1. Councillor's Discretionary Funding Application

*indicates a required field

Before you continue:

You will need to fully understand the guidelines for the Councillor Discretionary Funds to make sure your organisation's application has the best chance of getting funded.

Please review the Councillor Discretionary Funds Guidelines before commencing your application. You may also like to look at the resources 'Grant Writing Tips' and 'Sample Budget Fact Sheet' available on Council's Funding and Support webpage.

1.1 Is the applicant a Not-for-Profit organisation / Group / Club or Registered Charity (includes Churches and School P&Cs) *
○ Yes   ○ No

As you answered No to Q1.1 - your organisation is INELIGIBLE for funding.

Please contact the Community Funding and Support Team at communityfunding@ipswich.qld.gov.au or phone (07) 3810 6648 to discuss further.

1.2 Name of Organisation *
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 Australian Business Register, Australian Charities and Not-For-Profit Commission or Australian Tax Office.

2. Project Details

2.1 Name of Project *

1.4 Is your project a facility upgrade? *
○ Yes   ○ No

TELL US ABOUT YOUR PROJECT
- What will you do and what activities are involved?
- Who will be involved?

2.2 Please provide information about your project (answering the above questions). *

Please include details of what you will do (i.e. what activities are involved), and the outcomes you expect your project to achieve. Go to the Funding Centre's Answers Bank at https://explore.fundingcentre.com.au/help-sheets/answersbank if you need some ideas about how to frame your response.

What are the primary areas of focus for this project/program? *

No more than 3 choices may be selected.
You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

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

No more than 3 choices may be selected.
Please choose only the group/s that are at the very core of this project/program

2.5 Approximate number of participants or people who will benefit from the project *

Must be a number.

How does your project align with Council's strategic outcomes and metrics?

For further information, please see Council's iFuture Corporate Plan 2021-2026, Community Development Strategy and/or the Active Ipswich Strategy.

Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- 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); medium-term outcomes are those that fall between the short and long-term outcomes (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).

2.4 Alignment with our outcomes

Which of our outcomes will your project contribute to? If multiple apply pick the most relevant.

Our metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring. Here we would like you tell us which of our quantitative metrics you may be able to report on.

2.5 Metric	Target	Collection method	Explanatory notes
Which of our metrics will you track? You will be required to report on your progress. Add more rows if you want to list additional metrics.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/estimation, government or public dataset (e.g. Census), other datasets.	Add notes if you need to provide more context.

2.7 Project Dates

Projects must not start until after funding has been approved.

If funding is approved, the project must be completed within 12 months of the funding approval date.

The funding approval date will generally occur within four (4) weeks of the application submission date.

Start Date *

If your project is an event, this is the date of your event or the first day of your event if being held over more than 1 day.

End Date *

If your project is an event, this is the date of your event or the last day of your event if being held over more than 1 day. If successful, an Acquittal will be due one month after this date (but no later than 12 months from the funding approval date)

2.8 Where will the project take place? *
Address

If purchasing equipment, where will the equipment be stored?

2.9 Is your project being held in a Council park or property? *

○ Yes   ○ No

Risk Management Form

Attach your organisation's Risk Management Plan for this project (please ensure you note your response to COVID-19 restrictions and guidelines in your plan) *
Attach a file:

[   ]

Please refer to the following link for information which will assist your organisation to develop a risk management plan, including pre-populated checklists.

Volunteer Now - Risk Management Templates

Our Community - Event Risk Management Template

Applicants who do not have a risk management plan for their project are ineligible for funding.

COVID-19

Applicants are required to consider the implications of COVID-19 when developing their proposals. The links below provide up-to-date information that you should consider:

QLD GOVERNMENT: UNITE & RECOVER

Risk Management Form

Do you have a Risk Management Form for your project?
○ Yes   ○ No

PLEASE NOTE: As your project is not being held in a Council owned facility or on Council owned land, you are not required to provide a copy of your Risk Management Form.

If No, please refer to the following link for information which will assist your organisation to develop a risk management plan, including pre-populated checklists.

Volunteer Now - Risk Management Templates

Our Community - Event Risk Management Template

COVID-19

Applicants are required to consider the implications of COVID-19 when developing their proposals. The links below provide up-to-date information that you should consider:

QLD GOVERNMENT: UNITE & RECOVER

2. Project Details Continued

* indicates a required field

Please attach proof of permission to use Council's park or facilities (park booking permit, lease agreement, etc.) *
Attach a file:

If you are planning an event in a Council park, reserve or facility you will need to apply for a permit or licence. Some other events may also require an additional permit or licence, e.g a Temporary Entertainment Event Licence (or TEEL). Please refer to permit and licence requirements or contact ICC Applications on 3810 6666 for further assistance.

Facility Upgrade

Who owns the facility that is being upgraded? *
○ State Government facility - approval documentation required
○ Federal Government facility - approval documentation required
○ Local Government facility - approval documentation required
○ Privately Owned facility - approval documentation required
○ Your organisation's facility- approval documentation not required

If your organisation is not the owner of the facility that is being upgraded, you must provide documentation from the owner showing their support for the project and evidence of your current tenure.

If you are a sporting club with a lease / seasonal permit for a Council owned facility, please contact the Sport and Recreation team at sportrecreation@ipswich.qld.gov.au or phone 3810 6666 before submitting your application.

Attach proof of permission from the owner of the property *
Attach a file:

Is your building covered by a heritage overlay? *
○ No
○ Yes - Please seek advice from Council's Planning and Regulatory Services Department on 07 3810 6666 prior to completing your application
○ Unsure - Please seek advice from Council's Planning and Regulatory Services Department on 07 3810 6666 prior to completing your application

Does your project have the necessary approvals? *
○ Not relevant - no approvals are required
○ Yes - approvals are attached below

Property development may require an appropriate approval. Please contact Council's Planning and Regulatory Services Department on 3810 6666 for further information prior to submitting this application to confirm whether an approval is required.

If approvals aren't required, please explain how you came to this decision. For example, you have contacted Council's Planning and Regulatory Services Department (noting the name of the Officer) and have been notified that approvals are not required. *

Attach approval *
Attach a file:

3. Budget

* indicates a required field

Please include GST in all amounts listed below. We will not add the GST to the amount allocated if you are registered for GST. It must be included in the total amount requested.

Your budget MUST balance i.e. Total Income = Total Expenditure.

For Income please include any of the following:

- The funding amount you are seeking (Councillor's Discretionary Funds) - to a maximum of $9,000.00 (each Councillor can allocate up to a maximum of $1,000.00)
- Cash / In-kind contribution from your organisation, e.g., staff costs, direct payment of goods/services, printing costs, administration support
- Voluntary contributions (ICC recognises the contribution of volunteers at $40.35 per hour. This amount can be claimed as your organisations in-kind contribution to the project costs)
- Other Guaranteed Income - this may be from other grants/sponsorship received, etc.

For Expenditure

- *Please list **all** costings for the project* - each supplier or item must be listed separately.

- Attach current quotes for each item Council funding will be used towards. Wherever possible goods and services should be purchased from Ipswich based providers. ATTACH CURRENT QUOTES ONLY - **DO NOT ATTACH INVOICES**. Please attach files below.

Note: Ipswich City Council provides In-Kind Assistance to eligible organisations to support the delivery of community and sporting events within the City of Ipswich. In-Kind Assistance includes the provision of refuse bins and portable toilets. Please see In-Kind Assistance to find the other ways Council can help.

3.1 Income Table

Income Description	$ Funds coming in
Councillor's Discretionary Fund (funding amount requested)	$

Applicant organisation financial contribution (if applicable)	$
Organisation in-kind contribution (if applicable)	$
Other Guaranteed Income (if applicable)	$
	$

3.2 Expenditure Table

Expenditure Description (list goods and/ or services)	$ Cost of goods/services
	$
	$
	$
	$
	$

3.3 Budget Totals

The budget totals are automatically populated from the tables above. These amounts should be the same.

Contact the Community Funding Team at communityfunding@ipswich.qld.gov.au if you require assistance with the budget.

Total Amount Requested (up to a maximum of $9,000) *

$

Total Income Amount

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

3.4 Please attach **CURRENT QUOTES ONLY** for expenditure items Council funds will be used towards. The total cost on quote/s provided must be equal to or greater than the amount being requested.

DO NOT ATTACH INVOICES. *
Attach a file:

Applications must include copies of current quotes received for the goods and/or services Council's funding will be used towards. Wherever possible goods and services should be purchased from Ipswich based providers.

4. Project Evaluation

* indicates a required field

At the end of your project, you must acquit the funding (proving you have spent the money in accordance with this application and provide copies of invoices and receipts). The acquittal also requires you to evaluate the project and provide information about the outcomes achieved.

For more information about evaluating projects, please refer to [Measuring What Matters Booklet](#).

Measuring the success of a project could include:

- the number of people attending and/or participating in the project
- surveying participants or target groups to gain feedback (this could be an online survey or hard copy surveys)
- undertaking participant or target group interviews
- providing images, photographs and/or videos of your activities

4.1 Metric	Target	Collection method	Explanatory notes
Which of our metrics will you track? You will be required to report on your progress. Add more rows if you want to list additional metrics. This question is read only.	Must be a number.		

4.2 Are there any other metrics that you would like to include to measure the success of your event? *

5. Organisational Details

* indicates a required field

Contact Details

5.1 Contact person *

Title   First Name   Last Name

This is the person we will correspond with about this funding application.

5.2 Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

5.3 Contact Phone Number *

Must be an Australian phone number.

5.4 Contact Email address *

Must be an email address.
This is the address we will use to correspond with you about this grant application.

5.5 Organisation's Street Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

2.2 Division where your organisation is located. *
○ Division 1   ○ Division 3   ○ Outside of the Ipswich LGA
○ Division 2   ○ Division 4

Please see below which Councillors look after which Division.

Division 1:
- Cr Pye Augustine
- Cr Jacob Madsen

Division 2:
- Cr Nicole Jonic
- Cr Paul Tully

Division 3:
- Cr Andrew Antoniolli
- Cr Marnie Doyle

Division 4:
- Cr David Cullen
- Cr Jim Madden

Not sure who your local councillors are or which division you're in?

Find out on the [Electoral Commission of Queensland website](#) (go to the webpage and type in your address).

5.6 Organisation's Postal Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

5.7 Organisation's Email address *

Must be an email address.

5.8 Organisation's Website

Must be a URL.
If applicable

5.9 Organisation's Bank Account *
Account Name

BSB Number   Account Number

Must be a valid Australian bank account format.
Approved funds will be transferred directly to this nominated bank account.

5.10 Do you have an ABN?
○ Yes   ○ No

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.

5.11 If your organisation is unincorporated, please attach a copy of your organisation's constitution
Attach a file:

5.12 Please attach a copy of your current Public Liability Insurance Certificate or Certificate of Currency *
Attach a file:

5.13 Please describe your organisation's expertise and capacity to manage community projects *

For example, please outline the management structure of your organisation and describe your organisation's ability/capacity to manage community projects

5.14 Are any Board / Management Committee members Ipswich City Council staff? *

○ Yes
○ No

Council collects this information in accordance with its Related Party Disclosure Policy

List of Board / Management Committee members who are Ipswich City Council staff

Name	Position in your organisation

5.15 Does your organisation adhere to sound Workplace Health & Safety practices? *

○ Yes
○ No

5.16 Does your organisation comply with all other Australian and Queensland Legislation including accounting and auditing requirements, antidiscrimination laws, privacy, confidentiality and freedom of information laws, registration and accredication of professional employees, and preparation and dissemination of annual reports? *

○ Yes
○ No

6. Certification

* indicates a required field

6.1 Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (e.g. CEO, President, Chairperson, Treasurer, Secretary). If the application is not being submitted from the email address of the certifying individual, a letter on the organisation's letterhead confirming their support for the application must be attached.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this funding, we will be required to accept the terms and conditions of the funding as outlined in the approval notification.

I agree *   ○ Yes

Name of Authorised Person *

Title	First Name	Last Name

Must be a person with delegated authority to sign on behalf of the organisation, e.g. chief executive officer, secretary, treasurer, chairperson

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.

Letter of certification (if relevant)   Attach a file:

6.2 Privacy Statement

Ipswich City Council is collecting your personal information so that we can process your request for Councillor's Discretionary Funds. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to relevant Council Committees, which may be recorded in meeting agendas and formal minutes, which are accessible to the public. Further, your personal information, such as your name, may be discussed at the meetings of Council and its committees which are open to the public. Please also note that, as per the Councillor Discretionary Funds Policy, Council will maintain a record of all allocated discretionary funding and will publish this notice on Council's website, including the name of each organisation receiving funds and the amount and purpose of that funding. Discretionary funding allocations will also be reported in Council's Annual Report. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.

7. Feedback

7.1 Applicant Feedback

Council invites feedback from applicants to help us to improve future community funding programs and processes. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Out of 5, how would you rate the complexity of this application form.

1 = Very Difficult, 5 = Very Easy

○ 1   ○ 2   ○ 3   ○ 4   ○ 5

Would you like to provide any feedback to assist us to improve the application process (including guidelines, timeframes, resources etc) to inform future funding and support programs?

We thank you for your feedback.