



## Community Grants - Quick Response Application

---

Grants of up to \$1000 are available.

*Please make sure you answer all 5 Sections of this form.*

Name of group:

Title of project:

Amount requested:

Are you prepared to accept partial funding?      **Yes**                      **No**  
*(Council's Community Grants are highly competitive and Council may offer less than the amount you request)*

### Section 1: Applicants Details

---

Contact Name:

Postal Address:

Phone:

Mobile:

Email:

Is your organisation not-for-profit?                      **Yes**                      **No**  
*(If you answer no then your organisation is not eligible for a Community Grant)*

Is your organisation incorporated?                      **Yes**                      **No**  
*(If you answer no, then you need an organisation to be an auspisor)*

Name of Auspisor:

Address of Auspisor:

Is your organisation registered for GST:                      **Yes**                      **No**

What is your organisation's or your Auspisor's ABN:

Briefly describe what the aims and general activities of your organisation

## Section 2: Project Details

---

**Please tick or highlight any of the following areas that are relevant to your project:**

<input type="checkbox"/> Community Participation	<input type="checkbox"/> Environment	<input type="checkbox"/> Sport & Recreation
<input type="checkbox"/> Community Education	<input type="checkbox"/> Tourism & Events	<input type="checkbox"/> Heritage & History
<input type="checkbox"/> Health & Safety	<input type="checkbox"/> Multi-Cultural	<input type="checkbox"/> Arts & Culture

**When will the project commence:**

**When will the project be completed:**

**Project Description:**

*(Please provide 6 dot points including what you are going to do, the need for the project, any project partners and the location of the project)*

**Explain the necessity to apply for a Quick Response grant round and not to Council's annual grant round.**

# Kingborough

**Who will manage the project and how?**

## *Section 3: Benefits to Kingborough*

**Does the project help to:** (please tick or highlight those that apply to the project)

- Encourage community engagement and participation
- Enhance community health, safety and wellbeing
- Create a sense of place by improving public spaces
- Recognise and celebrate cultural diversity
- Encourage people to work together to promote ethical and sustainable development
- Market and promote the natural and or built tourism assets of the area
- Promote water conservation and energy conservation in the community

**How will your project benefit the Kingborough community?**

# Kingborough

**Briefly explain how you plan to acknowledge Council's contribution to the project:**

## Section 4: Budget

**Please complete the budget table below to account for all costs for your project. Include income and expense items according to your needs under the headings provided.**

*Please note: wherever possible matching funds are to be contributed by the applicant organisation.*

Details	Income Amount	Item/Component	Expenditure Amount
Anticipated income from Council's Quick Response Grant			
Contribution from organisation: funding			
Contribution from organisation: in-kind			
TOTAL		TOTAL Provide quotations for specified expenditure	

*Please make sure that the totals of your income and expenses amounts are exactly equal.*

*Please provide quotes for expenditure amounts.*

**Provide details about the contribution made by your organisation:**

*(This could include cash, in-kind support such as volunteer labour)*

**Provide details about any other sources of income for the project:**

*(This may include other grants, donations, sponsorship partnering organisations. Please note if these other sources are confirmed or pending.)*

	Name	Contribution	Confirmed
Partner			
Donor			
Sponsor			



### *Section 5: Certification*

**This declaration must be signed by a person authorised to sign on behalf of your organisation.**

- I certify to the best of my knowledge that the information given on this form is complete and correct.
- I understand that approval of the grant is subject to mutual agreement between Kingborough Council and the applicant.
- I agree to ensure all necessary approvals/permits are obtained prior to the project/program/event taking place.
- I understand that if Kingborough Council approves a grant, I will be required to accept the conditions of the grant in accordance with Kingborough Council requirements.
- I understand that Kingborough Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant or their sponsor to provide the appropriate insurance cover and abide by all relevant health and safety standards.
- I agree that if funded, funds will be used only for the project described on this application.
- I consent to the release of project information in this application for promotional and evaluation purposes relevant to Kingborough Council.
- I will seek permission from our group before submitting photographs for use by Kingborough Council.

**The above organisation has authorised me to submit this application on their behalf. The information contained herein is, to the best of my knowledge, true and correct.**

I have attached the most recent copy of my organisation's Annual Report and audited Financial Statement.

**Name (please print):**

**Signature:**

**Position in organisation:**

**Date:**

**Signature of authorised Auspicor:**

**Position held in organisation:**

Please return this application to [commgrants@kingborough.tas.gov.au](mailto:commgrants@kingborough.tas.gov.au)

# Kingborough

Important note: All successful applicants are required to submit evidence of expenditure in a final report. Included in reporting will be formal receipts and providing the opportunity for Community Services staff to attend a funded program/project and/or sight equipment purchased with grant funds.

## Final Checklist

Action	Completed
Read the guidelines	
Completed all sections of the application form	
Discovered if any Council Planning and/or Building Permits are required	
Signed the application	
Attached copies of required insurance certificates / financial statements / permits	
Attached copies of supporting quotes	