

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

Yes

If you have not read the guidelines, please read them before commencing this application. Sport Championship Funding Guidelines [here](#).

To be eligible to apply, Organisations are required to:

- Have acquitted any previous Bundaberg Regional Council grant satisfactorily.
- Be Bundaberg Regional Council based legal not for profit sporting organisation.

Ineligibility

Organisations who have received funding through Council's Financial Assistance Programs which have not been satisfactorily acquitted will not be eligible.

Have you received financial assistance from any of the following programs in the current financial year?

Community Services Grant Sponsorship & Partnerships Micro Grant Special Events Grants

If you ticked any of the above boxes you are not eligible to apply for further financial assistance in accordance with the Community Grants policy.

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
- Organisation's Public Liability (Insurance Policy)
- Organisation's latest Audited Financial Statement
- Copy of Minutes confirming the decision to apply for financial assistance
- [Creditor Details Form](#)
- Project/Event Plan

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- 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

Applicant Details

* indicates a required field

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

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

Contact person *

Title

First Name

Last Name

This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

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 *

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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

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 of Supplier Form: *

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.

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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 *

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.

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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 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 council's financial contribution be acknowledged? *

- Newspaper Facebook/Twitter/YouTube/Instagram

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- Television
- Radio
- Website - Local sporting organisation
- Website - Regional/State/National Sporting organisation
- Flyers/Registration material
- Mobile App
- Event announcements/awards/presentations etc
- 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
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	\$		\$	\$
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

\$

Total Expenditure Amount

\$

Total Amount to be Funded

\$

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This number/amount is calculated.

This number/amount is calculated.

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 tourist - 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.

Public Liability Insurance

Please attach a copy your current Public Liability Insurance *

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.

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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.

Creditor Details Form

Please attach a copy of the Creditor Details Form. *

Attach a file:

Creditor Details Form can be accessed here: <https://www.bundaberg.qld.gov.au/community/grants-financial-assistance-1/9>

Endorsement

Please attach a copy of Regional/State/National Sporting Organisation's 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:

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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 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

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Contact email *

Must be an email address.

Date *

Must be a date