

Sustainability & Climate Action Application form 26

Form Preview

New Application

* indicates a required field

Program

This field is read only.

If you do contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

Once a new application is started, the system will generate a unique application reference number. You may save your application as a draft and return to it at any time to continue working on it. Draft applications can be edited and updated prior to final submission. Once submitted as final, the application will be considered complete, and no further changes can be made. If you require further information or assistance with your proposed project or planned activities, you are encouraged to contact the Grant Officer at sustainability@cairns.qld.gov.au. The Grant Officer can provide guidance to help you complete your application effectively and ensure all requirements are met

Eligibility

I confirm that the applicant... *

- is not an individual
- is not a political party or discriminatory group
- is not a school, university or TAFE college
- does not have outstanding Council grants that have not been acquitted within required time frames, or grants that have previously not been satisfactorily acquitted.
- does not have overdue outstanding payments to Council (e.g. rents, rates, fees, Council guarantor loan repayments)
- does not own, lease, manage or operate premises with poker machines
- is able to demonstrate alignment between their project and the aims of this program
- is delivering the event, activity or program within the Cairns Local Government Area
- has the appropriate type and level of insurance for the activities that are the subject of this grant
- is not requesting support for a project, event or activity that has already occurred
- is not requesting support for seasonal or regular bookings of Council-managed facilities
- is not requesting support for projects, events or activities that are the subject of litigation
- is not requesting support for usual business operating expenses
- is not requesting support for programs that duplicate existing services or programs
- is not requesting support for programs, events or activities with a sole religious or political purpose.

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is a not-for-profit organisation defined as "any local organisation, club, state or national organisation, who holds incorporated status under the Associations In-corporations Act 1981, or is a company limited by guarantee under the Corporations Act 2001, and does not operate for the profit or gain (either direct or indirect), of its individual members either from ongoing operations or on its winding up

has read and understood the Grant Objectives and Eligibility requirements. Click the link below to view the requirements.

You must select all that apply to your application/organisation, failure to comply with some criteria may affect your application eligibility. Click [here](#) for the grant objectives and eligibility requirements.

I confirm these statements above are true and correct *

Yes

No

You are not eligible for this Cairns Regional Council Grant

For further information on eligibility please contact the grant officer at grants@cairns.qld.gov.au

Please confirm if this application is a Draft or Final submission

*

Draft submission

Final submission

Contact Details

* indicates a required field

Organisation Details

Organisation name *

Organisation Name

Please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Organisation primary address *

Address

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

Organisation postal address

Address

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Organisation primary phone number *

Must be an Australian phone number.

Applicant primary email *

Must be an email address.

Organisation primary website

Must be a URL.

Primary Contact Details

Primary contact name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This is the person we will correspond with about this grant.

Primary contact position *

Primary contact phone number *

Must be an Australian phone number.

Primary contact email *

Must be an email address.

Secondary Contact Details

Secondary contact name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Secondary contact phone number

Must be an Australian phone number.

Secondary contact email

Must be an email address.

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Organisation Details

* indicates a required field

Does your organisation have an ABN? *

Yes

No

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	

ABN lookup - <https://abr.business.gov.au/>

As you do 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 [the ATO website](#)

Please upload completed Statement of Supplier Form: *

Attach a file:

Max 25mb per file uploaded

Incorporated Status

Is your organisation incorporated? *

Yes

No

Incorporated Details

What is your incorporation number? *

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Incorporated Association or Australian Company Number

Please attach evidence of your organisation's not-for-profit status *

Attach a file:

GST Registration

Is your organisation registered for GST? *

Yes No

Note: even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the activity or event as per federal legislation, see:

<https://www.ato.gov.au/Business/GST/>

Certificate of Public Liability Insurance

Should you be successful you will be required to submit your current Public Liability Insurance Certificate.

This must be for \$20,000,000 and have Cairns Regional Council listed as an interested party.

Auspice Information

* indicates a required field

Is your organisation auspiced by another organisation for the purpose 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

Auspice organisation name *

Organisation Name

Please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Auspice primary address

Address

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Auspice postal address

Address

Auspice primary phone number *

Must be an Australian phone number.

Auspice email address *

Must be an email address.

Auspice website

Must be a URL.

Primary contact person at Auspice organisation *

Title First Name Last Name

Auspice primary contact phone number *

Must be an Australian phone number.

Auspice primary contact email address *

Must be an email address.

Please attach a letter from the auspice organisation confirming that the auspice arrangement is valid and current. *

Attach a file:

The letter must be on the organisations letter head signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

Does the auspice organisation have an ABN? *

Yes

No

Auspice 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

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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.

ABN lookup - <https://abr.business.gov.au/>

As the auspice 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 [the ATO website](#).

Please upload completed Statement of Supplier Form: *

Attach a file:

Max 25mb per file uploaded

Incorporated Status

Is your organisation incorporated? *

Yes

No

Incorporated Details

What is your incorporation number? *

Incorporated Association or Australian Company Number

Please attach evidence of your organisation's not-for-profit status *

Attach a file:

Project Details

* indicates a required field

Project title *

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

Project location *

Anticipated start date *

Must be a date.

Anticipated end date

Must be a date.

If unknown, provide your best guess or leave blank

Please provide a short summary of your project *

This may be published as part of grant reporting. 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). If you are unsure of how to frame your response funding centre provides some examples <https://explore.fundingcentre.com.au/help-sheets/answersbank>

Project Details. Describe your proposed project or activity in details. Please include project objectives, aims, expected outcomes and how you plan to implement this project in the next 12 months.

Be descriptive and provide a whole picture of the proposed project or activity(s). Include a description 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), how you will implement the project. Similar to the short summary, however please provide a more in-depth description and details. If you are unsure of how to frame your response funding centre provides some examples <https://explore.fundingcentre.com.au/help-sheets/answersbank>

Sustainability and Climate Action Outcomes

Which of the following outcomes will the project contribute to? (tick all that apply) *

- Community Resilience and Capacity: Strengthening community resilience in relation to food, water, energy, waste or disaster preparedness.
- Emissions Reduction: Reducing greenhouse gas emissions in the Cairns region through education, energy efficiency, renewable energy generation or sustainable transport.
- Natural Environment: Strengthening species and/or ecosystem resilience to human induced environmental pressures through education and/or on-ground action.

Assessment Criteria

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Describe how the project will deliver on the outcome(s) selected above and how these outcomes will be measured. 50% weighting *

Detail the anticipated number of community members that will be reached by the project and how this will be measured. 30% weighting *

e.g Number of active club members, workshop attendees, social media interactions, website visits etc.

Describe how the project budget (as described in Section 6 Financial Information) represents the best value for money. Attach supporting documentation and list additional funding sources (if any). Please include written quotations (or estimates, if quotes are unavailable) for all items, with a minimum of two quotes for items over \$1000. 10% weighting *

e.g If applying for a rooftop solar system, provide evidence of expected electricity and bill reductions (current power consumption compared to expected consumption after installation)

Supporting documentation *

Attach a file:

Provide evidence of the capability of the organisation to plan, manage and deliver the project and acquit grant funds. 10% weighting *

Financial Information

* indicates a required field

Council Funding Information

Total amount requested *

\$

Must be a dollar amount and between 500 and 5000.

What is the total financial support you are requesting in this application?

Does your organisation intend to apply for other Council funding (cash or in-kind) for the proposed project? *

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Yes

No

Please include grant details and the application status *

Financial Benefit Declaration

Please declare if any members of your group / organisation will personally receive a financial benefit through this project, eg. Paid Presenters, Musician *

Yes

No

Comments:

Income and Expenditure

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.

Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly.

Project Income

Income description	Income source	Confirmed income?	Income amount (\$)	Notes
			\$	
			Must be a dollar amount.	

Project Expenditure

Expense description	Expense amount (Incl. GST)	Notes
	\$	
	Must be a dollar amount.	

Budget Totals

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Total income amount

\$

This number/amount is calculated.

Total expenditure amount (incl. GST)

\$

This number/amount is calculated.

Income minus expenditure

This number/amount is calculated.

Project Approvals and Supporting Documentation

* indicates a required field

Provide details of any approvals permits and considerations relevant to your proposed project.

Project Approvals

What are the land ownership and/or lease details where the activity, event or project will take place? (if relevant)

Note: If the land/property is leased from another party e.g. Council, private land/property owner, attached permit or approval from land/property owner supporting the proposed project. (this could include early communication via email or letter of support).

Upload Files

Attach a file:

Are you aware of any environmental, cultural or heritage considerations associated with the proposed project? *

Yes

No

Please provide details

*

Are there any Council approvals or permits applicable to this project, activity or event? *

Yes

No

e.g park hire, food permits, temporary entertainment permit etc

Please attach a copy of any Council approvals or permits applicable to this project, activity or event.

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Upload files *

Attach a file:

Certification

* indicates a required field

Certification

By submitting this application I/we, as the applicant, authorise Cairns Regional Council to undertake any necessary due diligence and hereby certify that all details provided in this application are true and correct and understand the Council's policy on confidentiality, commercial in-confidence and privacy statement.

- I certify that I am authorised by the organisation to prepare and submit this application.
- I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this is correct.
- I have disclosed full and accurate information of income and expenditure for the project proposed.
- I agree to provide Council with any additional information required to assess this application.
- I agree to comply with all requirements of the grant funding stream and will return any unspent grant monies.
- I will acknowledge the support of Council in all relevant promotional and printed material.
- I confirm that the appropriate level of Public Liability Insurance will be arranged for the project described in this application.

Name of authorised person *

Title

First Name

Last Name

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact Email *

Must be an email address.

Cairns Regional Council Privacy Statement

Cairns Regional Council is collecting your personal information for the purpose of processing your grant application. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law. Your personal information will be handled in

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accordance with the *Information Privacy Act 2009*. Cairns Regional Council and its offices are subject to the *Queensland Right to Information Act 2009*.

For further information regarding the Cairns Regional Council Privacy Statement [Click here](#)

Draft Submission

You are about to submit your draft submission. You will be contacted within 10 business days by the Sustainability Liaison officer regarding your application.

They will discuss your draft submission and recommend any changes if needed. You will be sent a link to reopen your draft submission and make the necessary changes to submit your Final submission.

If you have further queries and would like to speak to an officer prior to submission please contact us at **email: sustainability@cairns.qld.gov.au**

or

by phone on **(07) 4044 3384** during business hours

If you have changed your mind and would like this to be a Final Submission, you must go back to the first page and click on Final submission.