

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

Introduction

* indicates a required field

Council's Local Community Support Grant provides funding up to \$5,000 per application. There are four grant rounds per financial year and projects must be delivered within six months. Please refer to the project delivery dates below to determine the correct round for your application:

- Round 1 (closes 31 July 2026) for projects delivered between 15 September 2026 and 31 March 2027.
- Round 2 (closes 30 Sept 2026) for projects delivered between 15 November 2026 and 31 May 2027.
- Round 3 (closes 31 January 2027) for projects delivered between 15 March 2027 and 30 September 2027.
- Round 4 (closes 30 April 2027) for projects delivered between 15 June 2027 and 31 December 2027.

Before starting this application form, you should have read the [Community Grants Program Guidelines](#).

The purchase of equipment (up to \$2,000) can only be funded once per financial year.

Documents that you attach to this form must be clearly labelled to ensure they are easy to locate, open and view.

Late or incomplete applications will not be accepted.

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 email address is different to the registered user address, 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.

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>.

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

Application ID

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

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 grant. Before proceeding, please confirm the following:

- I have read and understood the [Community Grants Program Guidelines](#) (version 4);
- Our organisation is an eligible entity type for this grant as listed on page 8 of the [guidelines](#);
- Our organisation is able to provide recent audited or verified financial statements if requested;
- Our organisation does not have any outstanding debts to Council;
- Our organisation does not have any overdue acquittal reports due to Council (if unsure, check your organisation's [SmartyGrants User Account](#));
- Our organisation has \$20 million public liability insurance and will provide evidence of this if funded;
- We have discussed and received support from the organisation's management committee or board for this funding request;
- If successful, we will acknowledge Council for the grant funding.

If you have any questions in regard to these eligibility criteria, please contact Community Grants and Partnerships on (07) 3205 0555 or at grants@moretonbay.qld.gov.au.

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 this is the same as the name registered with your ABN.

Organisation street address

Address

Organisation postal address

Address

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

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)
- ☐ School or affiliated parents' association
- ☐ Unincorporated organisation (you will require an auspice for this application)

Is the organisation a political group? *

- ☐ Yes
- ☐ No

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 at grants@moretonbay.qld.gov.au to discuss this application.

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

Enter the ABN for the organisation *

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	

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

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 Purpose

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

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

☐ 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

Auspice information

* indicates a required field

Auspice organisation details

Unincorporated organisations must be auspiced by an incorporated association to apply for this grant.

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.

Auspice street address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Auspice postal address *

Address

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

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 or social media page

Must be a URL.

What type of eligible organisation is the auspice? *

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

Proof of not-for-profit status *

Attach a file:

E.g. certificate of incorporation or constitution

Auspice 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 attach a letter of support below from the auspice organisation using [this template](#) to confirm their willingness to auspice the grant

Attach letter here *

Attach a file:

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

Auspice organisation contact

Contact name *

First Name

Last Name

We may contact this person to verify information in this application.

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.

Project details

* indicates a required field

Project title *

Word count:

The title should be short but descriptive (Max 12 words)

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

Word count:

What are you planning to do and why? (Max 100 words)

Project Delivery Dates

Applications must align with the delivery dates for the current round. If your project falls within a future delivery window, your application will not be assessed until that round closes.

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

- Round 1 (closes 31 July 2026) For projects between 15 September 2026 and 31 March 2027
- Round 2 (closes 30 Sept 2026) For projects between 15 November 2026 and 31 May 2027
- Round 3 (closes 31 January 2027) For projects between 15 March 2027 and 30 September 2027
- Round 4 (closes 30 April 2027) For projects between 15 June 2027 and 31 December 2027

*

- ☐ I confirm that my project timing falls within the delivery period of the current grant round.
- ☐ I understand that if my project falls within a future round delivery period, my application will not be considered until the corresponding round closing date.

Type of Project

Please select from the below list which best describes your project: *

- ☐ Event / Activity / Program / Workshop/s
- ☐ Facility Improvement
- ☐ Purchase of Equipment (portable durable physical items required for an organisation to deliver its services and activities) - up to \$2,000 once per financial year
- ☐ Environmental Project
- ☐ Other:

Tick all that apply

Organisations planning an event in Moreton Bay must read Council's guidelines on [Planning an event in Moreton Bay](#)

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

- ☐ Yes

What date or dates will it be held and what is the reason for selecting this/these dates? *

Word count:

Is it a single date or are there multiple dates (e.g. a series of workshops)? Please ensure the delivery dates align with the grant round. (Max. 50 words)

Have you previously delivered this event, or a similar sized event? *

Word count:

(Max. 50 words)

Is the event open to the public? *

- ☐ Yes

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

☐ No

How many attendees do you expect at the event? *

Word count:

Must be no more than 50 words.

How did you arrive at this number? If the event has been held in the past, how many people have previously attended? (Max. 50 words)

Who will most attendees at the event be? *

Word count:

Who is your target audience? Members of your organisation, the wider community, visitors to the region, another group? (Max. 50 words)

Is there a cost to attend? If so, how much? *

Word count:

Must be no more than 50 words.

Will this project engage with, seek to engage with, or represent Traditional Custodians, Elders or Cultural leaders? *

- ☐ Yes
☐ No

How do you propose to manage this, and who are you liaising with? *

If you have a letter of support from Traditional Custodians, Elders or Cultural Leaders, attach within Supporting Documents at the end of the form.

Select the ownership of the land where the facility improvement will occur? *

- ☐ Council controlled land (this includes land under an existing tenure or lease agreement with Council). Upload your Improvement Works Approval letter.
☐ Non-Council land. Upload evidence of the land owners consent.

For IWA queries visit [Council's website](#) or contact the Community Leasing Team on (07) 5433 2555 or at communityleasing@moretonbay.qld.gov.au

Upload the consent / approval letter *

Attach a file:

How will this equipment help your organisation deliver its services and activities? *

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

Word count:

How long will it last? Is it replacing something? (Max. 50 words)

Who in the organisation will use this equipment? *

Word count:

(Max.30 words)

Where will the equipment be stored when not in use? *

Word count:

Please provide the street address and the specific area at the premises e.g. kitchen, shed, storage room. (Max. 50 words)

For projects that enhance native vegetation and wildlife habitats on Council-owned and controlled land, Council approval needs to be attached:

Attach a file:

To obtain this approval, please email the proposed project to esmailbox@moretonbay.qld.gov.au prior to submitting a funding application.

Street address where the project will be delivered *

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

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? *

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 to confirm this need?

Who will benefit from this project? *

Word count:

Must be no more than 150 words.

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

How many people will benefit from the project? How will the project benefit the organisation and / or City of Moreton Bay residents?

What consideration have you given to reducing the amount of waste this project may generate? *

Word count:

Must be no more than 50 words.

E.g. use of recyclable or compostable food containers and cutlery, electronic marketing instead of printed collateral etc. For further information visit Council's [Waste, recycling and organics webpage](#).

What consideration have you given to ensuring this project is inclusive and accessible for everyone? *

Word count:

Must be no more than 50 words.

Refer to the Definitions (for inclusion and accessibility) on page 12 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 |

Will the project provide any benefit to a secondary group?

- | | |
|---|--|
| ☐ 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+ | ☐ No secondary group |

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

How will you make the project inclusive for this / these specific group/s? *

Word count:

Must be no more than 50 words.

Refer to the Definitions (for inclusion) on page 12 of the Guidelines.

Project budget

* indicates a required field

Project expenditure

- **QUOTES ARE ESSENTIAL FOR ALL ITEMS** (unless the **TOTAL** grant amount requested is \$1,000 or less)
- **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 could be the full item cost or a portion of the total item cost.
- **Supplier name** - the business supplying the product or service.

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

Equipment means: Portable physical items required for an organisation to deliver its services and activities.

Organisations can only receive funding for the purchase of equipment (up to \$2,000) once per financial year. If funding has already been received through the Local Community Support Grant program for the purchase of equipment in the current financial year, the organisation will not be eligible to receive further funding for the purchase of equipment.

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.

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	Item cost (B)	Grant contribution (C)	Supplier name	Quotes.
------------------	---------------	------------------------	---------------	---------

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

e.g. Venue hire, entertainment etc.				If you have entered an amount for this item in column C, a quote must be attached here (unless the TOTAL grant amount requested is \$1,000 or less).
	\$	\$		

Budget totals

Total grant amount requested (if this is greater than \$1,000 ensure that quotes are uploaded for all items you are seeking grant funding for)

\$

This amount is automatically calculated. Max. \$5,000 funding.

Total expenditure amount

\$

This amount is automatically calculated.

I have attached quotes for each expenditure item in the budget table above: *

- ☐ Yes
☐ No

I understand that items without a quote are not eligible for any grant funding

Supporting documents

Additional documents

You may attach any additional information to support your application. This may include:

- Promotional collateral;
- Letters of support (must be dated and include the contact details of the author);
- Project planning documents.

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

Attach a file:

A maximum of 5 files may be attached.

Declaration and feedback

* indicates a required field

Declaration

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

This section must be completed by a member of the management committee or board on behalf of the applicant organisation. This may be different to the contact person listed earlier in this application form.

I declare that to the best of my knowledge the information provided in this application is 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 *

Auspice Declaration

This section must be completed by a member of the management committee or board on behalf of the auspice organisation. This may be different to the contact person listed earlier in this application form.

I declare that to the best of my knowledge the information provided in this application is true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions on behalf of the applicant organisation for the grant.

I agree *

☐ Yes

Name *

First Name

Last Name

Position in organisation *

Applicant feedback

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

City of Moreton Bay - Application 2026/27 - Local Community Support Grant

Form Preview

- ☐ Difficult
- ☐ Very difficult

How many minutes did this application take to complete?

Must be a number.

Estimate in minutes i.e. 1 hour = 60

Do you have any suggestions about improvements and/or additions to the application process/form that you think we should consider?

Submit

PLEASE REVIEW YOUR APPLICATION AND ENSURE THAT ALL REQUESTED DOCUMENTS AND QUOTES HAVE BEEN ATTACHED.

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. *

- ☐ When your Application has been submitted a confirmation email, with a copy of the Application attached, will be sent to the email address registered with this user account. If you do not receive this email 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).