

# Lord Mayor's COVID-19 Direct Assistance Program - Application Form

## Form Preview

### Introduction

\* indicates a required field

**The Lord Mayor's COVID-19 Direct Assistance Program aims to assist not-for-profit organisations (community, cultural, sport and recreation) who hold a lease of a Council owned or managed community facility and are experiencing hardship due to the impacts of the COVID-19 pandemic, to help them to recommence their services and programs.**

**Funding of up to \$10,000.00 (GST exclusive) is available for operational expenses and/or minor maintenance works.**

**Operational expenses:** Funding towards operational expenses (incurred between 1 January 2020 and 30 June 2020) at Brisbane City Council community leased facilities.

**Future minor maintenance works:** Funding to undertake future maintenance or minor works at Council community leased facilities to be completed within 12 months of the notification date. Includes planned maintenance that may not occur due to loss of revenue (e.g. roof repairs, plumbing repairs, painting, general building works)

Refer to the program [Guidelines](#) for full eligibility criteria.

Eligible not-for-profit organisations may apply for each facility they lease. An organisation can act as an auspice for more than one application.

Applications will be assessed as they are submitted, and the Program will close once the available budget is expended.

**Have you read and understood the guidelines? \***

Yes

No

See link to [Guidelines](#) or call 3403 8888 to discuss with a Council Officer supporting the Lord Mayor's COVID-19 Direct Assistance Program

### Eligibility check

**If you answer NO to any of the following questions you are ineligible for a Lord Mayor's COVID-19 Direct Assistance Program grant. Do not proceed further with this application.**

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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 COVID-19 Direct Assistance Program.

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

**Does your organisation lease (or sub-lease) a Council owned or managed community facility? \***

Yes  No

**Has your organisation experienced financial hardship as a result of COVID-19 such that your organisation requires funds from this program to recommence or continue your group's services and/or activities? \***

Yes  No

**For operational expenses applications have the claimed expenses been incurred between 1 January 2020 and 30 June 2020?**

Yes  No

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

Yes  No

## Application Type

\* indicates a required field

Eligible organisations can apply for funding of up to \$10,000 towards operating expenses incurred between 1 January 2020 and 30 June 2020, and/or future minor maintenance works at Council community leased facilities.

**Operational expenses** - incurred between 1 January 2020 and 30 June 2020 at Brisbane City Council community leased facilities. Includes:-

- Insurance
- Electricity
- Mowing
- Field maintenance (fertiliser, weed treatment etc)
- Equipment (e.g. footballs, netballs and other training gear)
- Cleaning
- Retail component of water charges
- Maintenance and repairs to irrigation/plumbing services
- Tree maintenance
- Sports field lighting maintenance
- Ongoing security costs (i.e. fixed monthly fees)

**Future minor maintenance works** - at community facilities leased from Brisbane City Council.

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Eligible future minor maintenance works must be completed within 12 months of the notification date and includes planned maintenance that may not occur due to loss of revenue. For example:

- roof repairs
- plumbing repairs
- painting
- general building works.

**What are you applying for? \***

- Operational Expenses  
 Future Minor Maintenance Works  
 Combination of both

## Future minor maintenance project applications

An 'Application for Works on Community Leased Site' (AFW) may be required for minor maintenance projects.

If you do not yet have an approved AFW please speak to a Council Sport and Recreation Officer via 3403 8888.

Please click [here](#) to access the AFW Form.

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

If you do not yet have an approved AFW please speak to a Council Sport and Recreation Officer via 3403 8888.

**Am I required to have an AFW for proposed future minor maintenance works? \***

- Yes  No  
Advice from Council Sport and Recreation Officer

**AFW Attachment (if required)**

Attach a file:

## Applicant Details

\* indicates a required field

### Lease Information

Eligible applicants must be a lease holder or sub-lease holder of Brisbane City Council

**What relationship does the applicant have to the property? \***

- Leased by applicant  
 Leased by auspice  
 Other:

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**Lessor (Property Owner)**

\*

Must be leased from Brisbane City Council

**Any additional notes about your lease arrangement**

If you are unsure about your lease status please call 3403 8888 to discuss with a Council Officer supporting the Lord Mayor's COVID-19 Direct Assistance Program

## Location Details

Please enter the address where the operational expenses have been incurred and/or where the future minor maintenance works will take place, i.e. **not** the address of the organiser/s.

Eligible not-for-profit organisations may apply for each facility they lease.

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

**Location address(es)** \*

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

**Council Ward of this location** \*

Other:

Visit Electoral Commission Queensland to find out your ward

## Are you applying with the support of an auspice?

If you are an incorporated community 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.

If your organisation does not have an ABN 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
- Other:

## Applicant Details

**Organisation** \*

Organisation Name

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Official entity, group or organisation name (no acronyms). Must be a non-profit Council lessee. Cannot be a commercial business or an individual.

**Contact Person \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**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

**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

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(applicant) organisation. Their agreement correspondence (attached below) needs to clearly document the auspice's acceptance of these responsibilities. This is not simply an indication of support for the funding.

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

**Attach correspondence from your auspicing organisation agreeing to accept this responsibility \***

Attach a file:

To expedite your submission of this application an email from the auspice organisation's CEO indicating their intention to agree to auspice the application will suffice.

**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](#)

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### Attach completed and signed Statement by Supplier Form.

Attach a file:

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

## Insurance and Banking Details

\* indicates a required field

### Insurance - Certificate of Currency

Applicant organisations (or their auspice) **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 application for future minor maintenance works, 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 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)

**Attach Public Liability Insurance Certificate of Currency \***

Attach a file:

**Date of expiry of insurance cover \***

Must be a date.

### 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:

or equivalent

**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.

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Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

If your organisation does not have an ABN you should have already completed the 'Statement by a Supplier' form section of this application

## Bank Account Information

**Who is the owner of this bank account? \***

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

If your application is auspiced Bank details need to be those of your auspice

**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.

## Application Summary

\* indicates a required field



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### Application Title \*

A brief tag title. For example - Indicate the types of operational expense(s) and/or future minor maintenance work(s).

### Brief description: Name the operating expense items and/or summarise the proposed future minor maintenance works \*

Word count:

Must be no more than 100 words.

## Criteria - General

These questions align with the assessment criteria outlined in the program [Guidelines](#)

If you're unsure whether your application is eligible for funding please contact Brisbane City Council on (07) 3403 8888 and ask to speak to an officer supporting the Lord Mayor's COVID-19 Direct Assistance Program.

### How has your organisation experienced financial hardship as a result of COVID-19? Evidence must be provided to show that without the assistance being provided, the organisation would be unable to recommence services or activities it was delivering prior to the COVID-19 pandemic. \*

Word count:

Must be between 50 and 200 words.

### Explain the benefit that funding support would have on the community, your organisation and/or your client/members? \*

Word count:

Must be between 50 and 200 words.

### Any additional documents relating to financial hardship or community benefit

Attach a file:

## Future minor maintenance works

Eligible works must be completed within 12 months of the notification date and include:

**Please note:** To be eligible your organisation must be responsible for maintenance work for this site and proposal.

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**Provide evidence of your readiness to undertake the proposed minor maintenance works \***

Must be between 50 and 200 words.

**Start Date \***

Must be a date and no earlier than XXXXX

**End Date \***

Must be a date no later than XXXX

**Attachments (if any) to support the need and readiness for future minor maintenance works**

Attach a file:

## 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.

For future reporting and review purposes we appreciate you using the CLASSIE system to classify, as best you can, your organisation's primary focus and beneficiaries.

**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'

## Operational Expense Item Summary

\* indicates a required field

**You must itemised the operational expense bills you are applying for.**

Please note for the purpose of assessment:

- **Maximum total grant is \$10,000**

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- All figures provided must be **GST exclusive**.
- If your organisation or auspice are **not** GST registered the 10% GST will be added to your payment, but will not be itemised as GST.
- If your organisation or auspice are registered for GST, 10% GST will be added to your payment as an itemised GST gross-up.

[Click here for online GST calculator](#)

### Eligibility:

- Expenses must have been incurred between 1 January 2020 and 30 June 2020.
- Eligible payments may or may not have yet been paid by the club. Please indicate in the table below whether the expense item has been paid yet.
- Only the retail component of water charges are eligible
- Lease payments to Council have been subsidised by Council and are therefore not eligible through this program.
- Operational costs that have already received support from other programs are not eligible.
- You must attach receipts or invoices for all operational expense items being claimed

### Operational expense items

**Please note** - 'Incurred between 1 January 2020 and 30 June 2020' means the component of the claimed item that applies within this period.

For example - The eligible component of 12 months of insurance cover will be the proportion of the cost that fell between 1 January 2020 and 30 June 2020

<b>Expenditure item</b>	<b>\$ Amount (ex GST)</b>	<b>Has this item been paid?</b>
	Must be a dollar amount.	
	\$	

### Operational Expense Items Budget Total

\$

This number/amount is calculated.

### Confirm the total amount requested from Brisbane City Council for operational expenses \*

\$

Must be a dollar amount.

Must be a GST Exclusive figure

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Attach operational expense receipts and/or invoices

### **YOU MUST ATTACH RECEIPTS OR INVOICES FOR ALL OPERATIONAL EXPENSE ITEMS BEING CLAIMED**

Operating expenses must be incurred between 1 January and 30 June 2020.

Please label files clearly.

#### **Operational expense receipts and/or invoices**

\*

Attach a file:

Please provide clear file names

## Future Minor Maintenance Works Budget

\* indicates a required field

### **You must provide an itemised budget for your proposed future minor maintenance works.**

Please note for the purpose of assessment:

- **Maximum total grant is \$10,000**
- 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 payment, but will not be itemised as GST.
- If your organisation or auspice are registered for GST, 10% GST will be added to your payment as an itemised GST gross-up.
- Calculations of any labour costs or non-capital expenses must be added to the budget table.

[Click here for online GST calculator](#)

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

## Future Minor Maintenance Works Budget

In keeping with Council's Local Buy Policy, local contractors and/or suppliers within the Brisbane LGA should be utilised to complete works.

<b>Income item description</b>	<b>\$ Amount (ex GST)</b>	<b>Expenditure item description</b>	<b>\$ Amount (ex GST)</b>
Council Grant	\$		\$

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### Future Minor Maintenance Works 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.  
This figure should be 0

**Confirm the total grant amount requested from Brisbane City Council for the future minor maintenance portion of your application \***

\$

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

**Confirm total expenditure for the future minor maintenance works \***

\$

What is the total budgeted cost (dollars) of your project? Must be a GST Exclusive figure

### Quotation Upload

**You MUST attach at least ONE recent quote for all proposed work(s).**

**If at all possible suppliers are to be local contractors and/or suppliers from within the Brisbane Local Government Area (LGA). If this is not possible explain why.**

**Attach quote(s) \***

Attach a file:

Please provide clear file names

**Are all nominated suppliers/contractors from within the Brisbane LGA? \***

Yes

No

**Could your project proceed without full funding? \***

Yes

No

**Additional notes on budget, suppliers or quotes (if required)**

### In-Kind contributions

**Attach details for any in-kind contributions to proposed future minor maintenance works**

Attach a file:

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### Operating Expenses and Budget Summary

Please review and ensure the operational expenses, maintenance costs and combined total's are accurate. If figures aren't correct amend the preceding budget page(s)

Maximum total grant is \$10,000 (GST exclusive)

#### **Total - Operational Expenses application request**

This number/amount is calculated.

#### **Total - Future Minor Maintenance application request**

This number/amount is calculated.

#### **Total - Combined**

This number/amount is calculated.

Combined total cannot exceed \$10,000. Must be a GST Exclusive figure

### Approvals Required for Future Minor Maintenance Works

\* indicates a required field

#### Application For Works (AFW)

As noted earlier in the application form, some future minor maintenance works applications will require an AFW.

If you have an AFW refer to the directions and recommendations in that document for guidance on the items below.

#### Development Applications/Building Approvals

Maintenance projects may require a range of approvals.

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

#### **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 (DA) 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

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DA must be issued by Brisbane City Council.

### Attach Development Approval documentation

Attach a file:

### Do you have a Building Approval (BA) 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

### 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

### Attach Plumbing Approval documentation

Attach a file:

### Attach a copy of plans of architectural drawings (if required)

Attach a file:

### If available, please attach recent photos of the property

Attach a file:

### If required, 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

### Is there any further information that can be provided with regards to Development, Building and/or Plumbing Approvals?

Word count:

Must be no more than 250 words.

## Certification

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\* indicates a required field

### Certification of application

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 Approving Officer \*

Date of Certification \*

President, Chair, Secretary etc

Where did you hear about the grants program? \*

- Council Website
- Email
- Direct (Postal) Mail
- Social Media
- Living In Brisbane Newsletter
- Previous applicant
- Council Officer
- Other: