COMMUNITY GRANTS PROGRAM

Application Form

Definition	The Community Grants Program provides financial assistance to community organisations and individuals for programs, activities, events and projects that enrich the diversity of cultural, social, sports, recreation and economic development opportunities available to residents and businesses located in the Torres Strait Island Regional Council Local Government Area.
Available Funding	Individual: up to $2500 (ex GST) Community Organisation: up to $10000 (ex GST)
Eligibility and Assessment	The grant assessment and selection process aims to select projects fairly that best meet the objectives of the Community Grants Program. Applications will be assessed against eligibility criteria as defined in the Community Grants Policy.
Application Submissions	Applications are reviewed monthly, with the deadline for submissions to be made before the last Friday of the month. Applications can be submitted to any Council Divisional Office or via email to Community.Grants@tsirc.qld.gov.au.
Reporting Requirements	Successful applicants must complete an Acquittal Form including photos (where relevant) within four (4) weeks post event/project conclusion. Failure to comply may result in future applications being denied. Instructions and advice on how to compile the report will be provided following confirmation of successful application.

INFORMATION PRIVACY STATEMENT

Your Personal Information is protected by law and can only be released to someone else where authorised by law or where you give your permission. Council is collecting our personal information contained in this document for the purpose of assessment, administration and evaluation. This collection of Personal Information is authorised by law under the information Privacy Act 2009. It is Council ‘s usual practice that the personal information contained in this document is disclosed to Council’s external auditors and published on Council’s website and in Council’s Annual Financial Statement as part of compliance with the local Government Regulation 2012. By signing this declaration/application you consent to such a disclosure and publication.

Application instruction

Complete all fields in the form below and attach any supporting documentation.

Refer to page 1 for information relating to definitions, timing, available funding, how to submit an application and reporting requirements.

Applicant Type	
☐ Individual	☐ Organisation

Individual Applicant Details	
Individual Name	
Individual Street Address	
Phone No.	Email

Organisation Applicant Details	
Organisation Name	
Organisation Street Address	
Main Contact Name	
Main Contact Position	
Main Contact Phone No.	Main Contact Email

Eligibility – Please tick YES or NO to the following questions	
Is the individual / organisation based within the boundaries of Torres Strait Island Regional Council Local Government Area?	☐ YES ☐ NO
Is the individual / organisation undertaking activities for a public purpose?	☐ YES ☐ NO
Is the individual / organisation's primary objective directed at NOT making a profit?	☐ YES ☐ NO
If an organisation, does it have an ABN?	☐ YES ☐ NO
If an organisation, is it registered for GST?	☐ YES ☐ NO
Has the individual / organisation provided an acquittal declaration for all previous grants received?	☐ YES ☐ NO ☐ N/A

Project or Activity Details	
Name of Project or Activity *(Attach copies of event flyers)*	
Please provide a short summary of your Project or Activity	
Location of Project or Activity:	
Start date	End date
Start time	End time
Is a Prescribed Activity Permit required for this project?	☐ YES ☐ NO
Please complete a Community Grants In-kind Application if in-kind assistance and / or Prescribed Activity Permit are required.	

Funding Requested from Council

All payments will be made directly to relevant supplier/s

Financial Assistance $

Provide details of purchases in the table below

Supplier name If over $5000, a minimum of 2 quotes is required to fulfill TSIRC procurement requirements	Amount ($)

Please provide evidence of your fundraising efforts (if applicable)

Why is this project needed, and what benefits will it bring to the Community?

Agreement and Signature

I, the undersigned, certify that:

- To the best of my knowledge, the information given in this document is true and accurate;
- I have read and understood the Community Grants Policy (available at www.tsirc.qld.gov.au) and
- I understand if Torres Strait Island Regional Council approves the grant, I will be bound by the contents of this application, to carry out the project as described in this application.

Name:

Signature	Date

OFFICE USE ONLY	Application Number CG2026-
Divisional Manager to complete	
Has 'ground truthing' been completed	☐ YES ☐ NO
Is the applicant eligible under 'ground truthing'?	☐ YES ☐ NO
Approved	☐ YES ☐ NO
Name (print)	
Signature	Date

Divisional Councillor to complete	
Conflict of Interest If Yes, please supply details	☐ NO ☐ YES
Approved	☐ YES ☐ NO
Name (print)	
Signature	Date

Grant Checklist – Grants Officer to complete	
Grant application spreadsheet has been completed	☐ YES ☐ NO
Is the Supplier an approved vendor registered with Council's procurement system? (If not, ensure a **New Supplier Request Form** is completed before submitting the Grant Application)	☐ YES ☐ NO
Are Supplier quotes attached	☐ YES ☐ NO
Are there sufficient funds available within the Divisional allocated budget	☐ YES ☐ NO

Does this Grant meet the eligibility criteria	☐ YES ☐ NO
Are the Project or Activity flyers attached	☐ YES ☐ NO

Executive Assistant to the CEO to complete:	
Checklist completed	☐ YES ☐ NO
Name (print)	
Signature	Date

Executive Director Approval	
Approved	☐ YES ☐ NO
Name (print)	
Signature	Date

Chief Executive Officer Approval	
Approved	☐ YES ☐ NO
Name (print)	
Signature	Date