

# 2024 Discretionary Funds Application Form

## Form Preview

### Introduction

\* indicates a required field

Discretionary funds may be allocated by the Mayor and Councillors to community organisations for a community purpose. Council's discretionary funds support the sustainable delivery of community, cultural, sporting and environmental projects that provide a demonstrated benefit to the City of Moreton Bay.

Please read the [Discretionary Funds Guidelines](#) carefully before commencing and submitting this application.

Successful applicants will also be required to agree to Council's [Funding Terms and Conditions](#).

A maximum of \$2,000 can be received through the Discretionary Funds Program per financial year.

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.

**I have read and understand the Discretionary Funds Guidelines \***

- Yes
- No - please read the Guidelines prior to starting an application

**I have read and understand the Funding Terms and Conditions**

- Yes
- No - please read the Terms and Conditions prior to starting an application

**I am aware that the application may take up to 15 business days processing time from the date Council receives a complete application**

- Yes

Applications with projects dates of less than 15 business days from receipt of application may not be funded by Council.

#### **SUPPORTING DOCUMENTATION REQUIRED FOR THIS APPLICATION;**

- Current Public Liability Insurance Certificate for projects that engage the community; and
- Bank statement header.

#### **ACQUITTAL AND RETURN OF FUNDS**

- If this application is successful, an acquittal report, including receipts of expenditure, must be submitted four weeks after project completion.
- Unspent funds, or funds expended on unapproved items, must be returned to Council at the time of acquittal.

### Eligibility

**Organisation Name \***

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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 (on page 2).

**Is the organisation a not-for-profit community organisation? \***

- Yes
- No

**Organisation type \***

- Incorporated association
- Registered charity
- Company limited by guarantee (that is not a registered charity)
- School or P&C Association
- Unincorporated community group

Please note if the group is a branch or chapter of a larger organisation and the branch or chapter is NOT incorporated in their own name, please select the "Unincorporated Community Group" option above.

If you are unsure, please contact Council's Community Grants and Partnerships Unit on (07) 3205 0555.

**Is the organisation a political group? \***

- Yes
- No

## Auspice

Unincorporated community groups may apply through an Auspice which is able to accept legal and financial responsibility for the project.

Where community organisations act as an Auspice for unincorporated community groups, these funds will not form part of the auspicing organisation's maximum annual funding limit.

**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 (on page 2).

**Organisation type \***

- Incorporated association
- Registered charity
- Company limited by guarantee (that is not a registered charity)
- School or P&C Association

**Is the organisation a political group? \***

- Yes
- No

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**Based on the above responses, the organisation is ineligible to apply for Discretionary Funds.**

Please refer to the [Discretionary Funds Guidelines](#) for applicant eligibility criteria 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 any OVERDUE Moreton Bay Regional Council grant acquittals? \***

- Yes (please contact Council's Community Grants and Partnerships Unit)
- No
- Unsure (please contact Council's Community Grants and Partnerships Unit)
- N/A - not a previous grant recipient

**Eligible applicants must have no overdue grant acquittals.**

## Applicant Details

\* indicates a required field

### Organisation Details

**Organisation Street Address \***

Address

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

**Organisation Postal Address \***

Address

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

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**

Must be a URL

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

- Yes

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No

### 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 check that your [ABN](#) details are correct e.g. ABN name and GST status. You will need to contact the [Australian Business Register \(ABR\)](#) if you need to change your ABN details.

## Contact for Application

### Contact Name \*

First Name

Last Name

### Position in Organisation \*

### Phone Number \*

Must be an Australian phone number.  
Including area code.

### Email \*

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

**Has the request for funding (outlined in this application) been discussed with the organisation? \***

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- Yes - the application has been discussed and is supported.
- No

**This application cannot proceed until it has been discussed, and supported, by the organisation.**

### Auspice Details

Provide the following details of the organisation that will be the auspice for the project.

#### **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.

#### **Auspice Website**

Must be a URL.

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

- Yes
- No

#### **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.

Please check that your [ABN](#) details are correct e.g. ABN name and GST status. You will need to contact the [Australian Business Register \(ABR\)](#) if you need to change your ABN details.

**Auspiced applicants must include a letter or email from the auspicing organisation confirming their willingness to support this application. \***

Attach a file:

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

Attach a file:

E.g. certificate of incorporation or constitution

## Contact for Application

**Contact Name \***

First Name

Last Name

**Position in Organisation \***

**Phone Number \***

Must be an Australian phone number.  
Including area code.

**Email \***

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

**Current Public Liability Insurance Certificate**

Attach a file:

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### Date of expiry of insurance cover

Must be a date.

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

Attach a file:

E.g. certificate of incorporation or constitution

## Banking Details

Should your application be successful, grant payment will be by electronic funds transfer to your nominated bank account.

**If you are being auspiced, please provide the bank details of your auspicing organisation.**

### Bank Name \*

### Account Name (must be in the name of the community organisation) \*

### BSB \*

XXX-XXX (e.g. 123-456)

### Account Number \*

No spaces.

A recent copy of your bank statement header (no more than 2 years old) is required. The bank statement header should include the following:

- Bank name
- Account name (in the name of the organisation or the auspicing organisation if being auspiced)
- BSB
- Account number

### Upload your bank statement header \*

Attach a file:

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**Please be advised, if there are any discrepancies between the bank details provided in this form and those on the bank statement header (or the document supplied is not a bank statement header), there will be a delay in processing the application.**

## Project Information

\* indicates a required field

### IMPORTANT TO NOTE:

- For any facility construction and improvement projects, applicants with an existing land tenure agreement with Council or a Council lessee, require an approved [Improvement Works Application \(IWA\)](#).
- An event or activity on public or private land that is open to the general public, may require a relevant Council permit. Please visit [Council's website](#) to check before completing this application.

### Brief Project Description (what do you want the funding for?) \*

Must be no more than 12 words.

### Provide a more detailed description of the project \*

What is the project? Who needs the project and why?

### How will the project benefit your organisation and/or the local community? \*

Who will benefit from the project? What changes may occur as a result of the project?

### Which Council division/s will receive a direct benefit from the funding?

- |                            |                            |                             |  |
|----------------------------|----------------------------|-----------------------------|--|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 5 | <input type="checkbox"/> 8  | <input type="checkbox"/> 11            |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 6 | <input type="checkbox"/> 9  | <input type="checkbox"/> 12            |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 7 | <input type="checkbox"/> 10 | <input type="checkbox"/> All divisions |
| <input type="checkbox"/> 4 |                            |                             |  |

### Street address where the project will be delivered/items will be primarily used \*

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

### Start Date (no earlier than 15 business days from the date the application is submitted) \*

### Completion Date \*



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### PLEASE NOTE:

- Projects/expenditure must not commence before the application outcome is known; and
- If successful, an Acquittal Report will be due four weeks after the Completion Date.

### Project expenditure \*

I confirm that the project and/or expenditure has NOT taken place and will not take place before written confirmation is received from Council.

Retrospective funding is ineligible

### Project Budget

- A maximum of \$2,000 can be requested per application.
- List all the individual expenditure items to be funded by the Discretionary Fund.
- One quote from a registered business (inclusive of GST) is required for each expenditure item \$500 or over.

### Expenditure items

#### Description of Expenditure Cost (\$) Item

#### Quotes

Description of Expenditure Cost (\$) Item	Cost (\$)	Quotes
List each item on a separate line.	Must be a whole dollar amount (no cents).	Individual items valued \$500 or greater must be accompanied by a valid quote.
	\$	
	\$	
	\$	

### Total Funding Requested (maximum available is \$2,000) \*

This amount is automatically calculated.

### Supporting Documents

Please attach any additional information which may support your application e.g. formal proposal, collateral or letters of support.

Attach a file:

### Feedback and Declaration

\* indicates a required field

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### Feedback

Moreton Bay Regional Council is committed to continuous improvement and we welcome your feedback on the application process. Please respond to the following questions to assist us.

#### How did you hear about this grant? \*

- MBRC website
- Councillor
- Council Officer
- Email
- Facebook
- Other:

- Newsletter

#### How easy or hard did you find completing your application? \*

- 1 - Very hard
- 2 - Mostly hard
- 3 - Neither
- 4 - Mostly easy
- 5 - Very easy

#### What was the most difficult aspect of the application? \*

- Provision of supporting documents
- Budget tables
- Written content
- Using SmartyGrants
- N/A (i.e. no aspects of the application were difficult)
- Other:

If no aspects of the application were difficult, please select Other and write 'N/A'.

#### How many hours did this application take to complete? \*

Must be a number.

#### Further feedback comments

### Applicant Declaration

I certify that I have authority to submit this application of behalf of our organisation and that to the best of my knowledge the information detailed in this application (and supporting documentation) is true and accurate.

#### Name \*

First Name

Last Name

#### Position \*

#### Name of organisation \*

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### Auspice Declaration

An authorised member of the auspicing organisation must also sign this declaration.

I certify that I have authority to submit this application of behalf of our organisation and that to the best of my knowledge the information detailed in this application (and supporting documentation) is true and accurate.

**Name \***

First Name

Last Name

**Position \***

**Name of organisation \***

### Privacy Statement

*City of Moreton Bay is collecting your personal information for the purpose of assessing your grant application and/or finalising your grant 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.*

### Submit

**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)