

# CENTRAL HIGHLANDS REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM

Category: Sports and Recreation Grants

## APPLICATION FORM

### Applicant Important Information

Please read the Central Highlands Regional Council Community Grants Program Guidelines prior to completing this application form. Applications close on 28th February and 31 August each year.

For enquiries or assistance with applying, please phone Central Highlands Regional Council on 1300 242 686 or email [enquiries@chrc.qld.gov.au](mailto:enquiries@chrc.qld.gov.au) Please do not bind the application.

### Eligibility Checklist

- Majority of members reside within CHRC
- The organisation operates within CHRC boundaries
- You have not obtained a CHRC grant in the previous round
- You are debt free with CHRC (no outstanding debt).
- If not, please specify:  
.....  
.....

- You are an incorporated 'not-for-profit' organisation or have provided a sponsor
- Your organisation is open for public membership

### Document Checklist

- Public Liability Certificate
- Most current financial statement
- Project plan
- Business/Strategic plan
- Two quotes
- Proof of land ownership/Lease or tenure agreement
- Building works advice/approval (if applicable)
- Budget

### Final Checklist

- All questions have been answered in full
- Appropriate person/s has signed
- You have kept a copy
- Your application is received by council by 5.00pm on closing date

## ORGANISATION DETAILS

## SECTION A

### Q1. Details of your organisation

Organisation: .....  
Street Address: .....  
Suburb: .....  
State: ..... Postcode: .....  
Postal Address: .....  
Suburb: .....  
State: ..... Postcode: .....  
Phone: .....  
Email: .....  
Number of active members: .....  
Total number of members: .....

### Q2. Contact person for this application

Name: .....  
Position: .....  
Phone: .....  
Email: .....





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## APPLICANT DETAILS

## SECTION A CONT.

### Q3. Is your organisation Incorporated?

- Yes Incorporation Number: .....
- No You will need a sponsoring body that is incorporated to proceed with this application.

#### (A) Organisation

##### Q4A. Is your organisation registered for GST?

- Yes
- No

##### Q5A. Does your organisation have an ABN?

- Yes ABN: .....
- No

##### Q6A. Does your organisation have public liability insurance to cover this program, project and/or activity?

- Yes Please attach a copy
- No (ineligible)

##### Q7A. Is your organisation required to undertake an annual financial audit as per the rules of incorporation?

- Yes

If yes, please attach a full copy of the latest audited statement.

- No

If no, please attach a copy of your organisation's latest financial or treasurer's report covering previous 12 months.

#### (B) Sponsor

##### Q4B. Details of your incorporated sponsor

Organisation: .....

Street Address: .....

Suburb: .....

State: ..... Postcode: .....

Postal Address: .....

Suburb: .....

State: ..... Postcode: .....

Phone: .....

Email: .....

##### Q5B. Is your organisation incorporated?

Incorporation Number: .....

##### Q6B. Is your organisation registered for GST?

- Yes
- No

##### Q7B. Does your organisation have an ABN?

- Yes ABN: .....
- No

##### Q8B. Does your organisation have public liability insurance to cover this program, project and/or activity?

- Yes Please attach a copy
- No (ineligible)

##### Q9B. Is your organisation required to undertake an annual financial audit as per the rules of incorporation?

- Yes

If yes, please attach a full copy of the latest audited statement.

- No

If no, please attach a copy of your organisation's latest financial or treasurer's report covering previous 12 months.

#### (B) Sponsor Declaration:

##### Q10B. Contact and authorisation from sponsoring organisation

I ..... confirm that .....

is sponsoring the .....

for this program/project.

Signature of authorised person:

P&C's need to have Principal signature to show school support

Name .....

Signature:





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## GRANT DETAILS – PROGRAM, PROJECT AND/OR ACTIVITY DETAILS

## SECTION B

**Q11.** Which funding round and year are you applying for?

Round 1 (February) Year: .....

Round 2 (August) Year: .....

**Q12.** This application form is for 'Sports and Recreation Grants' Category, have you read the guidelines to ensure you are applying under the correct category?

Yes  No

**Q13.** Have you spoken with a Community Grants Officer in relation to this application:

Yes  No

**Q14.** Title of program, project and/or activity requiring funding?

**Q15.** Description of the program, project and/or activity for which you are seeking funding.

**Q16.** Amount requested: .....

**Q17.** If you have previously been successful for a CHRC grant?

Yes  No

**Q18.** Have you acquitted all previous CHRC grants?

Yes  No Please provide details: .....

**Q19.** Main location of activities for this program, project and/or activity: (tick all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Central Highlands region   | <input type="checkbox"/> Bauhinia                     | <input type="checkbox"/> Lochington, Orion Tresswell) |
| <input type="checkbox"/> Arcadia Valley             | <input type="checkbox"/> Comet                        | <input type="checkbox"/> Blackwater                   |
| <input type="checkbox"/> Capella                    | <input type="checkbox"/> Gemfields (Anakie, Rubyvale, | <input type="checkbox"/> Dingo (Karramara)            |
| <input type="checkbox"/> Emerald (Gindie, Fernlees) | <input type="checkbox"/> Sapphire, Willows Gemfields) | <input type="checkbox"/> Bluff                        |
| <input type="checkbox"/> Rolleston (Toprain)        | <input type="checkbox"/> Springsure (Buckland,        | <input type="checkbox"/> Tieri                        |

**Q20.** Anticipated start date and duration of program, project and/or activity

**Q21.** How will your organisation fund recurrent expenses in future years (if applicable)?

**Q22.** Is this a new program, project and/or activity?

Yes Additional Details (if applicable)  No

**Q23.** How will it assist in the increase of participation in the club? (eg. members, volunteers, spectators)?

**Q24.** How will your organisation acknowledge CHRC's contribution/assistance towards your program, project and/or activity?





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## CONSIDERATIONS

## SECTION C

**Q25.** Has your organisation received a contribution from CHRC's Capital investment plan?

Yes     No    Please provide details: .....

.....

.....

.....

**Q26.** Are you on Council owned or controlled land?

- Yes - attach letter of approval
- No

**Q27.** Do you have a lease or user agreement with Central Highlands Regional council?

- Yes - attach a copy of agreement
- No

**Q28.** Did you consult with any other organisations including council in regard to your application?

- Yes - attach evidence/ letter of support
- No





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## SELECTION CRITERIA SECTION D

**Q29.** What is the main reason you are applying for this funding and how does it meet a need in the community? (30%)

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.....  
.....

**Q30.** What key benefits (direct or indirect) will the program, project and/or activity bring to communities within the Central Highlands region? (15%)

.....  
.....  
.....

**Q31.** Complete and attach a Project Plan for project and/or activity, including detailed budget, timeline and risk management (15%)

**Q32.** Have you supplied two quotes including at least one local quote? (5%)

Yes

No - reason .....

**Q33.** Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g. raffles, funding raising initiatives, other grants or subsidies applied for. Describe your current and future plans for your existing funds. (10%)

.....  
.....  
.....

**Q34.** What is your organisation's contribution toward this program, project and/or activity? e.g. In-kind, organisation revenue (10%)

**Q35.** Explain how this program, project and/or activity aligns with your organisation Strategic Plan. Attach Strategic Plan (15%)

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## CERTIFICATION BY ORGANISATION

## SECTION E

I certify that:

- To the best of my knowledge the information supplied in this application is true and accurate
- All requested supporting documents have been attached (see document checklist)
- If funding is allocated to our program, project and/or activity:
  - I will be required to accept the funding conditions of CHRC (refer to guidelines)
  - The Acquittal Form accompanied with receipts and invoices will be completed and returned to council.

Signature:	Date:
Name:	Position:

### Privacy Statement

Central Highlands Regional Council is collecting your personal information for the purpose of assessing your grant application and/or finalising your grant requirements. The collection of this information is authorised under the Local Government Act 2009. Some of the information may be given to media for the purpose of promoting your success and council's support. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

**Applications close 5.00pm, 28th February and 31st August each year**

#### Please send application form to:

Community Grants Officer  
Central Highlands Regional Council  
PO Box 21  
Emerald QLD 4720

[enquiries@chrc.qld.gov.au](mailto:enquiries@chrc.qld.gov.au)

#### Further information:

Central Highlands Regional Council  
1300 242 68

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

