Lord Mayor's Community Fund - Lord Mayor 2021-2022 Application
Form Preview

Introduction

* indicates a required field

Eligible Applicants

The 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 by 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 not sure that you fit contact your local Ward Office to discuss via 3403 8888.

Eligible Project Location

Your project needs to be undertaken 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 Brisbane City Council local authority area your application may be ineligible. Please contact your local Ward Office.

Please click here for a map of Brisbane's Wards. The address search can assist in locating your Ward if you are unsure.

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

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

Contact Name *

Title | First Name | Last Name

Position (e.g. Treasurer) *

Postal Address *

Address

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

Phone Number *

Email Address *

Please provide an organisational email address (e.g. 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 it's own name to be eligible for funding

ABN Confirmation

If your organisation does not have an ABN you are required to provide an ATO 'Statement by a Supplier' form (download here).

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

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

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Is your ABN registered for GST? *

○ Yes ○ 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.

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 *

between 6 and 6 characters
BSB Number (must be six digits)

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.

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	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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

Auspice's Contact Person *

Title | First Name | Last Name

Position (e.g. President) *

Address *

Address

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

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

Organisation's 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) 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 is 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 *

NO RETROSPECTIVE FUNDING - Project cannot commence before application approval

Project end 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 explain the wider community's engagement in the project

Word count:
Eligible school projects MUST be open to the broader community, not just internal to the school. Maximum 150 words.

For school facility improvement projects - 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

Capital Works Projects = community facility improvement, construction work or fixed equipment.

Is your project for capital works? *

○ Yes ○ No

If your answer is 'Yes' this will active 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.

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 which grant funding is sought)	$ GST Exclusive
	$

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 ask you for 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 Brisbane City Council grant programs or to another Ward? *

Must be no more than 100 words.
Must be no more than 100 words

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 = community facility improvement, construction work or 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 is required from Council's Community Facilities Operations Team on 3403 8888 or email communityfacilities@brisbane.qld.gov.au

Councillors submitting Capital Works applications must attach a completed and signed Asset Services 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

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

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

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 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 or Chief Executive of your organisation below as a sign they endorse this application

Name of certifying representative *

President, Chair, Secretary etc

Representing which organisation? *

For Councillor applications provide name of Councillor

Position in organisation *

Date *

Must be a date.