

Annual Celebrations Grant Application Form 2023/24

Form Preview

Annual Celebrations Grant 2023

* indicates a required field

Introduction

This grant provides funding for community groups to deliver activities, within the Moreton Bay Region local government area, that acknowledge any of the designated observances. Funding up to \$1,000 is available, however, larger amounts may be considered where broad community benefit can be demonstrated. Only one grant application per organisation per observance may be considered.

Please read the [2023/24 Annual Celebrations Grant Guidelines](#) carefully before commencing this application.

Successful applicants must agree to Council's Terms and Conditions. Please read the [Funding Terms and Conditions](#).

City of Moreton Bay (CMB) will not accept applications from organisations that have overdue grant acquittals. Before starting this application, check all [SmartyGrants](#) user accounts connected with your organisation to ensure there are no overdue CMB grant acquittals.

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 understood the Annual Celebrations Grant 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

SUPPORTING DOCUMENTATION REQUIRED

The following documentation will need to be included in this application:

- Current Public Liability Insurance Certificate; and
- Quotes for expenditure items \$500 or above.

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

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☐ 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

Is the organisation one of the following? *

- ☐ For-profit organisation
- ☐ Government department / agency
- ☐ School or affiliated parents' association
- ☐ Church
- ☐ Political group
- ☐ None of the above

Auspice

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

If this application is being auspiced, approved funds will be paid into a bank account in the name of the auspicing organisation.

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 one of the following? *

- ☐ Government department / agency
- ☐ School or affiliated parents' association
- ☐ Church
- ☐ Political group
- ☐ None of the above

Based on the above responses, the organisation is ineligible to apply for this grant.

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Please refer to the [Annual Celebrations Grant 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.

If your organisation has received a previous CMB grant, has it been acquitted? *

- ☐ Yes
- ☐ No
- ☐ Unsure (please contact Council's Community Grants and Partnerships Unit)
- ☐ N/A - this is our first application

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
- ☐ No

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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.

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.

Email *

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

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

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

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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, Postcode, and Country 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	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information

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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 auspicings organisation confirming their support for the application and willingness to auspice the grant *

Attach a file:

Proof of not-for-profit status *

Attach a file:

E.g. certificate of incorporation or constitution

Auspice Contact for Application

Contact Name *

First Name

Last Name

Position in Organisation *

Phone Number *

Must be an Australian phone number.

Email *

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

Current Public Liability Insurance Certificate *

Attach a file:

Date of expiry of insurance cover *

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Must be a date.

Proof of not-for-profit status *

Attach a file:

E.g. certificate of incorporation or constitution

Project Information

* indicates a required field

IMPORTANT TO NOTE:

- 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 *

Must be no more than 10 words.

Provide a full description of the activity and what the grant funds will be used for? *

Provide a description of the project - the 'project' may be an event, activity or other initiative?

Street address where the activity will be held *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.
Only organisations / projects located in the Moreton Bay Region will be considered.

Start Date *

Must be during the designated observance period.

End Date *

Must be a date.

Start and end time of the event (if being delivered on a single day)

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We understand that expenditure cannot occur before funding has been approved.

*

☐ Yes, we understand

How many people are expected to attend? *

Must be a number.

How will the project raise public awareness of the selected observance? *

How will the project promote positive images of the relevant communities by celebrating their contributions to the social, cultural, and economic life of the Moreton Bay Region? *

How will you support the involvement of relevant target groups and community members through the planning and delivery of this project? *

List any key partners involved in the project (eg, schools, other community organisations, businesses) and the role each of these partners will play (eg. sponsor or in-kind donor) *

Are there any other funding sources? If so, please list them *

Total Activity Expenditure

Please include in-kind and financial contributions your organisation will make to this celebration. Include donations and in-kind support your organisation has received in relation to this grant.

Expenditure

\$

Please list total expected expenses for this activity	Must be a whole dollar amount (no cents).
	\$

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	\$
	\$
	\$
	\$

Total Expenditure Amount *

\$

This amount is automatically calculated

Grant Amount Requested

- List all expenses to be covered by this grant
- Funding of up to \$1,000 (GST inclusive) is available per grant.
- Quotes are required for all grant expenditure items.

GST Information

- All quotes and project budgets must be **GST inclusive**.
- An applicant/organisations GST registration status will not impact the total amount paid if successful.
- Click [here](#) for an online GST calculator to assist with your budget.

Description of Expenditure Total Item Cost Item

Quotes

List each item on a separate line.	Cost of each item being requested. Must be a dollar amount.	All items \$500 or over must be accompanied by valid quotes.
	\$	
	\$	
	\$	
	\$	
	\$	

Total Grant Amount Requested *

\$

This amount is automatically calculated.

Supporting Documents

Please attach any additional information which may support your application e.g. event budget, letters of support etc.

Additional Documents

Attach a file:

Declaration

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LATE APPLICATIONS WILL NOT BE ACCEPTED. FAILURE TO INCLUDE ALL INFORMATION REQUESTED MAY RESULT IN THE APPLICATION BEING INELIGIBLE FOR FUNDING.

I certify that I have authority to submit this application on 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.

Checklist *

- ☐ Current public liability insurance certificate of currency
- ☐ Quotes for all items that will be funded by the Council grant.

At least 2 choices must be selected.

Feedback

CBM 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
- ☐ Using SmartyGrants
- ☐ Budget tables
- ☐ Other:

- ☐ Written content

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

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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 *

Auspice Declaration

An authorised member of the auspicings 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 *

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)