

# 2024-25 In-kind Support Program

## Form Preview

### Application for In-kind Support

Council is committed to supporting not-for-profit organisations of the North Burnett to make positive and ongoing contribution to our communities and support activities and programs that add value across our communities.

The North Burnett region benefits from dedicated community organisations, which rely greatly on volunteer capability and in-kind support to deliver programs and events.

Before making your application for in-kind assistance, please read [Council's Community Grants Policy](#) and guidelines. (Follow the link and choose "Statutory Policies" heading.)

**Current Timeframe for Submission:** at least **15 business days** prior to your event.

An in-kind contribution from Council is a contribution of a good or a service other than money.

**Support may be provided for the following items, subject to availability and budget allocation:**

- Provision of bins and waiver of collection fees, if collection of bins is in line with council's waste collection schedule (these bins will be delivered and collected by Council staff).
- Use of tables and chairs.
- Signage, traffic control equipment, safety bunting (where possible and available).

#### **Note regarding Traffic Management**

- If your event is likely to have an impact on traffic, please visit [Queensland Dept of Transport and Main Roads Website](#) to understand your responsibilities for traffic management. Your community group may need to engage a traffic management company for road closures.

### Information Privacy

**Information Privacy Act 2009 collection notice** - Council is collecting personal and organisation information to process your grant application. This information will be accessed by a grant selection committee, including parties external to Council.

Your personal information will not be disclosed to any other person or agency unless required 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.

**I have read and understand the Information privacy statement and consent to the use and disclosure of information as outlined above?**

Yes

### Organisations Eligible to apply for In-kind support

Organisations eligible for In-kind support include:

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- A registered not-for-profit entity e.g. Incorporated Not-for-profit (NFP) organisation.
- Parents & Citizens and Parents & Friends Associations, provided the application does not form part of the core business of the School and demonstrates broader community benefit.
- Social Enterprise.

The following organisations **are not eligible** to apply for in-kind support program:

- Unincorporated community organisations that are not auspiced by an incorporated organisation.
- Individuals.
- For-profit companies, Trusts and other organisations.
- Government, semi-government. organisations and statutory authorities.
- Research foundation.

## Eligibility Check

\* indicates a required field

### Select your community organisation type? \*

- An Incorporated NFP Community Organisation with our own ABN
- Social Enterprise
- A NFP Community organisation without an ABN (i.e. unincorporated community organisation)
- None of the Above

### Is your Community organisation based in the North Burnett? \*

- Yes
- No

## Unincorporated Organisations

If you are a community organisation which is not legally constituted entity or recognised by the ATO as a non-for-profit organisation your application will need to be auspiced.

Access the Auspice Fact Sheet and agreement by clicking [clicking here](#)

### I understand that my application must be auspiced to submit an in-kind support application \*

- Yes

## How will your event benefit the North Burnett Region

If you organisation is not based within the North Burnett, you will need to demonstrate:

1. How your how your event will benefit the residents of North Burnett Region.

and

2. How your organisation has a strong link to the North Burnett Local Government Area

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**Detail how your event will benefit the residents of North Burnett region \***

Word count:

### 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.

## Auspicing Organisation Information

\* indicates a required field

### Auspice Organisation Details

**Organisation Name \***

Organisation Name

**Australian Business Number (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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Auspice Contact Information

**Contact Name \***

First Name

Last Name

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## Position in Organisation \*

e.g. President, Secretary or Treasurer

## Mobile Number \*

Must be an Australian phone number.

## Email Address \*

Must be an email address.

## Auspice Agreement

### Upload completed auspicing agreement \*

Attach a file:

## Applicant and Event Details

\* indicates a required field

### Organisation Details

#### Organisation Name \*

Organisation Name

#### Australian Business Number (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	<a href="#">More information</a>

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ACNC Registration  
Tax Concessions  
Main business location

Must be an ABN.

## Organisation Email Address

Must be an email address.

## Organisation Address \*

Address

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

## Applicant Contact Person

### Name \*

First Name

Last Name

### Position in Organisation \*

e.g. President, Secretary or Treasurer

### Mobile Number \*

Must be an Australian phone number.

### Phone Number

Must be an Australian phone number.

### Email Address \*

Must be an email address.

## Event Details

### Name of Event \*

### In which community is the event being held? \*

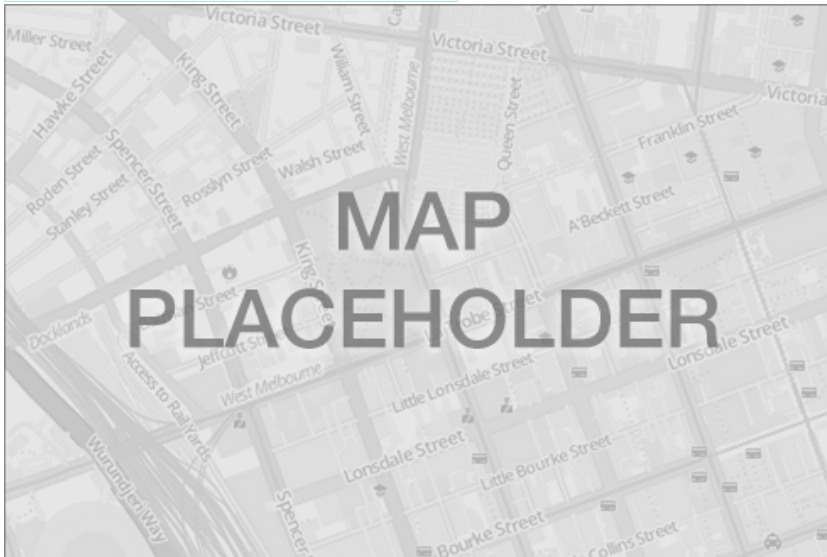
- Biggenden  Eidsvold  Gayndah  Monto  Mount Perry  Mundubbera

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**Name of event venue \***

**Address of event venue: \***

Address

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

## Event dates

Please note:

- 1.If you are holding the same event at the same location on different dates during the year, you can add dates by clicking the 'Add' more button on the right hand side.
- 2.If you are holding the same event, however, at a different location, you will need to submit a new application form.

**Start Date of Event**

Must be a date.

**End Date of Event**

Must be a date.

## In-Kind Support Request

\* indicates a required field

**Please select all items you wish to request? All items are subject to availability. \***

Wheelie Bins

Chairs

Temporary Traffic  
Management (TTM) Devices

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Tables

Safety Bunting

Signage

At least 1 choice must be selected.

### Wheelie Bins

**Limited supply available in each town and bins are subject to availability.**

- Bins will be delivered and collected by Council staff.
- Collection/disposal of waste (e.g. JJ Richards) must be in line with Council's waste collection schedule. This means bins will only be emptied on regular rubbish collection days. We are unable to support special requests for collection outside of this schedule.

**How many wheelie bins are required? \***

Must be a number.

### Tables

*Most communities have a maximum of 10 tables subject to availability.*

**How many tables do you need? \***

Must be a number.

### Chairs

*Most communities have a maximum of 50 chairs, subject to availability.*

**How many chairs do you need? \***

Must be a number.

### Safety Bunting

*Limited supply available and subject to availability.*

**How many metres of Safety Bunting do you need? \***

Must be a number.

### Details on Signage and Temporary Traffic Control Devices

In this section, please record the signage or temporary traffic control devices you are seeking (*limited supply and subject to availability*)

<b>Name of Sign</b>	<b>Quantity Requested</b>	<b>Date required?</b>	<b>How many days will sign/devices be needed?</b>
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	Must be a number.	Must be a date.	

### How will you use Temporary Traffic Control Devices

For information on traffic management for special events including community events, please refer to [Traffic management at special events \(Department of Transport and Main Roads\) \(tmr.qld.gov.au\)](https://www.tmr.qld.gov.au)

**Please outline how and who will use the equipment and have you sought Queensland Police Service (QPS) or Council approval for road closures (if applicable)? \***

Word count:

### Council In-kind Support

**How will the support from Council benefit your community organisation and event? \***

## Applicant Declaration

\* indicates a required field

**I understand that if my application is approved: \***

- A refundable bond applies for any items on loan as per Council's adopted fees and charges.
  - The bond will be refunded following the return of the equipment in good order.
  - I am responsible for collection and return of all items to Council (excluding wheelie bins) and at my own cost.
  - I must acknowledge council's contribution to your event e.g. appropriate media coverage, banners, council logo on a website, brochures, letters or signs, public acknowledgement at the event.
- At least 4 choices must be selected.

**By submitting this application, I confirm that:**

- 1.The organisation named in this application accepts all legal and financial responsibility associated with this application.
- 2.There will be appropriate and adequate insurance covering this event.

**I agree to the above terms and conditions \***

- Yes



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