

# Micro Grant Application 2026/27 - (Up to \$1,000)

## Form Preview

### INTRODUCTION AND ELIGIBILITY

Micro Grants support not-for-profit organisations to deliver projects, innovative activities and minor equipment purchases that support community strengthening initiatives and enhance the quality of life in the Toowoomba region.

#### Funding

- **Micro Grants allows for funding amounts up to \$1,000 (ex GST)**
- Although funding caps apply, smaller value requests are encouraged
- The funding is competitive, and the amount requested cannot be guaranteed (i.e. a partial contribution of the amount requested may be offered)
- The Micro Grant round is open across the financial year (July - June) but may close once all available funds are expended.

#### Key Definitions

- **Auspecting 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 auspecting partner's bank account.
- **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.

### Application information and support

Before completing this application form, please consider the following so that your application process is as easy and 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

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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](mailto: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 Micro 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
- 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.

## 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, 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

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

## APPLICANT DETAILS

\* indicates a required field

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### 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

#### 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

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

### Statement by a Supplier

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:

### Applicant organisation details

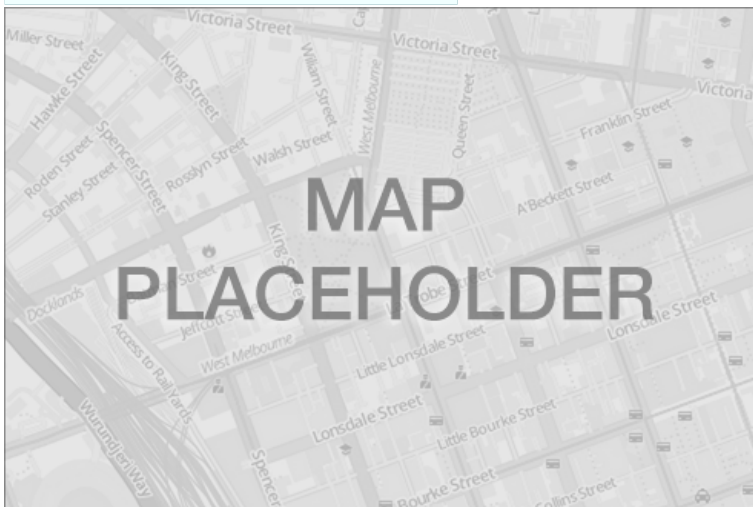
**Applicant organisation name \***

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 \***

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Must be an email address.

### Applicant 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

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

### Auspicing partner organisation name \*

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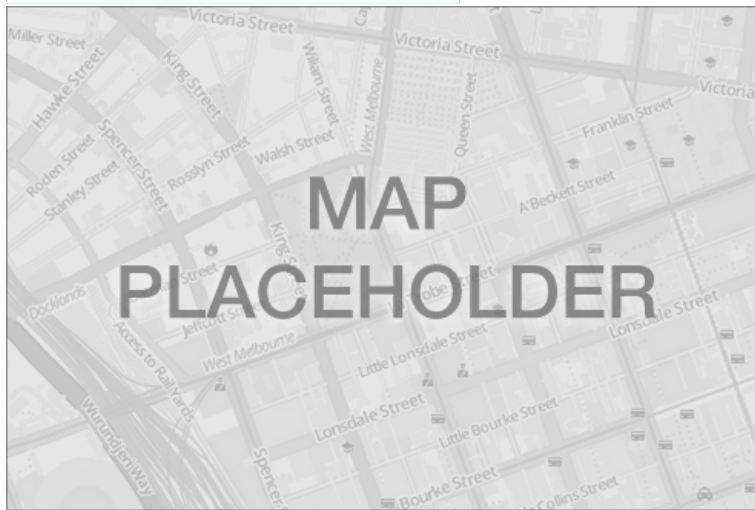
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Organisation Name

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

**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 and current. \***

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

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### Email address \*

Must be an email address

### Please attach a letter from the auspicng partner organisation confirming that the auspicng arrangement is valid. \*

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.

## 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 auspicng partner, please ensure it is the auspicng partner's document you upload. For example: Certificate of Incorporation, Rules or Articles of Association, Constitution, Model Rules or Deed of Trust.

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

Attach a file:

## 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

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

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

**Project / event title \***

Word count:

Must be no more than 25 words.

**Please provide a short description of your project / event. \***

Word count:

Must be no more than 100 words.

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

**Why is this project / event needed? Please also tell us who will benefit, and what those benefits will be. \***

Word count:

Must be no more than 100 words.

**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+

**Anticipated start date \***

**Anticipated end date \***

Project / event location

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

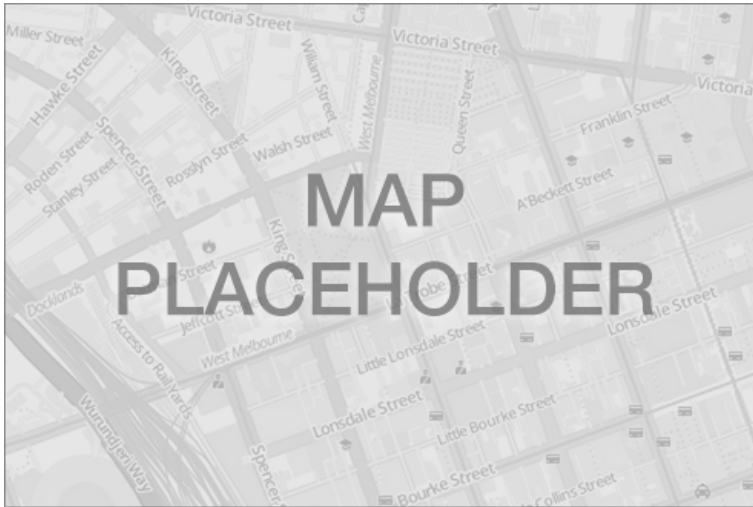
- Yes
- No - it will occur across multiple locations

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

Address

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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.

**As you've 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    |
|  | <b>Greenmount</b>                            |   |                                       |
| <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.

## PROJECT / EVENT FINANCIAL INFORMATION

\* indicates a required field

Total project / event cost

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

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\$

Must be a dollar amount.

### 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 not exceed** \$1,000 (ex GST) and should **ONLY** relate to costs you are requesting Council funding for
- Please provide 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
- If the total amount requested is more than the maximum amount of grant funding which may be awarded, you'll need to use other funding sources to cover those costs.

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.

<b>Expenditure description</b>	<b>Expenditure amount (ex GST)</b>	<b>Evidence for items to be obtained using Council funds</b>
Provide clear descriptions for each item. Examples could include 'needs analysis', 'equipment hire'	Enter the total amount to be expended (ex GST) on this item. Must be a dollar amount.	Upload evidence / quote(s) below

### Total Council support requested

#### Total amount requested (ex GST) from Toowoomba Regional Council

\$

This number/amount is calculated.

#### **\*\*\* Warning \*\*\***

*As the total amount requested is over \$1,000 (ex GST), which is over Council's threshold for a Micro Grant, you will be ineligible to apply for this grant.*

*Please review the figures provided above or you may want to consider applying for a Minor Grant instead, which is for amounts between \$1,001 - \$10,000.*

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

- Yes  
 No

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### DECLARATION AND FEEDBACK

\* indicates a required field

#### Certification

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)

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- 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.

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.