Application Form In Kind Assistance Program 2627
Form Preview

Important Notice

* indicates a required field

Guidelines

Western Downs Regional Council is committed to handling your personal information in accordance with the *Information Privacy Act 2009* (Qld) and the Queensland Privacy Principles (QPPs).

QPP 5 obliges Council to advise you of certain matters when collecting your personal information.

This collection notice sets out those matters, and explains how we will manage the collection, use, disclosure and storage of your personal information.

The personal information collected on this form will be used to process applications under the In Kind Assistance Program. The personal information you supply on this form in accordance with *Local Government Act 2009*.

If you choose not to provide your personal information, for example your name and contact details, Council will not be able to consider your grant application.

Your personal information will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless required by law.

Council's privacy policy explains how you may request access to and/or seek correction of your personal information. Council's policy also explains how you can complain to Council if you consider Council has breached its obligations to manage your personal information in accordance with the QPPs, and how we deal with privacy complaints.

If you have any questions about how your personal information will be handled, please contact Council on telephone 1300 268 624 or info@wdrc.qld.gov.au.

Guidelines

Please refer to the In Kind Assistance Program guidelines and the over-arching Community Grants - Council Policy by clicking here prior to completing this application form.

The maximum benefit (if approved) is up to $4,000.00 per annum per organisation.

For further information please phone Council on 1300 268 624 to speak with a member of the Grants team.

I have read the In Kind Assistance Program Guidelines and Community Grants - Council Policy prior to completing this application and confirm that to the best of my knowledge this application meets eligibility requirements.

By clicking proceed I confirm that I am legally authorised to make this application on behalf of the Organisation for which this application is being lodged. *

○ Proceed

Initial Criteria

* indicates a required field

Organisation Name *
Organisation Name

Is your organisation a commercial organisation or is this application for a commercial activity? *
- ○ Yes
- ○ No

Does your organisation own or operate a commercial licensed premises full time? e.g. A licensed premises that is operated primarily as a commercial business rather than as a member service.
- ○ Yes
- ○ No

Is your organisation a Government agency or department of local, state or federal Government or body or authority created by Government? (including Auxiliaries and Parent and Citizen Associations of these bodies) *
- ○ Yes
- ○ No

Is your organisation a political organisation? *
- ○ Yes
- ○ No

If you are a political organisation or group, you are NOT eligible to receive funding.

Is your organisation a religious organisation?
- ○ Yes
- ○ No

Is your organisation a charitable not-for-profit organisation that operates a commercial business as defined in definitions of this policy? (e.g. A not-for-profit commercial scale aged care facility) *
- ○ Yes
- ○ No

Under the Community Grant Guidelines there are certain groups who are not eligible to apply for funding.

Exemptions to organisation eligibility can be made at the discretion of Council and/or it's delegates where there is a significant public interest, the application meets funding criteria and is consistent with the Community Grants Policy. Exemptions may also be applied where specific funding guidelines allow.

Please outline why you believe an exemption should be granted for your organisation: *

Please describe the commercial business your organisation operates: *

Is this application being auspiced by an incorporated association? You only require an auspicing body if your organisation is NOT incorporated. *
- ○ Yes
- ○ No

In Kind Assistance Program Request

* indicates a required field

Event / Project Name *

Please outline the participation of volunteers as part of the Event / Project *

Planning, organisation, delivery, etc.

What is the proposed start date of your requested works? *

Must be a date.
PLEASE NOTE: Please allow up to 6 weeks for approval.

What is the proposed end date of your requested works? *

Must be a date.
PLEASE NOTE: Please allow up to 6 weeks for approval.

What district will the works be physically located in? *
- ○ Chinchilla & District
- ○ Dalby & District
- ○ Jandowae & District
- ○ Miles & District
- ○ Tara & District
- ○ Wandoan & District

Are the works requested being undertaken on Council owned or controlled facilities, land and/or roads? *
- ○ Yes

○ No
If YES, please answer the next question

If YES, outline which Council facility, land and/or road will you be using?

Please indicate Council works you are requesting *
☐ Road Closure & Road Closure Signage
☐ Materials and/or Services
☐ Town Banner Display
☐ Council Event Bins
At least 1 choice must be selected.

Road Closure & Road Closure Signage

* indicates a required field

Road closures and/or the use of Council road closure signage require a Traffic Guidance Scheme (TGS). If you do not have a TGS you will be required to have one created prior to the submission of this application. Closure of state roads require additional permissions from Main Roads and closure of local roads require additional permission from Council to accompany your TGS. Please use the below link to create an application for approval:

Working in the Road Corridor

These approvals can take some weeks, so please plan ahead to ensure your application is submitted well in advance.

If you are unsure of the process to legally close a road please contact the Grants team to assist you with the process.

Traffic Guidance Scheme *
Attach a file:
Please upload your current Traffic Guidance Plan

Approval Documentation *
Attach a file:
Main Roads approval and/or Council approval

Are you requesting the use of Council Road Closure signage? *
○ Yes
○ No

Are you requesting WDRC staff to operate the road closure? *
○ Yes
○ No
Please be advised that this will depend on the availability of trained staff

Please provide any additional information about your requested works

Works Requested

Description of Requested Works	Location	Date of Request	Start Time	Finish Time
E.g. Supply road closure signage	E.g. Heeney Street at Chinchilla	Must be a date.	E.g. 10am	E.g. 2pm

Materials and/or Services

Through the In Kind Assistance Program, Council offers materials and services within the scope of its core business.

Some examples of materials and services that can be considered are as below:

- Use of a water truck for dust suppression at an event
- Grading of an entryway prior to an event
- Supply and delivery of crusher dust to repair a surface
- Mowing prior to an event
- Provision of staff to assist with setting up an event (*Please advise of the number of staff required*)

Please note that Council prioritises the delivery of it's core business, and as such may not be able to approve your requests. This can be subject to current events, as well as the availability of staff and equipment.

Works Requested

Description of Requested Works	Location	Date of Request	Start Time	Finish Time
E.g. Water truck for Race Day	E.g. Tara Race Club	Must be a date.	E.g. 10am	E.g. 2pm

Additional Information

Please provide any additional information about your requested works

Town Banner Display

Around the region, Council displays banners advertising various local and regional events.

Proposals can be put forward for consideration for community groups to use the banner poles to display their own banners. This is dependent on alignment with the pre-arranged banner display schedule.

Community groups are responsible for the creation and supply of their own banners. Community groups are further responsible for the storage, upkeep and repair of their banners.

If your organisation is considering the creation of banners, please contact the Grants Team for the specifications to manufacture town banners.

Requests for banner display must be received a minimum of 12 weeks prior to your proposed display date.

Location	Proposed Commencement Date	Proposed Completion Date	Number of Banners
E.g. Heeney Street, Chinchilla	Must be a date.	Must be a date.	Must be a whole number (no decimal place).

Council Event Bins

* indicates a required field

A number of Event bins are available for community groups to utilise. Community groups are responsible for the following:

- collection from relevant Council depot
- servicing (you must organise with the contractor for the Event bins you are using to be serviced at your cost)
- cleaning of the bins
- returning to the relevant Council depot

Council is only able to arrange for your organisation to collect and return bins from specified depots within scheduled working hours.

It is expected the the bins are returned in the same condition that they are supplied. The cost of repairing any damages will be invoiced to your organisation.

Location *
- ○ Dalby - 20 Bins
- ○ Chinchilla - 14 Bins
- ○ Miles - 17 Bins
- ○ Tara - 10 Bins
- ○ Wandoan - 8 Bins

Number of Bins Required *

Must be a whole number (no decimal place).

Proposed Collection Date *

Must be a date.

Proposed Return Date *

Must be a date.
Please visit the Council website to find out the scheduled service date for your area. You will need to factor this into your Proposed Return Date. https://maps.wdrc.qld.gov.au/connect/analyst/mobile/#/main?mapcfg=%2FAnalyst%2FNamedProjects%2FWaste%20Collection

Applicant Contact Details

* indicates a required field

Organisation Contact Person *

Title | First Name | Last Name

Contact Phone Number *

Must be an Australian phone number.

Organisation Email Address *

Must be an email address.

Applicant 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	

Must be an ABN.

Organisation Address *
Address

How many members does your organisation currently have? *

Must be a whole number (no decimal place).

Auspicing Organisation Details

* indicates a required field

Auspicing Agreement

A copy of the Auspicing Agreement is available on Council's website.

Please upload a copy of your Auspicing Agreement *
Attach a file:

Auspicing Organisation Name *

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	

Must be an ABN.

Auspicing Organisation Contact Person *

Title | First Name | Last Name

Auspicing Organisation Phone Number *

Must be an Australian phone number.

Auspicing Organisation Email Address *

Must be an email address.

Agreement

* indicates a required field

I confirm that:

1. The details in this application and any attachments are lawfully true and correct; and
2. I have been legally authorised to make this application by the governing body of the organisation for which this application is being made; and
3. The organisation named in this application accepts all legal and financial responsibility associated with this application and any funds granted should this application be successful.

The person named hereafter *

Title | First Name | Last Name

Agrees to the above terms and conditions *

○ Yes