

Community Grant Minor Application Form 2026 - 2027

Form Preview

Organisation Details

* indicates a required field

I have read Council's Community Grant Guidelines prior to completing this form *

☐

Community Grant guidelines are available at <https://www.scenicrim.qld.gov.au/grants-funding-awards/community-grants-program/1>

Name of organisation *

Provide a brief overview of your organisation including aims and objectives

Word count:

Must be no more than 100 words.

Street address (of organisation if applicable)

Address

Postal address *

Address

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

For PO boxes select can't find address and enter manually

Is your organisation Incorporated and Not for Profit? *

☐ Yes

☐ No

Organisation's 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)

Community Grant Minor Application Form 2026 - 2027

Form Preview

DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location
Must be an ABN

**Is your organisation
registered for GST? ***

☐ Yes ☐ No

**Organisation's bank
account details ***

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.
Please ensure this information is correct as funds will be paid to
this account.

Auspice Information

If your organisation is not an incorporated body you must be auspiced by another
incorporated organisation which accepts legal and financial responsibility for the grant. A

**Auspice organisation
name**

Organisation Name

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

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ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

**Auspice bank account
details**

Account Name

Community Grant Minor Application Form 2026 - 2027

Form Preview

BSB Number

Account Number

Must be a valid Australian bank account format.

Auspice primary address

Address

**Attach a letter
agreeing to auspice the
application**

Attach a file:

Please advise the limit of your current Public Liability Insurance

If your application is Auspiced, this would be the insurance of the Auspice organisation

Do you have any outstanding acquittals for other Council Grants or any outstanding compliance matters? *

☐ Yes

☐ No

If you responded yes to the above question, please provide further details

Contact Details

* indicates a required field

Accountable Officer

Name of Accountable Officer *

First Name

Last Name

Position held in the organisation

I.e President or Secretary

Accountable Officer contact number *

Accountable Officer email address *

Community Grant Minor Application Form 2026 - 2027

Form Preview

Must be an email address

Applicant Contact Information

Name of applicant *

First Name

Last Name

Person completing the application

Position held in the organisation *

Contact number *

Contact email *

Must be an email address

Project Details

* indicates a required field

Project name *

Brief project description: *

Must be no more than 100 words.

Location where the equipment or project will be based

Address

Is the work to be carried out on Council land? *

☐ Yes

☐ No

☐ Not applicable to this project

Please attach written confirmation from Council that in-principle land-owner approval for this project has been provided

Attach a file:

Further details are available for Council's 'Community Project Works on Council Land' Policy (<https://www.scenicrim.qld.gov.au/downloads/file/1964/community-project-works-on-council-land-policy>)

Community Grant Minor Application Form 2026 - 2027

Form Preview

Demonstrate the need for the project, activity or program *

Word count:
Must be no more than 150 words.

Explain how your project will benefit the Scenic Rim community *

Word count:
Must be no more than 150 words.
i.e members/volunteers/wider community

Explain the planning process and consultation with relevant stakeholders regarding the proposed project *

Word count:
Must be no more than 150 words.
Please attach any relevant documents in the supporting material section

Tell us how you will publicly acknowledge the Community Grant *

Word count:
Examples include inviting Councillors to events or openings, media releases, permanent signage

Project Budget

Outline your project budget including details of other funding that has been confirmed and applied for. Community groups are required to contribute at least 10 per cent of the requested grant amount which could include co-funding from other funding bodies, sponsorship, and organisational contributions or in-kind contributions.

The budget must balance and include eligible items. The item total price should include any GST charged on the quote.

Please attach copies of quotes for each item or project in the supporting material section on page 5. One quote per item/project up to \$1,500 and two quotes per item/project over \$1,500.

Budget

Please don't add commas to figures, eg. write \$1000 not as \$1,000. Select save progress to update the calculation.

Community Grant Minor Application Form 2026 - 2027

Form Preview

Item description	Amount requested from Council	Club contribution	Item total price
Provide a short description of each item		Cash / In-kind labour/ other funding sources. Must be at least 10% of the total requested amount.	This number/amount is calculated.

Total funding amount requested

Total amount requested must be greater than \$500 and no more than \$5000. Select save progress to update the calculation.

Total organisation contribution amount

\$

This number/amount is calculated.

This amount must be at least 10% of the total requested amount.

Supporting Material

Please attach any supporting material.

Attach files:

Attach a file:

A minimum of 2 files must be attached.
Maximum 25MB

Checklist

Below is the documentation you are required to submit. Please indicate whether you have submitted each of the documents by checking the appropriate box.

- ☐ I have received approval from Council if works are being carried out on Council land
- ☐ I have completed all the questions
- ☐ I have attached quotes for all expenses. One quote for projects up to \$1,500 and two quotes for projects over \$1,500.

Community Grant Minor Application Form 2026 - 2027

Form Preview

- ☐ I have attached meeting minutes highlighting the club's decision to apply for funding for this project
- ☐ I have attached any other supporting documents such as letters of support from partner groups/ business plan/ event plan/ photos

Agreement and Disclaimer

* indicates a required field

I have read and agree to the Terms and Conditions set out in the guidelines. I certify that all the information provided is current and correct, and I give permission to Scenic Rim Regional Council to contact any persons or organisations in regards to the Community Grants Program process.

To the fullest extent permitted by law, the User agrees to indemnify and hold harmless each of the Scenic Rim Regional Council, their officers, employees and agents from and against all claims, losses, damage, suits, fines, penalties, expenses or other cost whatsoever, howsoever caused, whether direct, indirect, consequential or special, including legal fees, in relation to, or arising out of this application.

Privacy Statement

Any application for grant funding to the Scenic Rim Regional Council results in Council collecting your personal information in order to assess your application for eligibility, to establish a digital presence of your information in Council's business operations for the purposes of providing approved grant funding and may be accessed to explore promotional activities. Your information will not be given to any other person or agency unless you have given express permission, or we are required to by law. Your personal information is handled in accordance with the Information Privacy Act 2009.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

☐ Yes

Authorised person's name *

Title

First Name

Last Name

Only President or Secretary

Position held *

Date of declaration *