

Sport Championship Funding Program Application Form

Form Preview

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

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 - sportandrec@bundaberg.qld.gov.au

To be eligible to apply, Organisations are required to:

- 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.

Ineligibility

- 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 or previous financial year will not be eligible.

Has your organisation received financial assistance from any of the following Council grant programs in the current or previous 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 - sportandrec@bundaberg.qld.gov.au

Sport Championship Funding Program Application Form

Form Preview

Has this event received any Council funding in the current or previous financial year (regardless of applicant)? *

☐ Yes ☐ No

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

Before you begin

You will require certain information to complete the application. To assist this process you will need the following documentation:

- Certificate of Incorporation (or that of auspicng organisation)
- Organisation's Public Liability Insurance Certificate of Currency (Insurance Policy)
- Organisation's latest Audited Financial Statement
- Copy of Minutes confirming the decision to apply for financial assistance
- Project/Event Plan
- Information (quotes etc) to support income/expenditure items for which funding is requested
- Letter from the Regional/State/National Sporting Organisation sanctioning/supporting the event
- If being auspicd by an eligible organisation, a letter confirming this agreement relevant to this application

Applicant Details

* indicates a required field

Auspice Information

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

☐ Yes
☐ No

If you answered Yes, please confirm your own organisation and contact details here. The remainder of the details in the Applicant Details section under Organisation Details are to be those of the auspicng organisation.

Organisation name *

Organisation Name

Sport Championship Funding Program Application Form

Form Preview

Please use your organisation's full name.

Primary contact person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postal Address *

Address

<input type="text"/>
<input type="text"/>

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.

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

Organisation Details (or eligible auspice)

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.

Postal address *

Address

<input type="text"/>
<input type="text"/>

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

Sport Championship Funding Program Application Form

Form Preview

Primary contact person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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	
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.](#)

Sport Championship Funding Program Application Form

Form Preview

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 Event 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: *

- ☐ 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

Sporting events must be sanctioned - a letter of confirmation will be required.

Total Expected Participant Number *

Total Expected Number of Officials *

Total Expected Number of Volunteers *

Sport Championship Funding Program Application Form

Form Preview

Must be a whole number (no decimal place).
E.g. Athletes.

Must be a whole number (no decimal place).
E.g. Umpires/Referees/Coaches/Managers

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.

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 organisations capacity to deliver the event. If yes, you will be required to attach a copy of your project/event plan.

Event Priorities

Sport Championship Funding Program Application Form

Form Preview

(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? *

- | | |
|--|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Facebook/Twitter/Youtube/Instagram |
| <input type="checkbox"/> Television | <input type="checkbox"/> Flyers/Registration material |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Mobile App |
| <input type="checkbox"/> Website - Local sporting organisation | <input type="checkbox"/> Event announcements/awards/presentations etc |
| <input type="checkbox"/> Website - Regional/State/National Sporting organisation | <input type="checkbox"/> 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.

Sport Championship Funding Program Application Form

Form Preview

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

This number/amount is calculated.

Accompanying Partner Rate *

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)

Number of Days of the Event *

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

Sport Championship Funding Program Application Form

Form Preview

* 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:

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:

Sport Championship Funding Program Application Form

Form Preview

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

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

Sport Championship Funding Program Application Form

Form Preview

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