

# Community Hall Fund - Application Form

## Form Preview

### Part A - Applicant Details

\* indicates a required field

#### Community Hall Fund

##### **Before you begin please indicate your organisation's eligibility to apply for the Community Hall Fund.**

The Community Hall Fund makes funding available to provide an annual donation to assist local organisations who own, lease, or manage a Community Hall within the Council area with operating costs. The hall must meet the definition of Community Hall as set out in this Policy.

Before completing this application form, you should have read the [Gladstone Regional Council Community Hall Fund guidelines](#).

Incomplete applications and/or applications received after the closing date of the funding round will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for to apply for the Community Hall Fund donation.

If you have any questions in regards to these eligibility criteria, please contact **Gladstone Regional Council's Community Partnerships team on 4976 6300**

#### Does your organisation identify with any of the following categories?

Your application will not be eligible to proceed to assessment if your organisation does not meet the funding eligibility requirements. Please indicate your organisation's eligibility in the checklist below;

##### **Your Organisation must: \***

- Be incorporated
- Be financially solvent
- be a not-for-profit community organisation based in and servicing the Gladstone Regional Council area and may be an Australian Registered Charity but not a Religious or Worship Group;
- own and/or manage a community hall within the Gladstone Regional Council area that is hired out to the community (as distinct from a room for hire within a larger building);
- must own, lease or manage a Community Hall (as defined in the Community Investment Policy) in the Gladstone Regional Council area.

At least 5 choices must be selected.

If your organisation does not meet the requirements listed above you are not eligible to apply to Community Hall Fund.

##### **Does your organisation have an ABN?**

- Yes
- No

One must be selected to proceed. If you do not have an ABN you will need to submit a Statement by a Supplier form.

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### ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### File Upload: Statement by a supplier form

You can access and download this form at the link below. Please attached the completed form to this application for processing.

[http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346\\_5\\_2012.pdf](http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf)

### Statement by a supplier form

Attach a file:

Written advice from the Australian Tax Office advising no withholding tax is required (this is required for Organisations who do not have ABN).

### File Upload: Certificate of Incorporation

#### Certificate of Incorporation \*

Attach a file:

Please upload a copy of your organisation's Certificate of Incorporation here.

### File Upload: Most Recent Profit and Loss Statement

#### Most Recent Profit and Loss Statement \*

Attach a file:

Please upload your organisations most recent profit and loss statement here.

### Organisation Details

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**Organisation Name \***

Organisation Name

**Former Organisation Name**

Advise former name of organisation if there has been a name change.

**Physical Address \***

Address

  

**Postal Address \***

Address

  

**Contact Name \***

Title      First Name      Last Name

            

**Contact Position \***

E.g. president, secretary, treasurer.

**Preferred Contact Number \***

**Preferred Email Address \***

**Please provide a brief summary of your organisation and its history/purpose \***

## Part B - Application Details

\* indicates a required field

Community Hall - Definition

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### **Within the [Community Investment Policy](#) a Community Hall is defined as being:**

*A facility owned and/or operated by a not-for-profit community organisation where the primary purpose of the facility is for general community use (via a hire or other authorised use arrangement) where members of the public gather for group activities, social support, public information, entertainment, education and other social purposes. It excludes those facilities where community use is not the primary purpose and may be only a minor ancillary use of the facility.*

### **Please describe how your organisation meets the Community Hall definition?**

Word count:

Community Hall Fund

**Local organisations who own, lease or manage a Community Hall within the Gladstone Regional Council area can apply for a donation of up to \$2000.00 annually to assist with operating costs.**

### **Amount Requested. Max \$2000.00 ex GST \***

\$

Must be a dollar amount and no more than 2000.

What is the total financial support you are requesting in this application?

### **How will the organisation use the Community Hall Fund donation? \***

Hint: Detail how the organisation will use the sponsorship funding at the event. Refer to guidelines for details on eligible and ineligible expenses.

If your organisation, leases or manages a Gladstone Regional Council owned facility and you wish to use the donation toward facility upgrades please contact Council via email [info@gladstone.qld.gov.au](mailto:info@gladstone.qld.gov.au) requesting a letter of consent for the project. For more information contact Council on 07 4970 0700.

## Other supporting documents

Please upload other documents that support your application to receive the Community Hall Donation.

### **Audited Financials**

Attach a file:

### **Certificate of Currency (Public Liability)**

Attach a file:

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### File Upload

Attach a file:

## Acknowledgement

### How will Gladstone Regional Council be acknowledged for their support? \*

- Acknowledgement Statement published on the organisation's Social Media platform using a graphic and text to be provided by Council
- Sticker on item purchased
- Acknowledgement Statement and logo published in the organisation's newsletter
- Acknowledgement Statement and logo published on the organisation's website/other communication platforms

Please tick applicable boxes. Other suggestions are welcome.

### Other suggestions for acknowledgement are welcome:

## Part C - Lodgement

\* indicates a required field

### Privacy Collection Statement

The Gladstone Regional Council is collecting your personal information on this form to process this request. The information will only be used by authorised council employees for the purposes of this request, or for the purpose of performing other Council functions and responsibilities. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

### Do you give permission for your email address to be added to the Community Investment Program mailing list for future funding updates? \*

- Yes  No

### Declaration

I/We, the applicant:-

- Declare that the above information is true and correct in all respects (to the best of my knowledge) at the time of lodgement of this application with the Gladstone Regional Council;
- Submit the application with the full knowledge and agreement of the management of the organisation;
- Have read the associated Policy and Guidelines;
- Agree that I/we will make contact with Gladstone Regional Council immediately if any of the details given in relation to this application change or are incorrect; and
- Provide consent for Council to:-

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- Advertise projects that have been successfully funded by Council (i.e media release, social media); and
- Advertise successful recipient details on Council's website (including but not limited to, project description, name of recipient, amount funded).

**Submitting Officer's Name \***

**Submitting Officer's Position \***

E.g. president, secretary, treasurer.

**IMPORTANT:** Once your application has been submitted you can no longer edit this online application form. Please ensure all details are true and correct and all supporting information has been attached.