

2026/2027 MCCBF Application Form - Organisation

Form Preview

Important Notes

* indicates a required field

BEFORE you submit an application please ensure you have read the [Mayor and Councillors' Community Benefit Fund Program Guideline GTS-001-005-G - Extract](#). Please be aware that your application may be delayed or declined if your application is not properly made.

NOTE: Applications MUST be submitted a minimum of 20 *business* days prior to the event/project start date.

Organisation Applicant Details

Organisation Name *

Organisation Name

The organisation name must match the name on your Incorporation Certificate and (if applicable) the ABN details. The applicant must be based within Redland City.

Eligibility

Is your organisation not-for-profit? *

- Yes
 No - Ineligible do not proceed any further

Organisations must be not-for-profit to be eligible to apply.

Does your organisation have more than 20 gaming machines?

- Yes - Ineligible do not proceed any further
 No

Incorporation Status

Is your organisation incorporated? *

- Yes
 No - Sponsoring organisation required

No more than 1 choice may be selected

Un-incorporated organisations **MUST** be sponsored/auspiced by an incorporated not-for-profit organisation which is able to accept legal and financial responsibility for the project or activity. Branches/sub-branches are required to be sponsored if using their Head Office's ABN/Incorporation Number. A Sponsor/Auspice agreement template is available [here](#).

Incorporation Details

Incorporation Number / Australian Company Number? *

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NOTE: This is NOT your ABN Number

*

- Associations Incorporation Act 1981 (Qld)
- Corporations Act 2001 (Cwlth)
- Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwlth)
- Other:

If 'Other' please specify

Organisation details

* indicates a required field

Organisation Applicant Details

Organisation Contact Person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Contact Person Primary Phone Number *

Must be an Australian phone number.

If this is a land line please add the area code (eg. 07).

Position in Organisation *

Please note: The application is to be certified by an authorised financial delegate of the applicant organisation e.g. CEO, President, Treasurer, Secretary or Chair (supporting evidence of position held to be provided in the Declaration).

Organisation Primary Address *

Address

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This should be the street address where the organisation meets or operates from.

Organisation Postal Address

Address

Suburb State Postcode

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Must be an Australian postcode.

Organisation Primary Phone Number *

Must be an Australian phone number.
If this is a land line please add the area code (eg. 07).

Organisation Primary Email *

Must be an email address.
An official email address for the organisation is preferred.

ABN Details

Does your organisation have an ABN? *

- Yes
 No

The ABN name should match the organisation name provided in Section 1.

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	

Must be an ABN.

If you do not have an Australian Business Number (ABN) you must submit a completed Statement by a Supplier form with your application UNLESS you are being sponsored. Please save the progress to your application before clicking on the link to [ATO page](#) where the current Statement by a Supplier form is available.

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Statement by a Supplier form

Attach a file:

Form must be completed and attached if applicant does not have an ABN

Sponsor Organisation

* indicates a required field

Only a not-for-profit organisation that is incorporated can sponsor/auspice another organisation for funding from the Mayor and Councillors' Community Benefit Fund Program.

The sponsor must accept **legal and financial responsibility for the project and/or activity.**

Is your organisation a not-for-profit incorporated entity? *

- Yes
 No - Ineligible to be a sponsor/auspice

Organisations must be incorporated to sponsor/auspice on behalf of a non-incorporated group. A sponsor is not required to be based within Redland City but the Applicant is required to be based in Redland City.

Incorporation Number/Australian Company Number *

Note: this is not your ABN Number.

Under which Act is the organisation incorporated?

- Associations Incorporation Act 1981 (Qld)
 Corporations Act 2001 (Cwlth)
 Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwlth)
 Other:

Attach a copy of your incorporation certificate

Attach a file:

Sponsor Organisation Details

Sponsor Organisation Name

Organisation Name

Sponsor Organisation Primary Contact Person

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position in Organisation

Please note: The sponsor organisation contact person must be a CEO, President, Treasurer, Secretary or Chair (or equivalent) AND be an authorised financial delegate of the sponsor organisation. This is also the person who will be signatory on the Sponsor/Auspice Agreement and will be the signatory on the Certification agreement terms at the end of this application form.

Sponsor Organisation Contact Phone Number

Must be an Australian phone number.

Sponsor Organisation Contact Person Email

Must be an email address.

Sponsor Primary Address

Address

Suburb State Postcode

Must be an Australian postcode.

Sponsor Postal Address

Address

Suburb State Postcode

Must be an Australian postcode.

Sponsor Organisation Primary Phone Number

Must be an Australian phone number.

If this is a land line please add the area code (eg. 07).

Sponsor Organisation Primary Email

Must be an email address.

An official email address for the sponsoring organisation is preferred.

Sponsor/Auspice Agreement

Written agreement from the sponsoring organisation agreeing to take on legal and financial responsibility for the project/event must be provided. Please download and complete the [Sponsor/Auspice Agreement](#) and attach in Section 5 below.

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Upload Sponsor/Auspice Agreement

*

Attach a file:

Please attach a copy of your completed and signed Sponsor/Auspice agreement.

ABN Details

Does your Organisation have an ABN? *

- Yes
 No

Sponsor Organisation Australian Business Number (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.

If you do not have an Australian Business Number (ABN) it is mandatory that you submit a completed Statement by a Supplier Form. Please save the progress to your application before clicking on the link to [ATO page](#) where the current Statement by a Supplier Form is available.

Statement by a Supplier Form *

Attach a file:

Form to be completed and attached if applicant does not have an ABN

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Project Details

* indicates a required field

Total Amount Requested. *

\$

Must be a dollar amount.

This amount must be EQUAL TO or LESS THAN the total of your preferred quote/s.

Total Project Cost. *

\$

Must be a dollar amount.

What is the total estimated cost of your project?

Project Title *

Maximum 10 words e.g. event name or what is being purchased if not an event.

Project Description/Funding Use *

Provide details of what you are planning to purchase (what is in the quotes) with the funding?
Maximum of 100 words

What is the timeframe of the project/event?

The date **MUST** be a minimum of **20 business days from the date you submit this application, not including the date the application is submitted.**

When will the project take place? *

Must be a date.

The project/event cannot commence before application approval. Retrospective funding is deemed an in-eligible activity. Take into account public holidays when considering your project/event date.

Is the project/activity to be conducted in Redland City? *

- Yes
- No - ineligible do not proceed any further
- Other:

Projects must be conducted in Redland City to be eligible.

What is the physical address of the project/event? *

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Please provide the physical location for the project/event. Projects or activities on Council land, State Government land or Quandamooka Country may require specific consultation. Please contact Council on 3829 8999 for further advice.

Land Owners Consent

If Land Owners Consent is required this MUST be obtained prior to submitting your application.

Land Owners Consent may be applicable for projects/events being undertaken at or on Council, State Government or Quandamooka Country owned premises or land.

For Council owned land or premises where land owner consent is required, or if you are unsure of the ownership, please contact 3829 8999 for further advice. The online Land Owners Consent application can be found [here](#).

Please note: Land Owners Consent may take up to 8 weeks to process. This should be considered before submitting your application as it may impact eligibility if you are unable to obtain consent prior to event.

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

- Applicant Organisation (Note: If leased from Council, select Council)
- Council
- State Government
- Other (please specify below)

Note this may not be required for every project. Please confirm with Council prior to submitting your application if your project/event is being held on Council owned land.

Other details

Do you have Land Owners Consent/Venue Booking Confirmation? *

- Yes
- No
- N/A

Note this may not be required for every project. Please confirm with Council prior to submitting your application if your project/event is being held on Council owned land. Only select N/A if Land Owner's Consent is not required.

If you have any questions regarding Land Owners Consent and/or a Venue Booking or Event Permit, please contact Council on 3829 8999. Where applicable, Land Owners Consent, Venue Booking Confirmation or Event Permit must accompany your application. The online Land Owners Consent application form can be found [here](#).

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Please attach written Land Owner's Consent and/or Venue Booking (if applicable).
*

Attach a file:

A minimum of 0 file must be attached.

Funding applications cannot proceed if either or both of the above-mentioned documents are required and not attached. If you do not believe your project/event requires Land Owner's Consent please contact Council on 3829 8999 to discuss this matter further.

[Refer to our current Corporate Plan - Redland City Council](#)

Indicate which Redland City Council Strategic Themes from the above document the project/event aligns with. *

- Strong Communities
- Quandamooka Country
- Natural Environment
- Liveable Neighbourhoods
- Thriving Economy

At least 1 choice and no more than 5 choices may be selected.

Please choose at least one of the above.

Please indicate which objective/s the project/event aligns with. *

- Demonstrates a purpose for the benefit of the Redlands community
- Demonstrates improved community facilities located in Redland City

Please choose at least one of the above.

Please demonstrate how the broader Redlands community benefit from your project/event. *

Word count:

Must be no more than 300 words.

Provide details on how the Redlands Community benefit from your project or event.

Please demonstrate how your project will improve community facilities located in Redland City. *

Word count:

Must be no more than 200 words.

Describe any financial sponsors/partners and their involvement with this project/event.

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You must acknowledge the financial assistance provided via Redland City Council's Mayor and Councillor Community Benefit Fund should your application be successful. Please advise how you intend to acknowledge Council. *

Word count:

Must be no more than 300 words.

Funding recipients **MUST** acknowledge the financial assistance provided by Redland City Council in relevant documentation such as newsletters, minutes, social media, or signage. Please retain a copy of any relevant publicity/documentation to submit to Council when acquitting the funding.

Funding Expenditure

* indicates a required field

Your application **MUST** be accompanied by two quotes from different suppliers with like for like items and quantities for the funding expenditure.

If suppliers are registered for GST and GST is applicable, GST **MUST** be shown on the quote.

If a supplier is **NOT** registered for GST this needs to be noted by the supplier on the quote.

Attaching one quote twice is not acceptable and will delay the assessment of your application. A different supplier for the second quote is required.

If you have any queries about whether your quote/s are acceptable please contact the Mayor and Councillors' Community Benefit Fund team on 3829 8999 or councillorsgrants@redland.qld.gov.au.

Expenditure

Please complete the following table and attach corresponding quotes.

Please note that quotes must itemise each item to be purchased.

Identify specific expenditure items - e.g. hiring of rides, marquee purchase, type of equipment/supplies.

Item/s to be purchased	QUOTE 1 - SUPPLIER NAME	Quote 1 - Amount	QUOTE 2 - SUPPLIER NAME	Quote 2 - Amount
		\$		\$

Do the above quotes show the GST status (e.g. inclusive, exclusive or GST not applicable)? *

Yes

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No

If 'No', please obtain a quote from the supplier/s that does indicate GST status.

Please indicate your preferred choice of supplier/s. *

Quote 1

Quote 2

Quote 1 for funding expenditure - Provider 1 *

Attach a file:

A minimum of 1 file must be attached.

If GST is applicable it must be shown on each quote submitted. To add more files click on the Upload new file each time you add a new quote.

Quote 2 for funding expenditure - Provider 2 *

Attach a file:

A minimum of 1 file must be attached.

If GST is applicable it must be shown on each quote submitted. To add more files click on the Upload new file each time you add a new quote.

Additional quote information in support of your application (if applicable).

Attach a file:

Attach any supporting documentation such as information on GST status from suppliers. To add more files click on the Upload new file each time you add a new quote.

Bank Account Details

* indicates a required field

All funding payments provided through the Mayor and Councillors' Community Benefit Fund are made by electronic funds transfer (EFT) to your organisation's nominated bank account or, **IF SPONSORED, to your sponsor's nominated bank account.**

It is recommended that you consult with your Treasurer to confirm the correct account details.

Please note payment may be delayed if the applicant/sponsor organisation is a creditor in Council's financial system and the bank account details provided below are different to Council records. **Please contact Council on 3829 8999 should you wish to confirm or change banking details.**

Bank Account Details *

Account Name

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BSB Number

Account Number

Must be a valid Australian bank account format.

Under Account Name please enter your organisation's account name or your sponsor's organisation account name, not the name of the bank.

Name of Bank

Enter the name of the bank here.

Certification

* indicates a required field

To be certified by the CEO, President, Treasurer, Secretary, Chair or equivalent who has authorised financial delegation of the applicant organisation OR if being sponsored, the specified Sponsor as per the Auspice agreement is the certifier.

- I have read the [Mayor and Councillors' Community Benefit Fund Program Guidelines - Extract](#).
- I understand that retrospective funding is not permitted and confirm that no items requested in our funding application quotes have/will be purchased PRIOR to receiving formal notification of a successful outcome.
- I understand that if the Redland City Council approves the funding, I will be required to accept the terms and conditions [MCCBF Funding Agreement Terms & Conditions](#) of the funding in accordance with Redland City Council's Audit requirements.
- I understand that a request for any variations to the project requires written approval from the MCCBF authorised decision maker prior to any changes being implemented.
- I consent to the information contained within this application being disclosed to or by Redland City Council for the purpose of assessing, administering, reporting and monitoring my current and any future Redland City Council grant or funding applications.
- I understand that if Redland City Council approves the funding, 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 confirm that unless otherwise agreed by Council, our organisation will fully acquit the funding received no later than the acquittal due date as specified in Appendix A: Funding Agreement of the approval letter (or variation approval letter if applicable).
- I understand that all relevant purchase receipts and proof of payment must be retained and submitted as part of the acquittal.
- I confirm that the Applicant Organisation, or if being sponsored, the Sponsoring Organisation is financially viable.
- I certify that to the best of my knowledge the statements made in this application are true.

I agree with the above AND the [MCCBF Funding Agreement Terms and Conditions](#).

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*

Yes

Full Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position in the Organisation *

Declaration to be signed by an authorised financial delegate of the applicant organisation. ie CEO, President, Treasurer, Secretary or Chair.

Attach a copy of the minutes of the applicant organisation's most recent AGM/ Annual Report which confirms your position and lists current committee members for the organisation. *

Attach a file: