CEF 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.
- Applications are not submitted until you click the submit button.

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.

*
○ Yes, I agree
○ No, I do not agree

Eligibility

This application is for the Community Events Funding Program with the following funding available:

- Small Events Grant – any amount up to $5,000
- Event Sponsorship Funding – any amount between $5,001 to $20,000.

You must ensure that your request is not eligible for another Council grant before applying for Community Event Funding.

To be considered for funding you must read and confirm that you meet the eligibility criteria outlined in the Community Event Funding guidelines.

Please contact Council's Community Grants team if you have any questions regarding this application or program.

- Phone: 07 3412 4033
- Email: grants@logan.qld.gov.au

I acknowledge that I have read the Grants to Community Organisations Policy and Community Event Funding Guidelines before completing this application 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 Events Funding. Please contact Council's Community Grants team if you have any questions regarding your eligibility.

- Phone: 07 3412 4033
- Email: grants@logan.qld.gov.au

Event contact details

* indicates a required field

Organisation name *
Organisation Name

You must use your organisation's 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

This is the person we will correspond with about this grant.

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator.

Email address *

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

Phone number *

Must be an Australian phone number.

Primary address
Address

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

Postal address *
Address

Applicant website

Must be a URL.

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	

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

Risk management plan

I confirm that our organisation has a detailed risk management plan for the event which can be provided upon request. *
○ Yes
○ No

Working with children and young people

If your event 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 event staff or volunteers require a blue card, please see the [Queensland Government regulations](#).

It is a requirement as per our applicant guidelines that if working with children and/or young people that all staff and volunteers involved in the event 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 event for all staff involved.

Will your event 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 event. *
○ Yes
○ No

Attach copies of blue cards. *
Attach a file:

Please contact us.

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

- Phone: 07 3412 4033
- Email: grants@logan.qld.gov.au

Assessment criteria responses

* indicates a required field

Event summary

Which grant are you applying for? *
○ Small Events Grants
○ Event Sponsorship Funding
For more information on which Community Event Funding grant program to apply for, see logan.qld.gov.au/cef.

Event name *

Event description *

Provide an overview of your event.

Start date *

You must ensure your event date is after the application outcomes advised date.

End date *

You must ensure your event date is after the application outcomes advised date.

Event start and finish time *

Please enter start and finish time of your event.

Event location *

Let us know the main location for event. Must include venue name and address.

Will your event be held in a park in Logan? *
○ Yes

○ No

Will your event include catering or food vendors? *
○ Yes
○ No

For more information on holding an event in a park and to complete the parks booking form, visit Holding an event in a park – Logan City Council. If your booking is awaiting approval, you can upload a copy of the 'Notify Council of my event - Submitted' email.

Please provide your parks approval notice in the attachment link below. *
Attach a file:

For more information on food business licences, visit Food business – Logan City Council.

Please provide the applicable food business licences in the attachment link below.
Attach a file:

Assessment criteria 1: Community purpose and benefit

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.

How will your event benefit the Logan community?

You must include:

- Evidence that the Logan community is interested and supportive of your event (e.g. details of community consultation).
- How your event aligns with the community purpose you have selected above.
- At least 3 social or economic benefits you expect the event to achieve and how you will measure this (e.g. surveys, word of mouth, revenue reports).

*

Who are your partners and how are you working together to deliver this event?

You must include:

- The names of any local businesses or organisations you are partnering with.
- A description of how your partnerships will build capacity and/or add value to your event.

*

For example, you could collaborate by connecting with local food business/food trucks for your event to increase public awareness of those businesses.

Assessment criteria 2: Capacity to deliver

How many people do you expect to attend this event and how do you intend to record attendance numbers?

Please note that as an event organiser, it is your responsibility to ensure you have the right licences and permits, which can depend on the amount of people you expect at your event. For more information on event licences and how to apply visit: Events and markets information – Logan City Council.

*

If your event is being held over more than one day, please provide the total amount of expected attendees for the entire event.

Who is your target audience? *

How do you plan to market and promote your event? *

Please include your event social media accounts (e.g. Facebook, Twitter or Instagram), if applicable.

How do you intend to attract visitors and the broader Logan community to your event? *

Please include if your event is listed on the [Australian Tourism Data Warehouse (ATDW)](). This is a national platform for digital tourism information in Australia.

Please provide a copy of your event management plan. *
Attach a file:

For an example template please visit: [Queensland Government - Event management plan (docx)](). This template is provided as a guidance material only. Your event management plan must include: site map, run sheet, emergency management, bin and waste management, security management and traffic management plan.

Please provide a copy of your event schedule/run sheet. *
Attach a file:

For an example template please visit: [Queensland Government - Runsheet (xls)](). This template is provided as a guidance material only.

Will your event involve working with animals? *
○ Yes
○ No
For example, is your application for a rodeo?

Please provide further information or a letter of support that confirms you are adhering to animal welfare guidelines. *
Attach a file:

Comments:

Additional documents
Attach a file:

If you have any additional documents you would like to include in support of your application, please upload (e.g. photos or marketing materials from previous events).

Assessment criteria 3: Budget and value for money

- Provide a detailed and realistic cost breakdown for your event.
- Include quotes to support your application.

Event income

Start a new line for each item. Please list all income contributing to your event. You must include the grant funding you are requesting from Council within this application in the table below. Other examples include your organisation's contribution to the event, ticket sales, exhibitor or stall holder revenue.

Income and revenue item	Amount ($)

Event expenses

Start a new line for each item. Please list all the expenses involved with your event, and then include which eligible expenses you would like funded by Council as part of this grant application.

Expenditure item or service	Amount ($)	Amount requested from Council for this item ($)	Comments
		If you do not wish for Council to fund an item, please enter $0 in this column.	

Total event income

Field is read only. This amount is calculated based on the above table.

Total event cost

Field is read only. This amount is calculated based on the above table.

Total profit/loss for event

Field is read only. This amount is calculated based on the above table.

Total grant funding requested from Council?

$

Field is read only. This amount is calculated based on the above table.

Total event expenses requested from Council (%)

This number/amount is calculated.
Field is read only. Council cannot fund applications requesting more than 80% of the total event costs.

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

Attach a file:

If your event makes a profit, please explain what this will be used for.

How does your event represent value for money for the City of Logan?

You must include:

- Why the funding amount you have requested from Council is justified.
- How the event will increase the reputation and/or raise the profile of the City of Logan (Event Sponsorship Funding only)
- What benefits Council could receive for funding this event (e.g. the City of Logan logo is included on marketing materials, banners and posters; event provides speaking opportunities). Please refer to the acknowledgement fact sheet.

*

Has this event been run before? *
○ Yes
○ No

Please provide further information and history on the event. *

How long has the event has been occurring for? How does the community feel about the event? How many people attend the event?

Have you received any Council grant funding for this event before? *
○ Yes
○ No

Please provide further information and history on which Council grant/s you have been successful for. *

When did you receive this grant? Which Council grant program were you successful for? How much funding did you receive for the event?

Have you applied for any grants for this event that are still being assessed by Council? *

○ Yes
○ No

Please let us know if you currently have any other Council grant applications that you are waiting to hear back on that would provide funding for this event (e.g have you also applied for the Community Benefit Fund for this event?).

Please provide further information. *

Which Council grant program have you applied for? How much funding have you asked for? When did you submit this application?

How will you have a financially sustainable event and reduce your need for Council funding in the future? *

Would you accept part-funding for your event? *

○ Yes
○ No

If you select no, the panel will take this to mean that you would only accept the total amount requested, or no funding at all.

If yes, what adjustments would you need to make to your event?

e.g. scale it back, limit attendance numbers.

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 understand that this application is subject to meeting the eligibility requirements.

☐ I understand this application may be referred to another Council grant program. If this application is eligible for another grant, I may need to withdraw my CEF application. Support can be provided to apply to the relevant grant program.

☐ I declare that my organisation has no overdue debts with Logan City Council including overdue rates, Council fines, overdue acquittals from previous grants, etc.

☐ 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 it is our organisation's responsibility to adhere to and maintain all permits and relevant approvals, blue card details and valid and adequate insurance relating to this funding application.

☐ I understand that if approved for this grant, details of my organisation will be published on Council's website. I understand this is an obligation under State Government legislation. I have read, understand and agree to the Privacy Collection Notice detailed in this application form.

☐ I understand that if approved for this grant, my organisation will need to sign a funding agreement and be required to accept the terms and conditions of the grant as outlined in the funding agreement. I understand funding cannot be provided without a signed agreement.

☐ I understand that, if approved for this grant, the funded amount must be spent appropriately for the intended and approved purpose or the funds may need to be returned to Council.

☐ I understand that, if approved for this grant, any approved funding 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 understand that if approved for this grant, my organisation will need to complete an acquittal and provide receipts to the value of the funding amount within 8 weeks of the funding purpose. If acceptable documentation is not provided in this timeframe, the funds may need to be returned to Council.

☐ I understand that if approved for this grant, my organisation will need to acknowledge that the funding was provided by Logan City Council.

☐ I understand that if approved for this grant, it is my organisation's responsibility to acknowledge the Australian Tax Office (ATO) implications of GST and grant funding and will follow all government requirements as outlined by the ATO.

☐ I understand that if approved for this grant, if my organisation does not comply with the above conditions and the conditions of the funding agreement, we may be required to repay part or all of the grant funding.

At least 13 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 I am authorised to sign documents on behalf of the organisation.

At least 2 choices must be selected.

Name of authorised person *

First Name   Last Name

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

Position *

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.

Please refer to the 'Application Process' section in the Community Event Funding guidelines for more details regarding the next steps.