

2026-27 Community Christmas Decorations

Form Preview

Overview of Program and Preliminary Steps

* indicates a required field

2026-27 Community Christmas Decorations

The 2026/27 Community Christmas Decoration Initiative is delivered as part of North Burnett Regional Council's Community Grants Program - Thriving Communities Grant Stream.

Please read the

1. Christmas Decorations Grant Guidelines at [North Burnett Regional Council - Community Grants Program](#)
2. North Burnett Regional Council's [Community Grants Policy](#) prior to completing this grant application form.

For further information or assistance, please phone Council on **1300 696 272** to speak to the Community Development Team or email communities@northburnett.qld.gov.au.

Applicants Please Note

- This is a competitive grant round and not all applications will be funded.
- It is recommended that you save this document every 10-15 minutes to avoid losing your work.
- You can 'Save Progress' of your application and come back to it at a later time without losing your information.
- Once you submit your application you will receive a confirmation email and a PDF copy of your submission, for your records.
- You will be unable to make amendments to your application once submitted.

Information Privacy and Right to Information Statement

North Burnett Regional Council is committed to handling your personal information in accordance with the *Information Privacy Act 2009 (QLD)*.

The information collected on this form and supporting documentation will be used to process your Community Grants Program application.

Your personal information will be accessed by persons who have been authorised to do so including the grant selection panel which may include parties external to Council. The information will not be disclosed to any other person or agency external to Council without your consent, unless required by or authorised by law.

By submitting an application, you consent to Council publishing your organisation's name, project and funding information on our website and in Council publications. This information may also be used by Council for advertising and promotional purposes and statistical reporting.

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I have read and understood the Information Privacy and Right to Information Statement and agree to the use and disclosure of information as outlined in the Statement *

☐ I agree

Initial Criteria

Eligibility Criteria

Is your organisation:

- ☐ An incorporated not-for-profit community organisation, based in the North Burnett, with your own ABN
- ☐ A not-for-profit community group, based in the North Burnett region, that is being auspiced by another eligible organisation.
- ☐ None of the above

No more than 1 choice may be selected. Refer to Community Grants Policy.

Ineligible

Sorry, based on your last answer, you are not eligible to apply for this funding. Please refer to the [Community Grants Policy](#) for further explanation on eligibility.

Auspicings

Auspicings Organisation Details

Auspice Organisation Name

Organisation Name

Auspice Postal Address

Address

Auspice Primary Email

Must be an email address.

Auspice 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

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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.

Auspice Project Contact

Title	First Name	Last Name

Auspice Project Contact Position

Auspice Project Contact Primary Phone Number

Must be an Australian phone number.

Auspicing Agreement

Upload Auspicing Agreement here.

Attach a file:

Community Organisation Details

* indicates a required field

Name of Community Organisation *

Organisation Name

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.

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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.

Address *

Address

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

Website or Facebook Page Link

Must be a URL.

(if applicable)

Certificate of Currency Public Liability Insurance *

Attach a file:

Note: if the Auspicing Organisation is providing insurance cover, please upload their Certificate of Insurance here.

Best contact person for this application

Contact Details *

First Name

Last Name

Position in Organisation *

Postal Address *

Address

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

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Phone Number *

Must be an Australian phone number.

Mobile Phone Number *

Must be an Australian phone number.

Email address *

Must be an email address.

Christmas Decoration Details

* indicates a required field

Which town will you be decorating? *

☐ Biggenden ☐ Eidsvold ☐ Gayndah ☐ Monto ☐ Mount Perry ☐ Mundubbera

At least 1 choice must be selected.

Decoration Plan

Please detail what you plan to do, and which areas of town will be decorated.

*

Must be no more than 250 words.

Provide a short description of your event and activities:

Number of Volunteers on hand to help *

Must be a number.

Are you partnering with other community groups or organisations to decorate the town? *

- ☐ Yes
☐ No
☐ Unsure at this stage

Partnerships

Detail who you will be partnering with: *

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Word count:

Must be no more than 300 words.

Council looks favourably upon projects that are run in collaboration with other local groups and organisations.

Budget

* indicates a required field

Please list all expected income and expenditure for your event.

Income

Income could include applicants' cash co-contribution, sponsorship funds already received, community donations etc.

Income

\$

You can change the labels in the table. These are examples only		
	\$	
	\$	
	\$	
	\$	

In-Kind Contribution

In-kind support refers to any non-cash contribution provided to decorate the town. Instead of giving money, an organisation, business or individual may provide goods, services or resources that have a dollar amount and these can be listed in this section.

Examples include volunteer labour, equipment and materials.

In-kind support

Estimated \$ Value

You can change the labels in the table. These are examples only	Must be a whole dollar amount (no cents).
Volunteer labour (e.g. \$47.84 per hour for 1 x volunteer)	\$
Materials donated:	\$
Equipment loaned:	\$
	\$

Expenses

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- 1st column: record your expenses for decorations.
- 2nd column: write the total amount for this expense item.
- 3rd column: If an expense item will be paid using grant funds, record the amount here for each item. Note: maximum amount funded is \$500.

1. Expenditure	2. Total Amount	Grant Funds Requested for this Item
You can change the labels in the table. These are examples only	Must be a whole dollar amount (no cents).	Must be a dollar amount.
	\$	\$
	\$	\$
	\$	\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Overall budget to Decorate the Town (Cash + Inkind) *

\$

This number/amount is calculated.

Total Expenses

\$

This number/amount is calculated.

Total Christmas Decorations Grant Funds Requested

\$

This number/amount is calculated.
Maximum \$500

Total In-kind contribution

\$

This number/amount is calculated.

Acknowledgements

* indicates a required field

Acknowledgement

If our Expression of Interest is successful, we agree to:

- 1.Acknowledge council's contribution.
- 2.Cover all legal and financial responsibilities associated with decorating the town for Christmas. Council does not accept any liability or responsibility for the project.
- 3.Obtain all necessary permits / approvals prior to installing decorations. Note: To protect underground sprinkler systems, applicants must check with the NBRC Parks and Open Spaces Team before installing support rods or star pickets into the ground in any Council parks or properties.
- 4.Obtain appropriate insurances to cover the project and volunteers involved.
- 5.Meet all relevant Workplace Health and Safety standards.
- 6.Provide an outcome report by 19 February **2027** to acquit the grant amount provided by Council.
- 7.Refund all funds to Council in the instance that your group are unable to proceed with the project or refund unutilised grant funds.
- 8.Not utilise the Community Christmas Decorations grant to promote any political agenda.

Declaration *

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☐ I confirm that we will meet the above requirements

Declaration and agreement

By submitting this application, I confirm that *

- ☐ I am authorised by my group / organisation to complete this form
- ☐ All statements and attachments are lawfully true and correct
- ☐ Our organisation has no outstanding debt to Council

At least 3 choices must be selected.

Name of authorised person submitting this application *

Position of authorised person *