

Ti Tree Community Fund Application

Form Preview

1.0 Project Eligibility

* indicates a required field

Before you continue:

You will need to fully understand the [guidelines](#) for the Ti Tree Community Fund to make sure your 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 [Ti Tree Bioenergy Community Fund 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 Basic Eligibility Criteria

1.1.2 Does the project mitigate or offset any 'perceived' or 'real' social or environmental impacts that may arise from the Ti Tree Bioenergy Landfill facility at Champions Way, Willowbank? *

☐ Yes ☐ No

Real or perceived impacts of landfills may include (but not limited to) land clearing, surface and groundwater quality impacts, odour, noise, dust, visual amenity, road safety, community pride, mental health, social wellbeing, litter, wildlife impacts.

1.1.3 Will the project be carried out within the Ipswich Local Government Area? *

☐ Yes ☐ No

1.1.4 Is the project already required to be undertaken by Ti Tree Bioenergy as part of its environmental permit or other legal requirement? *

☐ Yes ☐ No

You can find Ti Tree Bioenergy's permit here <https://apps.des.qld.gov.au/public-register/results/ea.php?reference=EPPR00573913>.

1.1.5 Does the project promote, benefit or partner with any waste facility? *

☐ Yes ☐ No

Promoting waste (or waste facilities) is not an objective of this funding.

1.1.6 Will the project be carried out for a broad public or environmental purpose? *

☐ Yes ☐ No

Projects that primarily benefit individuals or organisations are ineligible.

1.1.7 You agree that the project has not yet commenced OR the project adds value to items not already in scope of an existing project? *

☐ Yes ☐ No

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1.1.8 Are you the property owner or have written consent of the property owner where the project is being undertaken? *

☐ Yes ☐ No

1.1.9 Will you (the applicant) financially benefit from this application?

☐ Yes ☐ No

The primary objective of the project must not be directed at making a profit and must be for broader community and/or environmental benefit.

Basic Eligibility Met

Based on the answers to the questions above, your project meets the basic general project eligibility criteria of the Ti Tree Bioenergy Community Fund Guidelines. Please continue with your application.

Ineligible Project

Unfortunately your project is ineligible based on the answers to the questions above. Please re-consider your project to ensure it meets the eligibility criteria outlined in the Ti Tree Bioenergy Community Fund Guidelines.

2.0 Applicant Information

* indicates a required field

2.1 Applicant Details

2.1.1 Name of Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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2.1.2 Contact person for the funding application *

Title First Name Last Name

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

2.1.3 Position within the organisation *

2.1.4 Contact Phone Number *

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Must be an Australian phone number.

2.1.5 Contact Email Address *

Must be an email address.

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

2.1.6 Organisation's Website *

Must be a URL.

2.1.7 Street Address *

Address

Click on Cannot Find My Address if your address does not come up in the list.

2.1.8 Division where your street address is located *

- ☐ Division 1 ☐ Division 3 ☐ Outside of Ipswich
☐ Division 2 ☐ Division 4

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 website and type in your address).

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 Antonioli
- Cr Marnie Doyle

Division 4:

- Cr David Martin
- Cr Jim Madden

2.1.9 Postal Address *

Address

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Click on Cannot Find My Address if your address does not come up in the list.

2.1.10 Email Address *

Must be an email address.

2.1.10.1 Phone Number

Must be an Australian phone number.

2.1.11 Do you have public liability insurance? *

☐ Yes ☐ No

2.1.12 Do you have an ABN *

☐ Yes ☐ No

If your application is successful, the approved funds will be transferred to your nominated bank account.

2.1.13 Applicant's Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Approved funds will be transferred to this nominated bank account upon receipt of an invoice

2.1.14 Applicant 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	

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Must be an ABN.

2.1.15 Applicant'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.

2.2 Auspicing Incorporated Organisation's Details - for organisations with no ABN

2.2.1 Name of Auspicing Organisation *

Organisation Name

2.2.2 Please attach a letter confirming the Organisation's intention to auspice this application *

Attach a file:

2.2.3 Auspicing Organisation Contact Person *

Title

First Name

Last Name

2.2.4 Contact Person's Position in Auspicing Organisation *

2.2.5 Auspicing Organisation's Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

2.2.6 Auspicing Organisation's Contact Phone Number *

Must be an Australian phone number.

2.2.7 Auspicing Organisation's Contact Email Address *

Must be an email address.

2.2.8 Auspicing Organisation's Website *

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Must be a URL.

2.2.9 Auspicing Organisation's 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.

2.2.10 Does the auspicing Organisation adhere to sound Workplace Health & Safety practices? *

☐ Yes ☐ No

2.2.11 Does the auspicing Organisation comply with all other Australian and Queensland Legislation including accounting and auditing requirements, anti-discrimination laws, privacy, confidentiality and freedom of information laws, registration and accreditation of professional employees, and preparation and dissemination of annual reports? *

☐ Yes ☐ No

2.2.12 Auspicing 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.

2.3 Public Liability Insurance Certificate or Certificate of Currency Upload

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

Attach a file:

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The minimum cover required is \$20 million and the insurance company must be licensed to operate in Australia. The certificate must be in the name of the applicant.

2.4 Conflicts of Interest

2.4.1 Is the funding recipient, or associates of the funding recipient, Ipswich City Council staff? *

☐ Yes ☐ No

Associates of the funding recipients are individuals responsible for expenditure of the funding (if successful), or offer a service that may receive payment from successful grant funds.

2.4.2 List of funding recipients or associates who are Ipswich City Council staff.

Name	Association with funding recipient (e.g. position within organisation, role in the project, relationship to funding recipient , service provider details)

2.5 Does the applicant adhere to sound Workplace Health & Safety practices? *

☐ Yes ☐ No

2.6 Does the applicant comply with all other Australian and Queensland Legislation including accounting and auditing requirements, antidiscrimination laws, privacy, confidentiality and freedom of information laws, registration and accreditation of professional employees, and preparation and dissemination of annual reports? *

☐ Yes ☐ No

3.0 Project Details

* indicates a required field

3.1 Project Title *

3.2 Is your project a facility upgrade? *

☐ Yes ☐ No

3.3 TELL US ABOUT YOUR PROJECT

- What will you do and what activities are involved?
- Who will be involved?

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- How does this project mitigate the real or perceived social or environmental impacts of the Ti Tree Bioenergy facility?
- How will the broader community and/or environment will benefit from the project?
- Will the project have a long-term or short-term impact? If so, explain how.
- Does the project offset increased waste and environmental impacts from population growth? If so, explain how.

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

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.

3.4 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)

3.5 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

3.6 Project Start Date (approx) *

Must be a date.

Projects must not start until after funding has been approved.

3.7 Project End Date (approx) *

Must be a date.

Your project must be completed within 12 months from the decision date

3.8 Where will the project take place? *

Address

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

If purchasing equipment, where will the equipment be stored? PLEASE NOTE: Projects must be conducted within the Ipswich LGA to be eligible for funding.

3.9 Which Council division will the project be held in? *

- | | |
|----------------------------------|----------------------------------|
| ☐ Division 1 | ☐ Division 3 |
| ☐ Division 2 | ☐ Division 4 |

Not sure which division the project will be held in?

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

3.10 Will your project mitigate environmental and/or social impacts from the Ti Tree Bioenergy Facility? *

☐ Environmental ☐ Social

No more than 2 choices may be selected.

3.11 Does your project involve tree planting or vegetation management? *

☐ Yes ☐ No

Vegetation management includes weeding, establishing existing vegetation, ecological burning or similar?

3.12 Is the planting or vegetation management within, or adjacent to, a wildlife corridor? *

☐ Yes ☐ No

Not sure if you're in or near a wildlife corridor?

Wildlife corridors generally exist within mapped regulated vegetation management areas that are highlighted in red, dark blue, light blue or yellow within [Queensland Globe Vegetation Management Mapping](#).

To find if your property is within a regulated vegetation mapping area, click the # search option on the left hand side of the Qld Globe web page and type in your "street address".

3.13 Please briefly explain how your project has a broad environmental benefit beyond the project location. *

3.14 Is your project being held in a Council park or facility? *

☐ Yes ☐ Yes - we are a sporting club / organisation in a Council owned facility

☐ No

PERMITS AND LICENSES

Some events and activities, even those held on your own or private property, may require a permit or licence,

Events - a Temporary Entertainment Event Licence (or TEEL) or may be required for events attracting 500 people or more. Please refer to the [Permit and Licence Information](#) page for requirements or contact the ICC Applications Team on (07) 3810 6666 for further assistance.

Activities - some activities for examples [caring for wildlife](#), [collecting native seeds or harvesting native plants](#) may require permits. Please ensure you carry out your own research as to whether the activity requires a permit or licence.

3.15 Do you have a risk management plan for your project? *

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☐ Yes

☐ No

PLEASE NOTE: You are not required to provide a copy of your Risk Management Form on this application, however you may need to provide one if you are required to apply for any type of Permit or Licence for your project.

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

[Volunteer Now - Risk Management Templates](#)

Project Details Continued

* indicates a required field

3.16 Ipswich City Council Permit / Licence

Events on Council Land

If you are planning an event in a Council park, reserve or facility you will need to apply for a permit or licence. For further information, including the link to [Park Search](#) for the online application, please visit the [Permit and Licence Information](#) page.

Tree Planting on Council Land

If you are planning to organise a tree planting event on Council owned land, please contact environment@ipswich.qld.gov.au to organise a meeting with the Environmental Events and Partnerships Officer to discuss the legal requirements & owner's consent.

Please attach any permits, licenses, leases, or other evidence of Council's consent. *

Attach a file:

If council land, this may include a park permit, temporary entertainment event licence, or email from a council representative.

3.17 Facility Upgrade

Who owns the facility that is being upgraded?

- ☐ Ipswich City Council facility - approval documentation required
- ☐ State Government facility - approval documentation required
- ☐ Federal Government facility - approval documentation required
- ☐ Privately Owned facility - approval documentation required
- ☐ Your organisation's facility- approval documentation not required

3.18 Approval Documentation

If you / 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.

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If you are in an Ipswich City Council owned facility, please email council@ipswich.qld.gov.au or phone 3810 6666 before submitting your application.

Attach proof of permission from the owner of the property and proof of current tenure *

Attach a file:

PLEASE NOTE: Approval from the owner of the property does not replace any Development Application that may need to be submitted and approved for the works to proceed.

3.19 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
- ☐ Not sure - Please seek advice from Council's Planning and Regulatory Services Department on 07 3810 6666 prior to completing your application

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.

3.20 Do the upgrades have the necessary approvals?

- ☐ Not relevant - no approvals are required
- ☐ Yes - approvals are attached below

3.21 Attach approval:

Attach a file:

3.22 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.

4.0 Budget

Guidance Information - Please Read

Excluding or including GST in your Budget

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

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If you or your organisation is NOT registered for GST, all figures entered **MUST include GST** (where applicable) to ensure your application covers the full amount of the cost of your project.

Applicant Contribution must be at least 10%

Applicants are required to contribute to the cost of their project or event. Funds and/or support from other sources are required for Ti Tree Bioenergy Funding, with a minimum applicant contribution requirement of 10%, 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 to the project costs)
- Other Guaranteed Income - this may be from other grants/sponsorship received,

For Expenditure

- Please complete your full event 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 / hired from Ipswich based providers.
- ATTACH CURRENT QUOTES ONLY - DO NOT ATTACH INVOICES. Please attach files below.

4.1 Income Table

Income Description	\$ Funds coming in
Funding amount requested from Ti Tree Bioenergy Community Fund	
Applicant's financial contribution (if applicable)	
Applicant's in-kind contribution (if applicable)	
Other Guaranteed Income (if applicable)	
Partnering Organisation's financial contribution (if applicable)	

4.2 Expenditure Table

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

4.3 Budget Totals

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The budget totals are automatically calculated from the tables above. Total income and total expenditure should be the same.

Please contact the Ti Tree Program Coordinator at titreefund@ipswich.qld.gov.au if you require assistance to complete the budget.

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

4.4 Attach Quotes

Please attach **CURRENT QUOTES ONLY** for all expenditure items Council funds will be used towards. Please see the [Acceptable and Unacceptable Quotes](#) fact sheet to ensure your quote is compliant. **DO NOT ATTACH INVOICES**

Attach your quotes here:

Attach a file:

5.0 Project Evaluation and Council Acknowledgement

* indicates a required field

5.1 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

How will you measure the success of your project? *

5.2 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:•

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- 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 project 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](#) fact sheet.

How will Council be acknowledged? *

NOTE: You will be required to provide evidence of how you acknowledged Council and the funding of your project (eg. copies of advertising material / newsletter / annual report, link or image of social media post, etc.)

6.0 Certification

* indicates a required field

6.1 Certification

Organisation 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

Position *

Contact Phone Number *

Must be an Australian phone number.

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Contact Email *

Must be an email address.

Date *

Must be a date.

Letter of certification (if relevant)

Attach a file:

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.

6.2 Certification

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if I am approved for this funding, I will be required to accept the terms and conditions of the funding as outlined in the Funding Agreement.

I Agree *

☐ Yes

Name *

Title

First Name

Last Name

Date *

Must be a date.

Privacy Statement

Ipswich City Council is collecting your personal information so that we can process your request for the Ti Tree Bioenergy Community Fund. 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.