

# Grassroots Fund - Application form

## Form Preview

Welcome to the Grassroots Fund application form.

\* indicates a required field

### **Grassroots Fund**

The Grassroots Fund is intended for proposals of under \$10,000.

The Grassroots 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.

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**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.

## Development Application Fee Reimbursement

**Does this application relate to a Development Application Fee Reimbursement? \***

Yes

No

## Eligibility

\* indicates a required field

Before completing this application form, you should have read the Gladstone Regional Council Grassroots 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.

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 Grassroots Fund for the Capacity, Wellbeing, Planning or Connect Objective an organisation MUST align to one of the statements below:- \***

- 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.

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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;

Please tick which related to your organisation.

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

**To apply to the Grassroots Fund for the PLACE Objective an organisation MUST align to one of the statements below: - \***

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;

Please tick which related to your organisation

## Incorporation Details

### 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 \*

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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	<a href="#">More information</a>
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

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\* indicates a required field

### Applicant Organisation Details

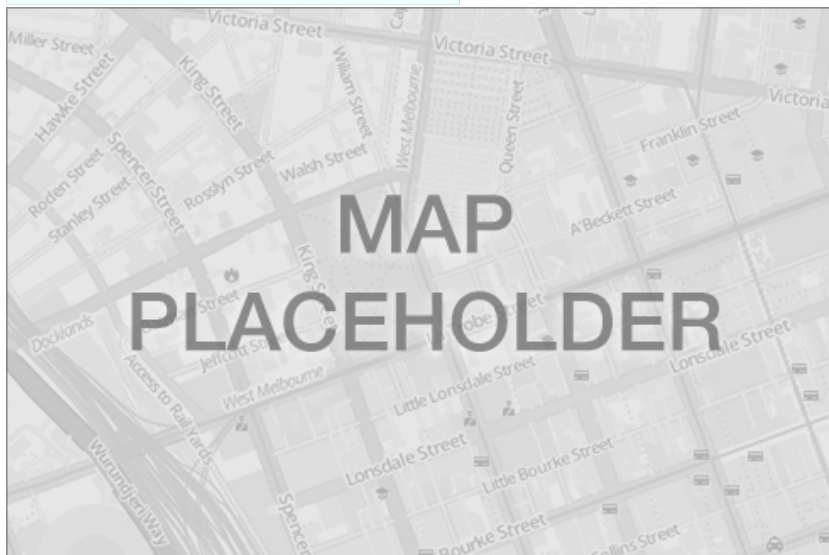
#### Applicant organisation name \*

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 \*

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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

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**Name of auspicing organisation \***

Organisation Name

**Auspicing organisation's website**

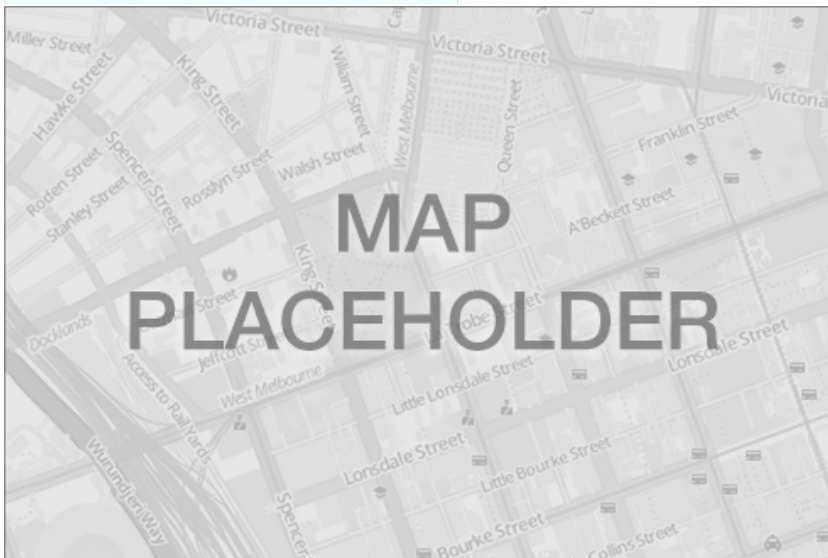
**Primary contact person at auspicing organisation \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

**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**

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### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	



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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: [Statement by a supplier - ATO form](#)

### 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

### Tell us more...

Anticipated start date

Anticipated end date

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 [info@gladstone.qld.gov.au](mailto:info@gladstone.qld.gov.au) 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.

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**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, 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 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

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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 you are seeking funding toward? \***

#### **Word count:**

Must be at least 30 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://explore.fundingcentre.com.au/help-sheets/answersbank#Qu1> if you need some ideas about how to frame your response.

### **What is the need? How will your proposal address this need? \***

#### **Word count:**

Must be at least 30 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://explore.fundingcentre.com.au/help-sheets/answersbank#Qu2> if you need some ideas about how to frame your response.

### **Alignment - How will your partnership, project, initiative or activity meet the objective identified above? \***

#### **Word count:**

Must be at least 30 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 15 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.

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

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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 project? What is the target age/demographic? Tell us who you want to see at your project. 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](http://www.ourcommunity.com.au/evaluation)

### What are the expected outcomes of the project?

#### Word count:

Must be at least 30 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 30 words.

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

### Beneficiaries

**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? \***

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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.

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

Go to the Funding Centre's Answers Bank at <https://explore.fundingcentre.com.au/help-sheets/answersbank#Qu7> if you need some ideas about how to frame your response.

### 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

**Total Amount Requested ex GST \***

\$

Must be a whole dollar amount (no cents) and no more than 10000.

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

**Total Project/Program Cost \***

\$

What is the total budgeted cost (dollars) of your project?

**Percentage (%) of contribution**

This number/amount is calculated.

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

### Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. 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'.

Use the 'Notes' column for any additional information you think we should be aware of.

Please **do not add commas** to figures - e.g. type \$1000 not \$1,000.

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

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

### Budget Totals

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). 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 Income Amount**  
\$   
This number/amount is calculated.

**Total Expenditure Amount**  
\$   
This number/amount is calculated.

**Income - Expenditure**  
  
This number/amount is calculated.

### Quotes

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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 available to carry out the work/service, this should be noted in the application. A quote will still need to be submitted.**

**Please attach quotes**

Attach a file:

**Please attach quotes**

Attach a file:

**Please attach quotes**

Attach a file:

**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.	

## Development Fee Reimbursement Applications

\* indicates a required field

### Development Application Fee Reimbursement

This section is for Development Application fee reimbursement only. Fees eligible for reimbursement must be paid to GRC and no older than 6 months.

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Applications under this section relate to the Planning objective which 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.

### Amount of fee for reimbursement?

\$

Must be a dollar amount.

Amount of the application fee paid (ex GST)

### Please upload Council issued receipt for payment DA \*

Attach a file:

### Please provide a short summary of the project you are seeking the DA reimbursement for

Detail the project that you have sought the DA for. 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 of your project? How will your proposal address this need?

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.

### Alignment - How will your project meet the Grassroots Fund objective identified above?

Detail how your project relates to the Grassroots Fund objectives.

## 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. \***



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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 any relevant attachments:**

**Your most recent Annual Organisation Report (if applicable) or Audited Financial Statement. \***

Attach a file:

Mandatory attachment

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

Attach a file:

Mandatory Attachments

**Your most recent Profit and Loss Statement \***

Attach a file:

Mandatory Attachments

**Additional file to support your application**

Attach a file:

(Note: you can upload multiple files at once when you choose files if they are all saved in the same file location on your computer)

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Attach a file:

(Note: you can upload multiple files at once when you choose files if they are all saved in the same file location on your computer)

## Acknowledgements

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\* indicates a required field

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

For further information about Council's acknowledgement expectations refer to the Gladstone Regional Council Fundseeker Toolkit.

#### 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 and Feedback

\* indicates a required field

### Review attachments

#### Attachments

- Statement by Supplier (if applicable)
- Certificate of Incorporation
- Most recent Profit and Loss
- Certificate of Currency (Public Liability)
- Audited Financial Statement
- 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

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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

## Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**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.

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;
- Understand that if the application is approved, the organisation will be required to accept the terms and conditions as outlined in the letter of approval or sponsorship agreement where applicable.
- 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.
- 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).

**I agree \***

Yes

No

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**Name of authorised person \***

Title      First Name      Last Name

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

**Position \***

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

**Contact phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

**Contact Email \***

Must be an email address.

**Date \***

Must be a date

## Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the online application process:**

- Very easy       Easy       Neutral       Difficult       Very difficult

**How many minutes in total did it take you to complete this application? \***

Estimate in minutes i.e. 1 hour = 60

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**