Elevator Fund - Application Form
Form Preview

Welcome to the Elevator Fund application form.

* indicates a required field

Elevator Fund

The Elevator Fund is intended for proposals of over $10,000, which will involve a more detailed application and acquittal process. Applicants will need to demonstrate a high level of competency, capacity and planning capability to deliver the stated outcomes in their proposals.

The Elevator Fund is divided into five funding objectives. For an application to be eligible it must align to ONE of these objectives:

Capacity Objective

The purpose of the Capacity objective is to encourage collaborations and partnerships that strengthen individuals, groups and organisations to prosper and grow.

The Capacity Funding objective aims to enable development and delivery of partnerships, projects, initiatives and activities that strengthen our community and the Region.

Place Objective

The purpose of the Place objective is to enable the development of accessible, vibrant, inclusive and engaging places and spaces for community through projects and initiatives that create safe, exciting and engaging spaces for people to connect with the community.

The Place objective aims to enable the development and delivery of initiatives, projects and activities that activates Council's facilities, parks and open spaces and/or ensure Council's infrastructure provides safe and accessible social infrastructure that meets the needs of the community now and into the future.

Wellbeing Objective

The purpose of the Wellbeing initiative is to enable the development and delivery of programs and initiatives that foster healthy, safe and supported communities.

The Wellbeing objective aims to provide financial and in-kind funding toward the development and delivery of community led partnerships, initiatives and projects that deliver programs, resources and activities that promote healthy lifestyles, positive wellbeing and safe communities.

Planning Objective

The Planning objective enables the region's diverse community to develop projects, plans and strategies so groups and organisation prosper and grow the future of our region.

The Planning objective aims enable the development and delivery of Initiatives and projects that enable our diverse community and organisations to develop effective programs, plans and strategies that strengthen our region, organisations and community.

Connect Objective

The Connect objective enables the development and delivery of initiatives and projects that foster well connected communities through the provision of community led programs and activities.

The Connect Funding objective aims to enable the development and delivery of programs and activities that increase community connection, civic participation and understanding across all sectors of the community.

Please indicate the funding initiative your program, project or event aligns to:- *
☐ Capacity ☐ Place ☐ Wellbeing ☐ Planning ☐ Connect
No more than 1 choice may be selected.
While the project may align to multiple objectives, please select the ONE with the strongest alignment.

Eligibility

* indicates a required field

Before completing this application form read the Gladstone Regional Council elevator Fund guidelines

If your organisation aligns to any of the following statements, please do not continue as your organisation does not meet the eligibility for the Grassroots Fund. If you have any questions in regards to these eligibility criteria, please contact Gladstone Regional Council's Community Partnerships team on 4976 6300.
☐   Be a religious or worship group.
☐   Be a Local, State, Federal government agency.
☐   Be a political organisation or political party.
☐   Have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.
☐   Have failed to adequately acquit, manage or deliver outcomes from previous Council funding.
☐   Have access to funds generated internally from permanently licensed premises or onsite gaming machines.
☐   Have already received funding under the same funding stream in the financial year that the application is lodged.
☐   Is financially insolvent
☐   Does not have an operational bank account
If any of these are ticked do not proceed with application

CAPACITY, WELLBEING, PLANNING CONNECT OBJECTIVES - Does your organisation identify with any of the following categories?

To apply to the Elevator Fund for the Capacity, Wellbeing, Planning or Connect Objective an organisation MUST be one of the following: -
☐   a not-for-profit sporting club or active recreational group based in or servicing the Gladstone Regional Council area
☐   Be a commercial business based in and servicing the Gladstone Regional Council area.
☐   Be an educational institution based in and servicing the Gladstone Regional Council area.
☐   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;

PLACE OBJECTIVE - Does your organisation identify with any of the following categories?

To apply to the Elevator Fund for the Place Objective an organisation MUST be one of the following: -

☐   a not-for-profit sporting club or active recreational group based in or servicing the Gladstone Regional Council area

☐   Be a commercial business based in and servicing the Gladstone Regional Council area.

☐   Be an educational institution based in and servicing the Gladstone Regional Council area.

☐   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;

Incorporation Status *

☐   Be incorporated (NA for Businesses)

☐   Unincorporated - Application to be auspiced by incorporated organisation

Is your organisation incorporated?

Incorporation Details

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

**Incorporation gives your group its own legal identity (the group becomes a 'separate legal entity' from its members) . The incorporated group can enter into contracts, sign a lease, employ people, and sue and be sued.

Incorporated groups are incorporated under law (which can be either state or federal) and report to the regulator responsible for their type of structure, for example the Australian Securities and Investments Commission.

Incorporated groups follow a particular structure, with group rules (or constitution), members, and a governing body (often called a board or committee).

Being incorporated has consequences for people who are going to be on the board or committee of management of a not-for-profit group, as these people have legal duties in their roles.**

Certificate of Incorporation *
Attach a file:

Organisation Constitution or Governing Document *
Attach a file:

ABN Details

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.

ABN Details

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Statement by a Supplier

If your organisation does not have an ABN you must attach a Statement by a Supplier form to this application.

You can access this form here; https://www.ato.gov.au/uploadedfiles/content/mei/downloads/statement%20by%20a%20supplier.pdf

Please upload the completed form to this application form in the file upload field below.

Statement by a Supplier Form *
Attach a file:

Contact Details

* indicates a required field

Applicant Organisation Details

Applicant organisation name *
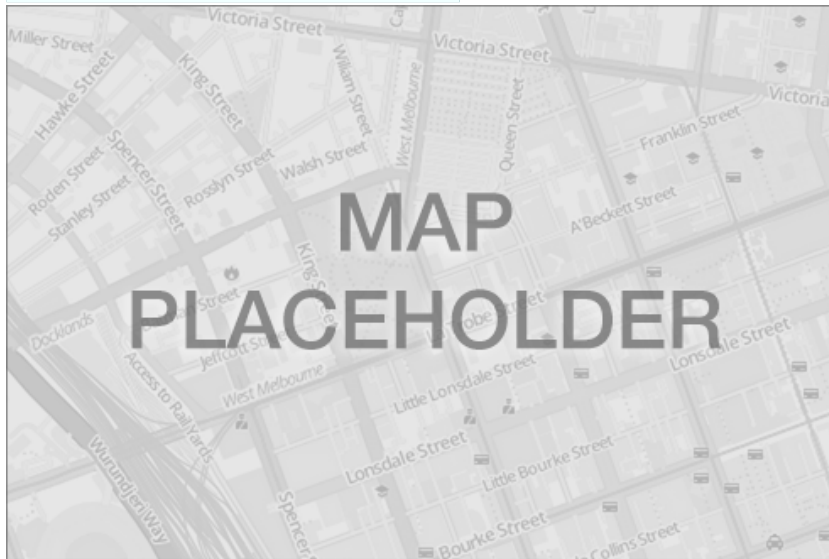Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Applicant primary address
Address

Applicant postal address
Address

Applicant website

Must be a URL

Primary contact person *
Title   First Name   Last Name

This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Back-up phone number

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

What is your organisation's purpose or mission? *

What is your organisation's legal structure? *
○ Unincorporated association
○ Incorporated association
○ Cooperative
○ Company limited by guarantee
○ Indigenous corporation, association or cooperative
○ Organisation established through specific legislation
○ Trust
○ Unknown

If your organisation is unincorporated it must have an auspice organisation in order to apply for funding through the Grassroots Fund.

Auspice Information

* indicates a required field

Is your organisation auspiced by another organisation for the purposes of this grant? *
○ Yes   ○ No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you should not apply for this grant.

Auspice Organisation Details

Name of auspicing organisation *
Organisation Name

Auspicing organisation's website

Primary contact person at auspicing organisation *

Title   First Name   Last Name

Auspice Primary Address

Address
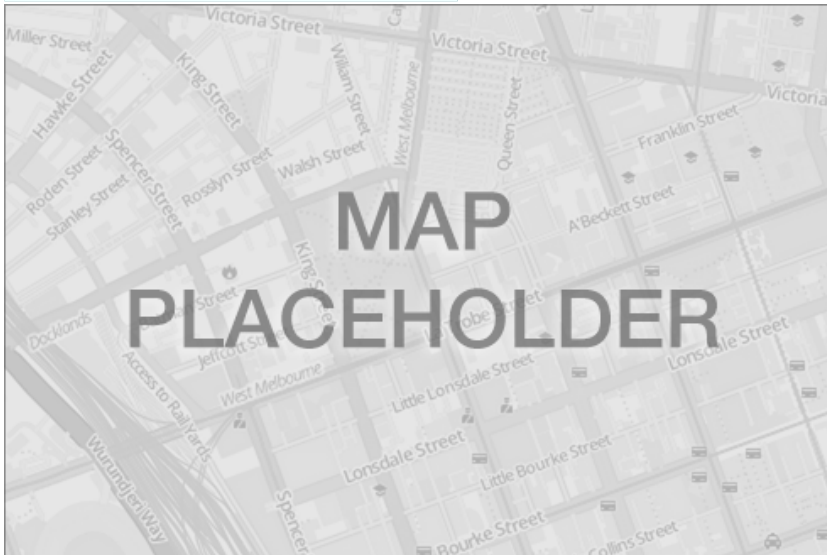
Auspice Postal Address

Address

Position held in organisation

e.g. Manager, CEO

Contact person's primary phone number *

Contact person's back-up phone number

Contact person's email address *

Must be an email address

Please attach a letter from the auspicing organisation confirming this arrangement is valid and current *
Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

Does the auspicing organisation have an Australian Business Number (ABN)? *
○ Yes   ○ No

Auspice Information

Please upload a copy of the Auspice organisation's Certificate of Incorporation and Organisational Constitution here.

Auspice Certificate of Incorporation
Attach a file:

Auspice - Organisational Constitution
Attach a file:

ABN of auspicing organisation

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

As the auspicing organisation does not have an ABN, please submit a completed ATO Statement by a Supplier form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from: <u>Statement by a supplier - ATO form</u>

Please upload a completed Statement of Supplier form
Attach a file:

Max 25mb

Application Details

* indicates a required field

Proposal Name *

Provide a name for your project/program/initiative/activity. Your title should be short but descriptive

Can the project be delivered within 12 months?
○ Yes   ○ No

Tell us more...

Anticipated start date

Anticipated end date

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

Project Location

Where is the project to be held?

Who owns the land/ facility of where the project will take place?
○ Council
○ State Government
○ Applicant
○ Other

If your project is being held at a Council owned facility or park please ensure you have the appropriate approval or letter of consent to carry out the project. Please contact Council via email <u>info@gladstone.qld.gov.au</u> requesting a park booking or letter of consent for the project. For more information contact Council on 07 4970 0700.

Has approval by the land owner/ facility been granted to carry out this project as the above mentioned location? *
○ Yes   ○ No
Approval is required to complete the application.

Please upload a copy of Lessor consent or booking confirmation. *

Attach a file:

Capacity Objective

The purpose of the Capacity objective is to encourage collaborations and partnerships that strengthen individuals, groups and organisations to prosper and grow.

The Capacity Funding objective aims to enable development and delivery of;

- Partnerships, projects, initiatives and activities that that strengthen our community and the Region.

Place Objective

The purpose of the Place objective is to enable the development of accessible, vibrant, inclusive and engaging places and spaces for community. The objective enables projects and initiatives that create safe, exciting and engaging spaces for people to connect with the community.

The Place objective aims to enable the development and delivery of;

- Initiatives, projects and activities that activates Council's facilities, parks and open spaces and/or ensure Council's infrastructure provides safe and accessible social infrastructure and meets the needs of the community now and into the future.

Wellbeing Objective

The purpose of the Wellbeing initiative is to enable the development and delivery of programs and initiatives that foster healthy, safe and supported communities.

The Wellbeing objective aims to provide financial and in-kind funding toward the development and delivery of;

- Community led partnerships, initiatives and projects that deliver programs, resources and activities that promote healthy lifestyles, positive wellbeing and safe communities.

Planning Objective

The Planning objective enables the region's diverse community to develop projects, plans and strategies so groups and organisation prosper and grow the future of our region.

The Planning objective aims enable the development and delivery of;

- Initiatives and projects that enable our diverse community and organisations to develop effective programs, plans and strategies that strengthen our region, organisations and community.

Connect Objective

The Connect objective enables the development and delivery of initiatives and projects that foster well connected communities through the provision of community led programs and activities

The Connect Funding objective aims to enable the development and delivery of;

- Programs and activities that increase community connection, civic participation and understanding across all sectors of the community.

Please provide a short summary of the partnership, project, initiative or activity that you are seeking funding towards? *

Word count:
Must be at least 50 words.
Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu1 if you need some ideas about how to frame your response.

What is the need for your partnership, project, initiative or activity? How will your proposal address this need? *

Word count:
Must be at least 50 words.
Tell us why your initiative is needed, and why you believe the activities you propose will produce the outcomes you seek. Provide statistics/evidence (where available) of both the need and the link between the work you will do and the outcomes you seek. Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu2 if you need some ideas about how to frame your response.

How does your partnership, project, initiative or activity align with the fund objective identified above? *

Word count:
Must be at least 50 words.
Provide details of how the project, initiative, program or activity you are seeking funding toward development or delivery will meet the above objective.

Please provide a short summary of how your organisation will collaborate with others to assist with the project, initiative or activity delivery *

Word count:
Must be at least 25 words.
This fund encourages collaborations and partnerships that strengthen individuals, groups and organisations to prosper and grow. Please outline how you will achieve this above.

Beneficiaries and Community Support

Does this initiative have community support? In particular, do the beneficiary and/or geographic communities affected by this project/program support the activities you are proposing? *

○ Yes   ○ No   ○ Don't know   ○ Not Applicable

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

Who are the expected primary beneficiaries of this project/program? *

Please type in the groups or sections of the community you think would benefit from your proposal. These would be considered project beneficiaries. Choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'

Who is the target audience?

Hint: Who will be attending your event? What is the target age/demographic? Tell us who you want to see at your event. Is it young adults, families, people between the ages of 25-35, interstate travellers etc.

Outcomes

Please tell us about the outcomes you expect to result from this initiative.

- Skills, knowledge, confidence, aspiration, motivation, (these are generally **immediate** or short-term outcomes)
- Actions, behaviour, change in policy (these are generally **intermediate** or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally **long-term** outcomes)

Immediate outcomes occur directly following an activity (e.g. within 1 month); intermediate outcomes are those that fall between the immediate and long-term (e.g. between 1 month and 2 years); and long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

If you need more help understanding what outcomes are, read the materials at www.ourcommunity.com.au/evaluation

What are the expected outcomes of the project? *

Word count:
Must be at least 50 words.
Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

How will you know if these outcomes have been achieved? *

Word count:
Must be at least 50 words.
Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

What evidence do you have that this project/program has community support? *

Word count:
Must be at least 50 words.
Hint: Why does this project need to happen? Is there an interest from the community for this project? Why does the town/region need this project to happen?

Please upload letters of support (if available/relevant)
Attach a file:

A maximum of 5 files can be attached

What are the major steps / stages (i.e. milestones) involved in delivering your initiative?

Milestone	Start Date (if known)	Finish Date (if known)	Location (if relevant)	Notes
e.g. planning; major activities; evaluation	Provide approximate date or leave blank if unknown or dependent on unknown factors Must be a date.	Provide approximate date or leave blank if unknown or dependent on unknown factors Must be a date.	(e.g. add address, suburb, region if known; otherwise type 'unknown' or 'not applicable')	Add explanatory notes if required

Budget

* indicates a required field

Please provide a detailed breakdown of the project income and expenditure. Please include any in-kind support and value it at the cost it would be if you had to pay for the work.

It is important to include all Income (Council needs to see there is enough income to cover the cost of the project).

All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.

Please **do not add commas** to figures – e.g. type $1000 not $1,000 – this will ensure your figures for each table total correctly.

Total Council Funding Requested ex GST *

$

Must be a whole dollar amount (no cents) and at least 10000. What is the total financial support you are requesting in this application?

Total Project/Program Cost *

$

This number/amount is calculated. Equals the total budgeted expenditure of your project as outlined below.

Percentage (%) of Council contribution

This number/amount is calculated.

IMPORTANT: If your organisation is **NOT** registered for GST, this component on any submitted invoices is not be payable by Council.

Budget Income

Income Description	Income Type	Confirmed Funding?	Income Amount ($)	Notes
			$	
			$	
			$	
			$	

If you are offered less funding than you are seeking in this application will you proceed with the project, event or activity, either by securing alternative funding or reducing the project scope? *

○ Yes
○ No

If there is insufficient funds under the grant opportunity to fully fund your application, or some items in your application are considered ineligible, do you wish to be considered for partial funding?

Partial Funding

If you were offered partial funding, what amount would you require to still deliver your project, event or activity? *

$

Must be a dollar amount.
Please specify the minimum partial funding you would require towards your project if unable to fully fund your request.

Percentage (%) of Council partial contribution

This number/amount is calculated.

If offered partial funding, how would this impact the delivery of your project, event or activity? *

Please specify any impact the reduced funding would have on your project, event or activity. example the need to secure additional funding or reduce the project scope.

What other resources (financial and/ or in kind) will you need in order to successfully carry out this project?	Confirmed?
Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, in-kind contributions, advocacy, and other types of support.	

Expenditure Description	Expenditure Type	Expenditure Amount ($)	Notes
		$	
		$	
		$	
		$	

Budget Totals

Total Income Amount

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Quotes

Council requires the organisation to ensure best use of funds if successful.

To ensure value for money in accordance with the sound contracting principles outlined in the Regulation and Council's Procurement Policy, quotes for individual line items within the project budget breakdown will be required as detailed below:

- Under $4,999 (ex GST) – 1 verbal/written quote required.
- $5,000 - $14,999 (ex GST) – 2 written quotes required (from 2 different suppliers).
- Over $15,000 (ex GST) – 3 written quotes required (from 3 different suppliers).

Quotes are to be current (no older than 2 months), cover all components of the funding requested and itemised.

In the event that there is only 1 supplier reasonable available to carry out the work/service, this should be noted in the application. A quote will still need to be submitted.

Quote 1
Attach a file:

Quote 2
Attach a file:

Quote 3
Attach a file:

Applicant Capacity

* indicates a required field

Now that we know about your partnership, project, initiative or activity we want to find out more about your organisation's capacity to undertake the work you propose. Please provide some information about your organisation that will give the assessing officer confidence that you can complete the work you've described in this application. *

Word count:
Must be at least 50 words.
Include in this section information about your strategies for providing the resources (money, staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, etc.) and how you will complete this project/program within the proposed timelines. Provide information

also about any past work that may demonstrate your organisation's capacity to undertake this work. Provide links to further explanatory material if available/relevant.

Please provide a link to or attach a copy of your most recent Annual Organisation Report (if applicable).

Upload file

Attach a file:

Attachments

* indicates a required field

Mandatory Attachments

Most recent Profit and Loss Statement *
Attach a file:

Current Audited Financial Statement *
Attach a file:

Certificate of Currency (Public Liability) *
Attach a file:

Strategic Plan *
Attach a file:

Other Supporting Documents

Please upload other documents that support your application to receive the Elevator Fund Funding.

File Upload
Attach a file:

File Upload
Attach a file:

File Upload
Attach a file:

File Upload
Attach a file:

File Upload
Attach a file:

Acknowledgement

* indicates a required field

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

List the sponsorship entitlements that your organisation would be prepared to offer Gladstone Regional Council for their support

Other suggestions
☐   Acknowledgement Statement published on the organisation's Social Media platform using a graphic and text to be provided by Council
☐   Sticker on item purchased
☐   Council acknowledgement at the official opening or launch of the project
☐   Approved Council logo to be displayed on signage during project construction.
☐   Acknowledgement Statement and logo published in the organisation's newsletter
☐   Acknowledgement Statement and logo published on promotion material relating to the project (e.g. flyers)
☐   Acknowledgement Statement and logo published on the organisation's website/other communication platforms

Lodgement

* indicates a required field

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.

Review Attachments
☐   Statement by Supplier (if applicable)

☐ Certificate of Incorporation
☐ Most recent Profit and Loss
☐ Certificate of Currency (Public Liability)
☐ Audited Financial Statement
☐ Income and Expenditure
☐ Quote/s
☐ Risk Assessment Strategy.
☐ Sponsorship Proposal.
☐ Certificate of Incorporation (not applicable if a business)
☐ Marketing/Communication Plan.
☐ Other:

Not all of the above will be relevant to your application. Please ensure all required documents relevant to your application are attached to support your application. If you are unsure of what you should include or have issues uploading, please contact us on 4976 6300.

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 acquittal with the Gladstone Regional Council;
- Submit the acquittal 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:-
    - 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).

COVID 19 *   ○   In submitting this application I/we acknowledge that I/we accept responsibility to comply with all laws, Government directions and health directives in respect to COVID19; and will supply a copy of any relevant COVID Safe Event or Industry Plan if requested by Council Officers for consideration in the assessment of this application.

Submitting Officer's Name *

Title   First Name   Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Submitting Officer's Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Submitting Officer's Contact Number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Submitting Officer's Contact Email *

Must be an email address.