

City of Moreton Bay - Community Facilities Grant Application 2026/27

Form Preview

Introduction

* indicates a required field

Council's Community Facilities Grant provides funding up to \$30,000 per application. A cash co-contribution is required for this grant.

It is important that you read the [Community Grants Program Guidelines](#) before starting this application form. Only one project may be considered per application.

Organisations undertaking facility improvement projects at Council owned facilities must contact Council at communityleasing@moretonbay.qld.gov.au to check if an [Improvement Works Application](#) (IWA) is required.

Organisations undertaking planning projects must contact Council at sportrecreation@moretonbay.qld.gov.au to discuss the project before starting an application.

Most fields in this form are mandatory and if not completed the form cannot be submitted. An error message will highlight which questions require completion.

All documents attached in this application must be clearly labelled to ensure they are easy to locate, open and view.

Late or incomplete applications cannot be accepted.

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 Council's 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 contact us throughout the application process, please quote this application ID.

Application ID

This field is read only.

Confirmation of eligibility

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This section of the application form is designed to help you, and us, understand if your organisation and project are eligible for this grant.

Before proceeding, please confirm the following;

- We have read and understood the [Community Grants Program Guidelines](#);
- We are an eligible not-for-profit organisation type for this grant as listed on page 8 of the [Guidelines](#);
- The community facility is located in the City of Moreton Bay on land owned by an eligible entity.

Please also confirm that your organisation;

- Can provide an Improvement Works Application consent letter for the project * (Council lessees only);
- Can provide written consent for the project from the landowner (non-Council lessees);
- Can provide your most recent audited or verified financial statements;
- Can provide a \$20 million public liability certificate of insurance for the project;
- If successful, we will acknowledge Council for the grant funding;
- Does not have any outstanding debts to Council;
- Does not have any overdue acquittal reports due to Council;
- Have discussed and received support, from your management committee or board, for this grant request.

* not required for planning projects.

The statements above are true and correct *

☐ Yes, I agree to the above

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

Financial Statements

Financial statements must be no more than 18 months old 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 the form.

What OFT reporting level is your organisation?

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

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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 *

Must be a date.

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 *

Must be a date.

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:

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

Must be a date.

Contact details

* indicates a required field

Applicant details

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.

Organisation street address

Address

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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? *

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

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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	

Must be an ABN.

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) 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.

Organisation Type

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The following questions are for reporting purposes only 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 supports more than one group (e.g., CALD and LGBTQIA+), please tell us which ones:

Must be no more than 50 words.

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 LGBTQIA+ 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

Project details

* indicates a required field

Project type

Which of the following best describes the proposed project? *

- ☐ The Facility / Building is leased from Council and the project involves planning only (E.g. Construction drawings, concept plans, development applications, engaging a building certifier)
- ☐ The Facility / Building is leased from Council and the project involves physical improvements to the Facility / Building (E.g. Construction of outdoor areas, installation of solar panels or security systems, bathroom/kitchen/power/air-conditioning upgrades)

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- ☐ The Facility / Building is not Council owned - Planning or Improvement Project
- ☐ The applicant organisation has been issued a Building Inspection Outcome Letter from Council's Community Leasing team

Council contact

Council lessees applying for facility planning must contact Council's Sport & Recreation Team at sportrecreation@moretonbay.qld.gov.au to discuss the project.

Have you discussed your planning project with a Sport and Recreation Officer? *

- ☐ Yes
- ☐ No

Contact name

Please provide the name of the Sport and Recreation Officer you have discussed this project with: *

Must be no more than 5 words.

Improvement Works Application (IWA)

- For Council lessees applying for facility improvement/construction projects, an Improvement Works Application (IWA) consent letter is required.
- For any queries, contact Council's Community Leasing Team on (07) 5433 2555 or at communityleasing@moretonbay.qld.gov.au.

Do you have an IWA consent letter for this project? *

- ☐ Yes
- ☐ No
- ☐ No, Community Leasing have advised that an IWA is not required for this project

Improvement Works Application notification

Please contact Community Leasing on (07) 5433 2555 or at communityleasing@moretonbay.qld.gov.au to discuss IWA requirements in relation to your project.

APPLICATIONS THAT DON'T HAVE AN APPROVED IWA BY THE ROUND CLOSING DATE WILL BE INELIGIBLE FOR CONSIDERATION

IWA consent letter

Please upload your IWA consent letter *

Attach a file:

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Correspondence with Councils Community Leasing team

Please upload a copy of your correspondence with Councils Community Leasing team advising an IWA is not required for the project *

Attach a file:

Landowners consent

You must have a written letter from the eligible landowner confirming consent for the project.

Council's Sport and Recreation team are available if you would like to discuss the project:
sportrecreation@moretonbay.qld.gov.au

Please upload consent letter *

Attach a file:

Building Inspection Outcome Letter

Has the organisation been issued a Building Inspection Outcome Letter? *

- ☐ Yes
- ☐ No

Please attach a copy of the Building Inspection Outcome Letter *

Attach a file:

Project Eligibility

Please note: Community Facility Grants are provided to support facility improvements; general maintenance work however is ineligible (for example servicing of air conditioners, interior and exterior painting).

Does the project relate to facility improvement work or maintenance work? *

- ☐ The project relates to facility improvement work
- ☐ The project relates to maintenance work only

Facility Improvement Details

Please outline how the project is a facility improvement as opposed to general maintenance. *

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Word count:

Must be no more than 100 words.

You will need to contact Council's Sport and Recreation team (07) 3205 0555 (sportrecreation@moretonbay.qld.gov.au) to discuss the project before proceeding further with the application.

IF SUBMITTED WITHOUT CONSULTING COUNCIL'S SPORT AND RECREATION TEAM, THIS APPLICATION WILL NOT BE CONSIDERED AND NO FURTHER NOTIFICATION WILL OCCUR.

Based on the above response, the project is ineligible. Please contact the Community Grants and Partnerships Unit (07) 3205 0555 (grants@moretonbay.qld.gov.au) to discuss this application.

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

Project title *

Word count:

Must be no more than 15 words.

The title should be short but descriptive.

Provide a short description of what the organisation plans to do *

Word count:

What are you planning to do and why? (Maximum 50 words)

Street address where the project will be delivered *

Street (including number), suburb, state and postcode required.

Anticipated project start date *

Round 1: Projects must be delivered between 1 December 2026 and 30 November 2027.

Round 2: Projects must be delivered between 1 June 2027 and 31 May 2028.

Anticipated project end date *

Assessment questions

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Please refer to the Assessment Criteria on page 11 of the [Community Grants Program Guidelines](#) when answering the questions in this section.

Why is the project needed? *

Word count:

Must be no more than 150 words.

Who needs this project and why? How was this need identified? What evidence do you have (data, testimonials etc) to confirm this need?

Who will benefit from the project? *

Word count:

Must be no more than 100 words.

How does the project contribute to one of the priorities for this grant? *

Word count:

Must be no more than 100 words.

Respond to at least one of the grant priorities on page 6 of the Guidelines.

What will be the impact on your organisation if you don't get this grant? *

Word count:

Must be no more than 50 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? *

- | | |
|---|---------------------------------------|
| ☐ Aboriginal and Torres Strait Islander peoples | ☐ Women and girls |
| ☐ Culturally and Linguistically Diverse peoples | ☐ Young people |
| ☐ People with disability | ☐ Older people |
| ☐ People who identify as LGBTQIA+ | ☐ None of these |

Only 1 option may be selected

Will the project provide any benefit to a secondary group?

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- ☐ Aboriginal and Torres Strait Islander peoples
- ☐ Culturally and Linguistically Diverse peoples
- ☐ People with disability
- ☐ People who identify as LGBTQIA+
- ☐ Women and girls
- ☐ Young people
- ☐ Older people
- ☐ No secondary group

How will the project benefit this / these specific group/s? *

Word count:

Must be no more than 100 words.

Project plan

What are the major stages/steps involved in planning and delivering your project. Include any post-project maintenance responsibilities if relevant.

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
Other:		
	Provide approximate date. Must be a date.	Add explanatory notes if required

Project risks

Describe any / all of your projects risks, hazards and barriers *

This might include: bad weather, financial, strategic or reputational risks, injury or illness, supplier delays etc

Describe what you will do to address these risks *

This might include: factoring in project delays, alternate suppliers, impacts on service delivery streams, operating from temporary premises

Project outcomes

Outcomes

Please tell us at least one outcome you expect from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct or indirect) of your project.

Immediate outcomes occur directly following project completion, medium-term outcomes are those that fall between the short and long-term outcomes and long-term outcomes are those you expect to see later.

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Below are example outcomes for installing solar panels on a clubhouse roof:

- Immediate outcome - decrease in the cost of using electricity during the day.
- Medium-term outcome - electricity cost savings of over \$2,000 over 6-12 months.
- Long-term outcome - reinvestment of energy savings into purchasing of new equipment.

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

Timeframe

Project budget

Project income

- Include all income sources including the grant amount being requested and applicant contribution.
- 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.
- Applicant cash co-contribution must be no less than 25% of the Council grant amount being requested. As an example, to be eligible for \$30,000 the total cost of the project would need to be at least \$37,500.

[Example budgets \[PDF 872.1kB\]](#)

GST Information

- 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.

Income description	Is funding confirmed?	Income amount (A)
		Must be a whole dollar amount (no cents).
Council grant	Confirmed Unconfirmed	
Applicant contribution (min. 25% of the grant amount requested)		

Project expenditure

- **QUOTES ARE ESSENTIAL FOR ALL ITEMS.**
- **Item description** - list each item on a separate line.
- **Total item cost** - total cost of each expenditure item must match quote supplied.
- **Grant portion** - this may not be greater than 80% of the total cost of each item.

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- **Supplier name** - the business supplying the product or service.

Refer to page 6 and 9 of the [Community Grants Program Guidelines](#) to ensure your expenditure items are eligible under this grant.

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.

Item description Total item cost (Grant portion (C Supplier name Quotes

B)	)			
e.g. Plumbing, installation, consultant fees etc.		Must not be more than 80% of the total item cost.		
	\$	\$		

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. If you receive an error, please amend your grant portion requested in the expenditure table above.

Supporting documents

All documents must be clearly labelled to ensure they are easy to locate, open and view.

Additional documents to support your application

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Attachments must be clearly labelled to ensure they are easy to locate, open and view. Additional documents for this grant may include:

- Construction drawings
- Development approval
- Site maps/plans
- Formal proposals
- Minutes of planning meetings
- Letters of support (must be dated and include the contact details of the author)

Attach a file:

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 organisation's management committee or board. 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 *

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. If you would rather provide anonymous feedback, please email grants@moretonbay.qld.gov.au.

Please indicate how you found the online application process

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

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☐ Very difficult

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

Must be a number.

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

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. DO NOT SUBMIT THIS APPLICATION UNTIL ALL REQUIRED INFORMATION AND SUPPORTING DOCUMENTS HAVE BEEN PROVIDED.

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

☐ You will receive a confirmation email when your application has been submitted. If you do not receive this email then your application has NOT been submitted. Please ensure all questions have been answered and try again. (Check box here to acknowledge that you understand this)