

The *Application for Rate Based Assistance for Not for Profit Organisations form* is to be used to request rating discounts and/or tax exemptions for not for profit community, recreation, and sporting organisations.

To return your completed form or for further information, please contact Council's Financial Services Department via email, council@hinchinbrook.qld.gov.au, phone 4776 4600, in person at Council's Main Office, 25 Lannercost Street, INGHAM QLD, or via post PO Box 366, INGHAM QLD 4850.

ORGANISATION DETAILS			
Organisation Name			
Location of Property			
Primary Purpose			
Organisation Start Date		Number of Members	
Type of Organisation	Community <input type="checkbox"/> Sporting and Recreation <input type="checkbox"/>		

COMMUNITY ORGANISATIONS			
Does your organisation rely on mainly volunteer labour?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Number of Paid Staff		Number of Volunteer Staff	

SPORTING AND RECREATION ORGANISATIONS			
Does your organisation undertake activities for the benefit of only juniors?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Does your organisation charge entrance fees for viewing or participating?	Yes <input type="checkbox"/> No <input type="checkbox"/>

ALL ORGANISATIONS	
Please detail profit activities carried out including player and admission fees	
Does your organisation/club/premises hold a licence to sell liquor? If yes, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Provide details of any commercial fees charged for services	
Please provide reasons your organisation requires financial assistance (if there is not enough space, please attach additional information to the end of this form)	

CONTACT DETAILS			
Contact Name			
Contact Position			
Phone Number		Mobile Number	
Postal Address			
Email Address			

Supporting Documentation

Please provide the following supporting information:

1. Income tax exemption;
2. The constitution of the organisation; the constitution must clearly state prohibitions on any member of the organisation making a private profit or gain either from ongoing operations of the organisation or as a result of distribution of assets if the organisation is wound up;
3. Audited financial statements for the two previous years; and
4. Any supporting documentation that the organisation is a not for profit entity or otherwise exists for a public purpose.

Please note – a new application is required every two years if rate relief is still required, and Council may request information from an organisation on a yearly basis if it considers it necessary.

Declaration

I/we do solemnly and sincerely declare that the information set forth herein has been truthfully and correctly supplied by me/us and I/we make this solemn declaration conscientiously believing the same to be true and by the virtue of the provisions of the *Oaths Act 1867*.

Privacy Notice and Disclaimer

Council is collecting your personal information to process your submission as stated in this form. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to a third party unless required by law. You may access this information on the appropriate form obtainable from Council's website at any time.

SIGNATURE REQUIRED			
Signature		Date	

OFFICE USE ONLY – CUSTOMER SERVICE TO COMPLETE					
Officer		ECM Registered <input type="checkbox"/>	TechOne Updated <input type="checkbox"/>	Date Received	
Documents Attached	Yes <input type="checkbox"/> No <input type="checkbox"/> Additional Notes:				