

Lord Mayor's Safer Suburbs Grants - Application Form 2024-2025

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Introduction

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The Lord Mayor's Safer Suburbs Grants provides funding to support projects that strengthen security for Council Community Leased Facilities.

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

To be eligible Council tenant's may need to provide an approved Application for Works (AFW) on a Community Leased Site support letter, please call 3403 8888 and discuss your proposal with a Sport and Community Officer supporting the Safer Suburbs Grant Program.

AFW's have a 20 working day processing timeframe, so you will need to submit no later than **Friday, 27 September 2024.**

Applications to the Safer Suburbs Grants are now open and will close at midnight on **Monday, 14 October 2024.**

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 Safer Suburbs Grants.

Eligibility Check

If you answer NO to any of the following questions you may be ineligible for a Safer 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 with a Sport and Community Officer to discuss. Please refer to the [Guidelines](#) for the full list of eligibility criteria.

Is your organisation an incorporated not-for-profit who leases a facility from Brisbane City Council? *

☐ 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

Has your organisation completed Council's annual Community Facilities Census online via the Community Leasing Information Portal (CLIP)? *

☐ Yes

☐ No

The census can be completed via CLIP [here](#).

Does your organisation have current public liability insurance cover to the value of \$20M? *

☐ Yes

☐ No

Applicant Details

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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

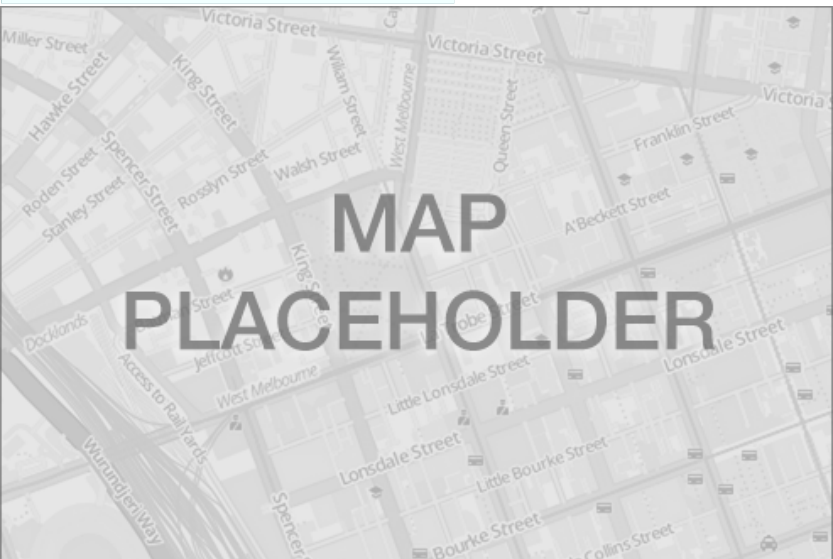
Last Name

Note: Title is optional. Please leave 'Title' field blank if you do not wish to nominate a salutation.

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 or 0400 111 222

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Email Address *

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

Alternate or Mobile Number *

Please use standard format, e.g. 0400 111 222

Organisation Type

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

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

Financial, Insurance and Banking Details

* indicates a required field

Financial Statement

Please attach your organisation's 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 **must** keep and maintain adequate insurance including public liability insurance, 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 have current public liability cover to the value of \$20M? *

- ☐ Yes
- ☐ No

If Yes, attach a copy of the current certificate (must show amount insured, dates insured, data and details of coverage etc)

Attach Public Liability Insurance Certificate *

Attach a file:

Date of expiry of insurance cover *

Must be a date.

Applicant organisation legal status

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What is the legal entity status of the organisation? *

- ☐ Company limited by guarantee
☐ Incorporated Association

Attach Certificate of Incorporation or equivalent: *

Attach a file:

Applicant 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

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.

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Property Information and Approval

* indicates a required field

Leasing Information

Eligible applicants must lease a Community Facility from Brisbane City Council.

Name of community organisation that holds the lease *

Length of Lease (in months) *

Must be a number.

Lease End Date *

Must be a date.

Attach Lease Document *

Attach a file:

Any additional notes about your lease arrangement

If you are unsure about your lease status please call 3403 8888 to discuss with a Sport and Community Officer supporting the Safer Suburbs Grant Program.

Application for Works

To be eligible Council tenant's may need to provide an Application for Works (AFW) on a Community Leased Site support letter for this project. Please access the AFW Form via the [Community Leasing Information Portal](#) (CLIP).

If you are unsure as to whether your project requires an AFW please call 3403 8888 to discuss with a Sport and Community Officer supporting the Safer Suburbs Grant Program.

NOTE: AFW's have a 20 working day processing timeframe, so you will need to submit an AFW no later than **Friday, 27 September 2024**.

Does your project require an approved Application for Works (AFW)? *

- ☐ Yes
☐ No

Approved Application for Works (AFW)

Attach approved AFW *

Attach a file:

Project Summary

* indicates a required field

Project Details

Project Title *

Briefly describe your project and its intended outcomes *

Word count:
Must be no more than 100 words.

Start Date *

Must be a date and between 25/11/2024 and 25/11/2025.

End Date *

Must be a date and between 25/11/2024 and 25/11/2025.

Project Location Details

Please enter where the actual project will take place, 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](#).

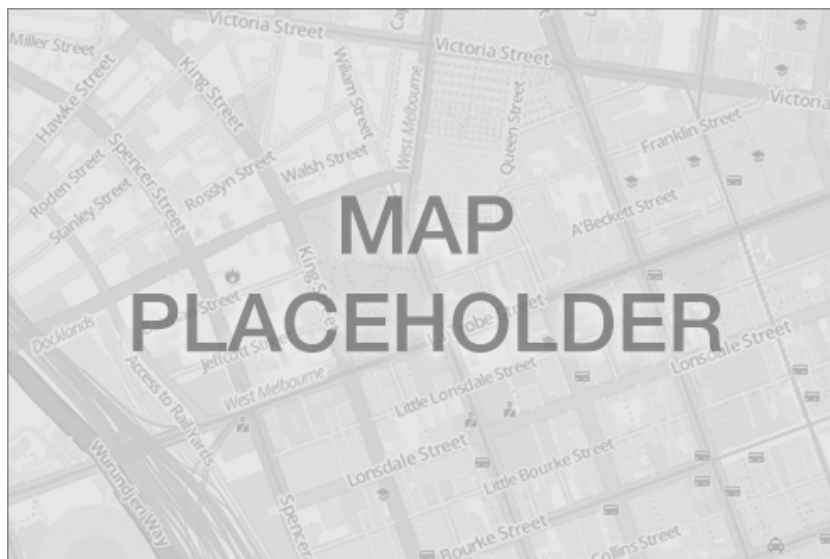
If the proposed project will be delivered across multiple locations, please list all addresses.

Project location address *

Address

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

Council Ward project is within *

Visit [Electoral Commission Queensland](https://electoralcommission.qld.gov.au/) to find out your ward.

If project is in multiple locations, please list other addresses

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

* indicates a required field

Projects must deliver on the objectives of the Safer Suburbs Grant and:

- implement safety and security measures for Council Community Leased Facilities to deter crime;
- demonstrate capacity to maintain completed improvement works;
- align with the [Brisbane Vision 2031](#), which plans for the future of the city.

Project Details - Assessment Criteria

The following questions address the Assessment Criteria outlined in the Safer Suburbs Grant Guidelines. You can view the Guidelines by clicking [here](#).

1a: How does the project meet the program objectives? Describe the safety issues that affect your community facility and explain how the project will provide benefit? *

Word count:

Must be between 50 and 300 words.

1b: Attach relevant evidence/supporting documentation *

Attach a file:

Include Police reports, consultation with Queensland Police, statistics, photographs, security assessment/audit, letters of support etc.

2: Provide details of project readiness and your organisations capacity to manage and complete the project *

Word count:

Must be between 50 and 300 words.

3. Describe how your organisation will maintain the completed project? *

Word count:

Must be between 50 and 300 words.

3a: Attach a Maintenance Plan (if relevant)

Attach a file:

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Please attach any additional supporting documentation

Attach a file:

Budget

* indicates a required field

Funds applied for.

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**
- Refer to **Assessment Criteria 3** (worth 20%) in the program [Guidelines](#).
- All budget figures provided must be **GST exclusive**.
- If your organisation is **not** GST registered the 10% GST will be added to your grant, but will not be itemised as GST.
- If your organisation is 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.
- 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.

GST Calculator

[Click here for online GST calculator](#)

Budget

Income item description	\$ Amount (ex GST)	Expenditure item description	\$ Amount (ex GST)
Lord Mayor's Safer Suburbs Grant	\$		\$
	\$		\$
	\$		\$
	\$		\$

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	\$		\$
	\$		\$
	\$		\$
	\$		\$

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.

Confirm the total grant amount requested from Brisbane City Council (ex GST) *

\$

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?

Quotation upload

**You MUST attach at least ONE recent quote for ALL of the proposed work(s).
Quotes must be current and not more than 6 months old.**

Attach quote(s) *

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

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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 Approving Officer *

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