Lord Mayor's Community Fund - Runcorn 2026-2027 Application
Form Preview

Introduction

* indicates a required field

Read the Guidelines carefully before commencing and submitting this application.

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 sustainable or vibrant and creative city.

Successful applicants will also be required to agree to this grant program's Terms and Conditions.

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.

Project location

Your project should take place within the boundary of the Council Ward to which you are applying and must be within the Brisbane City Council local authority area.

In which Ward is your project taking place? *

Other:

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

If you are not sure which Local Government Ward your project is taking place in you can check by entering the address in the Electoral Commission website

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

Eligible applicant types

Applications for grant funding from the Lord Mayor's Community Fund (LMCF) can be made by either:

- A community organisation for a local project or
- The Councillor to support a local community event, activity or capital project.

What type of applicant are you? *

○ I am a community organisation applying for a community project

○ I am the Councillor applying for a community event, activity or capital project

Applicants can only be one of these two types. If you're not sure that you fit the applicant types, please contact your local Ward Office to discuss via 3403 8888.

Councillor Application for a community purpose

List the suppliers to be paid for this project

The payment of LMCF grants for Councillor projects is made directly to nominated suppliers and/or as reimbursements to project payments made by Councillors and authorised Ward Office staff. **Please note: grant project payments cannot precede the date of grant approval.**

Invoices should be forwarded by the Ward Office (noting the Grant ID number) to the Grants Team at communitygrants@brisbane.qld.gov.au after the project has been approved by the Councillor.

Details of suppliers and amounts may change during project delivery and these can be adjusted in communication with the Grants Team after project approval, however for audit purposes Councillors are required to provide a list of the proposed suppliers in this section – with cost details to be itemised in the Project Expenditure table on page 6 of the application.

Names of nominated suppliers

Please match these suppliers to expenditure items listed in the Project Expenditure table (on page 6).

Invoice requirements for paying suppliers

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
- Document must be titled ‘Invoice’ for non-GST payment and ‘Tax Invoice’ for GST payments
- 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

Applicant organisation name *

Organisation Name

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

Contact person name *

Title | First Name | Last Name

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) rather than a specific personal address.

Payment details – bank account

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 – or alternatives

If your organisation does not have an ABN you are required to provide an ATO 'Statement by a Supplier' form or nominate an auspice with an ABN to receive payment.

- Click here for the ATO explanation on when to use a 'Statement by a Supplier' form and a link to the form.
- An auspice organisation is an incorporated not-for-profit organisation that accepts legal and financial responsibility for the project or activity. If an auspice is nominated the grant payment will be made to the auspice organisation.

Does your organisation have an ABN? *

○ Yes ○ No

Will you be nominating an auspice for this application? *

○ Yes ○ No

NB: Applicant organisations that DO have an ABN and bank account may still chose to nominate an auspice – for example, their head office that oversees payments or projects for sub-branches.

Will you be providing a Statement by a Supplier form? *

○ Yes ○ No

ATO Statement by a Supplier

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

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 *

o Must match the applicant's name. Must not be an individual's account.

BSB number *

BSB number must be six digits.

Account number *

Maximum 10 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

- An auspice organisation is an incorporated not-for-profit organisation that accepts legal and financial responsibility for the project or activity. If an auspice is nominated the grant payment will be made to the auspice organisation.
- 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 name *

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

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 receive the grant payment and accept the legal and financial responsibility of the grant on behalf of the applicant organisation.

Auspice's contact person *

Title | First Name | Last Name

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.

If grant funding is approved the Applicant organisation will receive a notification letter and an Invoice/Tax Invoice made out to the Auspice to raise the grant payment.

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 *

o Must match the auspice name. Must not be an individual's account.

BSB number *

BSB number must be six digits.

Account number *

Maximum 10 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 e.g. Purchase of soccer balls and team uniforms.

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 after the grant has been approved.*

Project start date *

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 may 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

Word count:

engagement in the project:

Eligible school projects MUST be open to and engage the broader community, not be just internal to the school (for example, a school fete that is open for public access and participation may be considered community engagement; whereas a school sports carnival or curriculum activities, where parents or family may be invited to attend, is not considered community engagement). 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.

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.

Capital works projects

Capital works projects include community facility improvement, construction work, or works involving fixed equipment.

Various approvals may be required for capital works projects, which can be relevant for application assessment.

Is your project for capital works? *

○ Yes ○ No

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
○ Other:

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*

who can be contacted on 3403 8888 or via email sportandcommunity@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*

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

Attach a file:

For example: Property owner approval; Community Facilities Operations Team – Approval for Works (AFW); Development Approval etc.

Approvals Authorised *

- ○ Yes
- ○ No
- ○ Not required

Additional information

If you require assistance in determining the necessary approvals, or your approvals are pending, please provide further details above.

Project Costs

* indicates a required field

Clearly itemise all project expense items in the table below.

- Identify specific items for which grant funding is sought – eg ‘catering by group/ supplier xxx’; ‘Hire of fair ride’ etc.
- DO NOT USE undefined descriptions like ‘Contribution to event’, 'sponsorship', or 'donation'.

Grant 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
	$
	$
	$
	$
	$

How GST is managed in grant assessment. GST will be paid as part of the grant, it's just a matter of how it is itemised.

- *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.*

Total grant amount sought from Lord Mayor's Community Fund

$

Calculated from the table above. Please check that this figure is GST EXCLUSIVE

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.

Attach any quotes or other financial information to support your application:

Attach a file:

Please use clear file names. Quotes are not an application requirement, but they can help to demonstrate your preparation and readiness.

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.

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 the 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, Chief Executive or equivalent of your organisation below as a sign that they endorse this application.

Name of certifying representative *

If the application is being made by the Councillor enter the name of the Councillor

Representing which organisation? *

Position in organisation *

President, Chair, Secretary etc

Date of certification *

Must be a date.