

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

### Important notes

\* indicates a required field

**BEFORE** you submit an application please ensure you have read the [2024-25 Capital Infrastructure Program Information Kits](#).

Please ensure you make contact with the Community Grants Team who can provide you with further information on eligibility requirements.

- Applications are funded based on a competitive process and the total funding pool available.
- Only information provided in this application will be used to assess your application.
- Applicants will receive formal notification of the outcome of their application within three months.
- Ensure that your project does not commence prior to receiving formal notification. Projects that commence prior to this are ineligible for funding.

If you have any queries or would like further information and assistance, please contact:

The Community Grants Team

Redland City Council

Ph: (07) 3829 8999

**I have consulted with the Redland City Council Community Grants Team. \***

- ☐ Yes  
☐ No

**I have read and understood the Capital Infrastructure Program Guidelines \***

- ☐ Yes  
☐ No

Capital Infrastructure Program Guideline can be found at <https://www.redland.qld.gov.au/grants>

**Which Capital Infrastructure Grant sub-category are you applying under? \***

- ☐ Small Capital Infrastructure - up to \$10,000  
☐ Major Capital Infrastructure - \$10,000 - \$50,000

### Applicant Details

\* indicates a required field

#### Note:

The applicant is responsible for:

- Obtaining all relevant approvals required to complete the project, prior to the commencement of works;
- Having adequate insurance including a minimum of \$20 million public liability in relation to the activities carried out by the applicant for this project;

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

- Ensuring a safe work environment in accordance with WH&S Act, Regulation and Codes of Practice; and
- Engaging the use of licensed contractors to undertake related works for the project.

**Applicant Organisation Name \***

Organisation Name

**Organisation Primary Address \***

Address

  

Suburb      State      Postcode

            

**Organisation Postal Address**

Address

  

Suburb      State      Postcode

            

**Organisation Primary Phone Number \***

**Organisation Primary Email \***

### Authorised Officer Contact Details

An authorised officer of the applicant organisation (e.g. Chief Executive Officer, President or Chair).

**All grant correspondence will be directed to this contact person.**

**Contact Name \***

Title      First Name      Last Name

            

**Position \***

**Primary Phone Number \***

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

### Primary Email \*

### Is the organisation a legal not-for-profit and/or Incorporated entity? \*

- ☐ Yes  
☐ No

### Is the organisation incorporated? \*

- ☐ Yes  
☐ No

Applicant must be not-for-profit incorporated organisation, or auspiced by an eligible organisation

### Incorporation Number / Australian Company Number \*

### Under Which Act is the organisation incorporated? \*

- ☐ Association Incorporation Act 1981 (Qld)  
☐ Co-operatives National Law Act 2020 (Qld)  
☐ Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwlth)  
☐ Local Government Act 2009( Qld)

### What is the purpose of the organisation? \*

No more than 150 characters

### How many members does the organisation have? \*

### Does the organisation have an ABN? \*

- ☐ Yes  
☐ No

A Statement by Supplier form can be found under 'Related Information' on Council's Community Grants website page

### 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

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Attach a completed Statement by Supplier form. \*

Attach a file:

Required if applicant does not have an active ABN. Statement by Supplier forms are available at [www.redland.qld.gov.au/grants](http://www.redland.qld.gov.au/grants)

## Auspice Organisation Details

\* indicates a required field

### Auspice details

**Please note that a confirmation letter of agreement from the sponsoring organisation accepting management and financial responsibility of the grant is required - Please upload at the end of the application form.**

### Auspice Full Legal / Incorporated Name \*

Organisation Name

Must be a not-for-profit incorporated organisation

### Incorporated Number / Australian Company Number \*

### Under which Act is the organisation Incorporated? \*

- ☐ Associations Incorporation Act 1981 (Qld)
- ☐ Co-operatives National Law Act 2020 (Qld)
- ☐ Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwlth)
- ☐ Local Government Act 2009 (Qld)

### Does the Auspicing body have an ABN? \*

- ☐ Yes
- ☐ No

A Statement by Supplier form is required if organisation does not have an ABN. A Statement by Supplier form can be found under "Related Information" on Council's Community Grants webpage - [www.redland.qld.gov.au/grants](http://www.redland.qld.gov.au/grants)

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

**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	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Auspice Contact Details

**Auspice Primary Address**

Address

Suburb   State   Postcode

**Auspice Postal Address \***

Address

Suburb   State   Postcode

**Auspice Primary Phone Number \***

**Auspice Primary Email \***

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

### Attach a completed Statement by Supplier form. \*

Attach a file:

A Statement by Supplier form can be found under "Related Information" on Council's Community Grants webpage - [www.redland.qld.gov.au/grants](http://www.redland.qld.gov.au/grants)

### Auspice Authorised Officer

An authorised financial officer of the auspice organisation (e.g. Chief Executive Officer, President or Chair).

### Auspice Project Contact Name \*

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

### Position \*

### Primary Phone Number \*

### Primary Email \*

## Eligibility Checklist

### Eligibility Requirements

- ☐ Project is based in Redland City,
- ☐ Organisations be a not-for-profit and incorporated entity,
- ☐ Have an active ABN or Statement by a supplier,
- ☐ Be operating and financially viable,
- ☐ Hold Public Liability Insurance (\$20 million),
- ☐ Have a bank account in the name of the legal entity,
- ☐ Not hold a licence for more than 20 gaming machines, and
- ☐ Have no outstanding debts or grant acquittals to Council.

If you have ticked ALL of these items you are ELIGIBLE to apply.

### Ineligible Applicants

- ☐ Government or semi-government organisations i.e. hospitals and libraries,
- ☐ Public and private education institutions (i.e. primary, secondary and independent schools or tertiary institutions),
- ☐ For profit businesses,
- ☐ Child care and after-school care service providers,
- ☐ Political parties and political lobby groups,
- ☐ Industry peak bodies or organisations that as part of their charter do not provide a direct community benefit; and

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

☐ Organisations that are supported through Council's Targeted funding allocations to deliver community services, if applying for the same project.

If you have ticked one of these items you are INELIGIBLE to apply.

### Applicants cannot request funding for the below:

- ☐ Day-to-day operational costs for an organisation, including staff wages, rent and insurances (unless there is evidence it is an additional expense incurred by the funded project);
- ☐ Projects for fundraising purposes where proceeds will be provided to a third party,
- ☐ Projects of a political nature or those which incorporate political activities,
- ☐ Projects operated for commercial purposes,
- ☐ Projects which begin before grants are awarded (no grants will be awarded retrospectively),
- ☐ Payment of debts to any entity including council,
- ☐ Recurrent projects,
- ☐ Projects considered the core responsibility of other levels of government,
- ☐ Events or activities in competition or conflict with council,
- ☐ Projects that have the same or similar outcome that have been funded under any other council programs including operational funds, Sponsorship and the Mayor and Councillors Community Benefit Fund,
- ☐ Project costs incurred outside the funding period,
- ☐ Purchase of vehicles,
- ☐ Purchase of alcohol, prize money or the purchase of prizes including gift cards,
- ☐ Donations,
- ☐ Project costs already supported through other federal or Queensland Government funding,
- ☐ Maintenance of a council facility where the responsibility of maintaining the facility lies with the lessee, including but not limited to, painting and day-to-day maintenance to ensure the general upkeep of the building or facility,
- ☐ Regular maintenance or replacement of floor coverings,
- ☐ Purchase of land, existing buildings or facilities,
- ☐ Turf, landscaping and laying of turf,
- ☐ Building work and professional fees that are not related to the project,
- ☐ Repair or redevelopment of facilities damaged by fire, explosion, vandalism, flood (except projects impacted by floods in areas declared by the natural disaster relief and recovery arrangements (NDRRA)), cyclone, storm, or other natural disaster where the facility should be covered against that type of damage by insurance, and
- ☐ Works on privately owned land unless significant local partnerships are demonstrated and the project has wide community benefit and ongoing access is assured through an appropriate tenure agreement.

## Capital Works Project Details

\* indicates a required field

### Project Title \*

Must be no more than 150 characters.

### Is the project activity to be conducted in Redland City \*

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

- ☐ Yes  
☐ No - Ineligible to apply

### Project location (address) \*

Address

  

Must be in Redland City

### Project description \*

Provide a short description (100 words recommended) of the project

### What stage of readiness is the proposed project at? \*

- ☐ Conceptual stage   ☐ Detailed stage   ☐ Signed contract   ☐ Tender   ☐ Sketch plans   ☐ Ready to proceed to construction   ☐ Other (please specify below)

### Other details

### Project Start Date \*

Must be a date and no earlier than 15/12/2024.

### Project End Date \*

Must be a date.

### Why is the project required? Please provide detailed reason/s \*

Evidence of demonstrated need can be uploaded at end of application form

### Has the organisation consulted with any Council Officers or external organisations in relation to the project? \*

- ☐ Yes  
☐ No

### If yes, please provide details and outcomes of consultation (include any advice provided) \*

Include the persons full name and department, or the organisation they are connected to if applicable.



# 2024-2025 Capital Infrastructure Application Form

## Form Preview

A [Project Plan Template](#) can be found under 'Related Information' on Council's [Community Grants](#) website page

**Please submit a detailed Project Plan outlining the activities and milestones for the project. \***

Attach a file:

## Details of Capital works

\* indicates a required field

**What is the real property (RP) description of the principal lot of the proposed site for the project? \***

Please include Lot Number and Registered Plan No.

**Who is the owner of the land or facility where the proposed project is to be located? \***

☐ Applicant Organisation      ☐ Council (owned or managed land)      ☐ State Government      ☐ Other (please specify below)

If you are not the land owner, please provide a copy of land owner consent from the land owner.

**Other details**

**Does the organisation have land owner's consent to undertake the works? \***

☐ Yes      ☐ No      ☐ In progress

Any organisation who is wanting to upgrade or construct on Council owned land must seek Land Owners Consent prior to commencing any works. Should an organisation wish to seek funding support for their project through grant opportunities, then the organisation must seek a letter of support from Council prior to lodging their grant application. Council has 2 documents it can provide:

**For grants** - Letter of Support (this is not land owners consent but a letter from Council showing their support for your project)

**For Land Owners Consent** - Land Owners Consent Letter (with stipulations on what is required of your organisation to complete your project)

[Further details and online application form can be found on our website](#)

**Does the organisation have a registered lease or permit to occupy for at least a three year period? \***

☐ Yes      ☐ No      ☐ In progress      ☐ Not applicable - owned by applicant

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

Please attach evidence at the end of the application.

### What is the lease period? \*

### Is the proposed project to be constructed on land controlled by an education institution? \*

☐ Yes ☐ No

Please provide a letter demonstrating a commitment to community use of the facility at the end of this application.

### Have all relevant Building/Plumbing/Planning approvals been obtained for this project? \*

☐ Yes, received. ☐ No, lodged and awaiting decision. ☐ No, required and yet to lodge. ☐ Not required.

Please attach evidence at the end of the application.

### Have qualified contractors been engaged to complete the project?

Outline the details of the provider and their qualification/s e.g. licence details

## Budget

\* indicates a required field

### Total Project Cost \*

What is the total budgeted cost of your project?

### Major Capital Infrastructure

### Has your organisation been funded for Major Capital Infrastructure in the last 3 years? \*

☐ Yes - Ineligible to apply  
☐ No

Only one successful Major Capital Infrastructure application is eligible every 3 years.

### Total Grant Amount Requested \*

Must be a dollar amount and between 10000 and 50000.

What is the total financial support you are requesting in this application? Please identify this in your budget.

### Major Capital Financial Cash Contribution \*

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

\$

Must be a dollar amount.

Calculating your 50% financial cash contribution: Total project cost less 'in-kind' contribution equals total cash component. You must provide 50% of the total cash component. If you require additional information contact the Grants Team on 3829 8999.

For example, if the total project cost is \$120,000 and the 'in-kind' contribution is \$20,000 then the total cash component is \$100,000.

You would then be expected to contribute \$50,000 (50% of the \$100,000), and the grant amount sought is \$50,000 (50% of \$100,000).

### How to calculate your organisations financial contribution:

1. "Total project cost" - "applicant in-kind contribution" = "Total project cash component"
2. "Total project cash component" x .5 = "**your cash contribution**"

## Small Capital Infrastructure

### Has your organisation been funded for Small Capital Infrastructure in the last 12 months? \*

- ☐ Yes  
☐ No

If Yes, ensure all previous funding has been successfully acquitted to be eligible to apply.

### Total Grant Amount Requested \*

\$

Must be a dollar amount and no more than 10000.

### Have you applied for co-funding towards this project from another funding source? \*

- ☐ Yes  
☐ No

### Please specify the name of the funding source/s, amount (\$) and when you expect to be notified of the outcome \*

## Income Budget

### Provide a breakdown of the total project income

#### Budget Tips

- Some required fields may not be applicable to you in the Income table, please indicate those as 'N/A' in the description and enter a value \$0.00.
- If your organisation is registered for GST, you will need to list the item amount **excluding GST** (if applicable) for each requested item.

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

- If your organisation is not registered for GST, you will need to list the amount **including GST** (if applicable) for each requested item.

**Note:** If your application is successful and your organisation is registered for GST, Council will add the GST on top of the approved grant amount - this component is declared to the Australian Tax Office (ATO).

Income	Itemised description	\$
Your financial contribution		\$
Sponsorship from other organisation		\$
Other grant funding towards this project		\$
Revenue/income generated from this project		\$
Redland City Council Capital Infrastructure Grant		\$
Other income		\$
Volunteer/in-kind support		\$
		Must be a dollar amount.

## Expenditure Budget

**Provide a breakdown of the costs essential for the delivery of the project.**

Please ensure you include **two (2) written quotes for each grant expenditure item. Quotes must be uploaded at end of application form.**

### Budget Tips

- **Some required fields may not be applicable to you in the Income table, please indicate those as 'N/A' in the description and enter a value \$0.00.**
- If your organisation is registered for GST, you will need to list the item amount **excluding GST** (if applicable) for each requested item.
- If your organisation is not registered for GST, you will need to list the amount **including GST** (if applicable) for each requested item.

Expenditure	Itemised description	\$
Redland City Council grant expenditure		\$
		\$
		\$
		\$
		\$
		\$
Other expenses		\$
		\$
		\$
		\$

## Alignment with Council Corporate Plan and Program Objectives

\* indicates a required field

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

### Outcomes

Your activity goals or objectives should align with one or more of our Community Grants program objectives aligning to the Redland City Council strategic goals outlined in [Our Future Redlands - a Corporate Plan to 2026 and Beyond](#).

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)

Your outcomes	Alignment with our outcomes	How does your intended outcome link to our outcomes?
What changes do you expect will occur as a result of your project (e.g. Enhanced physical fitness)? Please be brief. One per row.	Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours.

### Opportunities

**How will the outcomes be sustained and maintain once the project has been completed? \***

For example, if the project is to build a shed, what is the plan to maintain it?

### Certification

\* indicates a required field

To be acknowledged by the Chair, President or Chief Executive Officer of the applicant organisation. **If your organisation is not incorporated, this certification is to be made by the auspicing organisation.**

**To be acknowledged by applicant if applying as an Individual.**

**Name and Position Title \***

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

### I confirm that: \*

☐ I consent to the information contained within this application being disclosed to Redland City Council for the purpose of assessing, administering, reporting and monitoring my current and any future Redland City Council grant applications.

\*

☐ I understand that if Redland City Council approves the grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with Redland City Council.

\*

☐ I understand that if the Redland City Council approves the grant I will be required to accept the terms and conditions of the grant in accordance with Redland City Council's contractual agreement.

\*

☐ I understand that Redland City Council reserves the right to publish successful applicant details.

\*

☐ I certify that to the best of my knowledge the statements made in this application are true.

### Submission Date

### Mandatory criteria

Please attach all mandatory documents and supporting information.

### Incorporation, company registration certificate or any other documentation demonstrating your organisations status with this application. \*

Attach a file:

### Public liability - Please attach a copy of your current Certificate of Currency \*

Attach a file:

Minimum \$20 public liability coverage required

### Financial reports and statements - please attach a copy of your latest audited financial statements or annual Treasurer's report \*

Attach a file:

### Strategic or business plan

Attach a file:

# 2024-2025 Capital Infrastructure Application Form

## Form Preview

### **Quotes - two written quotes are required per grant expenditure item \***

Attach a file:

### **Evidence of Development Approval/s (if required)**

Attach a file:

Must be obtained or in the process of being obtained

### **Evidence of need for the project works \***

Attach a file:

e.g. Facility audit report, defined project in strategic plan, photographs

### **Additional information in support of your application**

Attach a file:

e.g. plans, letters of support, photographs, evidence of contribution from supporting organisations/institutions

### **Agreement from sponsoring organisation accepting management and financial responsibility of the grant \***

Attach a file:

### **Land or Facility owner's consent to undertake the works \***

Attach a file:

Must be obtained or in process of being obtained

### **Lease or Permit to Occupy \***

Attach a file:

### **Letter demonstrating a commitment to community use of a facility controlled by an education institution \***

Attach a file: