

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

Introduction

* indicates a required field

The Lord Mayor's Better Suburbs Grants, Community Support Category, supports projects that respond to local community needs, improve community facilities and build organisational capacity.

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

For facility maintenance and improvement projects applicants are required to have obtained all required approvals before submitting their application. Application for Works (AFWs) need to be submitted by **1 April 2024**. Applications to The Lord Mayor's Better Suburb Grants, Community Support Category, are now open and will close at midnight on **Monday 29 April 2024**.

If you require support completing this form please contact Council for assistance. Call 3403 8888 and ask to speak to a Lord Mayor's Better Suburbs Grants, Community Support Category, Council Officer.

Have you read and understood the guidelines? *

☐ Yes

☐ No

Please see above link to Guidelines. 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 Support Category.

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 can contact Brisbane City Council on (07) 3403 8888 and ask to speak to an Officer supporting the Lord Mayor's Better Suburbs Grants - Community Support Category. Please refer to the [Guidelines](#) for the full eligibility criteria.

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

☐ Yes

☐ No

Please note that schools and affiliated parents associations, tertiary education institutions, kindergarten and child care organisations are not eligible to apply to this grant program. See the program Guidelines for full details on who is eligible to apply.

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

☐ Yes

☐ No

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 Insurance to the value of \$20M? *

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

☐ Yes

☐ No

This is an eligibility requirement. If your organisation or auspice does not have current Public Liability Insurance for \$20M (not \$10M), your application may be deemed ineligible.

Community Events

Community events such as festivals, fetes and Christmas and New Year events **are not eligible to this grant program.**

If seeking Council funding towards such activities, apply to either the [Festivals and Cultural Events Sponsorships](#) or the [Lord Mayor's Community Fund](#).

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 organisation, then an auspice is not required.

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

Click [here](#) for the ATO explanation on when to use Statement by Supplier forms.

Will you be nominating an auspice for this application? *

- ☐ No auspice required
- ☐ I will be nominating an auspice for this application
- ☐ I will be providing a 'Statement by Supplier' form

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

Contact's position *

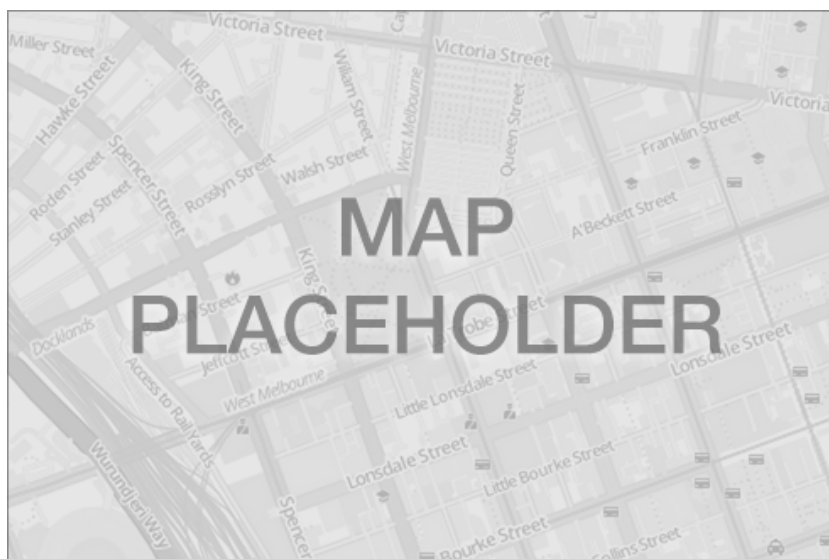
Organisation address *

Address

Better Suburbs Grants - Community Support - Application Form

23-24 - Round 2

Form Preview



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 or 0491 570 159

Email address *

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

Alternate or mobile number *

Please use standard format, e.g. 07 3403 8888 or 0491 570 159

Organisation Type

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

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

Auspice Organisation Details

* indicates a required field

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

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 (to be attached below) needs to clearly document the auspice's acceptance of the legal and financial responsibility for the project or activity. 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)

Statement by Supplier Form

Form attachment

If you:

- a) do not have an ABN, and
- b) are not nominating an auspice

then you will need to provide a Statement by Supplier form to council.

The form can be downloaded from the Australian Tax Office website. [Click here to download form](#)

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

Attach completed and signed Statement by Supplier Form.

Attach a file:

More information about the Statement by Supplier arrangements can be found [here](#).

Financial, Insurance and Banking Details

* indicates a required field

Financial Statement

Please attach your latest Annual Financial Statement with other financial documentation below (as required to be lodged with the Chief Executive in accordance with the Association Incorporation Act 1981).

Attach latest Annual Financial Statement *

Attach a file:

Insurance - Certificate of Currency

Applicant organisations (or their auspice) **must** keep and maintain adequate insurance including public liability insurance to a minimum value of \$20 million, with a reputable insurer, in relation to all activities carried out by the Applicant, including in relation to this project, against any claims for loss or damage to property and injury or death to persons.

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

- ☐ Yes
☐ No

If Yes, attach a copy of the current certificate (must show amount insured, data and details of coverage etc). If No, your application may not be eligible.

Attach Public Liability Insurance certificate *

Attach a file:

Please ensure all pages of certificate are attached.

Date of expiry of Public Liability Insurance cover? *

Must be a date.

Insurance should cover the commencement of the project and it is expected that you will renew if necessary to cover the duration of the project.

Applicant organisation (or auspice) legal status

What is the legal entity status of the organisation? *

- ☐ Company limited by guarantee
☐ Incorporated Association

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

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.

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.

Bank Account Information

Who is the owner of this bank account? *

- ☐ My organisation's account details
☐ My auspice's account details

Name of bank *

BSB number *

BSB Number (must be six digits)

Account name *

The organisation's account number *

Must not be an individual, maximum 9 digits

Email address (for payment remittance advice) *

Please provide an organisational email address (e.g. accountspayable@yourclub.org.au) rather than a specific personal address.

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

Project Summary

* indicates a required field

Project type

What type of project is being applied for? *

- ☐ Community Facility maintenance and improvement
- ☐ Improving community organisation governance and long-term sustainability
- ☐ Operational equipment for community organisations
- ☐ Projects and activities that respond to community needs

Please select the objective that is most applicable to your project. Call a Council Officer supporting the Lord Mayor's Better Suburbs Grants, Community Support Category, on (07) 3403 8888 if you need to discuss.

Project Details

Project Title *

Briefly describe your project and its intended outcomes *

Word count:
Must be no more than 100 words.

Project Start and End Dates

Your project 'Start Date' cannot be prior to the outcome notification date, 15 July 2024.
Projects must be acquitted within 12 months of outcome notification.

Start Date *

Must be a date and no earlier than 15/7/2024.

End Date *

Project must end within 12 months of outcome notification date, 15 July 2025.

Project Location

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

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

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

Address(es) where project will take place: *

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

In which Council Ward will your project take place? *

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

Assessment Criteria

Lord Mayor's Better Suburbs Grants, Community Support Category, objectives are to:

- support community facility maintenance and improvement
- improve community organisation governance and long-term sustainability
- provide operational equipment for community organisations
- enable projects and activities that respond to community needs

1a. How does the project contribute to meet the objectives of the grant program? *

Must be between 50 and 300 words.
Explain how your project addresses the Guidelines for the project type you have identified. Refer to the 'What can be funded' section of the [Guidelines](#).

1b. Attach relevant evidence/supporting documentation

Attach a file:

Attach here - relevant documentation related to the above criteria. (Please note - if you are undertaking a 'Community facility maintenance and improvement' project, building approval documents will be sought in a separate section of this application and need not be attached here).

2a. Demonstrate the community need for your project. *

Must be between 50 and 300 words.
Provide evidence of need and how you identified the need. This may include research, surveys conducted, letters of support, relevant data or other relevant documentation.

2b. Attach relevant evidence/supporting documentation

Attach a file:

Attach here - photos, research, surveys, letters of support, relevant data or other relevant documentation.

3a. How will the Brisbane (Local Government Area)

Must be between 50 and 300 words.

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

community benefit from your project? *

Explain how the greater community will benefit from the project, beyond the benefits to your own organisation.

3b. Attach relevant evidence/supporting documentation

Attach a file:

Attach here - photos, or any other relevant documentation related to the above criteria. (Please note - if you are undertaking a 'Community facility maintenance and improvement' project, building approval documents will be sought in a separate section of this application and need not be attached here).

4a. Describe your organisation's capacity to deliver your project AND how the project will contribute to the community's and/or your organisation's ongoing sustainability? *

Must be between 50 and 300 words.
It may be relevant to attach a project plan with timelines and tasks and any other relevant documentation or planning.

4b. Attach relevant evidence/supporting documentation

Attach a file:

Attach here - timelines, project plans, or any other relevant documentation related to the above criteria.

Please attach any additional supporting documentation

Attach a file:

Equipment storage

Grant funded equipment must be stored safely and securely; must remain the property of the recipient organisation; and must be appropriately accessible to members of the applicant organisation.

Where will purchased equipment be stored? *

Projects that improve community organisation governance and long-term sustainability

Is your organisation a tenant, sub tenant or user group of a Council leased facility? *

☐ Yes

☐ No

If 'yes', you are required to discuss your application with a Council Sport and Community Officer on (07) 3403 8888.

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

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

First and last name

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'

Property Information

* indicates a required field

Property Ownership

What relationship does the applicant have to the property? *

- ☐ Owned by applicant
- ☐ Leased by applicant
- ☐ Owned by auspice
- ☐ Leased by auspice

Attach lease or letter of support from land owner

Attach a file:

Leasing Information

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

If the property is not owned by the applicant, please provide any leasing information that is available.

Are you a Brisbane City Council lessee? *

☐ Yes

☐ No

Length of lease (in months) *

Must be a number.

Lease end date *

Must be a date.

Lessor (property owner) *

eg - Brisbane City Council

Community Facility Project Approvals

*** indicates a required field**

Approvals required before submitting application

Applicants are required to have obtained all required approvals for proposed facility maintenance or improvement projects before submitting their application. If approvals can't be confirmed by **29 April 2024** it is recommended you consider applying to the next round of this program, date to be confirmed.

Approval for Works (AFW) for Council Community Leased Facilities

If you are a Council tenant, sub tenant or user group an 'Application for Works on Community Leased Site' (AFW) approval letter **MAY** be required for minor maintenance or improvement projects.

NOTE: AFWs have a 20 working day processing timeframe so if your proposed project DOES require an AFW you need to have submitted it by **1 April 2023**.

Contact a Council Sport and Community Officer via (07) 3403 8888 to check if your proposed project requires an AFW.

Please access the AFW Form via the [Community Leasing Information Portal](#) (CLIP).

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

Are you required to have an AFW for proposed future minor maintenance works? *

☐ Yes

☐ No

Advice from Council Sport and Community Officer

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

Application for Works (AFW) attachment (if required)

Attach a file:

Include relevant records of communication with a Council Sport and Recreation Officer

Other Approvals that may be required for community facility and maintenance projects

A range of approvals may be required for maintenance and improvement works to community facilities.

For information regarding requirements for Development and Building Approvals, phone (07) 3403 8888, visit: www.brisbane.qld.gov.au or visit a [Brisbane City Council Business Centre](#).

Design Plans and Drawings

Please ensure relevant plans are attached, showing the accessibility enhancements of new or existing buildings or structures e.g. wheelchair ramp, toilet blocks etc. and include all measurements and references to applicable Australian Standards.

Certification of Works

An accredited building certifier must be engaged for all capital works projects, to review plans before work commences, and to formally certify that the completed works have achieved compliance with the *Building Code of Australia* and the *Disability Discrimination Act*. The cost of engaging a certifier can be included in the project budget.

Do you have a Development Approval for your project? *

- ☐ Yes - received (please attach documentation)
- ☐ No - DA lodged, decision pending (provide evidence of IDAS self assessment)
- ☐ No - DA required and yet to lodge
- ☐ No - DA not required

DA must be issued by Brisbane City Council and approved by time of grant application.

Attach Development Approval documentation

Attach a file:

Do you have a Building Approval for your project? *

- ☐ Yes - received (please attach documentation)
- ☐ No - BA lodged and awaiting decision
- ☐ No - BA required and yet to lodge
- ☐ No - BA not required

BA must be issued by Brisbane City Council and approved by time of grant application.

Attach Building Approval documentation

Attach a file:

Do you have a Plumbing Approval for your project? *

- ☐ Yes - received (please attach documentation)
- ☐ No - lodged and awaiting decision
- ☐ No - required and yet to lodge
- ☐ No - Plumbing approval not required

Plumbing Approval must be issued by Brisbane City Council and approved by time of grant application.

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

Attach Plumbing Approval documentation

Attach a file:

Please attach a copy of plans or architectural drawings

Attach a file:

Have you identified an accredited Building Certifier to consult about your plans, and provide final certification?

- ☐ Yes
☐ No

If Yes, please provide the Certifier's name

If available, please attach recent photos of the property.

Attach a file:

Any further information with regards to Development, Building and/or Plumbing Approvals?

Word count:

Must be no more than 250 words.

Budget

* indicates a required field

You must provide an itemised budget for your project.

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

Please note for the purpose of assessment:

- **Maximum total grant is \$10,000 (GST Exclusive)**
- **As per Assessment Criterion 5 in the program [Guidelines](#) -**
 - ***The budget should be realistic and demonstrate value for money, and the applicant's financial contribution to the project will be considered in assessment.***
- All budget figures provided must be **GST exclusive** ([Click here for online GST calculator](#))
- 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.

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

- Calculations of any labour costs or non-capital expenses must be added to the budget table.

In-kind contribution or in-kind support:

- This is the dollar value of non-cash contributions to a project e.g. staff time or voluntary labour that would otherwise have needed to be paid for. It includes volunteer labour, administrative support, or donations of materials or equipment. These contributions should be given a dollar value and must be included in the proposed budget.
- Volunteer staff can be costed from \$35 per hour for non-skilled labour and at relevant rates for professionals.
- To ensure your budget table balances the in-kind income line item must match the in-kind expense line item.

Budget (excluding GST amounts to be entered)

Income item description	\$ Amount (ex GST)	Expenditure item description	\$ Amount (ex GST)
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 (ex GST) requested from Brisbane City Council. *

\$

What is the total financial support you are requesting in this application (ex GST)?

Confirm total expenditure for the project. *

\$

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

Quotations upload

Quotes must be provided for all items to be supported by Council grant funding. Quotes should be current (not more than 6 months old).

Better Suburbs Grants - Community Support - Application Form 23-24 - Round 2

Form Preview

Please attach copies of quotes (minimum ONE per grant funded item):

*

Attach a file:

Additional notes on budget, suppliers, quotes or in-kind contributions (if required)

Certification

* indicates a required field

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 understand that if Brisbane City Council approves a grant, I will be required to accept the terms and conditions as set out in the Funding Agreement and I will be required to comply with those terms and conditions including any Brisbane City Council audit requirements.
- 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](#).
- I understand that if Brisbane City Council approves a grant, I will be bound by the contents of this application and the terms and conditions as set out in the Funding Agreement to carry out the project as I have described and as required by Council. I understand that this application and its contents will form part of the Funding Agreement and my contractual relationship with Brisbane City Council.
- I consent to the use of information contained in the application by Brisbane City Council in press releases and other media communications if I am successful.

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
- ☐ Direct (Postal) Mail
- ☐ Social Media
- ☐ Living In Brisbane Newsletter
- ☐ Previous applicant
- ☐ Council Officer

