

# Community Programs & Initiatives- Program Stream Round 1 2026-2027

## Form Preview

### Eligibility

\* indicates a required field

#### Before Starting

**NOTE: Incomplete applications and/or applications received after the closing date will not be considered.**

**NOTE: Please save your work as you go**

Before completing this application form, please read the program community-grants-guideline [Community-Grants-Guidelines-26\\_27.pdf\(PDF, 2MB\)](#)

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

Depending on the grant you have selected you may be asked to provide the following information:

- Proof of public liability insurance
- Letters of support, leases, permits
- Auspicing information
- Quotes for services or items
- Project details such as venues, budgets and outcomes
- contacts for auspice organisations

If you have any questions in regards to these eligibility criteria, please contact **community@ccrc.qld.gov.au or phone Council on 1300 763 903 and ask to speak with our Community Services team.**

**Please tick the following before starting \***

- ☐ We do not have any outstanding debts with Cassowary Coast Regional Council
- ☐ We do not have any outstanding grant reports or acquittals with Cassowary Coast Regional Council
- ☐ We have not previously been awarded grant funding from Cassowary Coast Regional Council this year.

At least 2 choices must be selected.

#### About the Program

Cassowary Coast Regional Council Community Grants and Support Program provides support for identified community members and local community organisations that endeavour to make positive change and contribute to a vibrant community. Applicants are subject to eligibility criteria and must complete the relevant application through Council's Smarty Grants portal with all supporting documentation for the application to be considered.

Council provides Community Grants and Support to respond to community priorities and need; to create a more sustainable and resilient community by delivering social (including health and wellbeing), cultural, environmental and economic outcomes through the funding streams.

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Projects and initiatives selected will align with Council's purpose: Cassowary Coast Regional Council meets the needs of current and future generations through an integration of environmental stewardship, social advancement and economic prosperity.

### **Objectives of the Cassowary Coast Regional Council Community Grants and Support Program:**

Create opportunities for diverse projects, activities and events to meet identified community priorities that align with Council's vision and strategic objectives in accordance with Council's 2025 - 2030 Integrated Corporate and Operational Plan.

- Build community skills, capacity and resilience.
- Develop and maintain community infrastructure.
- Strengthen our community through social inclusion and collaboration.
- Form collaborative partnerships to prioritise physical and mental wellbeing of residents.
- Prioritise the natural environment.

In accordance with Council's Community Grants and Support Policy, the local government principles prescribed in the Local Government Act 2009 (Qld) apply to Council's Community Grants and Support Program.

*s4(2) The local government principles are—*

- (a) transparent and effective processes, and decision-making in the public interest; and*
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and*
- (c) democratic representation, social inclusion and meaningful community engagement; and*
- (d) good governance of, and by, local government; and*
- (e) ethical and legal behaviour of councillors, local government employees and councillor advisors*

## Available Funding

Program funding for the 2026 - 2027 financial year is \$120,000 with 2 funding rounds with an allocation of \$60,000 per round. Panel assessors may deem a project to be either successful, partially successful (with approved funding stipulated) or unsuccessful

### **Minor Community Project or Initiative:**

- Amount: Up to \$2,000
- Co-Contribution: Not required
- Submission: Less Detailed

### **Major Community Project or Initiative:**

- Amount: \$2,001 - \$7,500
- Co-Contribution: 10% in kind / min 10% financial contribution required
- Submission: More Detailed

## Community Programs & Initiatives

# Community Programs & Initiatives- Program Stream Round 1 2026-2027

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### Community Grant Program - Community Programs & Initiatives

#### Councils Aspirations

##### Healthy Communities:

- A healthy, active and inclusive community with a strong sense of identity, belonging and pride.

##### Thriving Economy

- A strong diverse and progressive economy, with vibrant town centres, thriving tourism destinations and good training and job opportunities for everyone.

##### Sustainable Environments

Sustainability and ecological principals are embraced across the community to protect and enhance our unique biodiversity and natural environment with meaningful mitigation and adaptation to address climate change.

If you do contact us throughout the application process, please quote the application number below:

#### Application Number

This field is read only.

#### Confirmation of Eligibility

By proceeding with the application, I confirm that I have read the Program Guidelines [Community-Grants-Guidelines-26\\_27.pdf\(PDF, 2MB\)](#) and the Cassowary Coast Regional Council Corporate Plan [corporate-and-operational-plan-2025-2030](#) and that my organisation is eligible to apply.

#### Please select below: \*

☐ Yes

☐ No

#### Contact Details

\* indicates a required field

#### Applicant Details

##### Applicant \*

Organisation Name

For organisations – 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 Australian Business Register, Australian Charities and Not for Profit Commission or the Australian Taxation Office.

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### Primary Contact Details

#### Primary contact \*

Title First Name Last Name

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

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

#### Primary contact phone number \*

|  |
|--|
|  |
|--|

Must be an Australian phone number.

#### Primary contact email address \*

|  |
|--|
|  |
|--|

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

#### Address

Address

|  |
|--|
|  |
|  |

#### GST Registered? \*

- ☐ 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                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main Business Location                            |                                  |

Must be an ABN.

### Organisation (if applicable)

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**Organisation's web site (must be a url e.g. www.sampleorg.net.au)**

## Auspice Information

\* indicates a required field

### Auspiced Application Please note:

- A not for profit community organisation manages grant funding on behalf of another group
- The auspicing organisation enters into the funding agreement with Council and accepts legal and financial responsibility for the project/initiative the organisation is making application for
- The group seeking the auspice will undertake the work to deliver the funded project or activity

**Is your organisation auspiced by another organisation for the purpose of this grant? \***

☐ Yes ☐ No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you should not apply for this grant.

## Auspice Organisation Details

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

☐ Yes ☐ No

**Please provide ABN Number \***

**Auspice 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.

**Auspice postal address**

Address

  

**Auspice primary phone number \***

Must be an Australian phone number.

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### Auspice email address \*

Must be an email address.

### Auspice website (if applicable)

Must be a URL.

### Primary contact person at auspice organisation \*

First Name

Last Name

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

### Position held in organisation \*

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

### Please attach a letter from the auspice organisation confirming that the auspice arrangement is valid and current. \*

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair), must be on the organisations letterhead and must include: name, position, signature and date.

## Certification by Auspicing Organisation/Individual

**Please note:** Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to Council until all grants have been satisfactorily acquitted.

**I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf**

**And that the information stated in this application is true and correct.**

### I agree \*

☐ Yes

## Project Details

\* indicates a required field

### Funding Stream

#### Please select the Funding Stream that you are applying for \*

- ☐ Minor Community Project or Initiative: up to \$2,000
- ☐ Major Community Project or Initiative: \$2,001 to \$7,500

This is the TOTAL amount you are requesting from Council, not the TOTAL project value. Less detail is required for Minor Projects.

# Community Programs & Initiatives- Program Stream Round 1 2026-2027

## Form Preview

### Project title: \*

Provide a name for your project/program/initiative. Your title should be short but descriptive

### Anticipated start date \*

### Anticipated end date \*

Start date MUST be AFTER the 1st of November 2026.

### Category Criteria: Please select which criteria best describes your project \*

- ☐ Directly support at least one the Council Aspirations (Healthy Communities, Liveable Places, Sustainable Environments, Thriving Economy, Good Governance)
- ☐ Provide inclusive and diverse events or activities for the region and engage marginalised or other priority groups.
- ☐ Create strong, resilient communities and social networks.
- ☐ Support the implementation of sustainable practices for the community
- ☐ Promote livability and vibrancy of the Cassowary Coast as a community through social, environmental, and / or economic activities
- ☐ Build community expertise, capacity, skills and knowledge (including increased volunteerism and volunteer capacity and capability).
- ☐ Raise awareness of the Cassowary Coast Region as a destination
- ☐ Other:

## Alignment with Council's Aspirations

### How does your project align with the Program Stream Criteria you have selected \*

Word count:

Must be no more than 200 words.  
refer to Community grant guidelines

## Project Need

### Project summary (How will your project address community needs and how was that identified?)

Word count:

### Include evidence to support the need (letter/s of support)

Attach a file:

A maximum of 5 files can be attached

# Community Programs & Initiatives- Program Stream Round 1 2026-2027

## Form Preview

### Do you have current Public Liability Insurance for your group / committee? \*

- ☐ Yes
- ☐ No - Please contact the Community Services Team to discuss.

THIS IS NOT EVENT INSURANCE . A minimum of \$20M Public Liability Insurance is required. You MUST provide Certificate of Currency eligible over event date range.

### If yes please upload a copy of your Insurance Certificate of Currency

Attach a file:

## Project Outcomes

### Please describe how the project will benefit the Cassowary Coast Community and/or environment \*

- ☐ to bring together the community in celebration of a historical, cultural or otherwise significant event
- ☐ to bring outsiders into the community, or showcase the beauty and diversity of the region to outsiders
- ☐ to encourage growth and spend in our region, via new and innovate business ideas or exchange of ideas
- ☐ to encourage sustainable practices, or new ideas to renew, recycle, revegetate, regrow, reuse; either environmentally, economically or socially
- ☐ to increase skills, knowledge and experience within the volunteering community, and encourage this community to grow
- ☐ to address gaps in services in the region that have been identified which would benefit a minority group (First Nations, Seniors, Youth, Women, Homeless / Housing, Vulnerable)
- ☐ Other:

Please tick all that apply

### Is the project accessible to the target members of the Cassowary Coast \*

- ☐ Yes
- ☐ No

### Who will specifically benefit from the project \*

- ☐ Seniors
- ☐ First Nations People
- ☐ Youth
- ☐ Businesses
- ☐ Industry Sector
- ☐ Women's initiatives
- ☐ Other:

Tick all that apply

### Have you considered accessibility and Inclusivity \*

- ☐ Yes
- ☐ No

### How have you considered this? (If answered yes above)



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**Will the project utilise local suppliers? (as per Council's Procurement Policy)**

**<https://www.cassowarycoast.qld.gov.au/policies> \***

- ☐ Yes  
☐ No

**If you answered 'No' to the above, please explain why**

Word count:

Must be no more than 200 words.

## Organisational Capacity

**How will the project be delivered (eg Project Plan / Event management Plan) and who will deliver the project \***

Word count:

Must be no more than 200 words.

e.g., project plan approved by the committee

**Outline project milestones including approvals e.g. Building and Planning, Owner Consent, Event Permit. (Only required for Major Projects \$2,001- \$7,500)**

Word count:

Must be no more than 200 words.

**Please upload any Approvals, Event Management Plan or Event Permit.**

Attach a file:

**Outline relevant experience with delivering similar projects. (Only required for Medium and Major Projects \$2,001 - \$7,500)**

Word count:

Must be no more than 200 words.

e.g., committee that has delivered something similar

## Environmental Sustainability

**How will you consider environmental impact - current and future. \***

Word count:

# Community Programs & Initiatives- Program Stream Round 1 2026-2027

## Form Preview

Must be no more than 200 words.

e.g., using existing infrastructure or not using single use plastics

### Inputs (Budget)

\* indicates a required field

#### Value for Money

- One (1) written quote is required from a local supplier where local suppliers exist for budget items \$0 - \$5,000
- At least two (2) written quotes are required from local suppliers where local suppliers exist for budget items valued at \$5,001 - \$20,999.
- Where local suppliers are not available, a justification and evidence should be provided to show where applicants have tried to source locally but the product or service was not available.

In-kind contributions are those contributions of goods or services rather than financial contributions (eg labour, donated goods or services)

- Volunteers' labour is valued at \$52.19 per hour (ABS)
- Professional and contractor in-kind services are generally valued at market rates
- New goods and services donated are generally valued at market rates

**Total Cost of Project \***

\$

**CCRC Cash Request \***

\$

Must be a dollar amount.

#### Budget - INCOME (keep in-kind support separate)

| Income                                                                 | \$                      |
|------------------------------------------------------------------------|-------------------------|
| Grant request (CCRC Grant Request)                                     | \$ <input type="text"/> |
| Organisation funds (Funds that your organisation will be contributing) | \$ <input type="text"/> |
| Other funding sources (e.g. other grant requests/ sponsorships)        | \$ <input type="text"/> |

#### Expenses (items that will be invoiced or paid for - not in kind)

Please note: Purchased locally means from a business that is based within the Cassowary Coast Region.

| Expenditure Description | Amount | Grant Funded | Purchased Locally |
|-------------------------|--------|--------------|-------------------|
|-------------------------|--------|--------------|-------------------|

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| List all the Expected project expenditure | Must be a dollar amount. | Choose Yes or No | Choose Yes or No |
|-------------------------------------------|--------------------------|------------------|------------------|
|                                           | \$                       |                  |                  |
|                                           | \$                       |                  |                  |
|                                           | \$                       |                  |                  |
|                                           | \$                       |                  |                  |
|                                           | \$                       |                  |                  |
|                                           | \$                       |                  |                  |
|                                           | \$                       |                  |                  |
|                                           | \$                       |                  |                  |

## Budget Totals

### Total Income Amount

\$

This number/amount is calculated.

### Total Expenditure Amount

\$

This number/amount is calculated.

### Income - Expenditure

\$

This number/amount is calculated.  
This should be \$0.00

## In-Kind Support

This Description should show the source of the in-kind support and then demonstrate the value of the support. In-kind labour can be calculated at the following:

Volunteers labour is valued at \$52.19 per hour (ABS)

Professional and contractor in kind services are generally valued at market rates

Please record in-kind labour as No. of volunteers x No. of hours x \$ cost per hour used

If you have received goods and services as a donation, please add this here.

| Description | \$ |
|-------------|----|
|             | \$ |
|             | \$ |
|             | \$ |
|             | \$ |

## Budget Totals

### Total In Kind Amount

This number/amount is calculated.

# Community Programs & Initiatives- Program Stream Round 1 2026-2027

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### Quotes

#### REMINDER:

**One written quote from a local supplier is required for budget items from \$0 to \$5,000.**

**Two written quotes are provided from local suppliers for budget items between \$5,001 to \$20,999.**

**All items in the above budget will require adequate quotes for the application to go through to the next stage.**

**Please also upload any invoices or evidence for in kind or donations of goods or services.**

**Please upload quotes for any services or products required for your project**

Attach a file:

### Certification and Feedback

\* indicates a required field

**All applicants must agree to the following:**

**I, the undersigned, certify that:**

- I have read and understood the Information Privacy and Right to Information Statement and agree to the use and disclosure of information as outlined in the Statement.
- To the best of my knowledge, the information given in this document, is true and accurate.
- I understand that Council has the right to request a current financial statement for the purposes of assessing grant application.
- I understand that if funding is allocated to our project, event or activity, I will be required to accept the funding in accordance with the Cassowary Coast Regional Council's conditions of funding
- I certify that the project, event or activity will be completed within the allowable time frame
- I understand that if Cassowary Coast Regional 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 funding agreement with Cassowary Coast Regional Council.
- In order to be successful the Organisation will be required to accept the terms of the grant in accordance with Council's requirements
- I understand the Project Outcome Report Acquittal Form accompanied with receipts and invoices, will be completed and returned to council within eight (8) weeks from the end of the project
- I understand that if the conditions of funding are not complied with Council will recover the funds allocated and future applications for funding from Council will not be considered.

**Please tick box if you agree \***

# Community Programs & Initiatives- Program Stream Round 1 2026-2027

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☐ Yes

### Full Name

### Privacy Statement

Cassowary Coast Regional Council is collecting your personal information in accordance with the *Information Privacy Act 2009 (Qld)*, and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's Privacy Policy on Council's website [www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au)

Your personal information has been collected for the purpose of assessing your Application for Approval. Your personal information is handled in accordance with the *Information Privacy Act 2009 (Qld)* and will be accessed by persons who have been authorised to do so.

### I acknowledge the privacy statement \*

☐ Yes

### EFT Payment Form

Please complete an [EFT Payment Form](#). If you need any assistance please contact [community@ccrc.qld.gov.au](mailto:community@ccrc.qld.gov.au). Once you have completed this form please upload below.

### EFT Payment Form \*

Attach a file:

### Feedback

**Please let us know if there is anything you would change about this process. Your feedback assists us in developing our grants funding rounds and the processes around them. Your feedback is essential to ensure these rounds are successful in the future.**