

The *Community Activity Grant Application Form* is to be used to apply for financial assistance or sponsorship for community achievement by individuals or not for profit organisations.

To return your completed form or for further information, please contact Council's Community Development Services 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.

APPLICATION SUMMARY				
Applicant Name				
Contact Persons Name (Group/Organisation)				
Email Address				
Contact Phone Number				
Postal Address				
Town/Suburb		State		Postcode

Eligibility Checklist

Please refer to the Community Activity Grants Policy for eligibility requirements:

- Reside within Hinchinbrook Shire;
- Operate within the Hinchinbrook Shire by way of a demonstrated client base, membership base or similar;
- Be not-for-profit (Council may request the submission of the most recent annual financial report or other documentation to demonstrate this criteria);
- Enhance opportunities for community inclusion including community benefit;
- Enhance civic pride and sense of place derived from the community activities including a willingness to work co-operatively with other organisations;
- Share expected outcomes of the Community Activity;
- Source support for the Community Activity, including but not limited to cash and labour support;
- Abide by requirements of each activity category;
- Demonstrate level of benefit to the community;
- Submit previous event acquittal forms;
- Enhance opportunities for local economic activity including locally sourced supplies, materials and services. This includes the flow on economic benefit to sectors such as accommodation providers, service providers and the like; and
- Complete the Community Activity Grants Application Form.



EVENT OR ACTIVITY DESCRIPTION	
Please select the category that best describes your event or activity	<input type="checkbox"/> Community High Achiever (Complete sections 1 and 5) <input type="checkbox"/> Community Group Support (Complete sections 1, 3, 4 and 5) <input type="checkbox"/> Community Activity (Complete sections 1, 2, 3, 4 and 5) <input type="checkbox"/> Moderate Event (Complete sections 1, 2, 3, 4 and 5) <input type="checkbox"/> Major Event (Complete sections 1, 2, 3, 4 and 5) <input type="checkbox"/> Signature Regionally Significant Event (Complete sections 1, 2, 3, 4 and 5)
How will this event or activity benefit the Hinchinbrook Shire?	
How will the event or activity strengthen the Hinchinbrook community?	

SECTION 1: PROJECT SUMMARY			
Event or Activity Name			
Event or Activity Description Provide a brief description of your event or activity including aims and objectives			
Event or Activity Commencement Date		Event or Activity End Date	
Outcome Report Due Date (six weeks from event or activity)		Location of Event or Activity	
Total Cost of Event or Activity		Requested Investment	



SECTION 2: EVENT INFORMATION

Type of event	<input type="checkbox"/> Arts and Heritage <input type="checkbox"/> Sports and Recreation Activities <input type="checkbox"/> Business	Significance of event	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> State
Target Demographics	<input type="checkbox"/> Families/Children <input type="checkbox"/> Young adults <input type="checkbox"/> Adults <input type="checkbox"/> Seniors	Event Entry Fee	<input type="checkbox"/> Yes \$_____ per adult \$_____ per child <input type="checkbox"/> No
Estimated attendance		Estimated Spend per Visitor (\$)	

SECTION 3: GRANT HISTORY

Have you received any other financial or other type of assistance from Council for this event or activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you raising funds on behalf of another group which is itself a recipient of financial assistance from Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the organisation receiving funds from Council under the Regional Arts Development Fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the organisation primarily for the benefit of an individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the organisation primarily of a commercial nature?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have previous year support been acquitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the activity high risk, that could result in unruly behaviour and antisocial practices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the activity take place outside of the Hinchinbrook Shire? <i>Not including national competitions or representations.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 4: SUPPORTING MATERIAL

Copy of Certificate of Incorporation	<input type="checkbox"/> Attached	Risk Assessment	<input type="checkbox"/> Attached
Supporting material from sponsoring organisation <small>(If not incorporated)</small>	<input type="checkbox"/> Attached	Latest Treasurers Report or financial statement <small>(Community Group Support only)</small>	<input type="checkbox"/> Attached
Copy of latest audited financial statement	<input type="checkbox"/> Attached	Copy of latest audited financial statement	<input type="checkbox"/> Attached

SECTION 5: BUDGET

(Additional Budget evidence to be attached)

Expenditure or Income	Total Costs (excl. GST) Whole dollars only	CAG Funding (excl. GST) Whole dollars only

Privacy Notice and Disclaimer

Hinchinbrook Shire 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	
------------------	--	-------------	--

