Quick Response Funding 2023/2024
Form Preview

Quick Response Funding Program

* indicates a required field

Before you continue:

You will need to fully understand the guidelines for the Quick Response Funding Program to make sure your organisation's application has the best chance of getting funded.

- Does your project "fit" with Council's funding principles and the program's funding objectives?
- Do you understand how your application will be assessed?

Please review the [Community Funding and Support Program 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.

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 - 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.

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.

1. Contact Details

1.1 Contact person *
Title   First Name   Last Name

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

1.2 Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

1.3 Contact Phone Number *

Must be an Australian phone number.

1.4 Contact Email address *

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

2. Organisation Details

2.1 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. *

Not sure which division you're in?

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

2.3 Organisation's Postal Address *
Address

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

2.4 Organisation's Email Address *

Must be an email address.

2.5 Organisation's Website

Must be a URL.
If applicable

2.6 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.

2.7 Latest Financial Statement and/or latest Annual Report *

Attach a file:

2.8 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.

2.9 If your organisation is unincorporated, please attach a copy of your organisation's constitution

Attach a file:

2.10 Please attach a copy of your current Public Liability Insurance Certificate or Certificate of Currency *

Attach a file:

2.11 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

2.12 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 (eg. Secretary, Committee Member, etc)

2.13 Does your organisation adhere to sound Workplace Health & Safety practices? *
○ Yes
○ No

2.14 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

3. Project Details

* indicates a required field

3.1 Project Title *

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

3.2 Is your application for an event (eg. festival, family fun day, fete, Christmas Carols, etc.) *
○ Yes   ○ No

Tell us about your project

- What will you do and what activities are involved?
- Who will be involved?
- Why is this project needed?
- How will you deliver the outcomes?

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

Please include details of what you will do (i.e. what activities are involved), how you will promote the project, and the outcomes you expect your activities 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

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

Must be a number.

3.4 Applications which demonstrate evidence of partnerships or collaborations are highly desirable. If you are working with another organisation to deliver this project, outline who they are and their role in this project? *

3.5 How will this project continue without future Ipswich City Council funding? *

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).

3.6 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.

3.7 Metric	Target	Collection method	Explanatory notes
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics. No more than 1 choice may be selected.	Identify a target for the metric you have chosen - an estimated total for your project.	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.

3.8 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 three (3) weeks of receipt of the funding application.

Start Date *

Must be a 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 one day).

End Date *

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

3.9 Where will the project take place? *
Address

If purchasing equipment, where will the equipment be stored?

3.10 Is your project being held in a Council park or facility? *
○ Yes   ○ No

Please attach the Park Booking Permit or proof of use of Council's park or facilities *
Attach a file:

This may be your Temporary Entertainment Event Licence Application Number. If unsure, contact the Community Grants Team on 3810 6648.

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.

3.11 Risk Management Plan

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 whose project is being held in a Council park or facility and 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

3.11 Risk Management Plan

Do you have a Risk Management Plan 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.

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](#)

Project Details Continued

* indicates a required field

Type of Event *
○ Community Events ○ Sporting Event

Event Start Time *

Event Finish Time *

Is this a ticketed event? *
○ Yes ○ No

Cost of ticket per person *

Please include details of different costs, eg. children, seniors, etc.

Is the contact person for the event the same as the contact person for this application? *
○ Yes ○ No
If we are able to assist with promotion of the event, is this application contact person the same contact person for the event?

Event Contact Name *
Title   First Name   Last Name

Event Contact Phone Number *

Must be an Australian phone number.

Event Contact Email *

Must be an email address.

4. Budget

* indicates a required field

If your organisation is registered for GST, all figures entered **MUST be GST EXCLUSIVE** (if successful, GST will be added to the amount funded).

If your organisation is NOT registered for GST, all figures entered **MUST include GST** (where applicable).

Click here for an online GST calculator to assist with your budget.

Applicant Contribution must be at least 20%:

Applicants are required to contribute to the cost of their project. Funds and/or support from other sources are required for Community Projects Funding, with a minimum applicant contribution requirement of 20%, and could include:

- 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 organisation's in-kind contribution contribution to the project costs)
- Other Guaranteed Income - this may be from other grants/sponsorship received, etc.

For Expenditure:

- Please complete your **full** project budget in the table below - *not just the grant portion*.

- 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.

4.1 Income Table

Income Description	$ Funds coming in
Council's Quick Response Funding (amount requested)	$
Applicant organisation financial contribution (if applicable)	$
Applicant organisation in-kind contribution (if applicable)	$

Other guaranteed income (if applicable)	$
	$
	$

4.2 Expenditure Table

Expenditure Description	$ Cost of goods/services
	$
	$
	$
	$
	$
	$

4.3 Budget Totals

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

Contact the Community Funding Team if you require assistance with the budget.

Total Amount Requested (up to a maximum of $1,000) *

$

Total Income Amount

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

4.4 Please attach **CURRENT QUOTES ONLY** for all expenditure items Council funds will be used towards.

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.

4.5 Are goods and/or services being purchased from Ipswich based providers? *

○ Yes - for all goods/services   ○ No
○ Yes - for some goods/services

Wherever possible goods and services should be purchased from Ipswich based providers. You may find an Ipswich based provider at https://www.shopipswich.com.au/.

If not purchasing goods and/or services from Ipswich based providers, please explain why (eg. not available from a local provider, etc.) *

5. Project Evaluation and Council Acknowledgement

* indicates a required field

Project Evaluation

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

5.1 Metric	Target	Collection method	Explanatory notes
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics. This question is read only.	Identify a target for the metric you have chosen - an estimated total for your project. This question is read only.	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. This question is read only.	Add notes if you need to provide more context. This question is read only.

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

Council Acknowledgement

If your funding application is successful, you will be required to acknowledge the financial support provided by Ipswich City Council.

Ways of acknowledging funding should include:

- Inclusion of Council's Logo on all promotional and publicity activity, material and publications directly relating to the project

- Council's support acknowledged in any media statements, speeches, newsletters, annual reports, and correspondence to supporters and members relating directly to the project
- The Mayor and relevant Divisional Councillors are invited to attend and participate in the event and in any media releases and media opportunities directly related to the project
- Council's support acknowledged in multimedia material associated with the project such as website and social media

Further information on ways to acknowledge Council can be found on the [Acknowledgment of Council Funding](#) factsheet.

5.2 How will Council be acknowledged? *

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 Funding Agreement.

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 Quick Response Funding. 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 Community Funding and Support Policy, applicants are required to give permission for Council to publish the name of the recipient and the funding amount in accordance with Council's requirements under the Local Government Act 2009 and the Local Government Regulation 2012. 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. Checklist and Feedback

* indicates a required field

Have you attached copies of all documents as required to support your application?

Incomplete applications will not be considered.

7.1 Checklist - these documents are required *
☐   Latest Financial Statement and/or latest Annual Report
☐   Public Liability Insurance Certificate or Certificate of Currency
☐   Current Quotes for goods and/or services Council funds will be used towards

Checklist - these documents may be required
☐   Applicant organisation's constitution (if applicant organisation is unincorporated)
☐   Risk Management Plan (if applicable)
☐   Other required documentation (eg. park booking permit or proof of venue hire, etc.) if applicable
If these documents are required and not attached, your application will not be considered

7.2 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.