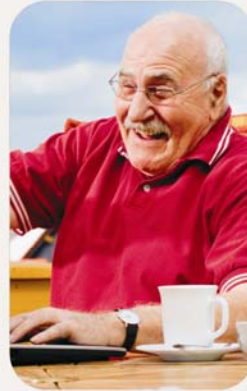


# COMMUNITY DEVELOPMENT GRANTS 2012



**Proud Past - Exciting Future**

**Grant Application Form  
and Instructions**

[www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)

 City of  
**Ipswich**

**Community Development Grant Program  
2012  
INSTRUCTIONS TO THE APPLICANT**

**SECTION 1 – ORGANISATION DETAILS**

**Q 1. Full name of the Applicant Organisation**

Provide the name of the Applicant Organisation, not the Sponsoring Organisation.

**Q 2. Contact Details**

Street address should identify the location of the organisation's main place of business.

**Q 12. What are the primary services/activities provided by your organisation?**

Use the following criteria to give details on the organisation:

Why the organisation exists, What it does, How it achieves its goals, Who it helps, When it operates eg. All year round, Where – what areas it covers.

**SECTION 2 – PROJECT DETAILS**

**Q 1. Describe only the project/event/item for which you are seeking funding.**

Do not use this area to describe the overall aims of the organisation.

**Q 2. Please identify the location of the project/event or the address where the item will be situated.**

If the address is different to the main street address listed in Section 1, please provide the address.

**Q 3. Which target group/s will benefit from your project?**

It is important that you tick all the groups that will benefit from this project.

**Q 4. How does your project contribute to one or more of the following funding objectives?**

It is advisable to address each objective separately and to demonstrate how the project will meet that criteria. Each additional objective you can meet will increase the success of the application.

**Q 5. Describe how you determined the need for the project and who was involved in the process.**

For example, community consultation, committee meetings, based on an identified need by the community, outcomes of studies or research, previous events that have raised awareness and ideas for future events.

**Q 6. Describe how the project will benefit the broader community and enhance liveability rather than just benefiting the members of your organisation.**

It is important to discuss how many people are likely to attend/benefit from the project, and whether the project is aimed at specific groups eg. Seniors, Youth or whether the broader community has access.

- Q 7. How will the broader community continue to benefit from the project after its completion?**  
Detail any ongoing benefits from the project once it is completed eg. Ongoing access to the facility, skills/knowledge gained that can be used to benefit the community or passed on to others.
- Q 8. Indicate whether this project will require ongoing support. If so, describe how the project will be funded in the future?**  
If your project/event will require future funding to continue, please ensure you detail where the future funding will be sourced as the community development grants are not for ongoing projects.
- Q 9. Have you applied for any other funding or in-kind support for this project?**  
Detail any other funding you have sought for this project or any in-kind support eg. labour by members, use of equipment etc. Cost the in-kind support using a basic per hour dollar value to calculate eg. 20 hours @ \$24.09 per hour = \$481.80 in-kind contribution.
- Q 10. Please provide a detailed budget of the expected costs of the project.**  
**(NB: It is important that you attach quotes for goods and services to the application)**

| <b>Expenditure / Project Costs</b>       | <b>Total Item Cost (incl GST)</b> | <b>Total Item Cost (less GST)</b> |
|--|-----------------------------------|-----------------------------------|
| 3 x Shade sails @ \$220.00 each          | \$ 660.00                         | \$ 600.00                         |
| 9 x Poles for shade sails @ \$55.00 each | \$ 495.00                         | \$ 450.00                         |
| Fittings for installation                | \$ 220.00                         | \$ 200.00                         |
|  | <b>Total</b>                      | <b>\$1,250.00</b>                 |

| <b>Income – ie. Cash Contribution, In-kind Support</b> |              |                 |
|--|--------------|-----------------|
| Donation from XYZ Organisation                         |              | 200.00          |
| Volunteer labour – 6 hrs @ \$24.09 / hr                |              | 144.54          |
|  | <b>Total</b> | <b>\$344.54</b> |

| <b>Community Development Grant Sought</b> |                     |                 |
|---|---------------------|-----------------|
| Expenditure                               |                     | \$1,250.00      |
| Less - Income                             |                     | \$344.54        |
|   | <b>Grant sought</b> | <b>\$905.46</b> |

GST registered: Apply for the expenditure amount excluding GST eg. \$2,000.00 as the Council will increase the grant amount by 10% to account for GST.

Not GST registered: Apply for the full expenditure amount including GST up to a maximum of \$2,000.00.

**Community Development Grant Program  
2012  
APPLICATION FORM**

**SECTION 1 – ORGANISATION DETAILS**

1. Full name of Applicant Organisation:

Street Address:

Postal Address:

Facsimile:  Email:

If your street address is outside of the Ipswich City Council please answer the following:

i) How many members of your organisation are residents of Ipswich?

ii) What percentage of your organisation's activities are held in Ipswich?

2. Contact details

Postal address:

3. Contact person for enquiries:

Name:  Position:

Phone:  Email:

4. List a principal office bearer in your organisation: (must be different to above)

Name:  Position:

Phone:  Email:

5. Is your organisation incorporated?

Yes (If yes, attach a copy of the 'Certification of Incorporation' to the application)

No (If no, do you have a Sponsor?)

6. Are you applying in your organisation's own right or being sponsored?

Own right: or  Sponsored by another organisation

If you are being sponsored by another organisation, please provide the following information regarding your sponsoring organisation and ask your sponsor to complete questions 6 & 8

Name of Sponsoring organisation:

Street Address:

Postal Address:

Name:  Position:

Phone:  Email:

7. Australian Business Number (ABN):   
(If your organisation does not have an ABN, please complete & sign the attached Withholding Tax Exemption Form)

8. Is your organisation registered for GST?

Yes If successful, you will be required to submit a Tax Invoice for the grant amount plus 10% for GST

No If successful, you will be required to submit an Invoice for the grant amount

9. Does your organisation hold public liability insurance?

Yes  No (Please note, public liability insurance is required for events/festivals)

10. How long has your organisation been established?

11. How many members does your organisation have?

12. What are the primary services/activities provided by your organisation?

13. Does your organisation currently receive funding from any other source eg. Federal, State, Council (including Fee Relief), Business Sponsorship, Community Organisation/Service Provider or Self Generated?

No       Yes      (Specify the funding body, program and funding provided)

| Funding body and program | Recurrent Funding | \$ Amount |
|--------------------------|-------------------|-----------|
|                          |                   |           |
|                          |                   |           |
|                          |                   |           |
|                          |                   |           |
|                          |                   |           |

14. Have you made, or do you intend to make, an application for a grant from any other sources (government or non-government) for this project or activity?

No       Yes      (Specify the funding body, program and funding provided.)

| Funding body and program | \$ Amount |
|--------------------------|-----------|
|                          |           |
|                          |           |
|                          |           |
|                          |           |
|                          |           |

15. Please detail your organisation's experience in managing grant funding: **(max 50 words)**

16. Has your organisation received a grant, sponsorship or donation from Council in the last 3 years?

Yes (If yes, please detail)       No

| Year awarded | \$ Amount | Purpose of grant | Date acquitted |
|--------------|-----------|------------------|----------------|
|              |           |                  |                |
|              |           |                  |                |
|              |           |                  |                |
|              |           |                  |                |
|              |           |                  |                |

## SECTION 2 – PROJECT DETAILS

The information provided in this section refers to the project for which you are seeking funding.

1. Describe only the project/event/item for which you are seeking funding. **(max 150 words)**

2. Please identify the location of the project/event or the address where the item will be situated.

3. Which target group/s will benefit from your project?

|                          |   |                          |               |
|--------------------------|---|--------------------------|---------------|
| <input type="checkbox"/> | Aboriginal and/or Torres Strait Islander                          | <input type="checkbox"/> | Children      |
| <input type="checkbox"/> | Older persons   | <input type="checkbox"/> | Men           |
| <input type="checkbox"/> | People with a disability  | <input type="checkbox"/> | Women         |
| <input type="checkbox"/> | Rural and isolated  | <input type="checkbox"/> | Young people  |
| <input type="checkbox"/> | Culturally and linguistically diverse communities                 | <input type="checkbox"/> | Young Parents |
| <input type="checkbox"/> | Families  |                          |               |
| <input type="checkbox"/> | Disadvantaged (incl. homeless, low income and unemployed persons) |                          |               |
| <input type="checkbox"/> | Other (Please provide details)                                    |                          |               |

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4. How does your project contribute to one or more of the following funding objectives?

1. Provide opportunities that strengthen and celebrate our liveable community,
2. Provide opportunities for increased participation in community activities
3. Build community pride and a sense of belonging
4. Develop and support partnerships within the community
5. Enhance community capacity

**(max 100 words)**

5. Describe how you determined the need for the project and who was involved in the process. If insufficient space, please attach a separate sheet to your application. **(max 100 words)**

6. Describe how the project will benefit the broader community and enhance liveability rather than just benefiting the members of your organisation.

**(max 75 words)**

7. How will the broader community continue to benefit from the project after its completion?

**(max 75 words)**

8. Indicate whether this project will require ongoing support. If so, describe how the project will be funded in the future?

**(max 75 words)**

9. Have you applied for any other funding or in-kind support for this project?

**(max 50 words)**

10. Please provide a detailed budget of the expected costs of the project.

| Expenditure / Project Costs | Total Item Cost<br>(incl GST) | Total Item Cost<br>(less GST) |
|-----------------------------|-------------------------------|-------------------------------|
|                             | \$                            | \$                            |
|                             | \$                            | \$                            |
|                             | \$                            | \$                            |
|                             | \$                            | \$                            |
|                             | \$                            | \$                            |
|                             | <b>Total</b>                  | <b>\$</b>                     |

| Income – ie. Cash Contribution, In-kind Support |              |           |
|---|--------------|-----------|
|   |              | \$        |
|   |              | \$        |
|   |              | \$        |
|   | <b>Total</b> | <b>\$</b> |

| Community Development Grant Sought |                     |           |
|------------------------------------|---------------------|-----------|
|                                    |                     | \$        |
|                                    |                     | \$        |
|                                    | <b>Grant sought</b> | <b>\$</b> |

If insufficient space, please attach a sheet using the same format as above.

Please note, if your organisation is registered for GST you must apply for the cost of expenditure items less GST as Council will increase the grant amount by 10% to account for GST.

If your organisation is **not** registered for GST, you may apply for the total cost of expenditure items up to \$2,000.00.

## APPLICATION CHECKLIST

Please ensure that you have attached all **mandatory (\*)** supporting documents to your application.

### INFORMATION CHECKLIST

- Is your organisation eligible to apply?
- Have you answered all the questions as completely as possible?
- Is the budget section completed, and does it add up?
- Is the application signed by the appropriate authorised representative?
- \* Have you attached the Certificate of Incorporation?
- \* Have you attached a copy of your last financial statement?
- If you do not have an ABN, have you completed and signed the Withholding Tax Form?
- \* Have you attached quotes for any services or products required for the project?
- Have you included any letters of support for your project?
- Have you kept a copy of the application for your own records?

**If your application form is submitted late, is incomplete or does not contain all the necessary documentation, it may be ineligible for funding.**

## CERTIFICATION

To be signed by the Chair, President or Chief Executive of the applicant organisation.

- I certify that to the best of my knowledge the statements made in this application are true.
- I understand that if Ipswich City Council approves a grant, I will be required to accept the conditions of the grant in accordance with Ipswich City Council's audit requirements.
- I consent to the information contained within this application being disclosed to or by Ipswich City Council for the purpose of assessing, administering and monitoring my current and any future Ipswich City Council grant applications.
- I understand that if Ipswich City Council approves the grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my funding agreement with Ipswich City Council.

Full Name:

Position:

Signature:

Date:

(DD/MM/YY)

## DECLARATION OF SPONSORING ORGANISATION

**Only complete this declaration where you are being sponsored by another organisation.**

I declare that, should funding be approved, I will take full responsibility for the financial management of the grant and will ensure that the project is delivered in accordance with the terms outlined in the funding agreement and that the conditions of funding are met.

Signature:

Position:

Print Name:

Date:

(DD/MM/YY)

### IMPORTANT NOTICE:

Ipswich City Council is collecting your personal information so that we can process your request for a Community Development Grant. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to relevant Council Committees. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.

**IPSWICH CITY COUNCIL  
WITHHOLDING TAX EXEMPTION/DECLARATION**

Recipient/Supplier:

Address:

Postcode:

**Please tick one box below**

I declare that I am an individual and the payment is wholly of a private or domestic nature

I declare that the whole of the payment is exempt from income tax under subdivision 50A of the Income Tax Assessment Act 1997

I declare that the payment is for goods/services performed as a hobby/personal interest

I have no reasonable expectation of profit or gain from the activity undertaken and consider that I do not meet the definition of enterprise for tax purposes

Signature:

Name:

Phone Number:

Date:

**Note:** If Council has reasonable grounds to believe that the above declaration is false or misleading, tax will be withheld from the payment in accordance with Schedule 1 of the Tax Administration Act 1953

## SECTION 3 – FUNDING CONTRACT

### Glossary

| <i>Term</i>                    | <i>Definition</i>  |
|--------------------------------|--|
| <b>Project Period</b>          | the period specified as such in the Approval Letter  |
| <b>Applicant Organisation</b>  | the organisation named as such in Section 1 of this Grant Application Form and in the Approval Letter  |
| <b>Sponsoring Organisation</b> | the organisation (if applicable) named as such in Section 1 of this Grant Application Form and in the Approval Letter  |
| <b>Funding Recipient</b>       | Successful organisation awarded a grant by Council   |
| <b>Approval Letter</b>         | a letter from Council addressed to the successful Organisation in which it is stated that the letter is an Approval Letter for the purpose of these conditions   |
| <b>Approved Project</b>        | the project specified as such in the Approval Letter   |
| <b>Approved Funding</b>        | the amount specified as such in the Approval Letter  |
| <b>Funding Contract</b>        | see condition 3  |
| <b>Material</b>                | any document, equipment, software (including source code and object code), goods, information, data and other material which is: <ul style="list-style-type: none"><li>• brought into existence for the purpose of or in connection with performing the Approved Project;</li><li>• incorporated in, supplied or required to be supplied along with material covered above; or</li><li>• copied or derived from material covered above</li></ul> |

#### Approval Letter

1. If Council approves the application in this Grant Application Form, it will issue an Approval Letter.
2. The Approval Letter constitutes an offer by Council to provide the Approved Funding.
3. To accept the offer, the Funding Recipient must sign the Approval Letter (in a way that legally binds them) and return the signed copy to Council. Acceptance of Council's Offer then forms a **Funding Contract** between the Funding Recipient and Council which consists of the funding conditions and the Approval Letter.

#### Approved Funding

4. Council will pay the Approved Funding to the Funding Recipient at the times and in the manner specified in the Approval Letter. If the Funding Recipient is a Sponsoring Organisation, the Sponsoring Organisation receives the Approved Funding on behalf of the Applicant Organisation.

5. Without limiting Council's rights, Council may withhold or suspend any payment in whole or in part if any of the obligations of the Applicant Organisation or any Sponsoring Organisation have not been fulfilled.

### **Delivery of Approved Project**

6. The Funding Recipient must carry out the Approved Project within the Project Period and in accordance with the Funding Contract diligently, effectively and to a high professional standard.

### **Management of Approved Funding**

7. The Funding Recipient must ensure that the Approved Funding is expended only for the Approved Project in accordance with the Funding Contract.
8. The Funding Recipient must identify the receipt and expenditure of the Approved Funding within the Funding Recipient's accounting records so that at all times the Approved Funding is identifiable and ascertainable.
9. The Funding Recipient must keep financial records relating to the Approved Project and receipt and expenditure of the Approved Funding so as to enable compliance with the obligations under condition 8.
10. If at the conclusion of the Project Period there remains an amount of Approved Funding that has not been expended in accordance with the Funding Contract, the Funding Recipient must refund the unexpended amount to Council within 14 business days from the conclusion of the Term, except to the extent that Council agrees in writing to the Funding Recipient using the unexpended amount for a purpose specified in writing by Council in which case:
  - (a) the Funding Recipient must ensure that the unexpended funds are used for the specified purpose as if it was an Approved Purpose under the Funding Contract; and
  - (b) the Funding Recipient must refund to Council, within 14 business days from any date specified by Council to the Funding Recipient, any part of the Approved Funding which still remains unexpended as at that date.

### **Records and reports**

11. The Funding Recipient must make full and accurate records of the conduct of the Approved Project and retain them for a period of at least 7 years after the end of the Project Period.
12. The Funding Recipient must give Council reports at the times and in the manner stated in the Approval Letter.

### **Tax and invoicing**

13. If the Funding Recipient is registered for GST and gives Council a compliant tax invoice for any amount of the Approved Funding which constitutes payment for a taxable supply under the GST laws then Council will, at the same time as paying that amount, pay an additional amount equaling the amount of GST on the supply.

14. If the Funding Recipient is not registered for GST, it must give Council an invoice for each amount of the Approved Funding. The invoice must include the Funding Recipient's ABN and/or Bank Account details. If the Funding Recipient does not have an ABN, they must submit a Withholding Tax Declaration. Otherwise Council will be required to deduct withholding tax from the amount.
15. Council's obligation to pay an amount of the Approved Funding is subject to the Funding Recipient first giving Council a tax invoice under condition 13 or an invoice under condition 14.

### **Material**

16. The Funding Recipient grants to Council a permanent, irrevocable, free, world-wide, non-exclusive licence (including a right of sub-licence) to use, reproduce, adapt and exploit the intellectual property rights (including copyright, patent and other invention rights, plant variety rights, trademark and service mark rights, registered designs and circuit layouts) in any material for any Council purpose.

### **Disclosure of information**

17. The Funding Recipient acknowledges that Council may be required to provide information in relation to the Funding Contract under laws or legal requirements affecting Council and accordingly Council can give no undertakings to treat any information or the Funding Contract as confidential information.

### **Acknowledgement and publicity**

18. In any publicity relating to the Approved Project, the Funding Recipient must ensure that the financial and other support from Council is acknowledged in a manner approved by Council.

### **Indemnity**

19. The Funding Recipient is to indemnify (and keep indemnified) Council and all Council officers, employees and agents against any:
  - (a) loss or liability incurred by Council or its officers, employees and agents
  - (b) loss of or damage to Council property
  - (c) loss or expense incurred by Council or its officers, employees and agents in dealing with any claim against them, including legal costs and expenses on a solicitor/own client basis and a cost of time spent, resources used or disbursements paid by Councilarising from:
  - (d) any act or omission by the Funding Recipient or any of their respective officeholders, employees, agents or volunteers in connection with the Funding Contract where there was fault on the part of the person whose conduct gave rise to that loss, liability, damage or expense
  - (e) any breach by the Funding Recipient of any obligations under the Funding Contract
  - (f) the use by Council of any Material (or any intellectual property rights in Material) as contemplated by the Funding Contract
20. The liability of the Funding Recipient to indemnify Council under condition 19 will be reduced proportionally to the extent that any fault on Council's part contributed to the relevant loss, liability, damage or expense.

21. Council's right to be indemnified under condition 19 is in addition to and not exclusive of any other right, power or remedy provided by law, but Council is not entitled to be compensated in excess of the amount of the relevant loss, liability, damage or expense.
22. In conditions 19 and 20, "fault" means any negligent or unlawful act or omission or wilful misconduct.

### **Insurance**

23. The Funding Recipient must have and maintain any insurances required by the Approval Letter.
24. The Funding Recipient must, within 10 business days after Council requests, give evidence satisfactory to Council that it has complied with condition 23.

### **Transfer and subcontracting**

25. The rights and obligations under the Funding Contract are personal to the Funding Recipient. Those rights and obligations cannot be transferred or dealt with in any other way.
26. The Funding Recipient cannot subcontract their obligations under the Funding Contract unless Council gives its written approval. If Council gives approval, it may impose the terms and conditions it considers appropriate. If there is a subcontractor, that does not relieve the Funding Recipient from its obligations under the Funding Contract. The direct engagement of a contractor to supply goods or services required for the purpose of the Approved Project is not regarded as a subcontracting of obligations under the Funding Contract.

### **Approval Letter conditions**

27. The Funding Recipient must comply with any conditions set out in the Approval Letter. If there is an inconsistency between a condition set out in the Approval Letter and any of the conditions set out here, the condition in the Approval Letter prevails to the extent of the inconsistency.

### **Grant Application Form**

28. The Applicant Organisation certifies that, to the best of its knowledge and information, the statements made in this Grant Application Form are true, up-to-date and not misleading.
29. Any Sponsoring Organisation certifies that, to the best of its knowledge and information, the statements made in this Grant Application Form concerning the Sponsoring Organisation are true, up-to-date and not misleading.
30. The statements and information in the Grant Application Form are part of the Funding Contract and create obligations on the part of the Applicant Organisation and Sponsoring Organisation. If there is an inconsistency between any of those obligations and any of the conditions set out here, the condition set out here prevails to the extent of the inconsistency.
31. Any person signing or purporting to sign the Grant Application Form on behalf of the Applicant Organisation or any Sponsoring Organisation warrants to Council that the person has authority to do so in a manner that legally binds the Application Organisation or Sponsoring Organisation (as applicable).

## Termination

32. Council may terminate the Funding Contract if:
  - (a) the Funding Recipient breaches the Funding Contract and, if the breach is capable of being remedied, do not remedy it within 10 business days after being given notice to do so
  - (b) Council is satisfied that any statement made in this Grant Application Form is incorrect, incomplete, false or misleading in a way which would have affected Council's original decision to issue the Approval Letter
  - (c) the Funding Recipient is dissolved, becomes subject to any form of external administration or ceases to carry on its activities
  - (d) Council considers it appropriate in the circumstances to terminate the Funding Contract
33. The termination of the Funding Contract does not relieve the Funding Recipient from any obligation under the Funding Contract which was due to be complied with before the termination.
34. If the Funding Contract is terminated or expires, rights and obligations under the Funding Contract in relation to the following matters continue to apply:
  - (a) management of Approved Funding
  - (b) records and reports
  - (c) tax and invoicing
  - (d) Material
  - (e) disclosure of information
  - (f) indemnities