

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

Welcome to the Micro Grants Fund application form.

* indicates a required field

Micro Grants Fund

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

Council will endorse themes for the Micro Grant Fund each financial year. The following themes have been endorsed for 2026/27. For an application to be eligible it must align to ONE of these Themes:

- **Connected & Inclusive Communities**

Description: Fund activities that strengthen social connection and belonging, support inclusion, accessibility and participation, build community pride and identity, support volunteerism and community leadership, create safe, welcoming community experiences, reduce isolation and improve wellbeing. This includes facility upgrades or improvements where these contribute to inclusion, participation, and community wellbeing.

Example initiatives: Neighbourhood initiatives, inclusion initiatives, youth engagement, seniors' connection programs, multicultural activities, community-led activation projects, volunteer development, facility upgrades such as ramps, accessible toilets, kitchen improvements, lighting upgrades, roof restoration, air conditioning improvements, and **development application fee reimbursement**.

- **Local Leadership & Community Capacity**

Description: Fund activities that strengthen community organisations, build local capability and leadership, improve governance and sustainability of groups, support collaborative partnerships, increase community participation in local issues.

Example initiatives: Committee training, governance capability, community leadership programs, partnership projects, shared resource initiatives, mentoring and skills development.

- **Sustainable & Well-Cared-For Places**

Description: Fund activities that improve local environmental outcomes, support practical sustainability initiatives, reduce waste, enhance public amenity, encourage stewardship of natural places, improve resilience and preparedness.

Example initiatives: Revegetation, waste reduction initiatives, recycling/reuse projects, clean-up activities, resilience preparedness, habitat restoration.

- **Community Trust, Participation & Transparency**

Description: Fund activities that improve civic participation, increase understanding of local issues, support respectful dialogue, strengthen community voice, improve access to information and participation.

Example initiatives: Civic participation projects, deliberative engagement pilots, community education initiatives, accessibility and information inclusion projects.

Please indicate the funding initiative your program, project or event aligns to: *

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

- Connected & Inclusive Communities Local Leadership & Community Capacity Sustainable & Well-Cared-For Places Community Trust, Participation & Transparency

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

- Organisations who have been funded under the Micro Grants Funding Stream of the Council's Community Investment Program or the Regional Arts Development Fund (RADF) in the current financial year for the same project.
- Programs or initiatives that have received funding through the Community Investment Program (CIP) or the Regional Arts Development Fund (RADF) in the current or previous financial year.
- Applications that are for a continuation of an existing program or initiative (for clarity, this includes existing initiatives which include a new 'cohort' of participants).
- Initiatives/ programs that are already funded by the government or duplicate an already funded initiative
- Political Organisation or Political Parties
- Religious or Worship Groups
- An Educational Institution
- Organisations with access to funds generated from gaming machines
- Local, State, Federal government agency
- Organisations that have failed to adequately acquit previous Council funding within the past two years
- Organisations that have a overdue debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council
- Organisations that do not have a current operational bank account.

If any of these are selected do not proceed with application

Incorporation Details

Incorporation Status *

- Be incorporated (NA for Businesses)

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

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.

Certificate of Incorporation *

Attach a file:

Organisation Constitution, rules 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

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

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

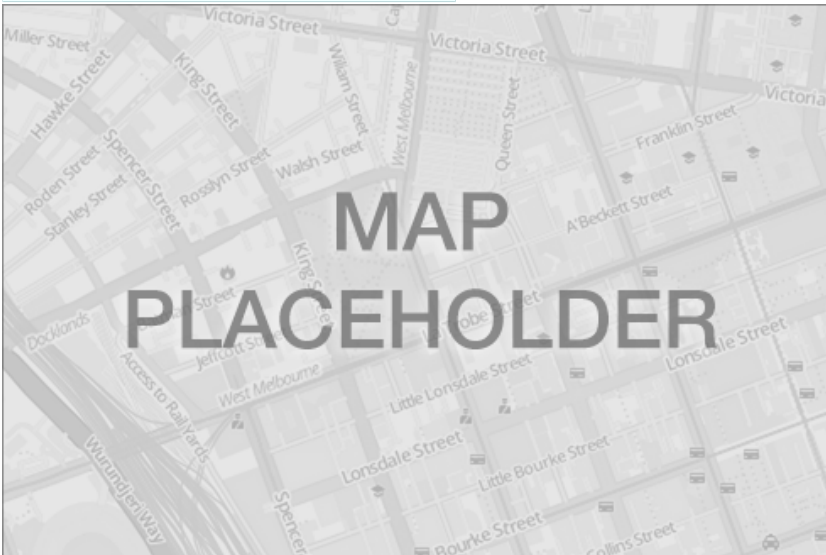
Applicant organisation name *

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

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

Applicant website

Must be a URL

Primary contact person *

Title First Name Last Name

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

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
- Other:

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

If your organisation is unincorporated it must have an auspice organisation in order to apply for funding through the Micro Grants 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

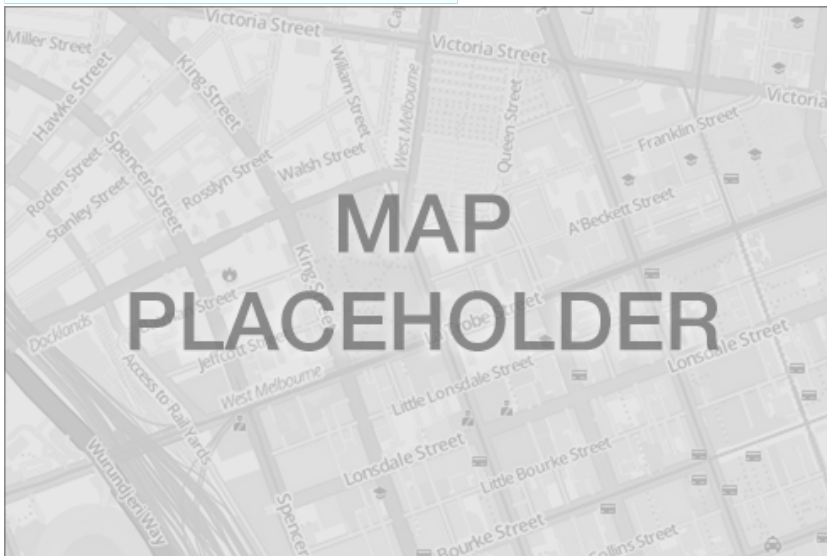
Primary contact person at auspicing organisation *

Title First Name Last Name

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

Auspice Primary Address

Address



MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

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

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

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: [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

Project 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 If unknown, provide your best guess or leave blank

Project Location

Where is the project to be held?

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

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 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:

Connected & Inclusive Communities

Connected & Inclusive Communities theme aim to fund projects that strengthen social connection and belonging, support inclusion, accessibility and participation, build community pride and identity, support volunteerism and community leadership, create safe, welcoming community experiences, reduce isolation and improve wellbeing. This includes facility upgrades or improvements where these contribute to inclusion, participation, and community wellbeing.

Local Leadership & Community Capacity

Local Leadership & Community Capacity theme aim to fund projects that strengthen community organisations, build local capability and leadership, improve governance and sustainability of groups, support collaborative partnerships, increase community participation in local issues.

Sustainable & Well-Cared-For Places

Sustainable & Well-Cared - For Places theme aim to fund projects that improve local environmental outcomes, support practical sustainability initiatives, reduce waste, enhance public amenity, encourage stewardship of natural places, improve resilience and preparedness.

Community Trust, Participation & Transparency

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

Community Trust, Participation & Transparency theme aim to fund projects that improve civic participation, increase understanding of local issues, support respectful dialogue, strengthen community voice, improve access to information and participation.

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.

KSC 1 - How will your project/ initiative addresses the fund aim and the theme 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. Weight 30%.

KSC 2 - What is the need and how will your project/ initiative 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. Weight 20%.

KSC 3 - Please provide information that demonstrates evidence supports your proposal, and how does it show that your approach is based on evidence-based practice? *

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

Provide information e.g. research, best practice guidelines, evaluations, or demonstrated outcomes. Weight 20%.

KSC 4 - Please provide a brief summary of how your organisation will partner with others or the community to support the successful delivery of this project or initiative. *

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.

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? *

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.

Do you have any evidence that your project or program has support from the community? *

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

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 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.

- **Short-term outcomes:** Skills, knowledge, confidence, aspiration, motivation. These occur directly after an activity (e.g., within 1 month).
- **Medium-term outcomes:** Actions, behaviours, change in policy. These occur between immediate and long-term outcomes (e.g., 1 month to 2 years).
- **Long-term outcomes:** Social, financial, environmental, and physical conditions. These are expected to be seen 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 your project, and how will you measure whether they have been achieved? *

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)

Budget

* indicates a required field

KSC 5 - Can you demonstrate how your organisation secures and manages a diverse range of funding streams to ensure sustainability and reduce reliance on a single source? *

Must be at least 30 characters.

Hint: Show how your organisation manages finances by providing examples of multiple funding sources—such as grants, donations, sponsorships, or earned income—and explain how these help maintain long-term stability and reduce dependence on any one source.

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

Total Amount Requested - GST Inclusive *

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? If GST is applicable on goods or services purchased and you are GST registered, please note we will only pay you the exclusive amount..

Total Project/Program Cost *

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

Percentage (%) of contribution

This number/amount is calculated.

If your organisation is **NOT** registered for GST, this component is not be payable by Council.

Provide a specific breakdown of what the monetary sponsorship will be used for?

*

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

Budget (GST Inclusive)

Please outline your project budget in the tables below, including all income and expenses. Include any other funding you have applied for, whether confirmed or not. All amounts should be GST Inclusive.

- In the **Income** column, describe each source of funding (e.g., 'Council community grant', 'Trivia fundraising night', 'Company X sponsorship').
- In the **Expenditure** column, describe each cost (e.g., 'Onsite power & water for 6 months', 'Office supplies', 'Part-time staff x 40 hours').
- Use the **Notes** column for any additional details or context.

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

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

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

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

Budget Totals

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

\$

Quotes

To ensure value for money and compliance with Council's Procurement Policy and sound contracting principles, quotes are required for items in your project budget as follows:

- **Items under \$14,999 (ex GST):** You must provide at least one verbal or written quote.
- **Quote requirements:** Quotes should be **current (no older than 3 months)**, cover all aspects of the funding requested, and be itemised so we can clearly see what costs are included.
- **Single supplier:** If there is only one supplier who can provide the work or service, please explain this in your application. Even in this case, a quote must still be submitted.

Please attach quotes *

Attach a file:

Please attach quotes

Attach a file:

Please attach quotes

Attach a file:

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

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 (DA) fee reimbursement only. Fees eligible for reimbursement must have been paid within 12 months prior to the application.

Applications under this section align with the **Planning theme**, which supports the region's diverse community in developing projects, plans, and strategies that help groups and organisations grow and contribute to the future prosperity of our region.

Amount of fee for reimbursement?

\$

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

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

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/ initiative meet the Micro Grants Fund Planning theme identified above?

Detail how your project relates to the Grassroots Fund objectives.

Applicant Capacity

* indicates a required field

KSC 6 - Now that we understand your project, please provide information demonstrating your organisation's experience, skills, and resources that ensure you can successfully deliver the work outlined in this application. *

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. Weight 10%.

Please provide a link to or attach a copy of any relevant attachments:

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

Attach a file:

Mandatory attachment

Your most recent Profit and Loss Statement *

Attach a file:

Mandatory Attachments

Certificate of Currency (Public Liability) *

Attach a file:

Mandatory Attachments

Additional file to support your application

Attach a file:

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

(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)

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)

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)

Acknowledgements

* indicates a required field

How will Gladstone Regional Council be acknowledged for their support?

- Acknowledgement Statement published on the organisation's Social Media platform.
- 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.

Do you have additional suggestions? *

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

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

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

- Quote/s
 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.

Child Safety & Wellbeing

Gladstone Regional Council is committed to ensuring that all funded activities are safe, inclusive and respectful for children and young people. Please select one option:

- We/I confirm that our organisation will comply with all relevant child safety legislation, including any requirements for risk management, supervision, consent, and screening (e.g., Blue Cards).
- Not applicable — This project does not involve children or young people.

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

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;
- Agree to provide additional information or supporting documentation to assist in assessing an application or verifying claims made by the applicant. This may include, but is not limited to, the organisation's most

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

recent profit and loss statement, audited financial statements or audit report, strategic plan, project plans, quotes, evidence of approvals, and letters of support.

- 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

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. Director, Treasurer)

Contact phone number *

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

Contact Email *

Must be an email address.

Applicant Feedback

MICRO GRANT APPLICATION FORM - ROUND 1 - 2026/27

Form Preview

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 any suggestions about improvements and/or additions to the application process that you think we need to consider.