

2026/27 Annual Community Grants Application Form Category A

Form Preview

Eligibility

Privacy Management - Personal information provided in this form is required in order to process the application. Provision of the information is voluntary; however, if insufficient information is provided, support for the application will be difficult when considering competing requests. Your personal information will not be used without your prior written permission.

LODGING THE COMPLETED APPLICATION

Up to \$3000 funding assistance is competitively available to applicant organisations under Council's Annual Community Grants 2026/27. To lodge your application please complete the online form at <https://www.qprc.nsw.gov.au/Community/Grants-Donations#section-5>.

For further information or assistance with this application, please contact **Council's Grants Officer** on **02 6285 6044** or **0428 354 660**.

GENERAL GUIDELINES FOR APPROVAL OF COUNCIL DONATIONS

Please refer to Council's Donations Policy when completing your application. It is available [here](https://www.qprc.nsw.gov.au/Policies-Strategies-and-Plans/Adopted-QPRC-Policies) and can also be viewed at <https://www.qprc.nsw.gov.au/Policies-Strategies-and-Plans/Adopted-QPRC-Policies>.

In allocating funds, Council will give consideration to the nature of the request, the proposed beneficiaries, equality of access, any recent donations to each applicant, whether previous funds have been acquitted, alternative funding sources, and equity of support across the local government area.

The following criteria will be considered in assessing these requests:

- the purpose of the donation
- the alignment with Council's Community Strategic Plan and Delivery Plan
- previous donations and support provided to the applicant by Council
- the amount requested
- the applicant's access to alternative sources of funding
- Council's annual budget allowance

The Assessment Grid in the Category A Grant Guidelines at <https://www.qprc.nsw.gov.au/Community/Grants-Donations#section-5> will be utilised by Council assessors to competitively select projects for funding. Please read the Category A Grant Guidelines carefully, prior to completing your application.

ACQUITTAL REQUIREMENTS

Applicants applying for assistance under the program need to ensure that any previous funds received have been acquitted after completion, by using the acquittal form provided by the Grants Officer. This includes providing copies of all receipts and all media and Council acknowledgement. It is a condition of the program that formal acknowledgement of Council's support must appear on all publicity, promotion, media and correspondence relating to the assistance provided.

IMPORTANT: Please read the information below to assist you in completing your application online

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BEFORE YOU BEGIN

Welcome to the Queanbeyan-Palerang online grant application service, powered by Smartygrants.

You may begin anywhere in this application form. Make sure you save as you go. For queries about Council's Donations Policy, application deadlines or questions in this form, please contact us on **6285 6044** during business hours or email **Liz.mirowski@qprc.nsw.gov.au**. If you need help using this form, download the Help Guide for Applicants, and the Frequently Asked Questions (available under the green Help Button at the top of the online form's screen).

NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

On the left hand side of every screen, there is a box which links directly to every page of the application. Use the link to jump directly to the page you want. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

SAVING YOUR DRAFT APPLICATION

If you wish to leave a partially completed application, press 'save' and log out. When you log back and click on the 'My Submissions' link at the top of the screen, you will find a list of applications you have started or submitted. You can reopen your draft application and continue where you left off.

You can also download any application, whether draft or completed, as a PDF. Use the 'Download PDF' button located on the last page of the application form.

SUBMITTING YOUR APPLICATION

You will find a 'Review and Submit' button at the bottom of the Navigation Panel. You will need to review your application before you can submit it. Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the Navigation Panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, you will not be able to edit, or upload further supporting material.

When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then your submission has NOT been received.

ATTACHMENTS AND SUPPORT DOCUMENTS

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a zip drive or similar. You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each, however we do recommend trying to keep files to a maximum of 5MB - the larger the file, the longer the upload time. If you are not able to upload a document, please contact us for support.

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A number of people can work on the application using the same login details as long as only one person is working at a time. Ensure you save as you go.

Contact Details

* indicates a required field

Details of Organisation

Name of Organisation/Group *

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.

Applicant Organisation Address *

Address

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

Primary purpose and activities of your organisation?

Word count:

Must be no more than 500 words.

Number of members

How many members in your organisation. Must be a number.

Name of organisation President/Chair

Name of organisation Secretary

Name of organisation Treasurer

Primary contact person for this application *

First Name

Last Name

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This is the person we will correspond with about this grant

Primary contact person mobile phone number

Primary contact person's email address *

Must be an email address.

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

Is your organisation not-for-profit? *

- ☐ Yes
☐ No

Only not-for-profit organisations (and in some cases, individuals) are eligible to apply.

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 Details

* indicates a required field

FINANCE

Please tell us why you need financial assistance from Council [for example, what financial resources are available to your organisation and why are they not sufficient for your project/event] *

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Word count:

Must be no more than 500 words.

PROJECT TIMELINE

Your project's start date *

Must be a date.

Your project's end date *

Must be a date.

Project Details

* indicates a required field

Who are the primary beneficiaries of this project/program?

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program

Category A

Title of your project/event *

Please give your Category A project a short project title

Please describe your project *

Word count:

Provide a full description (up to 600 words recommended) of your project - what are you out to do? If space is insufficient, please upload files below

Please upload documents about the project here, if you wish to provide more information

Attach a file:

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A maximum of 5 files may be attached.

What are the funds being used for? *

Word count:

Must be no more than 300 words.

(e.g. purchase of equipment, provision of service, promotional costs? Please be specific)

Does your organisation intend to distribute any of these funds to other local charitable organisations? *

- ☐ Yes
☐ No

If yes please provide details

Please describe the expected benefits of your project to the local community *

Word count:

Must be no more than 500 words.

How will the Queanbeyan-Palerang community benefit from your project?

Budget summary Category A

Total cost of your project/activity/item

\$

Must be a dollar amount.

Less your contribution (in cash or in-kind)

\$

Must be a dollar amount.

Amount of Category A funds requested? *

\$

Must be a dollar amount.

Inputs (Budget)

Project Budget (GST exclusive)

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Please provide a clear description of the budget items of expenditure. This could include fees, direct costs (for example venue, materials, advertising/promotion costs, administration, equipment, office supplies etc). In-kind support/voluntary contributions should be valued at \$35 per hour.

Item of Expenditure	Amount requested from Council	Amount Contributed by your organisation	Amount sought from other sources (e.g. sponsors, income etc)
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	Must be a dollar amount.	Must be a dollar amount.	Please add more rows of expenditure items as required Must be a dollar amount.

If seeking more than \$1000 please attach a copy of the organisation's most up-to-date audited statement of income and expenditure, and a copy of the organisation's current budget.

Upload files

Attach a file:

A maximum of 3 files may be attached.

or

Provide web link:

Must be a URL

Certification

* indicates a required field

AUTHORISATION BY THE APPLICANT ORGANISATION

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This Declaration must be completed by an accountable Executive Officer of the applying organisation, and witnessed by another Executive Officer of the applying organisation. This person may be different from the Contact Person listed earlier in this application form.

Applicants who are individual persons or groups of individuals must also complete this Declaration.

I certify that the information given in this document is true and accurate, and that if the organisation receives a donation from Council, the conditions as set out in Council's *Donations Policy* will be complied with. Queanbeyan-Palerang Regional Council will be acknowledged as a sponsor of the project/activity. I agree to submit an Acquittal Report within 3 months of project completion, which includes evidence of expenditure of the grant funds, and evidence that the project was satisfactorily completed.

I agree *

☐ Yes

☐ No

Full 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)

Date *

Must be a date

Full Name of Witness

Position

Date

Must be a date.