

Sport Championship Funding Program Information and Eligibility

* indicates a required field

Sport Championship Funding Program

The aim of the Sport Championship Funding Program is to attract financially viable sporting events to the Bundaberg Region. The program will provide funding support for sporting events that are international, national, state or regional significant in focus, recognised by their relevant sporting authority.

Please ensure you have read and understood the guidelines before commencing this application. [You can find the Sport Championship Funding Program guidelines here.](#)

Please confirm that you have read and understood the Sport Championship Funding Program Guidelines *

☐ Yes

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to [Privacy Bundaberg Regional Council](#)

Please get in contact with Council's Sport and Recreation Officer if you would like to arrange a time to discuss any queries prior to submitting an application - cscd@bundaberg.qld.gov.au

Before you begin: Check your eligibility and ensure you have:

- Acquitted any previous Bundaberg Regional Council grant satisfactorily.
- Be a Bundaberg Regional Council based legal not for profit sporting organisation.
 - Or, have an eligible auspice
- Quotes (formal and itemised, screenshots are not eligible)
- Public Liability Insurance
- Certificate of Incorporation, Certificate of registered Charity, Constitution, By-Laws, Model Rules, or similar as proof of not-for-profit status
- Audited Financial Statement - if revenue is above the relevant thresholds for your organisation type
- Meeting minutes confirming the decision to seek financial assistance and expend funds on the specific project
- Project/Event Plan
- Letter from the Regional/State/National Sporting Organisation sanctioning/supporting the event

Ineligibility

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- Organisations who have received funding through any of Council's grant programs which have not been satisfactorily acquitted will not be eligible.
- Organisations who have received financial assistance from Council in the current financial year will not be eligible.

Has your organisation received financial assistance from any of the following Council grant programs in the current financial year? *

- ☐ Community Services Grant
- ☐ Micro Grant
- ☐ Sport Championship Funding Program
- ☐ Special Events Grant
- ☐ Fee Waiver Program
- ☐ Regional Arts Development Fund (RADF)
- ☐ Financial Assistance Program
- ☐ No funding has been received

If you ticked any of the above grant options (except Special Events grant) you are not eligible to apply for further financial assistance in accordance with the Community Grants policy. If you are unsure, please get in touch with Council's Sport and Recreation Officer - cscd@bundaberg.qld.gov.au

Has your club, or the same event received any Council funding in the previous financial year (regardless of applicant)? *

- ☐ Yes
- ☐ No

Previous funding details

If you did receive funding in the previous financial year, how much did you receive?

Must be a dollar amount.

What items/services were purchased with the funding?

Understand that while you are eligible to apply for funding every year under the Community Grants Policy, if you have received funding in the previous financial year, other applicants who did not receive funding in the previous year will receive priority.

Ineligibility

Bundaberg Regional Council wishes to advise that as you have indicated that your organisation or the event has received financial assistance from Council in the current or previous financial year, unfortunately you are ineligible to apply at this time. Please contact Council's Sport and Recreation Officer to discuss any queries or ascertain when you will next be eligible - sportandrec@bundaberg.qld.gov.au

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Applicant Details

* indicates a required field

Auspice Information

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

- ☐ Yes
☐ No

If you answered Yes, please confirm your own organisation and contact details here. In Section 3 enter details of the auspice organisation.

Organisation name *

Organisation Name

Please use your organisation's full name.

Primary contact person *

Title First Name Last Name

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Postal Address *

Address

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

Position held in organisation *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Auspice Organisation Details

Organisation name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

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Postal address *

Address

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

Primary contact person *

Title First Name Last Name

This is the person we will correspond with about this grant

Position held in organisation *

e.g. President, Committee Member

Phone number *

Must be an Australian phone number.

Email address *

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

Please attach a letter from the auspice organisation confirming that the auspice arrangement for the purpose of this grant application is current and approved.

Attach a file:

The letter must be signed by an authorised person (including their name, date and position) from the auspice organisation - e.g. President, Executive member

ABN information

Does your organisation have an ABN? *

☐ 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	

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. [Download the form from the ATO.](#)

Please upload completed Statement by a Supplier Form here: *

Attach a file:

Max 25mb

What is your Incorporation number? *

Incorporated Association or Australian Corporation Number

Sporting Championship Details

* indicates a required field

Event name: *

Provide a name for the sporting event.

Location: *

Location name, address where event will be undertaken.

Event start date *

Must be a date.

Event end date *

Must be a date.

Event Category

(weighted 20%)

Please select: *

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- ☐ International/National Sporting Event - attracts international or national participation greater than 20% of total participants to the Bundaberg Region.
- ☐ State Sporting Event - attracts a state participation with a majority of the total participants from outside the Bundaberg Region
- ☐ Regional Significant Sporting Event - attracts regional participation with a majority of the total participants from outside the Bundaberg Region

No more than 1 choice may be selected.

Has the sporting event sanctioned/supported by the Regional/State/National Sporting Organisation? *

- ☐ Yes
- ☐ No

State, national and international events must be sanctioned - a letter of confirmation will be required.

Total Expected Participant Number *

Must be a whole number (no decimal place).

E.g. Athletes.

Total Expected Number of Officials *

Must be a whole number (no decimal place).

E.g. Umpires/Referees/Coaches/Managers

Total Expected Number of Volunteers *

Must be a whole number (no decimal place).

E.g. Administration/Canteen/Site preparation

Number of Expected Participants from outside the Bundaberg Region *

Must be a whole number (no decimal place).

Athletes from outside the region.

Number of Expected Officials from outside the Bundaberg Region *

Must be a whole number (no decimal place).

Umpires/Referees/Coaches/Managers from outside the region.

Number of Expected Volunteers from outside the Bundaberg Region. *

Must be a whole number (no decimal place).

Volunteers etc.

Capacity to Deliver

Demonstrate the capacity and experience to deliver the event (weighted 25%)

Outline the contribution from your organisations management committee. *

Word count:

Must be no more than 150 words.

Include experience in delivering other/previous sporting events.

What support/contribution will be provided from your sporting organisation members? *

Word count:

Must be no more than 150 words.

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What support/contribution will be provided by the Regional/State/National or International Sporting Organisation? *

Word count:

Must be no more than 150 words.

Does your organisation have a Project/Event Plan? *

- ☐ Yes
☐ No

A Project/Event Plan will assist in demonstrating your organisation's capacity to deliver the event. If yes, you will be required to attach a copy of your project/event plan.

Event Priorities

(weighted 15%)

Which priorities does your event align to? *

- ☐ Bundaberg Regional Council's Corporate Plan - Support and facilitate community programs, networks, projects and events that promote social connectedness; and an active and healthy community life.
- ☐ Bundaberg Regional Sport and Recreation Strategy - support council's vision for sporting and recreation facilities and physical activity.
- ☐ Local Buy - using local services and materials.
- ☐ Other:

At least 1 choice must be selected.

Describe what the sporting event will achieve *

Word count:

Must be no more than 150 words.

Financial Contribution Acknowledgement

(weighted 20%)

How will Bundaberg Regional Council's financial contribution be acknowledged? *

- | | |
|--|---|
| ☐ Newspaper | ☐ Facebook/Twitter/Youtube/Instagram |
| ☐ Television | ☐ Flyers/Registration material |
| ☐ Radio | ☐ Mobile App |
| ☐ Website - Local sporting organisation | ☐ Event announcements/awards/presentations etc |

- ☐ Website - Regional/State/National Sporting organisation
- ☐ Other:

Your organisation will be required to demonstrate council's acknowledgement in the grant acquittal process.

Budget and Economic Benefit

* indicates a required field

(weighted 20%)

Budget

Total Grant Amount Requested *

\$

Must be a dollar amount and no more than \$5,000.

Total Event Budget *

\$

Must be a dollar amount.
What is the total budgeted amount of your event?

Expenditure Items

All columns are required to be completed, if no \$ amount is applicable, please use 0.

Income	\$	Expenditure Item	\$	Amount to be funded by the grant
	\$		\$	\$
	\$		\$	\$
Include funding amount requested, your organisations contribution, sponsorship, donations, other funding contributions, participation fees etc.	Must be a dollar amount.		Must be a dollar amount.	Must be a dollar amount.

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Total Amount to be Funded

\$

This number/amount is calculated.
Total grant amount eligible is up to \$5,000.

Economic Benefit

Number of Participants from outside the Bundaberg Region

Accompanying Partner Rate *

Number of Days of the Event *

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This number/amount is calculated.

This data should be available from the Regional/State/National Sporting Organisation. e.g Accompanying partner rate of 2.5 (Mother, Father and Sister per registered participant)

Must be a whole number (no decimal place).

Total Participants/Accompanying Partner Rate

This number/amount is calculated.

Economic Benefit

This number/amount is calculated. Calculated on average daily spend of sporting tourists - Tourism Research Australia 2019.

Required Documentation

* indicates a required field

Not For Profit Status

Please attach a copy of Certificate of Incorporation. *

Attach a file:

A minimum of 1 file must be attached.

If your organisation is being auspiced, this will be the auspicing organisation's Certificate of Incorporation

Public Liability Insurance

Please attach a copy your current Public Liability Insurance Certificate of Currency *

Attach a file:

A minimum of 1 file must be attached.

Audited Financial Statement

Please attach a copy of your latest audited financial statement. *

Attach a file:

A minimum of 1 file must be attached.

Organisation Meeting Minutes

Please attach a copy of minutes confirming the decision to apply for financial assistance *

Attach a file:

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A minimum of 1 file must be attached.

Event Endorsement

Please attach a copy of Regional/State/National Sporting Organisation's sanctioning or endorsement letter for the event. *

Attach a file:

A minimum of 1 file must be attached.

Project/Event Plan

Please attach a copy of your proposed event plan.

Attach a file:

If you answered Yes to having an Event Plan you are required to provide a copy.

Information (quotes etc) to support income and/or expenditure items.

Please attach documentation (quotes etc) to support income and/or expenditure items. *

Attach a file:

A proper quote/invoice reflects the suppliers business details, total cost, breakdown of cost, payment/quote expiry date etc. Website snippets of the items with the price submitted for quote is not acceptable. Maximum of 10 Files may be attached.

Additional Documentation - Optional

Please attach any additional documents

Attach a file:

Additional Documentation - Optional

Please attach any additional documents

Attach a file:

Certification

* indicates a required field

Certification

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This section must be completed by an appropriately authorised person on behalf of the applicant group/organisation (may be different to the contact person listed earlier in this application form).

The following section confirms your organisation's endorsement of this application:

- I certify that I have been authorised to prepare and submit this application on behalf of the abovementioned group/organisation and to the best of my knowledge, the statements made in this application are true and correct.
- I understand that if Bundaberg Regional Council approves a grant, I will be required to accept and comply with the terms and conditions of the grant as provided upon grant approval by Bundaberg Regional Council.
- I consent to the information contained within this application being disclosed to or by Bundaberg Regional Council for the purposes of assessing, administering and monitoring current and further Bundaberg Regional Council grant applications.
- I acknowledge that Bundaberg Regional Council is collecting my personal information for the purposes of assessing this application. My personal information may be accessed by employees, contractors, and/or Councillors of Bundaberg Regional Council. My personal information will be handled in accordance with the Information Privacy Act 2009 (Qld) and may be released to other parties where Council is required or authorised by law to do so. For more information on Council's Privacy Policy, see <https://www.bundaberg.qld.gov.au/privacy>.
- I understand that if Bundaberg Regional Council approves a grant, I will be bound by the contents of this application and the terms and conditions as provided upon grant approval to carry out the project as I have described and as required by Council. I understand that this application and its contents will form part of my contractual relationship with Bundaberg Regional Council.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact email *

Must be an email address.

Date *

Must be a date

