



**RURAL FIRE BRIGADES ASSOCIATION
QUEENSLAND INC.** ABN. 37 417 474 709

Application for RFBAQ Grant Funding

OFFICE USE ONLY

GN			
Received			
Approved			
INFO	REC	SEM	A/D
6M	12M		FIN

Brigade Details

Date of Application ___ / ___ / _____

Name _____ Area _____ Members: Active _____ Support _____

Secretary _____ First Officer _____ Brigade Classification _____

Reg Number _____ Brigade Area (sqkm) _____ Shire / Council _____

Contact Person Details *All correspondence regarding this application / grant will be sent to this address*

Name _____ Position _____

Address _____

Email _____

Phone _____ Mobile _____

Grant Funding Details

Amount Requested \$ _____ **Please attach all quotations**

Reason/s for Funding _____

Does your Council raise a levy on behalf of your Brigade? Yes / No

If you need more room, provide a summary here and attach an extra page.

If Yes, Amount per Assessment \$ _____ Annual Total \$ _____ **Please attach letter from Council**

If No, would your brigade benefit? Yes / No

Has your Brigade submitted an application for financial assistance to another organisation or body? Yes / No

If Yes, how much? \$ _____ **Please attach supporting documentation**

Does your Brigade receive any other financial assistance? Yes / No

If Yes, provide details _____

Bank Details - Account Name _____ Branch _____ Current Balance \$ _____

Bank Details - Account Name _____ Branch _____ Current Balance \$ _____

Please attach latest bank statement/s

Accountant Details – Name _____ Contact Number _____

Please attach latest audited financial statements

Authorised Signatures

I / we, the undersigned, do certify that I am a duly authorised officer of _____ Rural Fire Brigade and endorse this application for the RFBAQ Grant. I declare all information contained within this application to be true and correct. I understand that by signing this application I have agreed with the terms and conditions of the Rural Fire Brigades Association Qld Inc. Guidelines for Grant. I confirm that by signing this application that any Grant monies approved as a result of this application are to be used for the purpose as declared in this application only. Payment of Grant monies is not transferable to any other Brigade or person and is not to be used for any other item or purchase other than that stated in this application.

First Officer Name _____ Signature _____ Date _____

Secretary Name _____ Signature _____ Date _____

Grant Checklist

Please complete this checklist to ensure that your Grant Application is complete and ready for submission to the RFBAQ. If any required items are not included your application will be returned requesting these items.

I have completed / attached:

- Brigade Details and Contact Details
- Letter from Council verifying Levy Amount (*if applicable*)
- Photocopies of current bank statements
- Audited Financial Statement for last Financial Year (*if applicable*)
- The Application form has been signed by the Brigade's 1st Officer and Secretary
- Quotation for goods requested as part of this Grant Application
- Other relevant documentation such as proof of payment from other funding sources

Send your Grant Application Form and supporting documentation to:

**Rural Fire Brigades Association Qld Inc
Grant Funding Application
28 Fraser Road
ARALUEN QLD 4570**

OFFICE USE ONLY Version 20200522

Supporting Signatures

RFBAQ Rep Name _____ Signature _____ Date _____

Area Director Name _____ Signature _____ Date _____

Approved YES / NO

Comments

_____/_____/_____/_____

_____/_____/_____/_____

_____/_____/_____/_____

_____/_____/_____/_____

_____/_____/_____/_____



It is highly recommended that you complete your grant application with the assistance of your local RFBAQ Representative. Contact details for all representatives can be found on our website at www.rfbaq.org/reps, or by telephoning our office on 1300 663 539.

Guidelines for Grant

1. The Applicant / Brigade must be a registered Volunteer / Rural Fire Brigade in the State of Queensland.
2. The Applicant / Brigade lack the ability to raise funds due to small community numbers (low income from Levy), hardship or other similar circumstances.
3. Applications are for the purpose of allocating grant funds to Brigades. Grant monies paid to Brigade's are to be used for the purpose as stated in the approved application and are not to be used for any other purpose / purchase. Failure to use these funds for the intended and applied purpose will result in the Applicant / Brigade having to repay said monies.
4. Original applications are to be submitted, however for the purposes of expediting an application, photocopies, fax or email applications will be accepted as long as the original application is received in the post.
5. If applicable, copies of bank statements must be submitted with the application.
6. Grant funding will not be provided where alternative funding sources are available (i.e. funding of VHF repeaters, training of Brigade Training Officers, Rural Fire Service Queensland (RFSQ) provide the equipment free of charge etc).
7. The Applicant / Brigade should provide a primary reason for the application including the benefits it will provide the volunteers and the Brigade community.
8. The total requested grant funding amount should include GST.
9. All applications must be signed by the Brigade's 1st Officer and Secretary.
10. The Association strongly recommends that Brigades are GST Registered. This will give the Brigades the ability to reduce the cost of their purchase and enable them to claim back the GST. This will ultimately reduce the total purchase price.
11. Due to requirements by the Australian Tax Office, payments of grants must be made by the Association directly to the supplier of the goods sought in the grant. This will therefore require a quotation for the goods from the supplier if they are not provided by RFSQ.
12. Brigades are limited to one successful application every 2 years.

Grant Process

1. On receipt of the application the Brigade will receive a letter acknowledging the grant and any requests for further information if required. The receipt letter will also advise the Brigade of the date of the next Senior Executive Management (SEM) Meeting where the grant may be tabled.
2. After the grant has been tabled at the SEM, the Brigade will receive a letter from the RFBAQ advising them of the outcome of their application.
3. The Brigade is required to request their supplier issue the RFBAQ with a tax invoice for any and all grant items. The RFBAQ will not raise purchase orders, and will not deposit funds into a Brigade account.
4. Where relevant, the RFBAQ may request press coverage or publicity for approved grant funding applications. The RFBAQ also reserves the right to use the grant approved Brigade/Volunteer for marketing or promotional purposes and will seek to obtain all relevant photo consents.
5. When all monies have been paid to the suppliers for the approved grant funding, the RFBAQ will write to the Brigade notifying them that their grant is finalised and closed and no further grant funding will apply to that application.
6. Once the grant application is closed and finalised, requests for additional grant funding will require a new grant application to be completed and the grant application process shall start from the beginning.
7. RFBAQ grant application will not be valid once the quote/s provided has/have expired or after 12 months from the grant application approval letter date.

You do not need to return this page with your completed grant. Keep it somewhere safe for reference.