

CBF Application Form 2024/25

Form Preview

Eligibility criteria

* indicates a required field

Before you start this application

Please note that:

- SmartyGrants does not auto-save your work. Ensure you save regularly.
- Once saved, you can return to your application later.

Program

This field is read only.

Application Number

This field is read only.

Privacy collection notice

Purpose:

Your personal information and your organisation's information is being collected by Logan City Council (**Council**) for the purposes of assessing your grant application, in line with the requirements outlined in the *Local Government Act 2009* (Qld) and the *Information Privacy Act 2009* (Qld). This information may be accessed by employees and/or councillors of Council for Council business only. Some of this information may be given to State Government agencies for grant acquittals or audits; organisations and individuals preparing Council publications; audit firms; debt recovery agencies; and to the public for the purposes of reporting on grant usage; public notification of grant information and public promotion of grants available from Council. Your personal information and your organisation's information may be released by Council to other parties, including law enforcement bodies, if we are required or authorised by law to do so. For further information on how to access or amend your personal information that is held by Council, or if you believe Council has not acted in a way that is compliant with its obligations under the *Information Privacy Act 2009* (Qld), please visit [Privacy - Logan City Council](#).

You understand that Council may use your personal information and your organisation's information for promotional and public purposes; this includes the use of photographs, placement of permanent ceremonial plaques, publication in printed and/or online material; and you consent to this use of your information and the organisation's information. You understand that this is a requirement of the [Grants to community organisations policy](#).

You understand that where Council may publish the above information online, such as on the Council website, that your personal information and your organisation's information may be transferred overseas; and you consent to this use of your information and your organisation's information. You understand that this is a requirement under section 189 of the *Local Government Regulation 2012*.

Informed consent:

I acknowledge that Council may use my personal information to send me marketing material, electronic communications and eNewsletters, and I consent to this use of my information. I understand that by selecting 'yes' below, I agree to opt in and will continue to receive material until I opt out by sending a request to the Community Grants team at grants@logan.qld.gov.au.

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*

- ☐ Yes, I agree
- ☐ No, I do not agree

Eligibility

The Community Benefit Fund (CBF) is a fund established to allow Council to meet requests for financial assistance from eligible community organisations for certain community purposes. Councillors are able to allocate the funds at their discretion to eligible applicants.

Logan City Council aims to support the role of community organisations and recognises the significant role they play in developing and delivering initiatives that encourage participation in community life, foster social cohesion, celebrate diversity and contribute to a vibrant, healthy and engaged local community. The Community Benefit Fund supports community organisations to deliver initiatives that address local community needs.

You must confirm that you meet the eligibility criteria outlined in the Community Benefit Fund [Policy](#) and [Procedure](#) which is also found on our [website](#). Please note that councillor(s) only assess eligible applications. Requests should be made 4 weeks prior to your initiative or activity being undertaken. Retrospective funding requests may be considered.

Council has other [grant programs](#) that you could consider for your funding request. An overview of each grant program is available below:

- [Community Development Funding](#)
- [Community Events Funding](#)
- [EnviroGrants](#)
- [Regional Arts Development Fund](#)
- [Sport and Recreation Funding – Travel Assistance Grants and Maintenance Grants](#)

If you are unsure about your eligibility for the Community Benefit Fund, please contact us. Council's Community Grants team is available on 3412 4033 or email grants@logan.qld.gov.au.

Please explain why you are applying for the Community Benefit Fund rather than another Council grant program. *

I acknowledge that I have read the Community Benefit Fund Policy and Procedure before completing this form to ensure the eligibility and program requirements have been met. *

- ☐ Yes
- ☐ No

Please contact us.

Your response indicates that you are ineligible for Community Benefit Funding. Please contact Council's Community Grants team if you have any questions regarding your eligibility.

- Phone: 07 3412 4033

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- Email: grants@logan.qld.gov.au

Organisation details

* indicates a required field

Applicant details

Organisation name *

Organisation Name

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

Application Contact *

First Name

Last Name

Position held in organisation *

Email address *

Must be an email address.

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

Primary phone number *

Must be an Australian phone number.

Primary address

Address

If you have multiple branches and/or a head office, include the office address this funding will be directed to.

Organisation type: *

- ☐ Not-for-profit community organisation
- ☐ Primary or secondary school
- ☐ Religious institution
- ☐ Community sporting club
- ☐ Neighbourhood Watch (approved by QPS)
- ☐ Parents and Citizens Association (or equivalent)
- ☐ Welfare Group

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'Other' community organisations must show that they meet all of the funding eligibility criteria and that the funds will be used for a not-for-profit community purpose within the boundaries of Logan City. Please choose the option that best applies to your organisation.

Do you have an ABN? *

- ☐ Yes
☐ No

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	

Provide a list of your organisation's current board members and their positions. *

If your organisation doesn't have an ABN please attach proof of your organisation's not-for-profit status. This must be a recognised document such as a Certificate of Incorporation or the not-for-profit clause highlighted in your organisation's constitution.

Confirmation of not-for-profit-status: *

Attach a file:

Financial details

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Applicants must provide a copy of the organisation's most recent bank statement. This is used to demonstrate financial viability and must include the opening and closing balance of the account, at a minimum.

Copy of your organisations most recent bank statement/proof of financial viability. *

Attach a file:

Educational institutions do not need to provide this and should attach a blank page.

Application responses

* indicates a required field

Council division

Please select the division(s) that will benefit from your funding request.

Consider the following:

- Does your application benefit residents of a single division? If so, select this division.
- Does your application benefit residents of many divisions? If so, select the divisions that apply.
- Does your application benefit the whole City of Logan? If so, consider including the Mayor.

If you would like to see a list of suburbs within each division, please visit our [website](#).

Please note that if you are selecting multiple Councillors, you will only be advised of an outcome once all Councillors have completed their assessment of your application.

Which division(s) are you requesting funding from? *

- | | |
|--|---|
| <input type="checkbox"/> Mayor Raven | <input type="checkbox"/> Division 7 Cr Frazer |
| <input type="checkbox"/> Division 1 Cr Bradley | <input type="checkbox"/> Division 8 Cr Heremaia |
| <input type="checkbox"/> Division 2 Cr Lane | <input type="checkbox"/> Division 9 Cr Bannan |
| <input type="checkbox"/> Division 3 Cr Russell | <input type="checkbox"/> Division 10 Cr Stemp |
| <input type="checkbox"/> Division 4 Cr St Ledger | <input type="checkbox"/> Division 11 Cr Willcocks |
| <input type="checkbox"/> Division 5 Cr Jackson | <input type="checkbox"/> Division 12 Cr Murphy |
| <input type="checkbox"/> Division 6 Cr Hall | |

At least 1 choice must be selected.

Tell us why you are requesting funding from the division(s) selected above. *

If you have selected multiple divisions, please include details about why your activity relates to these divisions e.g. the majority of participants will be from these divisions.

Do you give consent for your selected Councillor(s) to ask other Councillors if they would consider funding your request? *

- ☐ Yes
☐ No

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Funding request

Please select which community purpose category your funding request meets. *

- ☐ Encourage a vibrant, engaged and resilient community
- ☐ Build on the strengths in the local community
- ☐ Value local collaboration and partnerships
- ☐ Encourage participation in community life and foster social cohesion
- ☐ Promote and encourage environmental protection and sustainability
- ☐ Support our city vision of 'City of Logan, a green city full of pride, opportunity and culture'
- ☐ Support Council's Corporate Plan priorities

You may select multiple categories. At least 1 choice must be selected.

What are you requesting funding for? *

Please select one of the following:

- ☐ We are based in Logan City and the project or activity will benefit members of the Logan community.
- ☐ We are based or operate outside of the boundaries of Logan City, but the project or activity will benefit members of the Logan community (please note: these requests will only be approved via a resolution of Council).

Detailed information must be provided in this application describing the benefits to the wider Logan community.

How will the Logan community benefit from this funding?

Please include:

- Who this funding is for and how they will benefit.
- How your application meets the 'community purpose' category(s) you have selected above for this funding.

*

How many people in Logan will benefit from this funding? *

Must be a number.

Approximate numbers are acceptable. Include people that are participating, attending, volunteering, supporting, etc. Please only include whole numbers with no commas/dashes, e.g. 2500.

Is this a request for retrospective funding? *

- ☐ Yes
- ☐ No

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Please select yes if your project or activity has already taken place or is happening within the next 4 weeks.

Estimated date the funds will be used. *

Must be a date.

This date will be used to determine your acquittal due date (8 weeks from this date).

Additional documents:

Attach a file:

If you have any additional documents you'd like to include with your application, please upload them here. This may be testimonials, photos or other documentation to support your request.

Budget

Please include:

- a detailed and realistic cost breakdown for the activity
- in-kind contributions and other funding you or your partners are providing to the initiative
- quotes and/or evidence of budget items to support your application.

Amount requested

Your budget should include the items you are requesting funding for with clear descriptions and cost per item line. If you are requesting funding for a significant number of items, please list them by category, adding a new row for each (i.e. \$300 for groceries; \$100 for soft drinks; \$50 for biodegradable cutlery).

Item or service

Cost (\$)

	\$
	Must be a dollar amount.

Total funding requested:

This number/amount is calculated.

Please attach quote(s) related to your requested amount: *

Attach a file:

If you are providing your own funding and/or have funding from another source, please include the total amount in the 'Your contribution' response. Please also include your in-kind contributions (time, services or items that were donated, etc.) as a dollar value.

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Your contribution *

\$

Must be a dollar amount.

For example, you have \$500 of your own funds, donated supplies worth \$200, and you have 4 volunteers providing 64 hours of support, valued at \$1,280. This means you are providing \$1,980 as your contribution.

Certification

* indicates a required field

Declaration

An authorised person must complete the below section. They may be a director, manager, etc. from the organisation or committee. This may be a different contact to the application contact listed earlier in this form.

By signing this application on behalf of my organisation: *

- ☐ I declare that any approved funding will be used in a manner that does not cause detriment to members of the community, or cause damage to the reputation of Logan City Council or the City of Logan.
- ☐ I declare that we have, or will ensure, that all permits and other approvals relating to the funding application are addressed and that there is adequate insurance to cover the project.
- ☐ I declare that our community organisation is not-for-profit and we have provided evidence where registered as not-for-profit.
- ☐ I declare that our organisation will spend and acquit any approved funds within 8 weeks of the event/funding purpose.
- ☐ I declare, and have provided relevant documentation, that my organisation is financially viable.
- ☐ I declare that my organisation has no overdue debts to Council (including, but not limited to, rates, fines, overdue acquittals from previous grants, etc.).
- ☐ I have provided sufficient documentation with the funding request to support the request (e.g. quotes, breakdown of costs and expenditure).
- ☐ I declare that this is not a duplication of another funding request, and my organisation has not applied for or received funding for the same request via any other Logan City Council grant program in the last 12 months.
- ☐ I declare that our organisation is responsible for all risks associated with the funding request, has a detailed relevant risk management plan for the funding request and indemnifies Council against all liabilities arising out of the funding request.
- ☐ I understand that this application is subject to meeting the eligibility requirements.

At least 10 choices must be selected.

Authorisation

I confirm: *

- ☐ To the best of my knowledge the statements made within this application are true and correct.
- ☐ I am over 18 years of age and am authorised to sign documents on behalf of the applicant organisation.

At least 2 choices must be selected.

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Name of authorised person *

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer.

Position held in organisation *

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

Phone number *

Must be an Australian phone number.

Email *

Must be an email address.

Date confirmed *

Must be the date the declaration is made.

Next steps

Please note online applications are not completed until you click submit. Once submitted, you will receive a confirmation email with a copy of your application. We will send this to the email address you logged into SmartyGrants with. If you do not receive an email after pressing submit, your application has not been successfully submitted.

Once you review and press **SUBMIT** on your application, the following assessment process will begin:

- We will ensure your application is eligible before assessment.
 - If we need more information or determine that you do not meet all the eligibility criteria, we will contact you and give you the opportunity to comply. We will also advise of any delays in your outcome advice this may cause.
 - If your request could be funded under another Council grant program, we will direct you to the correct program. You will need to re-apply for that grant.
- If you meet the eligibility criteria, we will forward your request to the relevant councillor(s) for a decision.
- We advise all decisions in writing via email.
- Successful applicants will be invited to complete a funding agreement through the SmartyGrants portal.
- All successful applicants will be required to complete an acquittal through the SmartyGrants portal. You can complete the acquittal form as you go, and upload receipts as you receive them (you can save the acquittal form and come back to it at any time). Ensure your application is acquitted 8 weeks after the end of your initiative.