

2026/27 Minor Grant Application Form

Form Preview

2026/27 Minor Grant

* indicates a required field

IMPORTANT: Please read information below to assist you in completing your application online.

Before completing this application form, please ensure you have read the Minor Grant Guidelines. The Guidelines are available on Council's website [click here to view](#).

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

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

If you have any questions in regards to these eligibility criteria, please contact the Grants Officer by phoning 1300 MYSDRC (1300 697 372).

Documents you will need to upload for this application:

- **Quotations** for items you are requesting Minor Grant funding for (funding should be spent locally where possible)
- **Not-for-Profit Legal Evidence**
- **Bank Account Details**
- **Insurance evidence**
- **Auspicng Agreement** if your application is required to be auspicng. Please click on this link to access the form: [Auspicng Agreement](#)

REMINDER:

As you work your way through this application form, take note of questions with **Assessment Criteria** and a percentage written next to the title.

These are very important questions and are used to assess your application. These questions should be answered thoroughly.

Privacy, Eligibility & Certification Statements

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Privacy Statements

- Southern Downs Regional Council ("Council") will use any personal information provided for the purpose of processing your grant application and for remaining in contact with you.
- Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts.
- Your personal information will only be accessed by authorised personnel.
- The information provided in your grant application, and in any related documentation and/or discussions, may be provided to members of the Assessment & Moderation Panel in order to assist Council in processing your grant application.
- By submitting an application to Council, you consent to the applicant's name, expense description and amount funded being published on Council's website, public notices and/or media releases. This information may also be used for promoting Council's grant programs.
- Your personal information is dealt with in accordance with Council's Privacy Statement.
- Council does not accept any liability or responsibility for the applicant's expense, except where Council has obligations under any current lease arrangements.

Eligibility Statements

I confirm that -

- The applicant organisation operates in the Southern Downs Local Government area;
- The applicant organisation is a legal incorporated not-for-profit organisation ("NFP") / **or if not** / its auspicing organisation is;
- The applicant organisation has an Australian Business Number ("ABN") / **or if not** / its auspicing organisation does;
- The applicant organisation has not received Minor Grant funding from Council in the previous four (4) years / **or** / has fully-acquitted any previously awarded grant funding from Council.
- The applicant has not received other funding from Council for this expense.
- The applicant organisation has appropriate insurance cover / **or if not** / its auspicing organisation does;
- The applicant organisation has no debt to Council / **or** / has debt to Council and has entered into an agreed payment schedule - which is being adhered to;
- The applicant organisation does not receive annual operational from Council.

Certification Statements

I confirm that -

- I have read and understand Council's Privacy Statement;
- I have read, understand and comply with Council's Eligibility Statements;
- All answers and statements made in this application are true and correct;
- All attachments to this application are authentic and current;
- Prior to the purchase, the applicant organisation will obtain the necessary permits or approvals from Council (if relevant);
- If this grant application is successful -
 - Council will be acknowledged for its financial contribution;
 - The acquittal process will be completed and submitted by the due date online via SmartyGrants;
 - The submitted acquittal will have attached to it, all the evidence requested by Council;
 - All stipulated due dates will be met on time.

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Please select below: *

- Yes - The applicant agrees and complies with Council's privacy, eligibility and certification statements.
- No - Do not continue completing this application form. The applicant is not eligible for this funding.

Previous Funding (Assessment Criteria: 30%)

Have Applicants previously received funding through the *Grants to Community* funding programs or not, in the past four (4) years?

Has your organisation received any previous grant funding from Council? *

- Yes
- No - this is our first application
(e.g. Community Grant, RADF, Event Sponsorship, Community Drought Recovery Funding)

Contact Details

* indicates a required field

Applicant Organisation Details

Applicant Organisation Name *

Organisation Name

Please use your organisation's full name.

Applicant Organisation's Address *

Address

If you are trying to enter a PO Box, type the PO Box in the address box and then click on the hyperlink that appears which says: 'Can't find your address?'. This will open more Address boxes and allow you to enter the PO Box.

Applicant Organisation's Postal Address *

Address

If you are trying to enter a PO Box, type the PO Box in the address box and then click on the hyperlink that appears which says: 'Can't find your address?'. This will open more Address boxes and allow you to enter the PO Box.

Applicant Organisation's Email Address *

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

Applicant Contact Person *

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Title First Name Last Name

This is the person we will correspond with about this grant

Applicant Contact Person's Phone Number *

Must be an Australian phone number.

Alternative Email Address for the Organisation *

This is the email address of the organisation or of another member of the organisation who can be contacted if required.

Organisation Details

* indicates a required field

The Applicant Organisation must have a legal incorporated not-for-profit structure **and** an Australian Business Number ("ABN") and have appropriate insurance cover (e.g. volunteers, professional indemnity, public liability, etc).

If the Applicant does not have **all** of these requirements, it will need to be auspiced by an organisation that does have all of these requirements.

LEGAL INCORPORATED NOT-FOR-PROFIT STRUCTURES

The four (4) common legal structures that are used to incorporate a not-for-profit organisation based in Queensland are:

1. Incorporated Association
2. Company Limited by Guarantee
3. Cooperative
4. Indigenous Corporation

The Australian Charities and Not-For-Profits Commission ("ACNC") registers Not-for-profit (NFP) charitable organisations that generally use one of the above four legal structures.

WHAT IS AN AUSPICING ORGANISATION?

An Auspicing Organisation is an organisation that **must** have an ABN **and** not-for-profit legal structure, and will be responsible for the following on behalf of the Applicant -

- the receipt, banking & administration of all grant funding monies;
- project monitoring and completion;
- ensuring the applicant acquits the funding on time; and
- signs off on the acquittal form.

An auspicing organisation may also provide support to the applicant by -

- providing insurance for the activity; or
- providing mentoring for the applicant.

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NOTE: It is the responsibility of the Applicant Organisation being auspiced to ensure that a clear agreement is reached between the parties before applying for funding. An agreement form is available on Council's website - [click here to view](#).

HOW TO SEARCH ONLINE FOR NOT-FOR-PROFIT LEGAL STRUCTURE EVIDENCE -

- Click on the blue search link listed below that is your organisation's NFP legal structure.
- You will be re-directed to a search page on the not-for-profit authority's website.
- Type your organisation's name or number in the search box where indicated.
- Click on search.
- The details of your organisation should appear on screen.
- Take a screen-shot (print screen) of the webpage showing the details for your organisation.
- Paste the information onto a blank word document.
- Save the document with the filename - **NFP Evidence**.
- Attach the word document to this application form using the box below.

Click on the relevant link below to do your search.

- [Search for Incorporated Association Number](#)
- [Search for Company Limited by Guarantee](#)
- [Search for a Co-Operative](#)
- [Search for an Indigenous Corporation Number](#)
- [Search for a Charity](#)

If you need assistance, please contact Council's Grants Officer on 1300 MYSDRC (1300 697 372).

Does your organisation have a legal not-for-profit structure, an ABN and appropriate insurance cover for your activity? *

Yes

No - your application will need to be auspiced

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 |

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ACNC Registration
Tax Concessions
Main business location

Must be an ABN

Which not-for-profit legal structure does your organisation operate under? *

- Incorporated Association
- Company Limited by Guarantee
- Cooperative
- Indigenous Corporation
- Other:

Attach the not-for-profit legal structure evidence here: *

Attach a file:

Please use "NFP Evidence" as the filename for the attachment.

Insurance

- Attach current insurance cover evidence - only attach a Certificate of Currency/ Certificate of Insurance (not the entire insurance policy).
- Save the document with the filename - **Insurance Evidence**.
- If the Applicant Organisation **does not** have the appropriate or current insurance cover for the activity - this application **will need to be Auspiced** and the Auspicing Organisation will need to provide the insurance cover evidence.

Attach the current insurance cover evidence here: *

Attach a file:

Please use "Insurance Evidence" as the filename for the attachment.

Debt to Council

- The Applicant Organisation, or Auspicing Organisation, needs to advise if it has any debt to Council such as - outstanding rates, fees, debtors, leases, loans, etc.
- If the Applicant Organisation, or Auspicing Organisation, **does have** debt to Council, it needs to attach evidence of the Payment Arrangement Approval letter and Payment Schedule from Council.

Does your organisation have any debt to Council? *

- Yes
- No

Attach the letter and schedule here:

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Attach a file:

Please use "Debt Evidence" as the filename for the attachment.

Applicant Organisation's Bank Account Details

Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

This is the bank account your grant will be paid to. Ensure details are checked for accuracy.

Name of Bank *

Applicant Organisation's Financial Information

Please attach your organisation's most recent bank statement to show correct bank details (these should match the bank details provided for monies to be paid into): *

Attach a file:

Please use "Bank Statement" as the filename for the attachment.

Auspice Organisation

* indicates a required field

Does the Auspicing Organisation have a legal not-for-profit structure, an ABN and appropriate insurance cover for the expense? *

- Yes
 No - you will need to seek an alternative auspicing organisation before applying.

Auspice Organisation Details

Name of Auspicing Organisation *

Organisation Name

Auspice Primary Address *

Address

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

Auspice Postal Address *

Address

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

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.

Contact person's phone number *

Contact person's email address *

Must be an email address

Please attach an agreement from the auspicing organisation confirming this arrangement is valid and current *

Attach a file:

Auspicing agreement available on Council's website <https://www.sdrclqld.gov.au/doing-business/grants-to-community-radf/grants-to-community>

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 | |

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Main business location

Must be an ABN

Which not-for-profit legal structure does the auspicing organisation operate under? *

- Incorporated Association
- Company Limited by Guarantee
- Cooperative
- Indigenous Corporation
- Other:

Attach the auspicing organisation's not-for-profit legal structure evidence here: *

Attach a file:

Please use "NFP Evidence" as the filename for the attachment.

Insurance

- Attach current insurance cover evidence - only attach a Certificate of Currency/ Certificate of Insurance (not the entire insurance policy).
- Save the document with the filename - **Insurance Evidence**.

Attach the current insurance cover here: *

Attach a file:

Please use "Insurance Evidence" as the filename for the attachment.

Debt to Council

- The Applicant Organisation, or Auspicing Organisation, needs to advise if it has any debt to Council such as - outstanding rates, fees, debtors, leases, loans, etc.
- If the Applicant Organisation, or Auspicing Organisation, **does have** debt to Council, it needs to attach evidence of the Payment Arrangement Approval letter and Payment Schedule from Council.

Does the auspicing organisation have any debt to Council? *

- Yes
- No

Attach the letter and schedule here: *

Attach a file:

Please use "Debt Evidence" as the filename for the attachment.

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Auspice Organisation's Bank Account Details

Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

This is the bank account your grant will be paid to. Ensure details are checked for accuracy.

Name of Bank *

Auspice Organisation's Financial Information

Please attach the auspicing organisation's most recent bank statement to show correct bank details (these should match the bank details provided for monies to be paid into): *

Attach a file:

Please use "Bank Statements" as the filename for the attachment.

Expense Details

* indicates a required field

Expense title: *

Must be no more than 10 words.

Provide a name for your expense. Your title should be short but descriptive

Expense type

- Operational Expenses (e.g. - insurances, wages, rates, water & utilities rates)
- Consumables (e.g. - printer cartridges, stationery, tea, coffee)
- Catering or food

What date will the activity start or purchase occur? *

Must be a date and between 1/9/2026 and 31/3/2027.

What date will the activity end or purchase conclude? *

Must be a date and no later than 31/3/2027.

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Briefly describe the expense you are seeking funding for and how it will help your organisation: *

Word count:

Must be no more than 200 words.

Does your expense require Council approval? *

Yes, have already applied Yes, yet to apply No

Unsure - you need to contact Council to establish if approval is required prior to purchase

Attach any approval or correspondence you have had with Council:

Attach a file:

e.g. event permit, park permit

Budget (Assessment Criteria: 20%)

* indicates a required field

The Budget is assessed as part of the Pre-Eligibility Criteria and makes up 20% of the Assessment Criteria.

MAXIMUM GRANT:

- Applicants can request up to **\$500.00**.
- Grants to Community applicants are strongly encouraged **not to rely** on Council as a **continual or sole source** of income.
- It is highly recommended that applicants actively pursue other avenues of funding to aid in the development of their purchase.
- Refer to the Guidelines to ensure items are eligible for funding.

QUOTES:

All quotes attached to this grant application need to comply with the following:

- Should be from suppliers of goods or services within the Southern Downs Region wherever possible (if not able to be supplied locally, a reason must be supplied);
- One (1) quote only per supplier of the goods or services;
- Dated and no more than two (2) months old;
- Authentic (i.e. - genuine, real, having an origin supported by unquestionable evidence, not false);
- Include an itemised breakdown for each item of goods or services;
- Include a total of the itemised goods or services;
- Note if GST has been included the full amount must be included in the Funding Request column;

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- As part funding may be offered, in the budget table below, note whether each quote has a high or low priority.

DO NOT -

- *Attach a quote that does not comply with all the above stipulations - it will **not be accepted**.*
- *Attach or provide links.*
- *Attach three (3) quotes for the same goods or services from three (3) different suppliers. If your organisation chose to obtain three quotes for goods or services, that is fine, however your organisation needs to decide which quote to accept and that is the only quote that needs to be attached to the grant application.*
- *Provide a quote typed on blank paper with no true or authentic evidence of the supplier of the goods or services - it will **not be accepted**.*

If Council considers that any quotes provided **do not** comply, the applicant **will not** receive funding for that item.

FILENAMES:

Filenames to use when saving quotes to attach to the application, needs to include -

- 1.The words - Quote.
- 2.The name of the supplier of the goods or services.
- 3.The quote amount.

For Example, if a separate document needs to be attached for each quote -

- **Filename One** - Quote Bunnings \$14.90
- **Filename Two** - Quote Kiss Collective Catering \$350.00
- **Filename Three** - Quote Harvey Norman \$105.00

For Example, if one (1) document needs to be attached which includes ALL the quotes -

Filename One - Expense Quotes

If you need to add rows to the table below, either click on "Add More" button at the bottom right hand corner of the table or click on the + at the end of each row.

If you wish to delete rows, click on the - at the end of the row.

| Supplier's Name | Quote Total | Priority | Funding Requested | Attach Quote |
|-----------------|-------------|----------|---|----------------------------------|
| | | | Funding is capped at \$500.00 per applicant | See above for example filenames. |
| | \$ | | \$ | |
| | \$ | | \$ | |

This is the total cost of the entire expense

This is the total of all the quotes attached to this Funding is capped at \$500.00 per applicant

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not just the funding requested.

Total Activity Cost *

\$

What is the total budgeted cost of your activity?

application and listed above.

Total of all Quotes

\$

This number/amount is calculated.

Total Funding Requested

This number/amount is calculated.

Local Suppliers (Assessment Criteria: 30%)

* indicates a required field

Is the purchase of your expense using ALL local suppliers? *

- Yes
- No - you will need to describe below why you were unable to use local suppliers

Describe why you were unable to use local suppliers to complete or supply your activity: *

Please provide as much detail as possible to show the assessors that you either attempted to source the product/supplier locally or that it is not available in the Southern Downs region.

Acknowledgement of Council (Assessment Criteria: 20%)

* indicates a required field

If your grant application is successful, it is a requirement that your organisation acknowledges Council publicly for its financial contribution to the expense.

A minimum of two (2) acknowledgement types must be selected however, you are encouraged to select as many options as possible.

You will be required to attach evidence of the acknowledgements to your grant acquittal upon completion of the project or purchase of your item.

How will your organisation acknowledge Council for the financial contribution towards the project? *

- Acknowledgement 1 - Display the acknowledgement on a sign or poster at the project
- Acknowledgement 2 - Invite the Mayor/Councillors to the activity
- Acknowledgement 3 - Speeches presented at the project
- Acknowledgement 4 - Book & Borrow a Council Banner to display at the project
- Acknowledgement 5 - Inclusion of the acknowledgement in all Promotions / Marketing / Invitations / Brochures / Flyers / Stickers
- Acknowledgement 6 - Inclusion of the acknowledgement in all Newspaper Article / Editorial / Advertisement / Media Release about the activity
- Acknowledgement 7 - In your organisation's Newsletter
- Acknowledgement 8 - In your organisation's Email Signature Block
- Acknowledgement 9 - On your organisation's website

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- Acknowledgement 10 - On your organisation's Facebook page or other social media page
- Acknowledgement 11 - In Letters your organisation sent to Supporters / Members / Participants / Volunteers
- Other:

At least 3 choices must be selected.

Certification and Feedback

* indicates a required field

Certification

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 Funding Offer & Agreement.

I agree *

Yes

No

Name *

Title

First Name

Last Name

Position in Organisation

*

Date *

Must be a date

Applicant Feedback

Your feedback will be used to continuously improve Council's delivery of its Grants to Community programs.

How did you hear about this grant program? *

- Community Grants Officer
- Customer Service Officers
- Direct email to your group
- Council Facebook page
- Council Website
- Word of mouth

Other

Please indicate how you found the online application process: *

Very easy

Easy

Neutral

Difficult

Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

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Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Please Note:

- When you **submit** your application in SmartyGrants, you will receive an automated email confirming your application has been submitted.
- The email will be sent to the email address you used to register in SmartyGrants.
- If you do not receive the confirmation email from SmartyGrants, then you **have not submitted** the application - please **re-submit** the application again!