

**McKinlay Shire Council**  
**Community Benefits Assistance Scheme**  
**Application Form**

**Information for Applicants:**

Please read the Community Benefits Assistance Scheme Guidelines prior to completing this application. For assistance with your application please contact Jordan Morris on sportrec@mckinlay.qld.gov.au or 47467166.

**1. ORGANISATION/GROUP DETAILS**

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

What is your organisations/groups primary purpose? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organisation's ABN: \_\_\_\_\_

Is your Organisation registered for GST?  Yes  No

Did your organisation/group receive a grant last year from Council?

Yes  No - Amount received \$ \_\_\_\_\_

Does your organisation have public liability insurance?

Yes – please attach copy of certificate  No

**2. PROJECT INFORMATION**

Project name: \_\_\_\_\_

Expected start date: \_\_\_\_\_

Expected finish date: \_\_\_\_\_

Funding stream:

Infrastructure \_\_\_\_\_

Equipment \_\_\_\_\_

Support for volunteers \_\_\_\_\_

Priority: (please number)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. INFRASTRUCTURE PROJECT DETAILS (ALL OTHERS PROCEED TO SECTION 4)**

Please indicate which of the following best describes your proposed project:

- New infrastructure
- Upgrade, enhancement or extension of existing infrastructure
- Replacement of existing infrastructure

Physical address of the proposed project: \_\_\_\_\_  
\_\_\_\_\_

Has approval for the use of this land been given by the landowner?  Yes  No

If yes, complete the following:

Agency/Landowner: \_\_\_\_\_

Representative: \_\_\_\_\_ Representatives position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Does your project require: (if unsure please contact Council)

A building permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
A planning permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have these been obtained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

If yes, please attach copies.

Please provide a description of the proposed works (attach sketches/plans if available).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4. PROJECT BUDGET (ALL APPLICANTS TO COMPLETE)

Detail the breakdown of total project costs including those being sought from Council, cash provided by your organisation, volunteer time and equipment/other items used in-kind. Complete the boxes relevant to the funding stream you're applying for (*an example is provided below*).

##### Infrastructure:

Item / description	Supplier/Provider	In-kind	Council	Group	Total cost
<i>e.g. Shade sail &amp; posts</i>	<i>Marwill</i>		<i>\$500</i>	<i>\$500</i>	<i>\$1000</i>
<i>e.g. Cement</i>	<i>JC Hardware</i>		<i>\$100</i>	<i>\$100</i>	<i>\$200</i>
<i>e.g. Volunteer labour 4hrs</i>	<i>Club</i>	<i>\$100</i>			<i>\$100</i>
<b>Total</b>					<i>\$1300</i>

##### Equipment:

Item / description	Supplier/Provider	In-kind	Council	Group	Total cost
<i>e.g. BBQ</i>	<i>JC Hardware</i>		<i>\$200</i>	<i>\$200</i>	<i>\$400</i>
<i>e.g. Gas</i>	<i>JC Roadhouse</i>	<i>\$80</i>			<i>\$80</i>
<b>Total</b>					<i>\$480</i>

##### Volunteer:

Item / description	Supplier/Provider	In-kind	Council	Group	Total cost
<i>e.g. Coaching clinic</i>	<i>Sport Star Training</i>		<i>\$1000</i>	<i>\$1000</i>	<i>\$2000</i>
<i>e.g. trainer travel cost</i>	<i>Rex Airlines</i>			<i>\$1000</i>	<i>\$1000</i>
<b>Total</b>					<i>\$3000</i>

Have you requested/secured funding from other parties?  Yes  No Please detail:

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Is the project reliant on funding from other parties?  Yes  No

Will the project go ahead if Council funding is not received?  Yes  No

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**5. GENERAL INFORMATION (ALL APPLICANTS TO COMPLETE)**

Provide an estimate of how many volunteers will be involved in the project. \_\_\_\_\_

Explain why your group/organisation requires the infrastructure/equipment/volunteer support?

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How will the project benefit McKinlay Shire residents and have a positive impact on the community? \_\_\_\_\_

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Please detail fundraising efforts your community organisation/group has undertaken to support the project:

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How does your community organisation/group support and/or give back to the community?

- Donations       Volunteering time       Other

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How will McKinlay Shire Council be recognised for providing funding if the application is successful?

- Media release       Signage       Social media       Advertising  
 Event announcement       Website

Other: \_\_\_\_\_  
\_\_\_\_\_

Other comments that may assist your application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Demonstrate the level of community support for the project. Attach letters of support, statistics from previous projects etc.

\_\_\_\_\_  
\_\_\_\_\_

## 6. DECLARATION:

**This declaration requires the signature of the applicant or representative of the applicant.**

I certify that I am authorised by the applicant to prepare and submit this application for McKinlay Shire Council's Community Benefit Assistance Scheme. I have read the guidelines relating to the Community Benefit Assistance Scheme and certify that to the best of my knowledge the information provided in this form is correct and disclose full and accurate information of income, expenditure and activities proposed by the applicant.

I agree to provide Council with any additional information required to assess this application.  
I agree to comply with all requirements of the Community Benefit Assistance Scheme.  
I will acknowledge the support of Council in all relevant promotional and printed material.

Contact name of Responsible Person: \_\_\_\_\_

Position within group/organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness \_\_\_\_\_ Date: \_\_\_\_\_

## 7. CHECKLIST:

**Have you completed ALL sections of the application form (where applicable?)**

- 1 – Organisation/Group details?
- 2 – Project information?
- 3 – Infrastructure project and included sketches/plans of the project?
- 4 – Project budget?
- 5 – General project information?
- 6 – Declaration and a signatory has signed and been witnessed?

**Please provide the following attachments:**

- Copy of your organisation's latest audited financial statements
- Copy of current public liability insurance certificate
- Copy of meeting minutes confirming the committee's commitment to the project.

## 8. SUBMIT APPLICATION:

Please contact Community Services Team prior to submitting an application to discuss your proposal.

If known, groups/organisations wishing to obtain Council funding for an amount greater than \$5,000.00 must submit their application for consideration prior to the commencement of the financial year for which the organisation requires it.

Applications can be submitted by post or email by 5pm Friday April 29<sup>th</sup> 2022:

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