



**HINCHINBROOK**  
**SHIRE COUNCIL**

**HINCHINBROOK SHIRE COUNCIL**  
**COMMUNITY ACTIVITY GRANT**  
**APPLICATION FORM**

**The Support for Hinchinbrook Shire Council Community Activity Grants Policy** is designed to provide financial assistance for community activities that enliven and enrich communities within the Hinchinbrook Shire.

- Read the Policy carefully before completing this application;
- Application/s should be typed or neatly handwritten;
- **ALL** questions must be answered;
- Remember to **KEEP A COPY** of your application/s and list of enclosures for acquittal purposes;
- Incomplete applications will **NOT** be assessed;
- For a more detailed description of your event further papers may be attached;
- **DO NOT** bind your applications. Staple at left hand top corner only.

#### **Associated Documents**

- Community Activity Grants Policy
- Community Activity Grants Acquittal Form

#### **Postal Address:**

Chief Executive Officer  
Hinchinbrook Shire Council  
PO Box 366  
INGHAM QLD 4850  
[council@hinchinbrook.qld.gov.au](mailto:council@hinchinbrook.qld.gov.au)

#### **Hand Delivery:**

Chief Executive Officer  
Hinchinbrook Shire Council  
25 Lannercost Street  
INGHAM QLD 4850

*For further enquiries or assistance in completing the application form, please contact Hinchinbrook Shire Council on (07) 4776 4618.*

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Form Number: Community Activity Grants Application Form

Authorised By: EMDPES

Document Maintained By: Development, Planning and  
Environmental Services

Version No: 1

Initial Date of Adoption: 25/07/2017

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## **Definitions**

### **Community Achievement Activity**

Local individuals or a group of individuals selected by a recognised sporting, academic and cultural body who represents Queensland at national competition level in their respective fields of endeavour and seek:

- Financial assistance for individuals is \$250
- Financial assistance for teams of 3 individuals or more is \$700

### **Community Activity Grant:**

Financial assistance for community organisations seeking support for community activities:

- Financial assistance for up to \$500 dollar value
- Financial assistance for between \$501 and \$1000 dollar value
- Financial assistance for over \$1001 dollar value that has a community based outcome

### **One-off Community Activity support:**

Financial assistance for any Community Activity within the Hinchinbrook Shire that is either a new Community Activity, or has been an established Community Activity for less than three years.

Characteristics include:

- Free entry, some pay as you consume charges
- Minimum of 70 attendees
- Minimum timeframe for the Community Activity is four hours
- Primarily a single Community Activity, may have additional features
- Financial assistance of up to \$200

### **Start-up organisation:**

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has not previously held a Community Activity. Characteristics include:

- Free entry some pay as you consume charges
- A minimum of 100 attendees
- Minimum timeframe for the Community Activity is four hours
- Shire and external marketing required
- Primarily a single Community Activity may have additional features
- Financial assistance of up to \$2,000

### **Moderate Community Activity:**

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

- Have previously held a Community Activity within three years plus
- Free entry some pay as you consume charges
- Minimum between 300 and 500 attendees
- Minimum timeframe for the Community Activity is six hours
- Substantial external marketing required
- Primarily a single Community Activity may have additional features
- Financial assistance between \$3,000 and \$5,000

### **Major Community Activity:**

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

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- Have previously held a Community Activity within five years plus
- Entrance fee usually charged some free entry
- Minimum of 1000 attendees
- Minimum of event of Community Activity is one day/night eight hours several events within program
- Marketing activity a mix of Shire and wider communities required
- Financial assistance of up to \$15,000

**Signature Regionally Significant Community Activity:**

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

- Have previously held an Community Activity within five years plus
- Normally charged an entrance fee with a minimum of 5000 attendees
- Multiple days (minimum two days) of event or festival with multiple events within a larger program
- Professionally developed marketing campaign with a minimum costing of \$5,000, with targeted activity in the Shire and wider communities
- Financial assistance of up to \$30,000

**Consumer Price Index (CPI):**

The CPI Measures quarterly changes in the price of a basket of goods and services. Capital City indexes issued by the CPI are based on the 2011 Australian Standard Geographical Classification (ASGC) statistical divisions. The capital city indexes measure price movements over time in each city individually.

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**Application Details**

**Q1 Applicant Details**

The Individual or Organisation that is facilitating the Community Activity for which support is requested.

Organisation Name _____
Postal Address _____ _____
Australian Business Number _____ (if applicable)
Applicant Name(s) _____
Applicant's Position _____
Preferred Contact No _____
Email Address _____

Is this a Joint Organisation Application  Yes\*  No  
\*(if yes please copy and complete Applicant details for each additional organisation and attach to your application)

**Q2 Has your organisation already received funding from the Hinchinbrook Shire Council this financial year?**

- Yes Please detail current funding being received from Hinchinbrook Shire Council, including any rates relief or in-kind support
- No
- Unsure


**Q3 If applying on behalf of an organisation, is your organisation registered for GST?**

- Yes  No

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If your organisation is registered for GST and in the instance that this application is successful, is your organisation prepared to issue a Tax Invoice for the GST inclusive amount approved by the Council?

Yes       No

**Q4 Are you applying for (please tick relevant boxes)**

- Community Achievement Activity
- Community Activity Grant up to \$500
- Community Activity Grant between \$501 to \$1000
- Community Activity Grant over \$1001
- New or one-off Community Activity support
- Start up organisation
- Moderate Community Activity
- Major Community Activity
- Signature Regionally significant Community Activity

**Applications for Community Achievement Activity**

Please complete section 1

**Applications for Community Activity Grants less than \$2000**

Please complete section 2

**Applications for Community Activity Grants greater than \$2000**

Please complete sections 2 and 3

**For events requesting greater than \$15,000 please take note of section 4 of the Acquittal Form for acquittal requirements**

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**SECTION 1** Community Achievement Activity Only

Event Title _____	
Start Date _____	Finish Date _____
Field of excellence _____	
Representative Organisation name .....	
Total cost to attend representative duties _____	
Total amount sought from Community Activity Grant _____ ex GST	

What do you wish to apply your financial assistance towards?

- Travel
- Accommodation
- Entrance Fee
- Other (please specify) .....

Are you receiving financial support from other avenues (i.e. Sponsorship, Fundraising)?

- Yes Please complete the below table
- No

Financial Support Type	Received From	Amount Received (\$)

**Supporting Documentation**

Please provide a copy of the following

- Copy of competition details
- Copy of letter of acceptance into the competition
- Copy of evidence of club enrolment or participation in field of excellence

Applicant signature _____	Date _____
President signature _____	Date _____

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**SECTION 2**

Event Name or purpose of Financial Assistance \_\_\_\_\_

Total cost of Event \_\_\_\_\_

Total amount sought from Community Activity Grant \_\_\_\_\_ ex GST

Duration of Event or Financial Assistance

Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_

Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

**Q1** Provide a detailed description of the community event or financial assistance being sought (please attach additional pages or supporting documentation if required)


**Q2** How many people do you expect to attend the event or be supported by the financial assistance?

Total attendance	% locals	% Queensland	% National	% International

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**Q3 How will the event or financial assistance benefit Hinchinbrook Shire's community?**


**Q4 Which component/s of your event will these funds be allocated to?**


**Q5 Will there be a fee to attend the Community Activity?**  Yes  No

If so please provide details of the fee structure.


**Q6 How will the Hinchinbrook Shire Council contribution/assistance be acknowledged?**

e.g.: On advertising for the event; Mayor invited to speak at event; Inclusion of the Mayor's message in any festival or event related publicity


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**Q7 Would your organisation require the use of the following to display on promotional material**

- Hinchinbrook Way Logo
- Hinchinbrook Shire Council Logo

Please detail how you plan to utilise Logo/s.


**Q8 What other individuals/groups/organisations are involved in this event or financial assistance and what is their involvement?**


**Q9 What contribution does your organisation provide for the event or financial assistance? (e.g. Funds, Labour, In Kind support, Administrative support)**


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**Q10 Committee / Organisation Details**

Please list names and contact details of Committee/Organisation Management Members:

Name _____	Name _____
Position _____	Position _____
Contact _____	Contact _____
Name _____	Name _____
Position _____	Position _____
Contact _____	Contact _____

**Q11 Is your organisation incorporated?**

Yes

If your organisation **is incorporated**, please enclose copy of the following documents:

- Certificate of incorporation
- Insurance

No If your organisation **is not incorporated**, please provide details of your sponsoring organisation:

**Sponsoring Organisation's details**

Organisation Name(s) _____
Postal Address _____
_____
Street Address _____
_____
Phone No _____
Contact Person _____
Email Address _____
Australian Business Number _____
(if applicable)

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**Certification**

To be signed by the President/Chair of the applicant organisation or sponsoring organisation.  
I certify that to the best of my knowledge the statements made in this application are true and correct.

I understand that if the Hinchinbrook Shire Council approves this application, I will be requested to accept the conditions of the funding in accordance with the Hinchinbrook Shire Council's Community Funding Grants Policy and audit requirements.

Name _____	Position _____
Signature _____	Date _____

Thank you for completing this application.

**END OF APPLICATION FOR COMMUNITY ACTIVITY GRANTS LESS THAN \$2,000**

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**SECTION 3 – Continue application if applying for greater than \$2000**

**Q1 Will you be applying for/have you received funding from any other businesses/organisations for this event or financial assistance requirement?**

No

Yes Please complete the below table and provide

Copies of written confirmation of funding commitment from other partners

Name of Funding Body	Amount Applied For	Amount Received (\$)

**Q2 Provide a budget for the event/financial assistance showing expenditure, income, volunteer support and contributions from other sources.**

Event or Financial assistance budget attached

**Q3 Financial status of the organisation at the date of the last audited financial records or Annual General Meeting:**

Latest audited financial statement attached

**Certification**

To be signed by the President/Chair of the applicant organisation or sponsoring organisation.  
I certify that to the best of my knowledge the statements made in this application are true and correct.

I understand that if the Hinchinbrook Shire Council approves this application, I will be requested to accept the conditions of the funding in accordance with the Hinchinbrook Shire Council's Community Funding Grants Policy and audit requirements.

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