

Major Grant Application 2026/27 - (\$10,001-\$150,000. Co-contribution required)

Form Preview

INTRODUCTION AND ELIGIBILITY

Major grants support not-for-profit organisations to deliver projects, activities, and major resource and equipment purchases that support community strengthening initiatives and enhance the quality of life in the Toowoomba region. Applicant co-contribution is mandatory for Major Grant submissions.

Funding

- **Major grants allow for funding amounts from \$10,001 up to \$150,000 (ex GST) given co-contribution requirements are met by the applicant organisation**
- The funding is competitive, and the amount of funding requested cannot be guaranteed (i.e. a partial contribution of the amount requested may be offered).

Key Definitions

- **Auspicing partner** - an organisation that agrees to take legal and financial responsibility for the grant on your behalf if you don't have a legal status. If your application is successful, the funds will be paid to the auspicing partner's bank account
- **Co-contribution** - amount of financial and / or in-kind assistance that your organisation needs to provide to be eligible for a major grant. It is calculated based on the funding gap of the project / event
- **Funding gap** - calculated as the total cost of a project (ex GST) minus the total amount of external funding sources (grants, sponsorships, donations, etc.) not from Toowoomba Regional Council. Where no external funding exists, the funding gap would equal the total project cost
- **In-kind support** - supply of support in the form of assets or labour / services as contribution towards the overall project / event delivery
- **Project / event** - Includes any activation, activity, initiative, plant and equipment purchase, maintenance or infrastructure project, whereby, approved funds for the agreed initiative occurs during a defined start date and end date.

Project types

- **Specialised planning project** - develops a strategy, plan, framework, or advice to guide future decisions - NOT to deliver the final asset or service itself. The results are usually plans, policies, strategies, masterplans, business cases, frameworks, etc.
- **Delivery project** - Implements something tangible or operational - turning a plan into a real outcome. The results are usually assets, services, systems, operational changes, events, etc.

Round dates

- Opening date - 1 July 2026 (**from 12am**)
- Closing date - 12 August 2026 (**closing time is 5pm**)

Applicants will be notified of the outcome of their application by October 2026.

Please note:

- Eligible organisations may receive competitive funding for a maximum of two (2) successful applications for the same or similar project / event
- 'Seed funding' is provided to kick-start new events, projects or initiatives with the view they become self-sufficient beyond this support

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- Once a project / event has received funding in two (2) separate funding rounds, **it will NOT be eligible for further funding**, even if future applications are submitted by different organisations.

Application information and support

Before completing this application form, please consider the following so that your application process is as streamlined as possible, with a reduced risk of applying despite ineligibility.

- **Read the [Community Grants Policy](#) and [Community Grants Guideline](#) to ensure you understand all requirements including application eligibility**
- Access the [SmartyGrants help guide](#) for applicants
- Create a [SmartyFile](#) profile for your organisation. SmartyFile allows you to add team members or collaborators, assign them each a role, collaborate with your team and view all your submissions in one spot
- Ensure you 'save progress' regularly while completing this form, as you may be logged out while your application sits idle
- Ensure the application is free of errors and omissions. You should always 'review' before pressing 'submit'
- Seek guidance from the Grants and Sponsorship Officer, if required, regarding application form questions. To speak with the Grants and Sponsorship Officer, please call (07) 4688 6444 during business hours.

When contacting us, please quote the application number below.

Application Number

This field is read only.

Technical support

Council staff 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 (Monday - Friday).

Understanding your commitment as an applicant

When you apply for a Major grant, you are committing to deliver the project / event as outlined in your application. This includes using the funds responsibly, meeting agreed timelines, and submitting any required reports or updates. It is important to ensure your organisation is ready to manage the grant, if successful.

All applications:

- must be complete with all the requested information provided
- will be evaluated and assessed based on the quality, clarity, and relevance of the information provided
- are funded based on a competitive process and the total funding available

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- will receive formal notification of the outcome of their application
- must be for a project / event that does not form part of the core business of public and private educational institutions (primary, secondary and tertiary including Parents and Citizens Associations, and Parents and Friends Associations) and demonstrates broader community benefit.

Assessment process

Following submission, each application will be reviewed for eligibility. Once eligibility is confirmed, appointed assessment panel members will convene to assess and rate each application based on the criteria below.

Assessment criteria

- Previous funding history (5%)
- Co-contribution (10%)
- Alignment with Council's Corporate Plan Key Priorities (20%)
- Demonstrated need / evidence and potential for advancement (25%)
- Capability, capacity and likelihood of success (25%)
- Locality (15%)

Privacy

Toowoomba Regional Council is collecting and managing your personal information in accordance with the *Information Privacy Act 2009 (Qld)* and the *Public Records Act 2023* 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

If you are unable to agree, you are not eligible to progress further in the application.

PREVIOUS FUNDING HISTORY (5%)

* indicates a required field

Have you previously received Council funding (i.e. Grant or Sponsorship funding) excluding Core Support funding? *

I have received previous funding from Council

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- I have applied but did not receive funding from Council for this or another project / event
- To date, I have never applied for a grant with Council

Please note, if you have overdue reporting for any previous projects / events which have received Council funding, you are ineligible to apply for this grant.

For any previously received Council funding, have you successfully completed the acquittal / reporting process?

- Yes
- The acquittal belonging to our previous project / event is NOT YET due
- Unsure
- No

This applies to all previous funding received (including Core Support funding), so please take all support provided into consideration when responding to this question.

As you disclosed that your organisation has not successfully completed grant reporting for previous support provided by Council, you are ineligible to apply for this grant.

If you think this is incorrect or you are unsure, please 'save' this form and speak to the Grants and Sponsorship Officer. Please call (07) 4688 6444 during business hours.

As you disclosed that you are unsure whether your organisation successfully completed the required grant reporting, you are ineligible to progress further in this application form.

To find out about previous reporting history please 'save' this form and speak to the Grants and Sponsorship Officer. Please call (07) 4688 6444 during business hours.

APPLICANT DETAILS

** indicates a required field*

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

If your organisation has no formal structure (i.e. registered status / legal entity evidenced by documentation), chances are, your organisation is unincorporated. Then, to be considered as eligible for Council funding, you will need an auspicing partner before submitting this application.

An auspicing partner is an organisation that agrees to take legal and financial responsibility for the grant on your behalf. If your application is successful, the funds will be paid to the auspicing partner's bank account.

Your auspicing partner must:

- be a legally recognised organisation
- have an active ABN
- agree to act as your auspicing partner and manage the grant funds

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You will need to provide the following details from your auspicing partner in this application:

- ABN
- Certificate of Incorporation
- A signed letter of support confirming the auspicing arrangement
- A contact person and their details

Applicant type

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

- Incorporated not-for-profit organisation (with an ABN)
- Incorporated not-for-profit organisation without an ABN. You will need to complete a Statement by supplier form
- Unincorporated not-for-profit organisation (applying with an auspicing partner)
- Other incorporated entity
- Other unincorporated entity with an ABN
- Australian Public Company limited by guarantee
- Charitable Institution
- Public Benevolent Institution (PBI)
- Health Promotion Charity (HPC)

Please note, all applicants must be not-for-profit organisations / groups.

Applicant organisation 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	

Statement by a Supplier

As you do not have an ABN, please submit a completed ATO Statement by a Supplier form with your application. Download the form from the [ATO website](#).

Attach your completed Statement by a Supplier form here *

Attach a file:

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Applicant organisation details

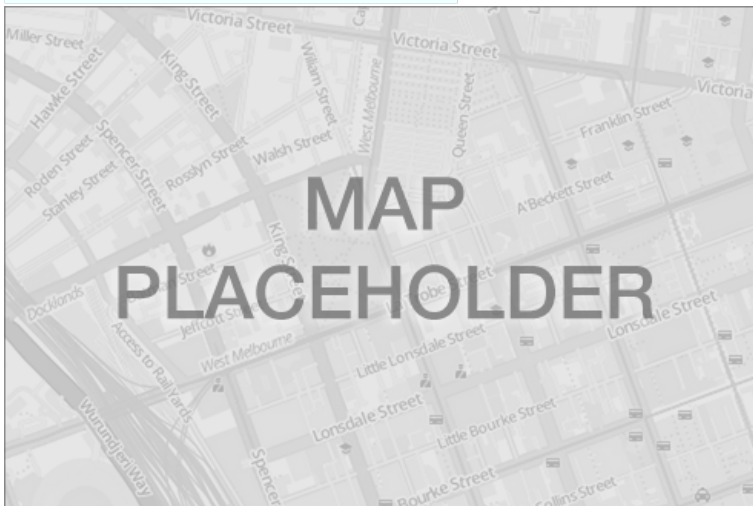
Applicant organisation name *

Organisation Name

Make sure you provide the same name that is listed in official documentation (i.e. as per your ABN, if you have one).

Applicant organisation address

Address



Applicant organisation email address *

Must be an email address.

Organisation website

Must be a URL.

Applicant organisation contact details

Who is the primary contact person for this application? This is the person we will correspond with about this grant. *

First Name

Last Name

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Position held in organisation *

For example: President, Treasurer, Manager, Director or Fundraising Coordinator.

Phone number *

Must be an Australian phone number.

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

Auspicing partner organisation details

Auspicing 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	

Auspicing partner organisation name *

Organisation Name

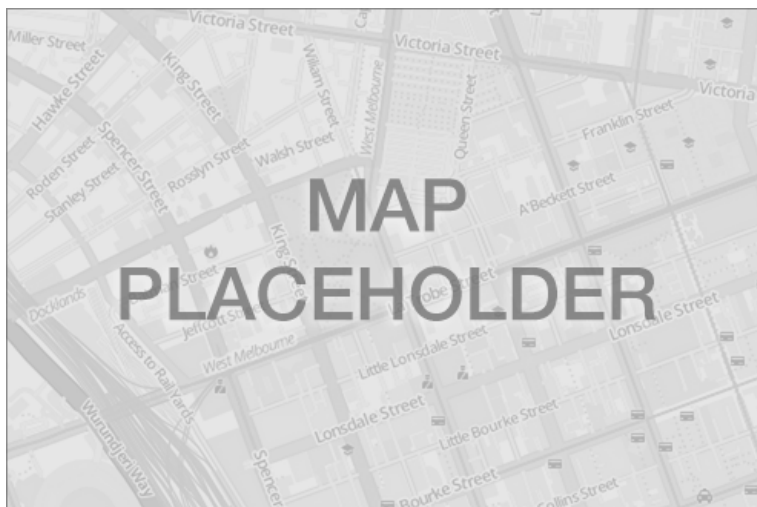
Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Auspicing partner primary address

Address

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Auspicing partner email address *

Must be an email address.

Auspicing partner website

Must be a URL.

Auspicing partner primary contact person. We may contact this person to verify that the auspicing arrangement is valid. *

First Name

Last Name

Position held in organisation *

For example: President, Treasurer, Manager, Director or Fundraising Coordinator.

Phone number *

Must be an Australian phone number.

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

Email address *

Must be an email address

Please attach a letter from the auspicing partner organisation confirming that the auspicing arrangement is valid and current. *

Attach a file:

The letter must be signed by an authorised person (e.g. Manager, CEO or Board Chair) and must include: name, position, signature and date.

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Confirmation of legal status

As part of our eligibility requirements, applicant organisations are required to submit documentation confirming their legal status. If you require the support of an auspicing partner, please ensure it is the auspicing partner's documents you upload. For example: Certificate of Incorporation, Rules or Articles of Association, Constitution, Model Rules or Deed of Trust.

Please upload a copy of your organisation's (or auspicing partner's) Certificate of Incorporation, company registration certificate or any other documentation demonstrating legal status. *

Attach a file:

For example: Certificate of Incorporation, Rules or Articles of Association, Constitution, Model Rules or Deed of Trust.

Please upload the most recently signed audited financial statement and / or Treasurer's report for your organisation (or auspicing partner). *

Attach a file:

Please check with an Accountant or Treasurer if unsure.

Working with children and young people

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

Will your project / event involve working with children or young people? *

- Yes
- No

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

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

- Yes

PROJECT / EVENT DETAILS

* indicates a required field

Which focus area does your project / event most closely align with? *

- Community Support
- Cultural and Arts Support
- Economic Development
- Sport and Recreation
- Event / Activations
- Sports Tourism

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Environment

Youth

Project / event title *

Word count:

Must be no more than 25 words.

Please provide a description of your project / event. *

Word count:

Must be no more than 200 words.

Be descriptive, but succinct. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

Please be aware that your project / event may require some pre-approvals before it can proceed (e.g. park or public space booking, traffic management plan, development approval, food licence, etc).

Are you aware of or have you applied for any relevant permits / approvals / licences yet? *

Yes

No

Not applicable

Please outline details of all permits / approvals / licences you will be required to obtain *

Word count:

Must be no more than 150 words.

Please note, a successful grant application doesn't mean permits / approvals / licences from Council are automatically approved, they will need to be submitted through the right channels.

Economic Development

To ensure no TRC issued permits / approvals etc. are overlooked, we recommend making contact with Council's Economic Development Branch on 131 872.

Environment

To ensure no TRC issued permits / approvals etc. are overlooked, we recommend making contact with Council's Conservation and Pest Management team on 131 872.

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Events / Activations

To ensure no TRC issued permits / approvals etc. are overlooked, we recommend making contact with Council's Grants and Sponsorship Officer by calling (07) 4688 6444 during business hours.

Sport and Recreation

To ensure no TRC issued permits / approvals etc. are overlooked, we recommend making contact with Council's Sport and Recreation Officers on 131 872.

Please note:

- Projects / events which commence prior to the opening of the grant round will not be eligible to receive funding.
- Should a project / event be held during the advertised grant submission timelines, the project / event is eligible, provided the application is submitted between the opening and closing date of the funding round.

Anticipated start date *

Anticipated end date *

PROJECT / EVENT FINANCIAL INFORMATION (10%)

* indicates a required field

Major grant co-contribution requirements

Applicants seeking a Major grant are required to make a co-contribution based on the funding gap for the project / event. The table below shows the minimum co-contribution applicants must provide and the maximum contribution Council will be able to provide.

The funding gap amount is calculated as the **total project cost (ex GST) less any other external funding sources** (i.e. grants, sponsorships, donations, etc. not from Toowoomba Regional Council). If there is no external funding, the funding gap would equal the total project cost.

Please note:

- **Specialised planning project** - develops a strategy, plan, framework, or advice to guide future decisions - NOT the delivery of the final asset or service itself. The results are usually plans, policies, strategies, masterplans, business cases, frameworks, floor plans, architectural designs, etc. It usually refers to stand-alone planning work for significant infrastructure projects or to organisational planning (not delivery).
- **Delivery project** - Implements something tangible or operational - turning a plan into a real outcome. The results are usually assets, services, systems, operational changes, events, etc.

Funding gap (ex GST)

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MINIMUM

Applicant co-contribution

MAXIMUM

Council contribution

For **specialised planning projects**:

- \$10,001 - \$150,000

10% of funding gap

Up to **90%** of funding gap

For **delivery projects**:

- Up to \$15,000

25% of funding gap

Up to **75%** of funding gap

- \$15,001 - \$34,999

30% of funding gap

Up to **70%** of funding gap

- \$35,000 - \$49,999

40% of funding gap

Up to **60%** of funding gap

- \$50,000+

50% of funding gap

Up to **50%** of funding gap

Based on the definitions above, is your project / event a specialised planning project? *

Yes

No

See examples of specialised planning projects on table above

Total project / event cost

What is the total cost of your entire project / event? *

\$

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	\$

The table below shows you the **MINIMUM amount** (percentage and dollars) that your organisation MUST contribute to be eligible for a Major grant, and it has been calculated based on the funding gap of your project / event.

Please note that if the minimum co-contribution amount is not met, you will NOT be eligible to apply for this grant.

Your minimum co-contribution requirement % **Your minimum co-contribution (expressed as a dollar amount)**

	\$

The table below shows you the **MINIMUM amount** (percentage and dollars) that your organisation MUST contribute to be eligible for a Major grant, and it has been calculated based on the funding gap of your project / event.

Please note that if the minimum co-contribution amount is not met, you will NOT be eligible to apply for this grant.

Your minimum co-contribution requirement % **Your minimum co-contribution (expressed as a dollar amount)**

	\$

The table below shows you the **MINIMUM amount** (percentage and dollars) that your organisation MUST contribute to be eligible for a Major grant, and it has been calculated based on the funding gap of your project / event.

Please note that if the minimum co-contribution amount is not met, you will NOT be eligible to apply for this grant.

Your minimum co-contribution requirement % **Your minimum co-contribution (expressed as a dollar amount)**

	\$

The table below shows you the **MINIMUM amount** (percentage and dollars) that your organisation MUST contribute to be eligible for a Major grant, and it has been calculated based on the funding gap of your project / event.

Please note that if the minimum co-contribution amount is not met, you will NOT be eligible to apply for this grant.

Your minimum co-contribution requirement % **Your minimum co-contribution (expressed as a dollar amount)**

	\$

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Your organisation's co-contribution

Now that you know how much your organisation is required to co-contribute, you may choose to meet that via cash and / or in-kind, or a combination of both. Your co-contribution can include your own cash, money you expect to earn from the project / event, or in-kind support.

Eligible in-kind co-contributions, whether paid or donated, include:

- direct labour costs
- volunteer support / hours
- relevant project / event professional fees
- hire / donation of plant and equipment
- donation of goods or services

What type of co-contribution can your organisation provide? *

- Cash
- In-kind

Select all that apply.

Cash co-contributions

- Should one (1) of the listed options below not apply, simply enter 0.00 in that text box.
- 'Projected income' refers to money you expect to earn from the project / event (e.g. ticket sales, gold coin donations, stall holder fees, sales revenue etc), if applicable.

Organisation's cash contribution (\$)	Projected Income (\$)	Total cash co-contribution (\$)
\$	\$	

In-kind co-contributions

Please outline any in-kind or pro-bono co-contributions that your organisation and / or sponsors are supplying to deliver this project / event.

Where applicable, if you do not have a quote to determine labour rates, please use the following volunteer market rates as your guide to determine the total labour contribution:

- professional labour (e.g. architects, engineers, surveyors, certifiers, project managers) = up to \$160 per hour (or as per supplied quote or letter)
- skilled labour - licensed trades (e.g. bricklayer, carpenter, painter, plumber, electrician) = \$80 per hour (or as per supplied quote or letter)
- unskilled labour (volunteers, labourer) = \$47.84 (Volunteering Queensland, accurate as at December 2025).

Type of in-kind support	Description of goods / services provided	Number of units / hours / items	Value of unit / hour / item	Total co-contribution	Quote or letter confirming in-kind co-contribution	Current Qualification / Licences

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	Must be no more than 25 words.	Must be a number.	E.g. hourly rate, value of item donated etc)	This number/amount is calculated.	Contribution (if applicable)	(if applicable)
			\$	\$		

Total in-kind co-contribution

\$

This number/amount is calculated.

How much money are you requesting from Council?

List each item you want Council funding for in the table below, with one row per expense.

- Total listed expenses must be between \$10,001 (ex GST) and \$150,000 (ex GST) and should ONLY relate to costs you are requesting Council funding for
- Please provide some form of evidence (e.g. quote, screenshot, online image etc) for each of the eligible expenditure items. **Please refer to item 4.5.3. 'Eligible projects' on pages 8 and 9** of the [Community Grants Guideline](#) which lists eligible expense items.

Note: If your application is successful and your organisation is registered for GST, Council will add the GST on top of the approved grant amount - this component is declared to the Australian Tax Office (ATO).

Press **maximise** to see the tables in full and press the **add more** or **+ button** to add more rows.

Expenditure description	Expenditure amount (ex GST)	Evidence for items to be obtained using Council funds
Provide clear descriptions for each item. Examples could include 'needs analysis', 'equipment hire', 'professional fees' Must be no more than 25 words.	Enter the total amount to be expended (ex GST) on this item. Must be a dollar amount.	Upload evidence / quote(s) below
	\$	

Total financial (\$) amount requested (ex GST)

\$

This number/amount is calculated.

Are you seeking Council in-kind support? *

- Yes - the estimated value of this support will be added to the 'Total amount requested from Toowoomba Regional Council'
- No

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Please provide details regarding the in-kind Council support you are requesting. For example, what type of item/s, for how long, number of personnel (if applicable). If successful, approved in-kind support may be subject to terms and conditions.

Note: Council does not offer 'fee waiver' as in-kind support. If you are seeking a 'fee waiver', please include the relevant fees and charges in the expenditure section above.

Should you need assistance to help estimate the value of the requested in-kind support, please contact the Grants and Sponsorship Officer - (07) 4688 6444 during business hours.

Your request for Council in-kind support should be as specific as possible. *

Estimated value of requested in-kind support *

\$

Must be a dollar amount.

This will be added to your total amount requested.

Total Council support requested

Total Amount Requested (ex GST) from Toowoomba Regional Council

\$

This number/amount is calculated.

Calculation = total financial (\$) amount requested + estimated value of requested in-kind support.

Please make sure you click 'Save Progress' at the bottom before continuing to make sure all calculations have been refreshed.

***** WARNING *****

*As your total amount requested is below \$10,001 (ex GST), **you are INELIGIBLE for a Major Grant.***

You may want to consider applying for a Minor or Micro Grant instead, which may align better to your needs..

***** WARNING *****

*As your total amount requested is over \$150,000 (ex GST), which is over Council's maximum funding threshold, **you are INELIGIBLE to apply for a Major Grant.***

Please review the figures provided above.

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Based on all the information you have entered above, the table below calculates and shows whether your application meets your organisation's co-contribution and Council's maximum contribution requirements. Please note:

- **Total co-contribution** = total cash co-contribution + total in-kind co-contribution
- **Your actual co-contribution %** = (total cash co-contribution + total in-kind co-contribution) / funding gap x 100
 - If your actual co-contribution percentage is less than the minimum co-contribution required, you will NOT be eligible for funding.
- **Total amount requested from TRC** = total financial (\$) amount requested + estimated value of requested in-kind support.
 - If the total amount requested is more than the maximum amount of grant funding which may be awarded, you will need to use other funding sources to cover those costs.

Total co-contribution	Your required minimum contribution %	Your actual co-contribution %	Total amount requested from TRC (ex GST)	Total amount requested as a %
\$			\$	

*** CO-CONTRIBUTION WARNING ***

As your actual co-contribution percentage is less than the minimum co-contribution requirement **you are INELIGIBLE for a Major Grant.**

Consider reviewing your co-contribution amounts.

*** AMOUNT REQUESTED WARNING ***

Please be aware that the Total amount requested from Council exceeds the maximum 90% contribution threshold applicable to your application. Consider reviewing the amounts you are requesting Council funding for if you wish to continue as the **maximum amount of funding you would be eligible** for this application based on your funding gap is:

This number/amount is calculated.

Summary

Based on all the information you have entered above, the table below calculates and shows whether your application meets your organisation's co-contribution and Council's maximum contribution requirements. Please note:

- **Total co-contribution** = total cash co-contribution + total in-kind co-contribution
- **Your actual co-contribution** = (total cash co-contribution + total in-kind co-contribution) / funding gap x 100
 - If your actual co-contribution percentage is less than the minimum co-contribution required, you will NOT be eligible for funding.

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- **Total amount requested from TRC** = total financial (\$) amount requested + estimated value of requested in-kind support.
 - If the total amount requested is more than the maximum amount of grant funding which may be awarded, you will need to use other funding sources to cover those costs.

Total co-contribution	Your required minimum co-contribution %	Your actual co-contribution %	Total amount requested from TRC (ex GST)	Total amount requested as a %
\$			\$	

*** CO-CONTRIBUTION WARNING ***

As your total co-contribution percentage is less than the minimum co-contribution requirement **you are INELIGIBLE to apply for a Major Grant.**

Consider reviewing your co-contribution amounts.

*** AMOUNT REQUESTED WARNING ***

Please be aware that the Total amount requested from Council exceeds the maximum 75% contribution threshold applicable to your application. Consider reviewing the amounts you are requesting Council funding for if you wish to continue as the **maximum amount of funding you would be eligible** for this application based on your funding gap is:

This number/amount is calculated.

Summary

Based on all the information you have entered above, the table below calculates and shows whether your application meets your organisation's co-contribution and Council's maximum contribution requirements. Please note:

- **Total co-contribution** = total cash co-contribution + total in-kind co-contribution
- **Your actual co-contribution** = (total cash co-contribution + total in-kind co-contribution) / funding gap x 100
 - If your actual co-contribution percentage is less than the minimum co-contribution required, you will NOT be eligible for funding.
- **Total amount requested from TRC** = total financial (\$) amount requested + estimated value of requested in-kind support.
 - If the total amount requested is more than the maximum amount of grant funding which may be awarded, you will need to use other funding sources to cover those costs.

Total co-contribution	Your required minimum co-contribution %	Your actual co-contribution %	Total amount requested from TRC (ex GST)	Total amount requested as a %

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\$			\$	

***** CO-CONTRIBUTION WARNING *****

As your total co-contribution percentage is less than the minimum co-contribution requirement **you are INELIGIBLE to apply for a Major Grant.**

Consider reviewing your co-contribution amounts.

***** AMOUNT REQUESTED WARNING *****

Please be aware that the Total amount requested from Council exceeds the maximum 70% contribution threshold applicable to your application. Consider reviewing the amounts you are requesting Council funding for if you wish to continue as the **maximum amount of funding you would be eligible** for this application based on your funding gap is:

This number/amount is calculated.

Summary

Based on all the information you have entered above, the table below calculates and shows whether your application meets your organisation's co-contribution and Council's maximum contribution requirements. Please note:

- **Total co-contribution** = total cash co-contribution + total in-kind co-contribution
- **Your actual co-contribution** = (total cash co-contribution + total in-kind co-contribution) / funding gap x 100
 - If your actual co-contribution percentage is less than the minimum co-contribution required, you will NOT be eligible for funding.
- **Total amount requested from TRC** = total financial (\$) amount requested + estimated value of requested in-kind support.
 - If the total amount requested is more than the maximum amount of grant funding which may be awarded, you will need to use other funding sources to cover those costs.

Total co-contrib ution	Your required m inimum co-contr ibution %	Your actual co-c ontribution %	Total amount re quested from T RC (ex GST)	Total amount re quested as a %
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\$			\$	

***** CO-CONTRIBUTION WARNING *****

As your total co-contribution percentage is less than the minimum co-contribution requirement **you are INELIGIBLE to apply for a Major Grant.**

Consider reviewing your co-contribution amounts.

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Form Preview

***** AMOUNT REQUESTED WARNING *****

Please be aware that the Total amount requested from Council exceeds the maximum 60% contribution threshold applicable to your application. Consider reviewing the amounts you are requesting Council funding for if you wish to continue as the **maximum amount of funding you would be eligible** for this application based on your funding gap is:

This number/amount is calculated.

Summary

Based on all the information you have entered above, the table below calculates and shows whether your application meets your organisation's co-contribution and Council's maximum contribution requirements. Please note:

- **Total co-contribution** = total cash co-contribution + total in-kind co-contribution
- **Your actual co-contribution** = (total cash co-contribution + total in-kind co-contribution) / funding gap x 100
 - If your actual co-contribution percentage is less than the minimum co-contribution required, you will NOT be eligible for funding.
- **Total amount requested from TRC** = total financial (\$) amount requested + estimated value of requested in-kind support.
 - If the total amount requested is more than the maximum amount of grant funding which may be awarded, you will need to use other funding sources to cover those costs.

Total co-contrib ution	Your required m inimum co-contr ibution %	Your actual co-c ontribution %	Total amount re quested from C ouncil (ex GST)	Total amount re quested as a %
\$			\$	

***** CO-CONTRIBUTION WARNING *****

As your total co-contribution percentage is less than the minimum co-contribution requirement **you are INELIGIBLE to apply for a Major Grant.**

Consider reviewing your co-contribution amounts.

***** AMOUNT REQUESTED WARNING *****

Please be aware that the Total amount requested from Council exceeds the maximum 50% contribution threshold applicable to your application. Consider reviewing the amounts you are requesting Council funding for if you wish to continue as the **maximum amount of funding you would be eligible** for this application based on your funding gap is:

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This number/amount is calculated.

Potential project / event profit

Will your project / event generate a profit? *

- Yes
- No

What is the anticipated amount of profit? *

\$

Must be a dollar amount.

I acknowledge that if this application is successful, and the project / event generates a profit, the applicant organisation is encouraged to retain an amount equal to or greater than the Council grant to reinvest it in future projects / events. *

- Yes

Will you be directing those profits back into your own organisation or will you be donating those profits to a third party (i.e. charity)? *

- Profits to be reinvested back into applicant organisation
- Profits to be donated to charity

Where any profit from the project / event is donated to another organisation or entity, the applicant organisation must acknowledge Council's support in all communications and media relating to the donation.

Outline the name of the charity organisation/s and expected \$ amount of donation/s. *

Word count:

Must be no more than 25 words.

Can the project / event proceed if the amount of approved Council funding is less than the amount requested? *

- Yes
- No

ALIGNMENT WITH COUNCIL'S CORPORATE PLAN KEY PRIORITIES (20%)

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Form Preview

Press **maximise** to see the tables or text boxes in full. And press the **add more** or **+ button** to add more rows.

We want to understand how your project / event aligns to the priorities in the [Toowoomba Region Corporate Plan 2024 - 2029](#).

This question is about how your project supports Council priorities (what you are doing, how it links and within what expected timeframe).

- Select up to three (3) Council Corporate Plan key priorities
- Choose ones that most closely align to your project / event and explain how
 - You can select the same priority more than once, provided the alignment elements with your project / event are different
- Specify the expected timeframe when the alignment will occur
 - **Immediate** (within 1 month) - e.g. community events, activations, workshops
 - **Medium-term** (1 month to 1 year) - e.g. ongoing programs, repeated events, early-stage initiatives
 - **Long-term** (several years) - e.g. infrastructure, environmental projects, economic development, strategic planning, major equipment

Council Corporate Plan Key Describe the alignment of Timeframe Priorities your project / event with C ouncil's priorities

Which of Council's priorities is most closely aligned with your project / event purpose? If multiple apply pick the most relevant one.	Explain how your project / event directly supports the selected Corporate Plan priority, including what key activities or elements will contribute to achieving the priority Must be no more than 75 words.	When do you expect this alignment to emerge?

DEMONSTRATED NEED / EVIDENCE AND POTENTIAL FOR ADVANCEMENT (25%)

* indicates a required field

Evidence of project / event need

What are the key needs that this project / event is aiming to address? *

Word count:

Must be no more than 150 words.

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Who are the expected primary beneficiaries of this project / event? Please choose only the group/s that are at the very core of this project. *

No more than 5 choices may be selected.

If your project / event is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'. If it is organisation or location specific select 'Living environment - Place-based people or groups'.

Please provide any supporting information about the need for this project / event.

Attach a file:

For example, this may be focus group Minutes, survey results, community requests emails, research papers etc.

Participants

Approximately how many people will directly participate, attend or benefit from your project / event? *

- Up to 50 51 to 250 251 to 1,000 1,000+

How have you estimated the number of anticipated participants / attendees / people who will benefit? *

Word count:

Must be no more than 50 words.

Please outline the impact / benefit of this project / event to your organisation and / or the local community *

Word count:

Must be no more than 75 words.

Consider any potential changes (increase / decrease) to skills, knowledge, confidence, aspiration, motivation, social inclusion, behaviour, policy, social, financial, environmental, physical conditions, infrastructure.

CAPABILITY, CAPACITY AND LIKELIHOOD OF SUCCESS (25%)

** indicates a required field*

Capability and capacity

How much experience does your organisation have in delivering the same or similar type of project / event? *

- No experience delivering similar projects / events
 Delivered similar projects / events with no challenges

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Form Preview

- Delivered similar projects / events and effectively managed challenges

Which of the following options best describes your organisation's capacity to deliver the proposed project / event? *

- We have no staff / volunteers with the required skills or qualifications needed for the project / event
- We have no staff / volunteers but have capacity to engage qualified people for the project / event
- We have some staff / volunteers with the required skills or qualifications for the project / event
- We have many staff / volunteers and / or the capacity to engage additional people with the relevant skills or qualifications needed for the project / event

Please outline the factors (e.g. planning, experience, resources) that demonstrate the proposed project / event can be successfully delivered. *

Word count:

Must be no more than 75 words.

Project plan

A project plan demonstrates that you have considered the key activities and tasks required to deliver the project / event. You must provide a high-level project plan by either uploading an already prepared project plan (e.g. Word, Excel or PDF document) or completing the online template.

How would you like to provide your project plan? *

- Upload a project plan
- Complete an online project plan

Please upload your project plan *

Attach a file:

Please note, an uploaded plan can be provided in various formats such as a Word, Excel, PDF.

Online project plan

Please provide high-level project / event-related tasks, contributors and responsibilities, and dates when activities will take place.

Press **maximise** to see the tables or text boxes in full and press the **add more** or **+ button** to add more rows.

Activity / task	Persons / organisations involved	Responsibility	Task start date	Task end date
-----------------	----------------------------------	----------------	-----------------	---------------

For example, permits, marketing, admin,	Those who will be involved and their role.	Requirement of those involved. Must be no more than 25 words.	Approx. date is fine.	Approx. date is fine.
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Form Preview

training, grant reporting. Must be no more than 25 words.	Must be no more than 25 words.			

Risk Management Plan

We are interested in any potential risks that would delay or prevent delivery or increase the cost of the project / event, including operational, financial, or reputational risks (e.g. weather, hazards, cost overruns, resources or staffing constraints). You must provide a risk management plan by either uploading an already prepared plan (e.g. Word, Excel or PDF document) or completing the online template.

How would you like to provide your risk management plan? *

- Upload a risk management plan
- Complete an online risk management plan

Please upload your risk management plan *

Attach a file:

Please note, an uploaded plan can be provided in various formats such as a Word, Excel, PDF.

Online risk management plan

Please provide a maximum of five (5) risks.

Press **maximise** to see the tables or text boxes in full. And press the **add more** or **+ button** to add more rows.

Risk type	Risk impact	Risk likelihood	Risk mitigation approach(s)
Must be no more than 25 words.	Must be no more than 25 words.		Must be no more than 30 words.

What metrics will you use to measure the success of this project / event?

Metrics are used to demonstrate whether your project / event achieved its intended outcomes.

Provide at least two (2) measurable metrics with numerical targets that you will report on in your final acquittal (e.g. items purchased, % satisfaction, revenue generated, etc).

Examples of metrics may include but are not limited to:

- Number - total count (e.g. people, sessions, purchased items, visitor nights, social media reach, volunteer hours, time saved, duration, Net Promoter Score)

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- Percentage - proportion out of 100 (e.g. project completion, satisfaction rate, group representation, milestone achieved, CO2 emissions, tonnes of waste)
- Dollar value - money (e.g. economic spend, savings, revenue generated, cost per unit)
- Physical area/size - length or capacity (e.g. meters, acres, hectares)

Press **maximise** to see the tables or text boxes in full and press the **add more** or **+ button** to add more rows.

Metric Description	Metric Type	Target	Collection method
Describe what you will measure (e.g. people, activities, dollars, etc.). Must be no more than 20 words.	Select the type of measure that best describes your metric.	Identify a target for the metric you have chosen. Must be a number.	How will you collect and measure your target? E.g. head count, survey, interviews etc. Must be no more than 20 words.
	Other: <input type="text"/>		
	Other: <input type="text"/>		

LOCALITY (15%)

* indicates a required field

Project / event location

Will your project / event be held or accessed in a single location? *

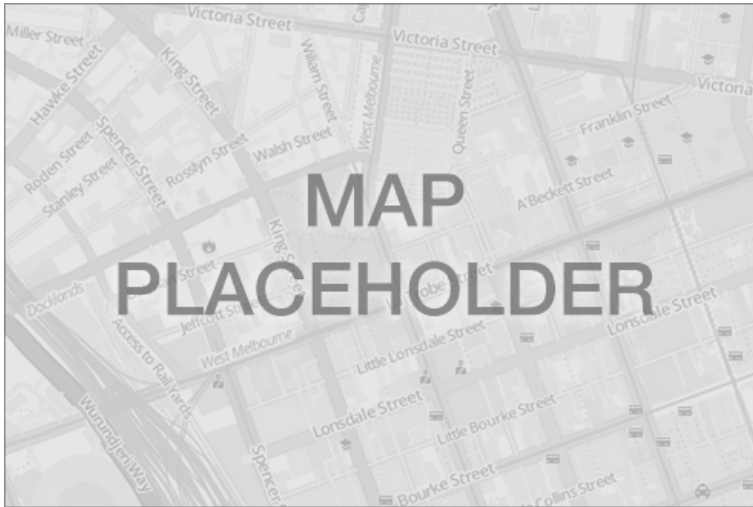
- Yes
 No - it will occur across multiple locations

What is the address of where your project / event will occur or be accessed? *

Address

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Form Preview



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

Project / event must occur or be accessed within the Toowoomba Regional Council area.

Please note, if your locality is not listed in the options below please select the closest area instead.

As you have indicated your project / event will happen across multiple locations, please select the appropriate towns / townships / localities. *

- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Acland | <input type="checkbox"/> Crows Nest | <input type="checkbox"/> Kingsthorpe | <input type="checkbox"/> Pinelands |
| <input type="checkbox"/> Anduramba | <input type="checkbox"/> Cypress Gardens | <input type="checkbox"/> Kleinton | <input type="checkbox"/> Pilton |
| <input type="checkbox"/> Back Plains | <input type="checkbox"/> Emu Creek | <input type="checkbox"/> Kooroongarra | <input type="checkbox"/> Pittsworth |
| <input type="checkbox"/> Biddeston | <input type="checkbox"/> Felton | <input type="checkbox"/> Kulpi | <input type="checkbox"/> Quinalow |
| <input type="checkbox"/> Boodua | <input type="checkbox"/> Forest Ridge | <input type="checkbox"/> Maclagan | <input type="checkbox"/> Ramsay |
| <input type="checkbox"/> Bowenville | <input type="checkbox"/> Geham | <input type="checkbox"/> Meringandan | <input type="checkbox"/> Ravensbourne |
| <input type="checkbox"/> Brookstead | <input type="checkbox"/> Goombungee | <input type="checkbox"/> Meringandan West | <input type="checkbox"/> Southbrook |
| <input type="checkbox"/> Brymaroo | <input type="checkbox"/> Gowrie Junction | <input type="checkbox"/> Millmerran | <input type="checkbox"/> The Pines |
| <input type="checkbox"/> Cabarlah | <input type="checkbox"/> Gowrie Little Plain | <input type="checkbox"/> Millmerran Downs | <input type="checkbox"/> Thornville |
| <input type="checkbox"/> Cambooya | <input type="checkbox"/> Greenmount / East | <input type="checkbox"/> Millmerran Woods | <input type="checkbox"/> Toowoomba |
| | Greenmount | | |
| <input type="checkbox"/> Condamine Farms | <input type="checkbox"/> Haden | <input type="checkbox"/> Mount Tyson | <input type="checkbox"/> Wattle Ridge |
| <input type="checkbox"/> Cecil Plains | <input type="checkbox"/> Hampton | <input type="checkbox"/> Nobby | <input type="checkbox"/> Wellcamp |
| <input type="checkbox"/> Charlton | <input type="checkbox"/> Highfields | <input type="checkbox"/> Oakey | <input type="checkbox"/> Westbrook |
| <input type="checkbox"/> Clifton | <input type="checkbox"/> Hodgson Vale | <input type="checkbox"/> Pampas | <input type="checkbox"/> Wyreema |
| <input type="checkbox"/> Coalbank | <input type="checkbox"/> Irongate | <input type="checkbox"/> Peranga | <input type="checkbox"/> Yarraman |
| <input type="checkbox"/> Cooyar | <input type="checkbox"/> Jondaryan | <input type="checkbox"/> Perseverance | |

More than one area can be selected if needed.

DECLARATION AND FEEDBACK

* indicates a required field

Certification

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Form Preview

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

Is the person completing this form authorised to certify this submission on behalf of the applicant organisation? *

- Yes
 No

If the response is "no" details of the authorised person are requested below.

Name of authorised person *

First Name

Last Name

Must be a senior staff member, trustee or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Confirmation

- I consent to the information contained within this application being disclosed to Toowoomba Regional Council for the purpose of assessing, administering, reporting and monitoring my current and any future Toowoomba Regional Council grant applications
- All necessary permits / approvals / licenses will be obtained prior to the beginning of the project / event with appropriate insurance in place (if applicable)
- All relevant health and safety standards will be met.

I understand that if Toowoomba Regional Council approves the grant, the organisation I represent will be:

- bound by the contents of this application to carry out the project / event as I have described, and this application will form part of the contractual agreement with Toowoomba Regional Council (unless a variation is requested and approved)
- required to acknowledge Toowoomba Regional Council for the funding in accordance with the requirements outlined in the funding agreement
- required to accept the terms and conditions of the grant in accordance with Toowoomba Regional Council's contractual agreement.

I understand that Toowoomba Regional Council reserves the right to publish successful applicant details.

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Form Preview

I certify that to the best of my knowledge the statements made in this application are true and correct.

I agree to all of the statements above: *

Yes

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button, please take a few moments to provide some feedback. Your feedback is very important to us and will not impact on the assessment of your application.

Please indicate how you found the online application process.

Very easy

Difficult

Easy

Very difficult

Neutral

Please provide us with your suggestions about any improvements and / or additions to the application process / form that you think we need to consider.

Word count:

Must be no more than 75 words.

Review and submit

We recommend you review your application on the next page as it must be free of errors or omissions before you can click the 'submit' button. Thank you.