

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

### Introduction

\* indicates a required field

Please note, one project only per application.

**Before continuing, applicants must have;**

- Read the [Community Grants Program Guidelines](#); and
- Discussed the proposed project with a Council officer.

**Privacy Collection Notice:** Moreton Bay City Council is collecting your personal information for the purpose of assessing your funding application. Council is authorised to collect this information under the Local Government Act 2009 (Qld). Council may provide your personal information to external auditors or funding bodies for compliance and reporting purposes. Council will also use your personal information to update Councils customer information records and to contact you about other functions and services of Council. For more information, please visit <https://www.moretonbay.qld.gov.au/Privacy>.

**Once this form is submitted a confirmation email, with a copy of your application attached, will be sent to the email address registered on the SmartyGrants user account. If this differs from the main contact for the project, please ensure the information is passed on. \***

☐ We confirm that the SmartyGrants user account email address is actively monitored and that information will be passed on to the relevant person in the organisation.

If you have any questions about this grant please contact Community Grants and Partnerships on (07) 3205 0555 or at [grants@moretonbay.qld.gov.au](mailto:grants@moretonbay.qld.gov.au) and quote the application ID below.

#### Application ID

This field is read only.

### Confirmation of eligibility

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. Before proceeding, please confirm the following:

- We have read and understood the [Community Grants Program Guidelines](#);
- Our organisation is an eligible entity type for this grant as listed on page 8 of the [guidelines](#);
- Our organisation is able to provide recent audited or verified financial statements;
- Our organisation does not have any outstanding debts to Council;

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

- *Our organisation does not have any overdue acquittal reports due to Council;*
- *Our organisation has \$20 million public liability insurance for the project;*
- *If successful, we will acknowledge Council for the grant funding; and*
- *We have discussed and received support from the organisation's management committee or board for this funding request.*

### The statements above are true and correct \*

☐ Yes, we agree to the above

If you are unable to agree to the above statements, you are not eligible for this grant.

### Name of the Council officer the project was discussed with?

Organisations are strongly encouraged to discuss the proposal with Council before starting an application.

## Organisation details

\* indicates a required field

### Applicant details

#### Organisation name \*

Organisation Name

Official entity, group or organisation name (no acronyms). Please ensure this is the same as the name on your ABN Lookup.

#### Organisation street address

Address

  

#### Organisation postal address

Address

  

If entering a PO Box address, start by typing in the PO Box, click "Can't find your address?" and then manually enter the postal address.

#### Organisation website or social media page

Must be a URL.

### What type of not-for-profit eligible organisation are you? \*

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

- ☐ Incorporated association
- ☐ Registered charity
- ☐ Company limited by guarantee (that is not a registered charity)
- ☐ Unincorporated organisation (select this if you are being auspiced)
- ☐ Other:

### Is the organisation one of the following? \*

- ☐ School or affiliated parents' association
- ☐ Kindergarten or child care organisation
- ☐ Church
- ☐ Political group
- ☐ Government department or agency
- ☐ Unincorporated organisation (not being auspiced by an incorporated association)
- ☐ None of the above

### Proof of not-for-profit status \*

Attach a file:

E.g. certificate of incorporation or constitution

**Based on the above response, the organisation is ineligible to apply for this grant. Please refer to page 8 of the [Community Grants Program Guidelines](#) for applicant eligibility or contact the Community Grants and Partnerships Unit on (07) 3205 0555 to discuss this application.**

**IF SUBMITTED, THIS APPLICATION WILL NOT BE CONSIDERED AND NO FURTHER NOTIFICATION WILL OCCUR.**

### Applicant 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                                   |                                  |

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

Main Business Location

### Contact for application

#### Contact name \*

First Name

Last Name

#### Position in organisation \*

#### Phone number \*

Must be an Australian phone number.  
Including area code.

#### Email address \*

Where possible, please provide an organisational address (e.g. [president@yourclub.com.au](mailto:president@yourclub.com.au)) rather than a personal address.

**Important correspondence relating to your application will be sent to this email address. Please ensure that the information is passed on to the relevant person in your organisation who has the authority to action any requests. \***

☐ I confirm that this email address will be actively monitored and that information will be passed on to the relevant person in the organisation.

**The following questions are designed to help us understand how different parts of our communities are supported by our grant programs and will not impact the assessment of your application.**

**Is the primary purpose of your organisation to provide support, advocacy or representation for any one of these groups? \***

- ☐ Aboriginal and Torres Strait Islander peoples
- ☐ Culturally and Linguistically Diverse peoples
- ☐ People with Disability
- ☐ People who identify as LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, or other identities within the spectrum)
- ☐ Women and Girls
- ☐ Young People
- ☐ Older People
- ☐ None of these

**If your organisation specifically supports more than one group (e.g., CALD and LGBTQIA+), please tell us which ones:**

Must be no more than 50 words.

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

### Please indicate if one of the following is true about your organisation: \*

- ☐ Incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006, Aboriginal Land Act 1991, or Torres Strait Islander Land Act 1991
- ☐ Has a majority of Aboriginal and Torres Strait Islander people as members or on our governance body
- ☐ Has a majority of Culturally or Linguistically Diverse people as members or on our governance body (people who are not from an Anglo-Celtic background or who were born overseas)
- ☐ Has a majority of people with disability as members or on our governance body
- ☐ Has a majority of people who identify as LGBTIQ+ as members or on our governance body
- ☐ Has a majority of women and girls as members or on our governance body
- ☐ Has a majority of young people as members or on our governance body
- ☐ Has a majority of older people (over 65 years) as members or on our governance body
- ☐ None of these

## Auspice information

\* indicates a required field

Unincorporated organisations (as per the definition on page 13 of the Guidelines) may only apply for this grant if being auspiced / sponsored by an eligible incorporated association.

### Auspice organisation details

#### Auspice organisation name \*

Organisation Name

Official entity, group or organisation name (no acronyms). Please ensure your organisation name is the same as the name on your ABN Lookup.

#### Auspice street address \*

Address

  

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

#### Auspice postal address \*

Address

  

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

If entering a PO Box address, start by typing in the PO Box, click "Can't find your address?" and then manually enter the postal address.

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

### Auspice website or social media page

Must be a URL.

### What type of eligible organisation is the auspice? \*

- ☐ Incorporated association
- ☐ Registered charity
- ☐ Company limited by guarantee (that is not a registered charity)

### Auspice 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.

Please attach a letter of support below from the auspice organisation using [this template](#) to confirm their willingness to auspice the grant.

### Attach letter here \*

Attach a file:

### Auspice organisation contact

#### Contact name \*

First Name

Last Name

We may contact this person to verify that the auspice arrangement is valid and current.

#### Position in organisation \*

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

### Phone number \*

Must be an Australian phone number.  
Including area code.

### Email address \*

Where possible, please provide an organisational address (e.g. [president@yourclub.com.au](mailto:president@yourclub.com.au)) rather than a personal address.

## Project details

\* indicates a required field

**For the purpose of this application, the word 'PROJECT' refers to the event, activity, series of activities or workshops or any other initiative for which the grant funding is being requested.**

### Project title \*

Word count:

Title should be short but descriptive (Max.10 words).

### Short project description \*

Word count:

Please provide a summary of the project you are seeking this grant for (Max. 30 words).

### This application is for consideration in; (select the round that applies) \*

- ☐ Round 1 (closes 31 August 2026) for projects between 1 November 2026 and 31 October 2027
- ☐ Round 2 (closes 28 February 2027) for projects between 1 May 2027 and 30 April 2028

### We confirm that the project will be completed within the delivery dates for the selected round; \*

- ☐ Yes

### Why is this project needed in City of Moreton Bay? \*

Word count:

How was this need identified? Is there a gap in services? If possible, support your claims with evidence (data, statistics, testimonials etc) that confirm this need. Documents can be uploaded in the Supporting Documents section at the end of this form. (Max.100 words)

### How will City of Moreton Bay residents benefit from this project? \*

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

Word count:  
(Max. 50 words).

### How many people will attend? \*

Word count:  
How did you arrive at this number? e.g number of ticket holders, gold coin donations, crowd estimates.  
If the event has been held in the past, how many people have previously attended? (Max.30 words)

### Who will attend / participate? \*

Word count:  
Will they be members of your organisation, the wider community, visitors to the region, a particular target group or audience? (Max. 30 words)

### How will the project be promoted? (to ensure its success) \*

Word count:  
How will these people find out about the project? (Max 30 words)

### What experience does your organisation have in delivering this type of project? \*

Word count:  
Have you delivered it before? (Max. 50 words)

### Will there be a cost to attend? \*

- ☐ Yes  
☐ No

### What is the cost? \*

Word count:  
(Max.30 words)

### Why is it free? \*

Word count:  
How will it be funded in the future? (if delivering it again). (Max.30 words)

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

**When will it be held and what is the reason for selecting this / these dates? \***

Word count:

Have you selected a specific date or dates? (Max. 30 words).

**Where will it be held and what is the reason for selecting this location / venue? \***

Word count:

Street address and name of the location / venue (Max. 30 words)

**Is this project new to City of Moreton Bay? \***

- ☐ Yes  
☐ No

**Why do you believe it's needed in City of Moreton Bay and what evidence do you have of this? \***

Word count:

Must be no more than 50 words.

E.g. community survey, advice from local partners, etc. Evidence can be attached in the Supporting Documents section at the end of this form. (Max. 50 words)

**How will you ensure this project is inclusive and accessible? \***

Word count:

E.g. how it is promoted (language and imagery), who is involved, times and locations, public transport options, wheelchair accessible venue. Refer to the information on Council's webpage about delivering inclusivity at [indoor events](#) and [outdoor events](#). (Max. 50 words)

**What steps will you take to minimise and manage waste? \***

Word count:

E.g. Online advertising instead of printed material, use of recyclable or compostable etc. For further information visit Council's [Waste, recycling and organics webpage](#). (Max. 30 words)

**Will this project engage with, seek to engage with, or represent Traditional Custodians, Elders or Cultural leaders? \***

- ☐ Yes  
☐ No

If you are doing a Welcome to Country, please ensure that you contact the relevant native title determined group directly.

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

If the project involves intellectual property, language or history of a cultural group we strongly encourage you to engage with the local leaders and community of that group to ensure you have their support and permission (if required).

### How do you propose to manage this, and who are you liaising with? \*

Word count:

If you have a letter of support from the Traditional Custodians and / or Elders or Cultural leader/s, please attach it in the Supporting Documents section at the end of this form. (Max. 50 words)

### What will be the impact on the activity / initiative if you don't get this grant? \*

Word count:

(Max. 30 words)

## Focusing on inclusion

Through this grant program, as outlined in the [City of Moreton Bay Community Wellbeing Strategy](#) (page 21), we are committed to improving engagement and representation of the following groups.

The following question is for reporting purposes only and will not impact the assessment of your application.

### Which, if any, of these groups will your project primarily benefit? \*

- |                                                                     |                                       |
|---------------------------------------------------------------------|---------------------------------------|
| <input type="radio"/> Aboriginal and Torres Strait Islander peoples | <input type="radio"/> Women and girls |
| <input type="radio"/> Culturally and Linguistically Diverse peoples | <input type="radio"/> Young people    |
| <input type="radio"/> People with disability                        | <input type="radio"/> Older people    |
| <input type="radio"/> People who identify as LGBTQIA+               | <input type="radio"/> None of these   |

### Will the project provide any benefit to a secondary group?

- |                                                                     |                                          |
|---------------------------------------------------------------------|------------------------------------------|
| <input type="radio"/> Aboriginal and Torres Strait Islander peoples | <input type="radio"/> Women and girls    |
| <input type="radio"/> Culturally and Linguistically Diverse peoples | <input type="radio"/> Young people       |
| <input type="radio"/> People with disability                        | <input type="radio"/> Older people       |
| <input type="radio"/> People who identify as LGBTQIA+               | <input type="radio"/> No secondary group |

### How will you make the project inclusive for this / these specific group/s? \*

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

Word count:  
(Max.30 words)

**Which focus group does the initiative support? \***

## Project planning

\* indicates a required field

### Project plan

What are the major stages/steps involved in delivering your project?

*If you require more rows click the add more button. If you add more rows than you need please ensure you remove them before submitting.*

| Stage                                                  | Completion date           | Notes                             |
|--------------------------------------------------------|---------------------------|-----------------------------------|
| <input type="text"/><br>Other:<br><input type="text"/> |                           |                                   |
|                                                        | Provide approximate date. | Add explanatory notes if required |

### Project risks

**What are the main projects risks, hazards or barriers? \***

Word count:

Identify up to three risks. This might include bad weather, financial, strategic or reputational risks, injury or illness, supplier delays or unavailability etc. (Max.50 words)

**Describe what you will do to address these risks \***

Word count:

This might include undercover venues, alternate financial support or income streams, access to more volunteers or human support. (Max.100 words)

### Outcomes

Please tell us at least two outcomes you expect from this project. Outcomes are changes that are expected to occur for the beneficiaries (direct or indirect) within 3 to 12 months of the project.

**EXAMPLE:** An outcome from a series of adult literacy workshops would be;

- workshop attendees obtain an improved level of literacy.

If you require more rows click the add more button. If you add more rows than you need please ensure you remove them before submitting.

**Your outcomes**

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

|                |
|----------------|
|                |
| (Max.15 words) |

## Project budget

\* indicates a required field

### Project income

- Include all cash sources including the grant amount being requested.
- All quotes and project budgets must be GST inclusive.
- An applicant/organisation's GST registration status will not impact the total amount paid if successful.
- Click [here](#) for an online GST calculator to assist with your budget.

[Example budgets \[PDF 892.9kB\]](#)

*If you require more rows click the add more button. If you add more rows than you need please ensure you remove them before submitting.*

| Income description                          | Is funding confirmed?    | Income amount (A)        |
|---------------------------------------------|--------------------------|--------------------------|
| E.g. Council grant, own funds, ticket sales |                          | Must be a dollar amount. |
| Council grant                               | Confirmed<br>Unconfirmed |                          |

### Project expenditure

**Refer to page 5 and 9 of the Community Grants Program Guidelines to ensure your expenditure items are eligible under this grant.**

- **Item description** - list each item on a separate line.
- **Total item cost** - total cost of each expenditure item. This must match the attached quote.
- **Grant portion** - this may be the full item cost or a portion of the total item cost.
- **Supplier name** - the business or supplier providing the product /service.
- **Quotes** - are essential for **ALL ITEMS** and must meet the requirements listed below.

#### Requirements for quotes:

- Must be issued by the supplier/s, with the skills and experience (and licenses where applicable) to deliver the goods / services being quoted.
- Must clearly show the supplier's name, ABN, phone number, a list of the service/s or goods being provided and the cost of each item.
- Screenshots of rates and prices advertised online are acceptable as quotes and must show the supplier's name.
- Any individual involved in the preparation of the application must **not** quote for, or be a supplier for, grant-funded items.

*If you require more rows click the add more button. If you add more rows than you need please ensure you remove them before submitting.*

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

**Item description** **Total Item cost (Grant portion (C Supplier name Quotes**  
**B)** **)**

|                                     |    |    |  |  |
|-------------------------------------|----|----|--|--|
| e.g. Venue hire, entertainment etc. |    |    |  |  |
|                                     | \$ | \$ |  |  |

## Budget totals

**Total income amount (A)**

\$

This amount is automatically calculated.

**Total expenditure amount (B)**

\$

This amount is automatically calculated.

**Income less expenditure (A - B)**

\$

This amount is automatically calculated. Income less Expenditure must equal zero.

**Total grant amount requested (C)**

\$

This amount is automatically calculated. Max. \$20,000 funding.

### Quote Acknowledgement \*

☐ I understand that project expenditure items without a quote are not eligible for any grant funding

**Does the 'grant portion' column (column C) in the Project Expenditure table above include any costs for catering or food ? \***

- ☐ Yes  
☐ No

**How is this catering / food expenditure essential to the activity and / or connected to the outcome of the project? \***

Word count:  
(Max. 30 words)

## Supporting documents

\* indicates a required field

**Please ensure all documents are clearly labelled with "Document name - Organisation name". For example: *Audited Financials - Lawnton Jive Assoc.* Files can be up to 25MB each, however we recommend keeping them under 5MB - the larger the file, the longer the upload time. When uploading multiple documents, wait for each file to upload before trying to attach another file. For applications being auspiced, Financial Statements and Public Liability Insurance must be in the name of the auspice organisation.**

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

### Financial Statements

Financial statements should be no more than 18 months old (this means the reporting period ended no more than 18 mths ago) and include the following:

- a profit and loss statement (for income and expenditure)
- a balance sheet (for assets and liabilities)
- all mortgages, charges and securities that affect any of your property at the end of the financial year
- a copy of a [signed audit report](#) or verification statement from your accountant, auditor or verifier - the type of report depends on the size of your association.

**Please review the [Queensland Government Office of Fair Trading \(OFT\)](#) information before completing the financial statements section of this form.**

#### **What OFT reporting level is your organisation?**

- ☐ Large Association
- ☐ Medium Association
- ☐ Small Association

#### **Upload your organisation's most recent financial statements signed by your registered auditor or certified accountant \***

Attach a file:

#### **Date the report / statements were signed by your auditor / accountant \***

#### **Organisations planning an event in Moreton Bay must read and understand the requirements of planning an event in Moreton Bay \***

- ☐ Yes, we have read this information

Visit [Councils website](#) to read about Planning an event in Moreton Bay.

#### **Upload your organisation's most recent financial statements signed by your registered auditor, certified accountant or approved person \***

Attach a file:

#### **Date the report / statements were signed by your auditor / accountant / approved person \***

#### **Upload your organisation's most recent financial statements verified by your president or treasurer (or signed by your registered auditor if required by law) \***

Attach a file:

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

**Date the report /statements were signed by your president /treasurer (or registered auditor if required by law) \***

## Insurance

**Upload your organisation's current public liability insurance certificate \***

Attach a file:

Contact your insurance company if you don't already have a Certificate of Currency. These are usually sent by email on request.

**Date of expiry of insurance cover \***

Do you need Council approval to undertake this project?

**Projects on Council-owned and controlled land that enhance native vegetation and wildlife habitats require a Council approval letter. To seek approval, email your project proposal to Council's Environmental Services team ([esmailbox@moretonbay.qld.gov.au](mailto:esmailbox@moretonbay.qld.gov.au).) then attach your approval letter here.**

Attach a file:

**Environmental Services:** [esmailbox@moretonbay.qld.gov.au](mailto:esmailbox@moretonbay.qld.gov.au).

## Further supporting documents (optional)

Please only include documents that are relevant to the project and support your written responses. This may include;

- Pitchdeck or other video presentations
- Evidence of project need
- Project management spreadsheets
- Event budgets
- Minutes of planning meetings
- Marketing plans or collateral
- Engagement plans (essential for projects that require Traditional Custodian engagement)
- Letters of support from key collaborators, consultants or project partners that describe how they will contribute and / or benefit from the project. Letters must be dated and include the contact details of the author.

Attach a file:

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

A maximum of 5 files may be attached.

## Declaration and feedback

\* indicates a required field

### Declaration

This section must be completed by a member of the management committee or board on behalf of the applicant organisation. This may be different to the contact person listed earlier in this application form.

**I declare that to the best of my knowledge the statements made in this application are true and correct, and I understand that if our organisation is approved for this grant, we will be required to accept the terms and conditions of the grant.**

**I agree \***

☐ Yes

**Name \***

First Name

Last Name

**Position in organisation \***

### Auspice Declaration

This section must be completed by a member of the management committee or board on behalf of the auspice organisation. This may be different to the contact person listed earlier in this application form.

**I declare that to the best of my knowledge the statements made in this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions on behalf of the applicant organisation for the grant.**

**I agree \***

☐ Yes

**Name \***

First Name

Last Name

**Position in organisation \***

# City of Moreton Bay - Community Activities Grant - Application Form

## Form Preview

### Applicant feedback

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback. If you would rather provide anonymous feedback, please email [grants@moretonbay.qld.gov.au](mailto:grants@moretonbay.qld.gov.au).

**Please indicate how you found the online application process**

- ☐ Very easy
- ☐ Easy
- ☐ Neutral
- ☐ Difficult
- ☐ Very difficult

**How many minutes in total did it take you to complete this application?**

Estimate in minutes i.e. 1 hour = 60

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

Submit

**You are now ready to submit. Read and acknowledge the message below, then click on 'Next page' to review, then Submit. \***

☐ When your Application has been submitted a confirmation email, with a copy of the Application attached, will be sent to the email address registered with this user account. If you do not receive this email your Application has NOT been submitted. Please ensure all questions have been answered and try again. (Check box here to acknowledge that you understand this).