



COMMUNITY GRANTS – IN-KIND

Application Form

Community Grants – In-Kind Program

Definition:	The Community Grants In-Kind Program provides in-kind assistance to community organisation and individuals for programs, activities, events and projects that enrich the diversity of cultural, social, sports and recreation and economic development opportunities available to residents and businesses located in the Torres Strait Island Regional Council Local Government Area.
Available In-Kind Support:	<p>Short term use of Council facilities (e.g. use of Council vehicle, hire of community hall, corporate or recreational building etc.).</p> <p>Individual: value up to \$2500 (ex GST)</p> <p>Community Organisation: value up to \$10000 (ex GST)</p>
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:	<p>Applications can be submitted at any time throughout the financial year to any Council Divisional Offices or via email to Community.Grants@tsirc.qld.gov.au</p> <p>Allow a minimum of three (3) business days for the Council Officer to review the application and obtain approvals.</p>
Reporting Requirements:	<p>Successful applicants must complete an Acquittal Form including photos (where relevant) within four (4) weeks post the 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.</p> <p><i>*When the in-kind application is related to a Funeral, no acquittal form is required to be completed.</i></p>

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 2f009. 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:

Fill out all fields in the form below and attach any supporting documentation at the time of application submission. Supporting documentation could include; Council Facility Hire Agreement Form and/ or Application for Prescribed Activity Permit form. Liaise with your local Council office to obtain the necessary forms required.

See page 1 for information related to definitions, timing, available funding, how to submit an application and reporting.

Applicant Type			
Individual	Organisation		
Individual Applicant Details			
Individual Name:			
Street Address:			
Phone No:	Email Address:		
Organisation Contact Name			
Individual Name:			
Street Address:			
Phone No:	Email Address:		
Main Contact Name:			
Main Contact Role/Position:			
Eligibility – Please tick YES or NO to the following questions:			
Is the individual / organisation based within the boundaries of Torres Strait Island Regional Council?	YES	NO	
Does the individual / organisation carry on activities for a public purpose?	YES	NO	
Is the individual / organisation's primary objectives directed at not making a profit?	YES	NO	
Has the individual / organisation obtained any permits required to undertake the project / activity? (e.g. Prescribed activity for the operation of temporary entertainment or holding a public place activity) (attach relevant permits).	YES	NO	N/A
Has the individual / organisation provided an acquittal declaration for all previous grants received?	YES	NO	N/A



Project/Activity Details		
Name of Project / Activity (Provide copies of event flyers):		
Location of Project / Activity:		
Start Date:		End Date:
(must be after Council's next Ordinary Meeting)		
Is a Prescribed Activity Permit required for this project?	Yes	No
Copy of approved permit or permit application supplied	Yes	No
In-Kind Assistance Sought From Council (Waiver Of Fees)		
In-Kind Assistance \$		(please provide quotes)
Being for Waiver of Hire fees for the hire of:		
For these dates:		
Start Date:		End Date:
Being for Prescribed Activity Schedule No.:		
** Value of In-Kind Assistance forms part of annual maximum application thresholds		
Why is this project needed, and what benefits will it bring to the Community?		
(Attach letters of support from elders, etc)		
Agreement and Signature		
I, the undersigned, certify that:		
<ul style="list-style-type: none">• 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 IK2024-	
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:		Yes	No
If Yes please supply details:			
Approved		Yes	No
Name (Print):			
Signature:		Date:	
Executive Director 1 to complete:			
Approved		Yes	No
Name (Print):			
Signature:		Date:	
Executive Director 2 to complete:			
Approved		Yes	No
Name (Print):			
Signature:		Date:	
Chief Executive Officer to complete:			
Approved		Yes	No
Name (Print):			
Signature:		Date:	

