

CMB Discretionary Funds Application 2024/25

Form Preview

Introduction

* indicates a required field

Thank you for applying for City of Moreton Bay's Discretionary Funds.

Before commencing your application, please confirm:

- I have reviewed the [Discretionary Funds Guidelines](#).
- I agree to Council's [Funding Terms and Conditions](#).
- Our organisation is a not-for-profit organisation (including educational institutions such as schools and kindergartens, other government agencies), or will be auspiced by an eligible organisation.
- Our organisation is located in or the project is based in the City of Moreton Bay.
- Our organisation does not have any outstanding debts or overdue funding acquittal reports to Council.
- I agree to provide evidence of expenditure as required by Council.
- Our organisation has the appropriate type and level of insurance for the activities that are the subject of this grant.
- Our organisation is not a political group or any other ineligible group (such as a for-profit organisation).

I confirm that the above statements are true and correct. *

☐ Yes

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

Application ID

This field is read only.

The identification number or code for this submission.

Eligibility

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).

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

☐ Yes

☐ No

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

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Must be no more than 12 words.

Organisation type *

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

*Proof of not-for-profit status will need to be supplied (eg constitution)

*Please note if the group is a sub-branch of a larger organisation and is NOT incorporated in their own name, please select the "Unincorporated Community Group" option above and the larger organisation, if eligible, may need to auspice the application.

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

Provide evidence of not-for-profit status *

Attach a file:

E.g. certificate of incorporation or constitution

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 on (07) 3205 0555 to discuss this application.

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

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 *

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

*Proof of not-for-profit status will need to be supplied (eg constitution)

Is the organisation a political group? *

- ☐ Yes
- ☐ No

Does the organisation have any OVERDUE City of Moreton Bay grant acquittals? *

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

Eligible applicants must have no overdue grant acquittals.

Applicant Details

* indicates a required field

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) rather than a personal address.

Has the request for funding been discussed and is supported by your organisation? *

- ☐ Yes - the application is supported by our organisation
- ☐ No - discuss the request with your organisation before progressing

Organisation Details

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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
☐ 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	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.

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

Auspice

* indicates a required field

Auspice 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) rather than a personal address.

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.

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Auspice Website

Must be a URL.

Does the auspice 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	
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

Project Information

* indicates a required field

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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 \(IWA\)](#).
- For facility planning projects on Council owned land, an IWA is NOT required.
- 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.

Project details *

What are you spending the funding on? Why is it needed?

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

Who will benefit from this and what may change as a result? What will happen if this request is unsuccessful?

Which Council division/s will directly 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 *

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 Table

Council will accept up to \$1,000 of expenses without quotes. However, any expenses above this amount must have quotes. For example, if you are requesting \$1,600 you must have quotes for at least \$600 worth of expenses.

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Item Description	Amount Requested	Quotes
List each item on a separate line.	Must be a dollar amount.	
	\$	

Total Funding Requested (maximum available is \$2,500) *

This amount is automatically calculated.

Banking Details

If successful, approved funds will be transferred to this bank account. If this application is auspiced, please provide a bank account in the name of the auspice 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 is required. This 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:

Current Public Liability Insurance Certificate

Attach a file:

If the application is auspiced, provide the auspicing organisation's public liability insurance certificate

Expiry date of insurance cover

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Must be a date.

For facility construction and improvement projects, applicants with an existing land tenure agreement with Council or a Council lessee, require Council consent. Is an Improvement Works Application (IWA) consent letter required? *

- ☐ Yes
☐ No

For facility planning projects, an IWA is not required. For any queries, contact Council's Community Leasing Team on (07) 5433 2555 or at communityleasing@moretonbay.qld.gov.au

[Link to City of Moreton Bay Community Leasing Improvement Works Application](#)

Upload IWA consent letter *

Attach a file:

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 then attach your approval letter here.

Attach a file:

Environmental Services: esmailbox@moretonbay.qld.gov.au.

Events or activities on Council or private land may require Council approval. Check here to see if your event requires approval: [Planning an event in Moreton Bay](#).

I have read and understand the requirements of planning an event in Moreton Bay mentioned above: *

- ☐ Yes

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

City of Moreton Bay 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
- ☐ Newsletter
- ☐ Email
- ☐ Facebook

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)

How many minutes did this application take to complete?

Must be a number.

Is there anything else you would like to tell us?

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)