

# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

## Introduction

\* indicates a required field

### Election Period (1 January to 10 April 2024)

Council elections will take place on 16 March 2024 and there are legislative restrictions around approvals for the Lord Mayor's Community Fund before the election.

Applications for the Lord Mayor's Community Fund must be approved by the Councillor prior to 1 January 2024. After that date and until the conclusion of the election, no approvals of Lord Mayor's Community Fund applications will be possible.

Approvals of applications will re-commence after all election matters have been finalised.

### Eligible Applicants

Brisbane City Council's Lord Mayor's Community Fund supports community projects that build stronger communities in Brisbane. Projects must contribute to the [Brisbane Vision](#), by helping to achieve the aspiration to be a friendly and safe, active and healthy, clean and green or vibrant and creative city.

Applications for funding can be made by:

- community organisations for local projects or
- Councillors to support community events, activities or capital projects.

#### What type of applicant are you? \*

- A community organisation for a project with a community purpose
  - The Councillor for a project with a community purpose
- Applicants can only be one of these two types. If you're unsure that you fit the applicant types, please contact your local Ward Office to discuss via 3403 8888.

### Eligible Project Location

Your project should take place within the boundary of the Council Ward to which you are applying.

#### In which Ward is your project taking place? \*

If your project is outside of the The Gap Ward your application may be ineligible. Please contact the Ward Office to discuss.

Please [click here](#) to check which Ward your project is being undertaken in if you are unsure.

# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

***It is recommended that you contact the Ward Office for assistance and to discuss your proposal before commencing your application.***

## Grant Program Guidelines

Please read the Guidelines carefully before commencing and submitting this application.

**The Guidelines can be viewed by [clicking here](#).**

**Successful applicants will also be required to agree to the Terms and Conditions as set out [here](#).**

Please note that most fields in this form are mandatory and if left incomplete your form may not submit. An error message will highlight which fields require completion.

## Councillor Application for a community purpose

List the suppliers to be paid for this project

### Names of nominated suppliers


Please match these suppliers to expenditure items listed in the project expenditure table

## Invoice requirements

**When providing the invoice/tax invoice to the Grants Team ensure that it includes the following:**

- Name of supplier
- Supplier's address
- Supplier's contact person
- Contact person's phone number
- Contact person's email address (generic for remittance advice)
- Supplier's ABN number
- Supplier's bank account details (including name of bank, account name, BSB number and account number).

## Community Organisation - Applicant Information

**\* indicates a required field**

Contact details for this application

**Organisation name \***

Organisation Name

# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

Official entity, group or organisation name (no acronyms). Your organisation name should match the 'Entity name' in ABN box below.

**Contact name \***

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

**Position (e.g. Treasurer) \***

**Postal address \***

Address

  

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

**Phone number \***

**Email address \***

Please provide an organisational email address (e.g. [office@yourclub.org.au](mailto:office@yourclub.org.au)) rather than a specific personal address.

## Payment Details

If your grant application is successful Council will need to verify the bank account indicated on your invoice with the details provided on this application form.

If your group does not have a bank account you will need to nominate an auspice organisation.

**Does your organisation have a bank account in its own name? \***

- Yes  
 No - Your organisation must have a bank account in its own name to be eligible for funding, or nominate an auspice to receive payment

## ABN Confirmation

If your organisation does not have an ABN you are required to provide an ATO 'Statement by a Supplier' form (download [here](#)) - or nominate an auspice to receive payment.

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

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

**Does your organisation have an ABN? \***

- Yes  No

# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

**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

**Please attach a Statement by a supplier form (if required):**

Attach a file:

## ABN Lookup

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**Is your ABN registered for GST? \***

- Yes
- No

See above - 'Goods & Services Tax (GST)' - Yes or No

## Applicant Bank Account Details

All grant payments through the Lord Mayor's Community Fund are made by electronic funds transfer (EFT) transactions to your organisation's nominated bank account.

If grant funding is approved you will receive a notification letter and an Invoice/Tax Invoice to raise the grant payment.

Please provide your organisation's general operating account (not a sub-account).

**It is recommended that you consult with your Treasurer to confirm account details.**

# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

**It is important that the correct account details are supplied to Council at the time of application. Any variation in BSB or bank account number from the submitted application will result in delays while new details are confirmed prior to payment being made.**

**Name of bank \***

**Account name \***

**BSB number \***

BSB Number (must be six digits)

**Account number \***

Must not be an individual's account, maximum 9 digits

**Email address (for payment remittance advice) \***

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

## Auspicing Organisation Details

\* indicates a required field

*Possible reasons for an applicant to be auspiced include:- the applicant organisation does not have its own bank account, or the applicant group prefer that payment be made to a peak body (for example - Scout groups)*

**Auspice organisation \***

Organisation Name

**Auspice organisation 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

# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

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.

**Please attach auspicing agreement: \***

Attach a file:

This needs to be a letter or email in which the auspicing organisation agrees to this arrangement and the responsibilities that go with it, including to manage the legal and financial responsibility of the grant on behalf of the applicant organisation.

**Auspice's contact person \***

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

**Position (e.g. President) \***

**Address \***

Address

  

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

**Phone \***

Must be an Australian phone number.

**Email \***

Must be an email address.

**Postal address \***

Address

  

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

## Auspice Bank Account Details

All grant payments through the Lord Mayor's Community Fund are made by electronic funds transfer (EFT) transactions to the organisation's nominated Bank Account.

Please provide the organisation's general operating account (not a sub-account).

# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

**It is recommended that you consult with your Treasurer to confirm account details.**

**It is important that the correct account details are supplied to Council at the time of application. Any variation in BSB or bank account number from the submitted application will result in delays while new details are confirmed prior to payment being made.**

**Name of bank \***

**Account name \***

**BSB number \***

BSB must be six digits

**Account number \***

Must not be an individual's account, maximum 9 digits

**Organisation's email address (for payment remittance advice) \***

Please provide an organisational email address (e.g. [accountspayable@yourauspiceclub.org.au](mailto:accountspayable@yourauspiceclub.org.au)) rather than a specific personal address.

## Project Information

*\* indicates a required field*

### Project Summary

**Project title \***

Must be no more than 12 words.

Please ensure this gives a clear picture of your project

**Brief project description \***

**Word count:**

What are the aims and objectives of the project? Must be no more than 100 words

**What is the timeframe of the project?** - Applications should be submitted a minimum of 10 working days before the commencement of the project. A project cannot commence until funding has been approved.

**Project start date \***

# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

NO RETROSPECTIVE FUNDING - Project cannot commence before application approval.

**Project end date \***

Within 12 months of the project approval date

## Project Location

**Where will your project take place? \***

Address

  

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

**If the project is to be undertaken in multiple locations please indicate additional locations/addresses**

Word count:

Must be no more than 100 words.

## Project Details

***For advice on the eligibility of your project please contact the Ward Office. Special conditions apply to some types of projects. Refer to the grant [Guidelines](#)***

**If equipment is being purchased, where will it be stored?**

Word count:

Maximum 50 words

**If the project involves a school, please explain the wider community's engagement in the project:**

Word count:

Eligible school projects MUST be open to and engage the broader community, not be just internal to the school (Examples - a school fete that is open for community access and participation may be considered community engagement; whereas a school sports carnival to which parents are spectators would not be considered community engagement). Maximum 150 words.

**For school facility improvement projects - please attach copies of Usage Agreements for community organisations:**

Attach a file:

Applications for facility improvement projects on school property require a documented Usage Agreement outlining the scope of community access to and usage of the facility, endorsed by the School Principal.

## Capital Works Projects



# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

**Capital Works Projects include - community facility improvement, construction work, or works involving fixed equipment.**

**Is your project for capital works? \***

Yes

No

If your answer is 'Yes' this will activate the 'Capital Works Projects' section of this form.

## Community Benefit

**How many members does your organisation have? \***

Must be a number.

If your application is auspiced provide member numbers of the applicant organisation

**How many people are expected to benefit from this project? \***

Must be a number.

**How will the community benefit from the project? \***

Word count:

Must be no more than 150 words.

**What Lord Mayor's Community Fund priorities does your project meet? \***

- Improved provision of, access to and the quality of, community facilities
- Supporting community activities in the areas of recreation and sport
- Supporting community arts and cultural activities – eg Christmas carols, Australia Day ceremony
- Contributing to the appreciation of Brisbane's history and heritage
- Responding to groups in the community – eg young people, refugees, people in need
- Improving the environment
- Contributing to community safety
- Contributing to improved health and well - being
- Purchasing equipment to resource community organisations
- Creating opportunities for residents to be informed and involved in their community

## Capacity to Deliver Project

**Please state your organisation's capacity to deliver this project (including - experience and capability; and financial capacity and viability) \***

Word count:

Must be no more than 150 words.

# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

## Project Costs

\* indicates a required field

Clearly itemise all project expense items in the table below.

Identify specific items – eg 'catering by group/supplier xxx'; 'Hire of animal farm' etc.

DO NOT USE general descriptions like - 'Contribution to event', 'sponsorship', or 'donation'.

**Funding amounts: Minimum \$250 (GST exclusive) and maximum \$10,000 (GST exclusive)**

- **Please note:** 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.

## Project Expenditure

**Only include GST EXCLUSIVE figures**

[Click here to access an online GST calculator](#)

**Item description (only include items for \$ GST Exclusive which grant funding is sought)**

	\$
	\$
	\$
	\$
	\$

**Total Grant Amount sought from Lord Mayor's Community Fund**

\$

Calculated from the table above. GST exclusive

*How GST is managed in grant assessment:*

- If your organisation is not GST registered Council will add a 10% GST component to your grant amount before assessment (ie you will be assessed on the GST inclusive amount)
- If your organisation is GST registered assessment will be made on the GST exclusive amount, however success notification correspondence will include a Tax Invoice which adds 10% as itemised GST.

## Additional financial information for project

**Is your project receiving funding or in-kind support from other sources? Are you applying to any other**

Must be no more than 100 words.

Must be no more than 100 words

# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

**Brisbane City Council grant programs or to another Ward? \***

**Please attach any quotes or other financial information to support your application:**

Attach a file:

Please use clear file names

## Capital Works Projects

\* indicates a required field

**Capital Works Projects include - community facility improvement, construction work, or works involving fixed equipment.**

**Who owns the property where the project is taking place? \***

- Owned by applicant group
- Leased from Council
- Within a Council park
- Owned by another organisation

**Provide details of the property owner if not owned by the applicant group? \***

Word count:

Must be no more than 100 words.

## Approvals required for capital works projects

A range of approvals may be required for capital works projects

*If the property where the project is taking place is not owned by the applicant group then a letter of approval for the proposed works must be sourced from the property owner and attached below.*

*In the case of properties leased from Brisbane City Council approval may be required from Council's Community Facilities Operations Team on 3403 8888 or email [communityfacilities@brisbane.qld.gov.au](mailto:communityfacilities@brisbane.qld.gov.au)*

*Councillors submitting Capital Works applications must attach a completed and signed Program Planning and Integration Branch 'Approval Authority' form to the application.*

*Does your project require Development Approval or Building Approval? For assistance or advice call Council's Contact Centre on 3403 8888 or refer to Council's corporate website [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au)*

# Lord Mayor's Community Fund – The Gap 2023-2024 Application Form Preview

**Please attach copies of any relevant approval documentation for capital works projects: \***

Attach a file:

For example: Property owner approval, Community Facilities Operations Team, Development Approval etc

## Other Approvals that may be required

### Does your project require any other approvals?

FOR EXAMPLE:-

**For activities in Council parks** - Have you obtained any required Council approvals (eg Entertainment Event Permit)? For assistance or advice call Council's Contact Centre on 3403 8888 or refer to Council's corporate website [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au)

**For joint activities with another group** - Can you demonstrate approval from that group(s)?

**For activities at properties/premises not owned by the applicant group** - Do you have permission from the property owner to undertake this activity?

**Please note:** It is the applicant's responsibility to hold adequate Public Liability Insurance for their project

**Please attach any relevant approval documentation:**

Attach a file:

## Certification

\* indicates a required field

The following section confirms your organisation's endorsement of this application.

- 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 and comply with the terms and conditions of grant as provided upon grant approval in accordance with 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 the grant. Any personal information collected by Brisbane City Council will be kept in accordance with Brisbane City Council's privacy statement available from: [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 provided upon grant

# Lord Mayor's Community Fund - The Gap 2023-2024 Application Form Preview

approval to carry out the project as I have described and as required by Brisbane City Council. I understand that this application and its contents will form part of my contractual relationship with Brisbane City Council.

**Please fill in the details of your Chair, President, Chief Executive or equivalent of your organisation below as a sign they endorse this application**

**Name of certifying representative \***

For Councillor applications provide name of Councillor

**Representing which organisation? \***

**Position in organisation \***

President, Chair, Secretary etc

**Date \***

Must be a date.