

Community Response Grant

Form Preview

Before you start this application

* indicates a required field

Please note

- SmartyGrants does not auto-save your work
- Make sure to regularly save your application
- SmartyGrants allows applicants to save and return to their work at a later date.

Eligibility

To be considered for funding you must read and confirm that you meet the eligibility criteria outlined in the Community Development Funding (CDF) guidelines. An overview of each grant program is included below:

- [Community Development Funding](#): to support initiatives that respond to community priorities and add to the social and community development of the city.
- [Community Events Funding](#): to support community-led events that celebrate Logan's vibrancy and community spirit.
- [EnviroGrants](#): to support projects that enhance and protect the natural environment and encourage environmentally sustainable practices.
- [Regional Arts Development Fund](#): to support the development of arts, culture and heritage in Logan.
- [Sport and Recreation Funding](#): to support the health and wellbeing of the Logan community through participation in sports and recreation.
- [Community Benefit Fund](#): a limited pool of discretionary funding that allows councillors to financially support community requests for activities or projects. Suitable for requests that are not eligible for funding under another Council grant program.

Other non-Council opportunities:

- [GIVIT](#) supports agencies, services and charities in Australia who work directly with impoverished, marginalised and vulnerable people, allowing services to request exactly what is needed by their clients.

Project applications that are eligible or most suited for another grant program within Council are not able to be funded through Community Response Grants.

Community Response Grant funding is available for a quick response to an immediate community priority. It is suitable for organisations providing new or existing services or initiatives that meet the CDF program purpose. These initiatives should still address community priorities that:

- build an engaged and inclusive community
- promote increased participation in community life
- support the community to shape or make change in their local area and / or
- increase skills, knowledge and leadership capability within the community sector.

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

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Please confirm you would still like to apply for a Community Response Grant: *

- Yes No

You must ensure that your request is not eligible for another Council grant before applying for Community Development Funding - Community Response Grants: *

- I confirm my application is not eligible for another Council grant I may be eligible for another Council grant

I confirm that our organisation (and/or our auspice): *

- is a not-for-profit community organisation, State Government entity, or social enterprise
- is only requesting funding for an eligible purpose and expenses
- will deliver the project within the Logan local government area
- will adhere to the CDF guidelines, ensuring the project aligns with Council's values and this grant program's purpose
- will adhere to and maintain all blue cards, permits and other approvals relating to the project
- will adhere to and maintain valid and adequate insurance to cover the project
- understands that once equipment is purchased by the funded organisation, it is the sole responsibility of the funded organisation who becomes the 'owner' at the point of purchase. The 'owner' of the asset is responsible for the maintenance, repairs, renewal, registration or insurance, and is at the 'owners' expense. The 'owner' is responsible for the risk and asset management and is responsible for the disposal at end of asset life.
- has not received funding for the same project or purpose through any Council grant program in the last 12 months
- has no debts with Logan City Council, including overdue rates, Council fines, overdue reporting (acquittal) from previous grants, etc.
- has to the best of our ability met the assessment criteria for Community Response Grants.

Please contact us

Your response indicates that you are not currently eligible for the Community Response Grant.

Before continuing with this application, please contact Council's Community Grants team to discuss your grant proposal further.

- Phone: 3412 4033
- Email: grants@logan.qld.gov.au

Applicant details

* indicates a required field

Project contact details

Organisation name *

Organisation Name

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Please use your organisations full name. Check your spelling and make sure you provide the same name that is listed in official documentation.

Primary contact person *

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

Position held in organisation

e.g. Manager, Board Member, Fundraising Coordinator

Email *

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

Phone number *

Primary Address *

Address

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

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

Postal Address

Address

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

Applicant website

Must be a URL

Social enterprise information

* indicates a required field

Social enterprises are organisations that:

- Are driven by a public or community cause, be it social, environmental, cultural or economic
- Derive most of their income from trade, not donations or grants
- Use the majority (at least 50%) of their profits to work towards their social mission.

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Eligibility Information

To be eligible for this grant your social enterprise must be legally registered in Australia as a social enterprise and able to demonstrate that:

1. Your business is driven by a social purpose
2. The majority of your income is generated from the enterprise (as opposed to grants or philanthropy)
3. The majority of profits are reinvested into the enterprise to meet the social purpose.

Are you applying as a social enterprise? *

Yes No

Social Enterprise Eligibility

Criteria 1: What is the social purpose of your enterprise? *

Word count:

Must be no more than 150 words.

Attach your business plan or alternative documentation that supports your social purpose *

Attach a file:

Is more than 50% of your income generated by the enterprise? *

Yes No

You must be able to answer YES to be eligible to apply for this grant.

Is more than 50% of your profits reinvested into the enterprise? *

Yes No

You must be able to answer YES to be eligible to apply for this grant.

Attach your most recent financial statement. *

Attach a file:

This documentation must provide evidence that the majority of your income is generated by the enterprise, and the majority of profits are reinvested into the social purpose.

Please contact us

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Before continuing with this application, please contact Council's Community Grants Officer to discuss your grant proposal further.

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

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Auspice information

* indicates a required field

If you are an individual or group who does not meet the organisational requirements for this grant, you must nominate an auspice organisation who can.

An auspice organisation will take financial and legal responsibility for your initiative, allowing your organisation to deliver the initiative to the community.

Is your initiative being auspiced by another organisation for the purposes of this grant?

Yes

No

Auspice Organisation Details

Name of auspicing organisation *

Organisation Name

Primary contact person at auspicing organisation *

Title

First Name

Last Name

We may contact this person to verify that this auspicing arrangement is valid and current.

Position held in organisation

e.g. Manager, CEO

Contact person's primary phone number *

Contact person's email address *

Must be an email address

Auspice Primary Address

Address

Auspice Postal Address

Address

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Auspicing organisation's website

Must be a URL

Please attach a letter of support from your auspice organisation *

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

ABN of auspicing organisation

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

Organisation details

* indicates a required field

To be eligible for a grant you must be one of the following:

- A not-for-profit organisation that is legally registered in Australia
- A State Government entity
- A social enterprise

Please include your organisation's details below.

If you are being auspiced by another organisation, please follow the provided hints regarding the information we require.

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Does your organisation have an ABN? *

- Yes No See auspice information
If your project is being auspiced, please select SEE AUSPICE INFORMATION.

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

Please contact us.

Your response indicates that you are not currently eligible for a Community Response Grant.

Only registered organisations (with an ABN) are able to apply for this grant.

Before continuing with this application, please contact Council's Community Grants team to discuss your options further.

- Phone: 3412 4033
- Email: grants@logan.qld.gov.au

What type of not-for-profit organisation are you? *

- Educational institution (includes pre-schools, schools, universities and higher education providers)
- Religious or faith-based institution
- Philanthropic organisation
- Peak body
- Social enterprise
- Professional association
- Healthcare not-for-profit
- Community group
- Research body
- General not-for-profit (i.e. none of the sub-types listed above)

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Please choose the option that best applies to your organisation.

What is your organisation's purpose or mission? *

Word count:

Must be no more than 50 words.

Attach a valid copy of your organisation's \$20 million Public Liability Insurance *

Attach a file:

If your initiative is being auspiced, please source this information from the supporting organisation.

I confirm that I have the full support of my organisation's founder / manager / suitable representative agreeing to this initiative response and application for funding: *

Yes

No

Working with children and young people

If your initiative response will involve working with children and / or young people you need to determine whether your staff and / or volunteers are required to hold a *Working with Children and Young People Blue Card* or exemption card. To find out whether your staff or volunteers require a blue card, please see the [Queensland Government regulations](#).

It is a requirement as per our funding guidelines that if working with children and / or young people that all staff and volunteers involved in the initiative must hold a blue card or exemption card. It is the responsibility of your organisation to manage and update all blue card details, ensuring they are current for the duration of the initiative response for all staff involved.

Will your initiative involve working with children or young people? *

Yes

No

I confirm that my organisation will maintain responsibility for ensuring all contractors, volunteers and / or staff involved have a current Blue Card or exemption card, and will have one for the duration of the initiative:

Yes

No

Assessment criteria responses

* indicates a required field

Project summary

Planned start date *

Planned end date *

Please supply an approximate end date.

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If possible, please allow 4 weeks for the processing of this application before your proposed start date.

Initiative title *

Must be no more than 8 words.
A descriptive title of your initiative.

Short description *

Must be no more than 25 words.
A short outline of what the whole initiative is about.

Response location

Address

Let us know the street address for the main location this initiative will run at / from.

Additional locations

If your initiative will run across multiple locations, please list the addresses for all of them here.

Assessment criteria: need and local relevance

Think about the following when answering the question:

- What is the community priority/need you're trying to address
- Why there is a need for an immediate or short term response?
- Provide evidence to support your application e.g. statistics, feedback, etc. that show an increased need, etc.
- The community priority area(s) the funding will address

What is the immediate community priority this funding will respond to? *

Word count:

Must be no more than 400 words.

Which community priority area does your project align with? *

- Young children and their families
- School-aged children and their families
- Young people (from 12 to 24 years of age)
- People over 60 years of age
- First Nations peoples

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- People from culturally and linguistically diverse backgrounds
- LGBTQIP+ people
- People with a disability
- People experiencing hardship (additional emergency relief, etc.)
- Physical, social or mental health and wellbeing
- Domestic and family violence
- Place-based initiatives focusing on a particular suburb / area
- Resources to build capacity or increase community awareness
- Homelessness support
- Other:

You may select multiple priority areas.

Assessment criteria: benefits and outcomes

Think about the following when answering this question:

- What are the expected outcomes for the community. For example, how does this response make participants feel, what aspects of their daily life may it improve, etc.

How will the community benefit from this funding? *

Word count:

Must be no more than 100 words.

Think about the following when answering the question:

- Provide estimated numbers of who will be involved / supported, and what resources will be provided.
- Are there any further reaches of the funding might have? For example your community response for young people may have indirect effects on family and friends. If you have indirect participants, please feel free to add that information in the additional lines below.

Hint: start a new line for each participant demographic, e.g. children, young people, parents, volunteers, staff.

How will the funding benefit the community?

People involved / supported	Who is involved / supported	Service, product or activity provided
Estimated numbers are acceptable	e.g. parents or staff or young people or children, etc.	e.g. trained in mental health first aid; provided food packs; delivered outreach

Assessment criteria: capacity to deliver

Think about the following when answering this question:

- A detailed risk assessment and plan for your initiative

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- Any additional safety plans / requirements (e.g. COVID-safe plan)

You can choose to upload your organisation's risk assessment plan as an attachment below if you have one already.

Risk description	Risk likelihood	Risk consequence	Risk treatment/ mitigation

Risk assessment plan and / or any other required safety documents

Attach a file:

Assessment criteria: budget and value for money

Organisations can apply for up to \$5,000 in funding. Please outline your project budget in the table below. Provide clear descriptions of each budget item.

Please confirm you are asking for services or items that the Community Response Grants can provide for. Please note: The full amount can be for a single item. There is no weighting against the cost breakdown.

Item or service	Cost
	Must be a dollar amount.

Other contributions

This is for your in-kind contributions (time, services or items) or other funds that you will provide as a part of the project. What is your contribution worth in a dollar value?

If you are partnering with other organisations or businesses include their contributions in this table too. You also need to include any other funding (grants, fundraising, etc.) received or pending for this project.

Items, services, contribution	Amount	Organisation providing contribution
	\$	

Total amount requested
\$
This number/amount is calculated.

Total other contributions

This number/amount is calculated.

Total project value

This number/amount is calculated.

Attach quotes for items / services to support your funding request.

Attach a file:

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You can include past receipts, quotes or snapshots of online shopping carts as a part of this process. If you do not include any quotes we may contact you to provide these details.

Certification

* indicates a required field

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form). The organisation must agree and accept the following terms of funding to be eligible for this grant.

If successful in receiving funding for this application: *

- You will spend the funded amount appropriately for the intended purpose.
- You will adhere to the any Queensland Government guidelines in relation to the safe operation of your project during the funding period.
- You understand it is your responsibility to adhere to your risk management plan, maintain your public liability insurance and Blue Card details (if applicable) for the duration of the project. Any changes or updates to these documents need to be provided to Council.
- You will collect and provide all relevant information to acquit the funding. This includes how you spent the funds, supplying proof of delivery, and the outcomes for those involved in the project.
- You will acknowledge the funding was provided by Logan City Council.
- You acknowledge the Australian Tax Office (ATO) implications of GST and grant funding, and will follow all government requirements as outlined by the ATO.
- If you do not use the funding for the approved purpose, do not comply with the above conditions, or do not complete the end of project acquittal, you understand you may be required to repay the full amount of the grant.

You must tick each box to confirm you understand the terms of funding.

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 grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

- Yes No

Name of authorised person *

Title First Name Last Name

Position *

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

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Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Applicant feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback for us. This will directly inform our approach to supporting organisations through this process in the future.

Please indicate how you found the online application process *

Very easy Easy Neutral Difficult Very difficult

Prior to starting this application did you engage with any of the following supports: *

- A Community Grants team member
- Requesting application feedback prior to submission
- Attending Council's Grants Assist sessions
- Council's grants webpage
- Council's social media, e.g. Facebook
- Another Council staff member
- Word of mouth
- Other:

Please provide us with your suggestions or feedback about your grant experience: *

This may include how easily you found information about CDF online, navigating the application form or responding to the application questions. If you spoke with a member of our Community Grants team you may also let us know if their information and support was helpful.

Next steps

Once you review and press **SUBMIT** on your application, our Community Development program will begin the process of assessment.

Assessment process:

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- Your application will be assessed for eligibility prior to a panel assessment. You may be contacted during this time if further information is required.
- Your application will then go to an assessment panel.
- We aim to provide a response within four (4) weeks. We will advise our decision in writing.

If you would like further information about application timeframes, you can contact us at any time.