community needs and expectations? \***

Word count:

Notification - Program priorities that promote healthy and socially inclusive communities

**How does your project promote healthy and socially inclusive communities through investing in the development of accessible sport and recreation facilities? \***

Word count:

Notification - Program priorities that increase opportunities to groups with inequitable access

**How does your project increase opportunities to groups with inequitable access to sport and recreation activities and infrastructure? \***

Word count:

Notification - Program priorities that facilitate well planned infrastructure

**How does your project facilitate well planned infrastructure to meet community needs developed through collaborative approaches to increase participation in sport and recreation activities? \***

Word count:

Notification - Program priorities that encourage sustainability in the design and management of sport and recreation facilities

**How does your project encourage sustainability in the design, development and management of sport and recreation facilities and spaces? \***

Word count:

## Required approvals

\* indicates a required field

**Please complete the section below to ensure all tenure requirements for funding are met, and any necessary approvals are provided.**

**Is this application for facility and/or land improvements? \***

- Yes
- No

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

**Do you wish to install new infrastructure on the land or facility? \***

- Yes
- No
- N/A

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

**Do you own the facility requiring improvements? \***

- Yes
- No
- N/A

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

**Do you own the land requiring improvements? \***

- Yes
- No
- N/A

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

**Do you have an instrument of tenure with the land or facility owner? You will need to attach evidence of tenure below. e.g. lease, license or user agreement. \***

- Yes
- No
- N/A

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

**If you don't own the land and/or the facility, do you have the land owner's permission to undertake the project? \***

- Yes
- No discussions have occurred with land owner
- Discussions have commenced with land owner
- N/A

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



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**Does your proposed project include making upgrades or installing infrastructure on a Council facility? \***

- Yes  
 No

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

**If your organisation owns or leases the facility from which they operate, is there a fee for people to access your facility/services? \***

- Yes  
 No  
 N/A

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

### Notification - Fees charged

As you've selected 'Yes' above, please attach a summary of these fees.

**Summary of fees charged for people to access your facility. \***

Attach a file:

### Notification - Permission

As you answered 'Yes' or 'Discussions have commenced' to the question above, you are required to provide written advice (e.g. letter or email) outlining this step.

**Attach details of permission/or discussion with land owner. \***

Attach a file:

e.g. email details, letters, meeting minutes etc.

### Notification - Tenure Evidence

As you answered 'Yes' to the question above, you are required to provide written advice (e.g. letter or email) outlining this step.

**Attach your tenure evidence \***

Attach a file:

### Notification- Upgrades to Council Facility

As you answered 'Yes' to the question above, you are required to attach your *Sports Facility Upgrade Request Form* below. The form can be found [here](#). The form does not have to be endorsed or approved by Council yet.

**Attach your completed Sports Facility Upgrade Request Form \***

Attach a file:

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### Approvals

The following question asks you to confirm if you have the required approval/s for your project. Applicants should select 'Yes' if they have received the approval/s. (You'll also need to attach the approval document/s) Applicants should select 'No' if approval/s are required, however, these documents are not yet lodged. Applicants who have been advised that approval/s are not required should select the 'Not required' option and attach confirmation from the relevant planning department with written proof of approval not being required. e.g. email and or letter etc.

**Do you have development approval and or building approval for your activity/project? \***

- Yes  Not required
- No  Project is not for facility or infrastructure improvements

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

### Notification - Approval/s received or not required

As you answered 'Yes' or 'Not required' to the question above, you are required to provide written advice (e.g. letter or email) outlining this step.

**Attach evidence of approval or confirmation outlining APPROVAL IS NOT REQUIRED. \***

Attach a file:

### Acknowledging Council's Funding

If successful, applicants are required to acknowledge Council's contribution. Select the appropriate level based on the project total.

**Please select the level of acknowledgement that your organisation will provide \***

- Level 1 - For projects less than \$10,000, use the following acknowledgement statement "This project has been supported by Toowoomba Regional Council" in any media releases, speeches, websites, newsletters and reports associated with the project.
- Level 2 - For projects greater than \$10,000, use the Toowoomba Regional Council logo in any promotional material, media advertising and signage associated with the project.
- Level 3 - For projects greater than \$25,000, use a Toowoomba Regional Council banner or signage (to be provided by the club) and invite the Mayor or Councillors to be involved in any opening/event associated with the project.

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

### Activity/project budget - identifying your project expenditure

\* indicates a required field

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### Important Information

Applications which are considered incomplete or improperly made will not proceed to the assessment phase.

Incomplete or improperly made applications may include applications with:

- Incomplete or inaccurate project budget
- Supporting documentation and information requested throughout the application process missing, incomplete or of poor quality.

If you require any assistance ensuring the following budget section has been completed correctly, please speak to a Sport and Recreation grant officer by calling 131 872.

### GST

In this part of the application, you're required to outline what your activity/project income and expenditure will be. Please ensure all figures and amounts used in the **Project Budget Table**, and in the **BUDGET TOTALS** section below, **are exclusive of GST**.

Should your application for funding be successful and your organisation (or auspicer) is registered for GST, you'll receive the amount of approved Council funds plus the GST component. If your organisation is not registered for GST, you'll receive the amount of approved Council funds which is GST exclusive.

### Project Expenses

Please list each individual cost incurred as part of your activity/project (Ex GST). **If you're using in-kind support, this needs to be included as a cost element here. If your organisation is making an in-kind contribution - BEFORE YOU SUBMIT THIS APPLICATION - you must speak to a Sport and Recreation grant officer by calling 131 872. Failure to do so may impact the outcome of your application.**

All project cost elements must be supported by quotes.

**Items and costs related to your project**

**Attach evidence/quotes of activity/project related expenses**

If you are using in-kind support, this needs to be evidenced by completing the in-kind support table. Council encourages the use of local suppliers.	Item Cost ex GST	Please attach quotes as evidence of each cost element here
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

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Total project cost, identified funding gap and amount of Council funding requested

**Total cost of your activity/project ex GST. The amount listed here should be the total of the expenses listed in the 'project expenses' table above.**

\$

This number/amount is calculated.

**Amount of external/other grant funding ex GST. \***

\$

Must be a dollar amount.

If there is no external or other grant funding for this project, please place 0.00 here

**Is this external grant funding amount confirmed? \***

- Yes
- No
- N/A (This should only be used if you have entered \$0.00 above)

**Funding gap ex GST (The funding gap is the total project cost less any external grant funding. If successful, the panel will approve Council funding based on this amount)**

This number/amount is calculated.

**The funding gap identified above will determine how much the applicant contribution must be and how much funding can be requested from Council:**

- For projects with a funding gap of less than \$15,000 ex GST, the applicant contribution must be 25% of the funding gap. The request for Council funding should then be for the remaining 75% of the funding gap.
- For projects with a funding gap between \$15,001 ex GST and \$34,999 ex GST, the applicant contribution must be 30% of the funding gap. The request for Council funding should then be for the remaining 70% of the funding gap.
- For projects with a funding gap between \$35,000 ex GST and \$49,999 ex GST, the applicant contribution must be 40% of the funding gap. The request for Council funding should then be for the remaining 60% of the funding gap.
- For projects with a funding gap greater than \$50,000 ex GST, the applicant contribution must be 50% of the funding gap. The request for Council funding should then be for the remaining 50% of the funding gap

For specialised planning projects, the applicant contribution must be 10% of the funding gap ex GST, up to a maximum of \$150,000 ex GST. The request for Council funding should then be for the remaining 90% of the funding gap. Specialised planning projects include:

- Stand-alone planning work for significant infrastructure projects (e.g., field lighting design, amenities/canteen/clubhouse plans).
- Organisational planning (e.g., strategic club development plans)

**Considering the information above, what is your organisation's minimum required contribution? \***

\$

Must be a dollar amount.

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For information regarding minimum contribution required, please refer to the Sport and Recreation Grant Program Guidelines. <https://www.tr.qld.gov.au/component/edocman/684-2-14-sport-and-recreation-grant-program-guidelines/download>

**Considering the information above, what amount of funding is your organisation requesting (ex GST) from Council? (The amount listed here is what you may receive if your application is successful)**

\$

Must be a dollar amount.

**Submitting your application with incorrect figures in the *Activity/Project Budget* section above may influence the outcome of your application.**

If you're unsure if you've calculated your organisations required contribution and the request for Council funding correctly, please speak to a Sport & Recreation grants officer prior to submitting your application, by calling 131 872 during business hours.

### Notification

As you answered 'Yes' to the question above, please provide evidence.

**Attach evidence of external grant funding \***

Attach a file:

Your organisation/group's contribution/s - including in-kind - towards the activity/project

Aside from indicating what your organisation's financial contribution may be, it's also a requirement to outline what, if any, in-kind support you're willing to provide towards your activity/project. **If your organisation is making an in-kind contribution - BEFORE YOU SUBMIT THIS APPLICATION - you must speak to a Sport and Recreation grant officer by calling 131 872. They will provide you with the *in-kind support table* to complete.** Once you have completed the table, remember to save it to your computer's hard drive/storage device. ***You'll then need to upload the completed in kind support table below.***

**Your organisation's cash contribution. \***

\$

Must be a dollar amount.

**\$ value of in-kind support. This is only required if your organisation is making an in-kind contribution. \***

\$

Must be a dollar amount.

Please display 0.00 in text box if NO in-kind support has been indicated.

**Attach your completed in-kind support table**

Attach a file:

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### Total applicant contribution (\$ and in-kind) ex GST

This number/amount is calculated.

### Activity/project funding summary

There's no need to complete the cells below as the system will do it for you. The summary below indicates if the activity/project budget balances correctly.

Column 3, **Balance**, should be \$0.00. **If a figure other than \$0.00 is displayed - BEFORE YOU SUBMIT THIS APPLICATION, please call and speak to a Sport and Recreation grant officer on 131 872. (during business hours)**

#### Funding gap ex GST

This number/amount is calculated.

#### Total contribution (applicant's contribution + Balance requested funding amount) towards project

This number/amount is calculated.

This number/amount is calculated.

## Applicant organisation details

\* indicates a required field

This section asks for the applicant organisation's ABN. If your organisation/group doesn't have an ABN, an additional section will appear asking you 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

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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

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'll 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.

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

- Yes  
 No

Should your application for funding be successful and your organisation (or auspicer) is registered for GST, you will receive the amount of funding approved by Council plus the GST. If your organisation isn't registered for GST, you will receive the amount of funding approved by Council with NO GST.

#### **Which one of the following best describes your organisation's legal status? Refer to the entity type displayed in the ABN box above if your organisation has an ABN. \***

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- Incorporated entity  Other unincorporated entity with an ABN  
 Unincorporated Not-For-Profit  Other

You must choose at least one (1) of the options above. Unincorporated Not-For-Profit's will need to complete an additional section and supply auspice partner details.

## Notification

As you've indicated your organisation/group is incorporated or is an 'other unincorporated entity with an ABN', please attach a copy of your organisation's legal status.

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

Attach a file:

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

It's a requirement of the grants process for applicant organisations to provide documentation that demonstrates their functional nature. e.g. financial status. 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:



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### Attach a copy of your organisation's constitution \*

Attach a file:

### 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 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.

## Auspicing (Only applicable for organisations who are not incorporated)

\* indicates a required field

### Auspicing

Your answer of 'unincorporated Not-For-Profit' on page 6 (in relation to your incorporation status), 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

# Application Form - Sport & Recreation - 2-2425

## Form Preview

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.

### **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:

### **Auspice partner contact person \***

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### **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.

## Authorised contacts within applicant organisation

\* indicates a required field

### Contact details

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

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

#### 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 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 \*

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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.

### Positions held 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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### 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.

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### 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 \*

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

### 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.

## Declaration and acknowledgement

\* indicates a required field

### Declaration

**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 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:**

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- ensure the submitted acquittal form contains evidence of project occurrence and evidence of community benefit
- complete one or more status/milestone reports within appropriate timelines if approved TRC funding is equal to or greater than \$12,500.00
- 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 funding in accordance with Council requirements
- provide proof of successful co-funding (other grant sources) within six (6) 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 I must contact the relevant officer from the Sport and Recreation Team 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 activity/project/event)***

**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

## Acknowledgement

**'The applicant' acknowledges that any improvements to facilities on Toowoomba Regional Council land will be considered a contributed asset, and will therefore become a Toowoomba Regional Council asset and be available for community use**

\*

Yes

You are just one step away from completing your application!

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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 in Section 5 above, 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/question you found challenging, did you need to contact a grants officer to help resolve your query?**

- Yes
- No

### Submit

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