

LMBSG Facility EOI Application

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Introduction

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The Lord Mayor's Better Suburbs Grants, Community Facility Category, provides funding to improve, develop and maintain Council community-leased facilities.

Please refer to the [Guidelines](#) for the full list of eligibility criteria.

Expression of Interest (EOI) applications to The Lord Mayor's Better Suburb Grants, Community Facility Category, are now open and will close at midnight on **Monday, 5 October 2026**.

There are two options for funding.

- **Option 1:** Planning and design for a proposed community facility improvement or development project
- **Option 2:** The construction phase of a community facility improvement, development or maintenance project.

Eligibility Check

If you answer NO to any of the following questions you may be ineligible for a Lord Mayor's Better Suburbs Grant. If you are unsure if you are eligible for funding you should contact Brisbane City Council on (07) 3403 8888 and ask to speak to an Officer supporting the Lord Mayor's Better Suburbs Grants - Community Facility Category. Please refer to the [Guidelines](#) for the full eligibility criteria.

Is your organisation an incorporated not-for-profit or auspiced by an incorporated not-for-profit organisation? *

☐ Yes ☐ No

Is your organisation clear of any outstanding debts, overdue unacquitted grants with Council or outstanding issues with the Office of Fair Trading? *

☐ Yes ☐ No

Does your organisation lease a Council Community Facility or have the authority to undertake the proposed works on a Council Community Leased Facility? *

☐ Yes ☐ No

If unsure please discuss with a Sport and Community Officer via (07) 3403 8888.

Will your proposed project provide community benefit in the Brisbane local government area (LGA)? *

☐ Yes ☐ No

Does your organisation (or your auspice organisation) have current public liability cover to the value of \$20M? *

☐ Yes ☐ No

Has your organisation completed the latest annual lessee survey (the Census) online via the Community Leasing Information Portal (CLIP)? *

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☐ Yes

☐ No

Current Program Priorities

Prioritised project types will be set during the program to respond to key community needs and issues identified by Council. Examples may include – accessibility improvements, sports field lighting, building maintenance or projects that increase diversity of use or participation.

Projects that strongly align with the stated program objectives will receive additional weighting during assessment.

If your project does not fit with current priorities it will still be considered and assessed.

Current program priorities:

- **Accessibility and Inclusion** a. Accessibility features such as ramps, pathways, carpark improvements, and automatic doors and lifts b. Accessible toilets, changerooms and shower facilities c. New, additional or converted all-gender facilities
- **Lighting** a. New or upgraded LED sports field/court lighting to training standard b. Pathway and carpark lighting c. Replacement of ageing or non-compliant lighting assets
- **Activation** a. Roof, building and structural repairs b. Field-of-play improvements: drainage, surfaces and retaining structures c. Other projects that improve safety, amenity, compliance or asset condition

Guidelines and EOI Proposal Discussion

Council wants to support intending applicants to this grant program to only undertake the process of completing an application when preliminary checks verify that their project aligns with the grant criteria. It is **strongly recommended** that you phone Council on (07) 3403 8888 and discuss your proposal with a Sport and Recreation Officer before commencing your application. Council wants to support intending applicants to this grant program to only undertake the process of completing an application when preliminary checks indicate that it is appropriate to do so.

Have you read and understood the guidelines? *

☐ Yes

☐ No

Please see above link to Guidelines or call (07) 3403 8888 to discuss with a Council Sport and Community Officer supporting the Lord Mayor's Better Suburbs Program, Community Facilities Category.

Name of Council's Sport and Community Officer you have discussed this application with

Applicant Details

* indicates a required field

Are you applying with the support of an auspice?

If you have an ABN and are an incorporated not-for-profit community organisation (individuals are ineligible), then an auspice is not required.

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Please refer to the [Community Grants Policy](#) which provides further information with respect to unincorporated organisation's use of an auspice.

Will you be nominating an auspice for this application? *

- ☐ No auspice required
☐ I will be nominating an auspice for this application
☐ Other:

Applicant Details

Organisation *

Organisation Name

Official entity, group or organisation name (no acronyms).
Cannot be a commercial business or an individual.

Contact Person *

Title First Name Last Name

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Contact's position *

Organisation Address *

Address

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

Mailing Address *

Address

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

Phone Number *

Please use standard format, e.g. (07) 3403 8888

Email Address *

Please use a generic email address (e.g. enquiries@example.com)

Alternate or Mobile Number *

Please use standard format, e.g. (0491) 570 159

Organisation Type

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What would you classify as your organisation's primary focus? *

- ☐ Arts, Cultural, Creative
- ☐ Community Development/Support
- ☐ Sport and Recreation
- ☐ Other

Auspice Organisation Details

* indicates a required field

PLEASE NOTE: An auspice is a not-for-profit incorporated organisation that is agreeing to manage the legal and financial responsibility of the grant on behalf of the auspiced (applicant) organisation. Their agreement letter (attached below) needs to clearly document the auspice's acceptance of these responsibilities. This is not simply a letter of support for the project.

If the grant application is successful the grant payment will be made to the auspice organisation, not the applicant.

Attach letter from your auspicing organisation agreeing to accept this responsibility *

Attach a file:

Auspice Organisation *

Organisation Name

Auspice Organisation Contact *

Title

First Name

Last Name

Auspice Organisation Contact Position *

Auspice Organisation Postal Address *

Address

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

Phone Number *

Please use standard format, e.g. (07) 3403 8888

Email Address *

Please use a generic email address (e.g. enquiries@example.com)

Legal Status and Lease Information

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* indicates a required field

Applicant organisation (or auspice) legal status

What is the legal entity status of the organisation? *

- ☐ Company limited by guarantee
- ☐ Incorporated Association
- ☐ Other:

Attach Certificate of Incorporation or equivalent: *

Attach a file:

Applicant (or 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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Brisbane City Council Lease Information

Eligible applicants to this grant program must either lease a Council Community Facility or have the authority to undertake the proposed works on a Council Community Leased Facility.

What relationship does the applicant have to the property? *

- ☐ Leased by applicant
- ☐ Leased by auspice
- ☐ Other:

Name of community organisation that holds the lease *

Type of lease tenure *

Example - Lease, Sub-lease

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Length of Lease (in months) *

Must be a number.

Lease End Date *

Must be a date.

Attach lease *

Attach a file:

Project Summary

* indicates a required field

Funding Option

Which option category are you applying for? *

- ☐ Option 1: Planning and design for a proposed Community Facility improvement or development project
- ☐ Option 2: The construction phase of a Community Facility improvement, development or maintenance project

Project Details

Project Title *

Briefly describe your project and its intended outcomes *

Word count:

Must be no more than 100 words.
(100 words approx)

Project Location

Please enter the address where the proposed project will be delivered, i.e. **not** the address of the organiser/s.

If you are unsure what Council Ward your organisation is in, please visit the website of the **Electoral Commission Queensland** [online search tool](#).

If the proposed project will be delivered across multiple locations, please list all addresses.

Address(es) where project will take place: *

Please include Park Name, for example: "Fake Park" 123 Fake Street, Brisbane 4000

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In which Council Ward will your project take place? *

Other:

Visit [Electoral Commission Queensland](#) to find out your ward. If your project will be delivered across multiple Council Wards, please select 'Citywide'.

Project Classification

The 2 questions below come from CLASSIE - a set of common terms that describe Australian social sector initiatives and entities.

When used collectively and systematically, the terms help grantmakers (and others) to make better sense of what's being funded and who's benefiting from that funding.

CLASSIE was developed by The Australian Institute of Grants Management, with heavy input from the Foundation Center in the United States. You can read more about the project at www.ourcommunity.com.au/classie.

What are the primary areas of focus for this project/program? *

No more than 3 choices may be selected. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Who are the expected primary beneficiaries of this project/program? *

No more than 3 choices may be selected. Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'

Assessment Criteria - Option 1 - Planning and design phase

* indicates a required field

Projects must deliver one or more of the following objectives:

- Improve the quality of a facility
- Increase, maintain or enhance participation and community access
- Improve the flexibility of the facility so it encourages the development of multi-use, sharing and co-location of facilities.

Applicants must demonstrate that the organisation has the capacity to maintain the completed improvement works.

Planning and design phase projects may include:

- design development and drawings
- the engagement of specialist consultants

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- feasibility studies and technical investigations
- contaminated land investigations or specialist advice
- development application fees and certification fees.

EOI Project Details - Assessment Criteria

The following questions address the EOI Assessment Criteria for **Option 1 (Planning and design phase)**.

You can view the Guidelines by clicking [here](#).

Criterion 1: How does the project align to the stated round priority and contribute to the objectives of the grant program? *

Word count:
Must be no more than 150 words.

Criterion 2: Explain the need and expected community benefit of the proposed project *

Word count:
Must be no more than 150 words.

Criterion 3: Provide a high-level description of the project scope, outline required approvals and explain how you would navigate complex constraints, e.g contaminated land, development assessments etc. *

Word count:
Must be no more than 150 words.

Assessment Criteria - Option 2 - Construction phase

* indicates a required field

Projects must deliver one or more of the following objectives:

- Improve the quality of a facility
- Increase, maintain or enhance participation and community access
- Improve the flexibility of the facility so it encourages the development of multi-use, sharing and co-location of facilities.

Applicants must demonstrate that the organisation has the capacity to maintain the completed improvement works.

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See the [Guidelines](#) for the scope of eligible community facility improvement, development and maintenance projects.

Project Details - Assessment Criteria

Criterion 1: How does the project meet the objectives of the grant program? *

Must be between 50 and 250 words.

Criterion 2: Describe the need for the project and how it will benefit the community *

Must be between 50 and 250 words.

How many active/competitive members does your organisation have? *

Must be a number.

How many social members does your organisation have? *

Must be a number.

Criterion 3: Please provide evidence of consultation and partnerships which were undertaken during project development *

Word count:
Must be between 50 and 250 words.

Criterion 3: Attach letters of support *

Attach a file:

Criterion 4: Provide evidence of project readiness: comprehensive budget, site plan, sketch designs, confirmed funding contributions, applicant's capacity to contribute and detailed quotes to demonstrate value for money for Council *

Word count:
Must be between 50 and 250 words.

Criterion 4a: Attach Project Plan *

Attach a file:

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Criterion 4b: Attach evidence of confirmed funding contributions

Attach a file:

Attach any additional supporting documentation

Attach a file:

Criterion 5: How will the facility be maintained? e.g. ongoing maintenance costs, yearly estimate maintenance budget. *

Word count:

Must be between 50 and 250 words.

Criterion 5a: Attach maintenance plan or schedule *

Attach a file:

Attach any additional supporting documentation

Attach a file:

Budget

* indicates a required field

For the EOI round you need to provide a basic but realistic budget for your project.

[Click here to view budget tips and an example budget table online.](#)

Please note for the purpose of assessment:

- **Minimum total grant is \$10,000**
- **Maximum total grant is \$30,000 for Planning and Design phase**
- **Maximum total grant is \$200,000 for construction phase**
- All budget figures provided must be **GST exclusive**.
- If your organisation or auspice are **not** GST registered the 10% GST will be added to your grant, but will not be itemised as GST.
- If your organisation or auspice are registered for GST, 10% GST will be added to your grant as an itemised GST gross-up.
- **Single Use Plastics:** Brisbane City Council is committed to the reduction of single-use plastics. Grant funding should not be used towards the purchase of single-use plastic items such as single-use plastic water bottles, plastic straws or helium balloons.
- Volunteer staff ('in-kind') can be costed from \$46 per hour for non-skilled labour and at relevant rates for professionals.
- Calculations of any labour costs or non-capital expenses must be added to the budget table.

If you include "in-kind" contribution in the budget, you must provide a clear breakdown of how this has been calculated and all of the relevant details for each item.

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GST Calculator

[Click here for online GST calculator](#)

Budget

Income item description	\$ Amount (ex GST)	Expenditure item description	\$ Amount (ex GST)
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Better Suburbs Grant	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.
The balance of income and expenditure should be \$0.00

Confirm the total grant amount requested from Brisbane City Council. *

\$

What is the total financial support you are requesting in this application?

Confirm total expenditure for the project. *

\$

What is the total budgeted cost (dollars) of your project?

Breakdown of 'in-kind' volunteer hours and costs associated with the project

For example:- volunteer project management time, volunteer painting, or a qualified electrician providing services for free.

Volunteer staff can be costed from \$46 per hour for non-skilled labour and at relevant rates for professionals.

Please attach in-kind quote(s) from qualified labourers above.

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Breakdown of 'in-kind' volunteer hours and costs associated with the project

	\$
	\$
	\$
	\$
	\$

Certification

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Certification

The following section confirms your organisation's endorsement of this application. It should be completed by the **Chair, President or Chief Executive**.

- I certify that, to the best of my knowledge, the statements made in this application are true and correct.
- I consent to the information contained within this application being disclosed to or by Brisbane City Council for the purposes of assessing, administering and monitoring current and further Brisbane City Council grant applications.
- I acknowledge that Brisbane City Council is or may be collecting my personal information for the purposes of assessing, administering and monitoring my application and, if approved by Council, the grant in accordance with the Funding Agreement. Any personal information collected by Brisbane City Council will be kept in accordance with [Brisbane City Council's privacy statement](#).

Name and position of the organisation representative who is certifying this application *

President, Chair, Secretary etc

Date of Certification *

Where did you hear about the grants program? *

- ☐ Council Website
- ☐ Email
- ☐ Social Media
- ☐ Living In Brisbane Newsletter
- ☐ Previous applicant
- ☐ Council Officer
- ☐ Local Councillor
- ☐ Other: