

# CMB Community Facilities Interest Free Loan Program Application 2024/25

## Form Preview

### Introduction

\* indicates a required field

City of Moreton Bay provides interest free loans up to \$50,000 to not-for-profit organisations to develop new, or improve existing, community facilities in the City of Moreton Bay.

Organisations wishing to apply for this loan must meet the same applicant and project criteria as Council's Community Facilities Grant. Before starting this application please read the [Community Grants Program Guidelines](#) to ensure your organisation and your facility improvement project are eligible.

Please note that most fields in this form are mandatory and if not completed your form will not be able to 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.**

### Privacy Notice

City of Moreton Bay is collecting your personal information for the purpose of assessing your funding application and/or finalising your funding application requirements. Council will use your personal information to update Council's customer information records and to contact you about other functions and services of Council. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

If you contact us throughout the application process, please quote the application number below.

#### Application Number

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 loan. Before proceeding, please confirm the following:

- I have read and understood the [program guidelines](#);
- Our organisation is an eligible entity type for this grant as listed on page 8 of the [guidelines](#);
- The community facility is in the City of Moreton Bay;
- Our organisation is able to provide audited or verified financial statements for the last two (2) years;
- Our organisation does not have any outstanding debts to Council;
- Our organisation does not have any overdue acquittal reports due to Council;
- Our organisation has \$20 million public liability insurance for the project;

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- *We have discussed and received support from our organisation's management committee or board for this loan request; and*
- *Our organisation has consent of the land owner to undertake this project.*

**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.

## 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

  

**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)

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

- ☐ School or affiliated parents' association
- ☐ Kindergarten or child care organisation

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- ☐ 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.**

### Does the organisation have an ABN? \*

- ☐ Yes
- ☐ No

### 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	
Main business location	

Contact for application

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### 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.

## Landowners consent

- For Council lessees, 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](mailto:communityleasing@moretonbay.qld.gov.au).
- For other applicants, provide a written letter from the landowner confirming consent for the project.

### Upload your landowner's letter of consent \*

Attach a file:

## Project details

\* indicates a required field

### Project title \*

Word count:

The title should be short but descriptive (Max 15 words)

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

Word count:

What are you planning to do and why? (Maximum 150 words)

### Street address where the project will be delivered \*

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

**Anticipated project start date \***

**Anticipated project end date \***

**Has this loan request been discussed with a City of Moreton Bay Sport and Recreation Officer? \***

- ☐ Yes  
☐ No

**Please email [sportrecreation@moretonbay.qld.gov.au](mailto:sportrecreation@moretonbay.qld.gov.au) or phone 07 3205 0554 before continuing this application.**

**What best describes your facility improvement and / or construction project (select all that apply)**

- ☐ Construction of outdoor areas  
☐ Air conditioning upgrades  
☐ Installation of security systems  
☐ Upgrades to fixed audio/visual systems  
☐ Installation of solar panels  
☐ Bathroom upgrades  
☐ Kitchen upgrades  
☐ Power upgrades  
☐ Other:

## Assessment questions

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? \***

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? \***

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How will the project benefit your organisation and / or City of Moreton Bay residents?

How does the project contribute to one of the funding priorities? \*

Respond to at least one of the Community Facilities Grant priorities on page 6 of the Guidelines.

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

Focusing on inclusion

We are committed to improving engagement and representation of the following groups.

Will your project specifically benefit any of the following inclusion focus groups? \*

- ☐ 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
- ☐ None of these

No more than 3 choices may be selected.

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

Project plan

What are the major stages/steps involved in planning and 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
	Provide approximate date. Must be a date.	Add explanatory notes if required

Project risks

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

Describe what you will do to address these risks \*

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

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.

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.

Income Source	Is funding confirmed?	Income amount (A)
		Must be a dollar amount.
Council loan requested (between \$15,000 and \$50,000)	Confirmed Unconfirmed	

### Project expenditure

- **Item description** - list each item on a separate line.
- **Item cost** - the total cost of the expenditure item.
- **Grant contribution** - the portion of the item cost covered by the grant funding (this may be the same as the **Item cost**).
- **Supplier name** - the business supplying the product or service.
- **Quotes** - at least one quote must be provided for each expenditure item.

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

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.

### 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.

Item description	Item cost (B)	Loan contribution (C)	Supplier name	Quotes
e.g. Plumbing, installation, consultant fees etc.	e.g. \$1,000	e.g. \$800		
	\$	\$		

### 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.

### Please identify your preferred loan repayment period:

- |                               |                               |                                |
|-------------------------------|-------------------------------|--------------------------------|
| <input type="radio"/> 1 year  | <input type="radio"/> 5 years | <input type="radio"/> 8 years  |
| <input type="radio"/> 2 years | <input type="radio"/> 6 years | <input type="radio"/> 9 years  |
| <input type="radio"/> 3 years | <input type="radio"/> 7 years | <input type="radio"/> 10 years |
| <input type="radio"/> 4 years |                               |                                |

### Supporting documents

\* indicates a required field

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

Financial statements should 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)



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- 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.

To find out more about annual reporting requirements, visit the Queensland Government's [Financial responsibilities for incorporated associations webpage](#).

### **Most recent audited or verified financial statements for the PAST TWO YEARS \***

Attach a file:

### **Current public liability insurance certificate \***

Attach a file:

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

Must be a date.

## Additional documents to support your application

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

Additional documents 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:

## 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 loan, we will be required to enter into a Community Loan Agreement with Council.**

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**I agree \***

☐ Yes

**Name \***

First Name

Last Name

**Position in organisation \***

Applicant feedback (this section is optional)

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](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?**

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)