

2026/27 Strategic Industry Association Funding Application Form Form Preview

2026/27 Strategic Industry Association Funding

* 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 Strategic Industry Association Funding 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 Senior Economic Development Officer by phoning 1300 MYSDRC (1300 697 372).

Documents you will need to upload for this application:

- **Not-for-Profit Legal Evidence**
- **ABN**
- **Public Liability insurance (minimum \$20 million)**
- **Current Work Health and Safety Policy or Statement**
- **Most recent Bank Statement and Treasurer's report**
- **Letters of Support** and/or evidence of engagement for your project. A minimum of one (1) letter of support is required. *NOTE: Letters of Support cannot be supplied by the auspicing organisation or a member of your organisation.*
- **Bank Account Details**
- **Evidence of no outstanding Council debt or confirmation of a payment agreement.**

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- **Auspicing Agreement** if your application is required to be auspiced. Please click on this link to access the form: [Auspicing 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

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, project 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 project, 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, or can clearly demonstrate regional benefit;
- 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 appropriate public liability insurance of at least \$20 million;
- The applicant organisation can demonstrate strong governance, financial viability and compliance with workplace health and safety practices;
- The applicant organisation has not received funding from Council previously / **or** / has fully-acquitted any previously awarded grant funding from Council.
- 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 can provide all required documentation listed in the guidelines;
- The applicant does not receive Annual Operational Funding from Council;

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- The applicant can provide current bank statements and Treasurer's reports for the previous financial year;
- The applicant is not applying for funding for the same project/s in another Grants to Community funding stream.

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 project commencing, the applicant organisation will obtain the necessary permits or approvals from Council;
- If this grant application is successful -
 - Council will be acknowledged for its financial contribution to the project;
 - 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.

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.

Acquitted Previous Funding

If your organisation has received a Community Grant or RADF Grant in the **2025/26** financial year, the funding must be fully acquitted before applying for this funding program (i.e. if your acquittal is not yet due, you **will not** be able to apply until the project is complete and acquittal submitted).

If you are unsure of the status of your previous grant acquittals, please contact the Grants Officer prior to continuing with this application form.

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

- Yes
- No - this is our first application
(e.g. Community Grant, Fast Grant, RADF, Local Events Funding Program, Community Drought Recovery Funding)

Did your organisation fully acquit any previous funding received from Council? *

- Yes
- No - the acquittal is not yet due (Community Grants or RADF). DO NOT continue completing this application form. The applicant is not eligible for funding.
- No - the acquittal is overdue. DO NOT continue completing this application form. The applicant is not eligible for this funding.
-

Lease with Council

In accordance with the Terms & Conditions of a Lease Agreement with Council, if a Lessee's project **relates to / OR / impacts on the leased property or building** the Lessee will require permission from Council before undertaking the project or activity.

Please note: you do not need to seek approval to attach to this application. If your application is successful, the Grants Officer will liaise with the Land Management Officer regarding the consent required.

Does your organisation have a Lease with Council *

- Yes - if successful, your grant will be conditional on receiving approval from Council
- No

You do not need to seek approval from Council at this stage.

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 Contact Person *

Title First Name Last Name

This is the person we will correspond with about this grant

Applicant Contact Person's Phone Number *

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Must be an Australian phone number.

Applicant Contact Person's Email Address *

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

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 for the project (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 project; or
- providing mentoring for the applicant.

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](#).

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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 project? *

- 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
ACNC Registration	
Tax Concessions	

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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 (Public Liability minimum \$20 million)

- 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 project - 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:

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.

Application Organisation's Treasurer's Report

Please attach your organisation's most recent Treasurer's Report: *

Attach a file:

Please use "Treasurer's Report" as the filename for the attachment.

Workplace Health and Safety

Current Workplace Health & Safety Policy or Statement

Attach a file:

Please use "WHS Policy" or "WHS Statement" as the file name for the attachment.

Auspice Organisation

* indicates a required field

New Section

Will you be using an Auspice Organisation

- Yes - please fill out this page
- No - no need to fill out this page

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

- Yes
- No - you will need to find another Auspice organisation

Auspice Organisation Details

Name of Auspicing Organisation *

Organisation Name

Auspice Primary Address *

Address

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.sdrc.qld.gov.au/doing-business/grants-to-community-radf/grants-to-community>

ABN of auspicing organisation *

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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

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

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- 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.

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.

Auspice Organisation's Treasurer's Report

Please attached the auspicing organisation's most resent Treasurer's Report: *

Attach a file:

Please use "Treasurer's Report" as the file name for the attachment.

Project Details

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* indicates a required field

Project title: *

Must be no more than 10 words.

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

Three Year Collaboration Vision (Summary): 1. Briefly describe the purpose of the proposed three-year collaboration with Council. 2. Outline the key regional issue, opportunity, or industry need your organisation aims to address. 3. Summarise the strategic outcomes your association seeks to achieve with council: *

Word count:

Must be no more than 250 words.

Alignment with Government Strategies

Explain how your proposed collaboration aligns with the following (as relevant):
• Southern Downs Regional Council Corporate Plan 2024-2029 • SDRC Economic Development and/or Tourism priorities • Queensland Government strategies such as Destination 2045, Regional Economic Development strategies, Queensland Trade & Investment Strategy, Primary Industries Prosper 2050/Agribusiness plans • Federal Government regional or industry development frameworks and strategies

Word count:

Must be no more than 400 words.

(Dot points acceptable.)

Three-Year Work Program (High Level Deliverables)

Year 1 2026/27

Amount sought from Council - Year 1 \$xxxxx (exc GST)

Must be a dollar amount.

Outline at least 3 - 5 deliverables

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Dot points recommended.

Year 2 2027/28

Amount sought from Council - Year 2 \$xxxxx (exc GST)

Must be a dollar amount.

Outline at least 3 - 5 deliverables

Dot points recommended.

Year 3 2028/29

Amount sought from Council - Year 3 \$xxxxx (exc GST)

Must be a dollar amount.

Outline at least 3 - 5 deliverables

Dot points recommended.

Industry Benefits & Value for Money

Industry Benefits & Expected Outcomes

Describe how this collaboration will benefit: • Your sector (e.g., growers, wine/ tourism, retail, chambers) • The broader Southern Downs economy • Jobs, workforce, capability, or destination competitiveness • Industry resilience or innovation

Word count:

Must be no more than 400 words.

Value for Money & Co-Investment

Provide a summary of your organisation's financial or in-kind contribution

Provide a summary of other external funding leveraged or sought (State, Federal, industry)

Dot points recommended.

Provide a summary of: • Partnerships with peak bodies or agencies (e.g., TEQ, Tourism Australia, QDPI, TIQ) • Why the proposal represents good value for Council investment

Word count:

Must be no more than 250 words.

Key Performance Indicators

Please list your KPIs. Examples include: • Number of industry workshops, training sessions, or events delivered • Number of participating businesses or members • Growth in industry capability or accreditation • Marketing reach, impressions, or engagement metrics • Industry datasets, dashboards or insights delivered • Workforce attraction or skills development outcomes • Visitor or trade development uplift (if tourism/export-related) • Collaboration outcomes with State/Federal agencies

Provide 5–8 measurable indicators.

Risk Management

High Level Risk Management

Identify any major risks to delivering the collaboration and how they will be mitigated (e.g., industry engagement, resourcing, external dependencies, seasonality, regulatory changes).

Word count:

Must be no more than 200 words.

Acknowledgement of Council

* 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 project.

A minimum of three (3) 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.

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 project
- 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 e.g. Promotions / Marketing / Invitations / Brochures / Flyers / Stickers
- Acknowledgement 6 - Inclusion of the acknowledgement in all Newspaper Article / Editorial / Advertisement / Media Release about the project
- Acknowledgement 7 - In your organisation's Newsletter
- Acknowledgement 8 - In your organisation's Email Signature Block
- Acknowledgement 9 - On your organisation's website
- 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

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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

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!