

Individual Development Grant 2024/25 Application Form

Form Preview

Eligibility

* indicates a required field

Is this application for an individual applicant? *

- ☐ Yes
- ☐ No - you are not eligible to apply for this funding. Please do NOT submit an application. This program is for individuals only and you must apply as such. If you are in a team you still need to apply individually.

Which council Division does the applicant live in? (you can look this up by clicking on the link below) *

- | | | | |
|---------------------------------|---------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> Div. 1 | <input type="checkbox"/> Div. 4 | <input type="checkbox"/> Div. 7 | <input type="checkbox"/> Div. 9 |
| <input type="checkbox"/> Div. 2 | <input type="checkbox"/> Div. 5 | <input type="checkbox"/> Div. 8 | <input type="checkbox"/> Div. 10 |
| <input type="checkbox"/> Div. 3 | <input type="checkbox"/> Div. 6 | | |

Not sure which division the applicant lives in? Find out on the [Electoral Commission of Queensland website](#) (go to webpage and type in the address, then click on Local Government).

Has the applicant been a permanent resident of the Sunshine Coast Local Government Area, (ie living in one of the divisions listed above) for at least the preceding 12 months? *

- ☐ Yes
- ☐ No - you are not eligible to apply for this funding. Please do NOT submit an application. To be eligible you must have been a permanent resident of the Sunshine Coast region for at least the preceding 12 months.

Groups or teams (with members from Sunshine Coast Local Government Area) attending the same event

Is the applicant part of a group or team that has other members from the Sunshine Coast Local Government Area attending the same event? *

- ☐ No - there are no other members of the team from the Sunshine Coast Local Government Area - please continue
- ☐ Yes there are other members of the team from the Sunshine Coast Local Government Area - note that all eligible members of the same team from the Sunshine Coast Local Government Area (who wish to apply) must submit their application within the same assessment period.* This is to be coordinated by a Team Contact.

*Assessment periods end January, March, May, July, September and November of each year.

Team Contact

Why is a Team Contact Needed?

The total amount of funding to members of a group or team attending the same event cannot exceed \$2,000. Therefore, we need to know how many eligible individuals will be

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applying for funding for the same activity/event. As assessment periods are every two months, we need all applications for an event to be submitted in the same two month period. The Team Contact will be responsible for coordinating this.

Important notes:

- Any team member who wishes to apply, must submit their own application. Team applications will not be accepted.
- All questions in this section must be answered by the applicant (not the Team Contact)
- The Grants Team will contact the Team Contact (via email in the first instance) for a list of all team members who reside in the Sunshine Coast Local Government Area.
- For further information phone the Grants Team on 5420 8616.

Who is your Team Contact? *

First Name

Last Name

This must already be agreed amongst Team Members. All team members who fill in a form should have the same information here.

The Grants Team will contact the Team Contact for a list of all team members who reside in the Sunshine Coast Local Government area.

Email address of Team Contact *

Must be an email address.

Phone Number of Team Contact *

Must be an Australian phone number.

Type of Event

What type of activity are you requesting funding for?

- ☐ Sporting
- ☐ Other

Sporting Event

Is the event recognised by a National Sporting Organisation that is endorsed by the Australian Sports Commission?

- ☐ Not sure - Please refer to Australian Sports Directory for eligible organisations. Link is below.
- ☐ Yes - event is eligible
- ☐ No - event is not eligible. Please do NOT submit an application.

Australian Sports Directory [link](#)

Is the applicant competing at a National or International competition? *

- ☐ Yes - National (ie you are representing the state). Please continue.
- ☐ Yes - International (ie you are representing Australia). Please continue.

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- ☐ No - State (ie you are representing your region, eg Sunshine Coast) - Not eligible. Do NOT submit an application. Refer to link below for State or Federal grant opportunities
- ☐ No - Regional (ie you are representing your club/team) - Not eligible. Do NOT submit an application. Refer to link below for State or Federal grant opportunities

Other funding opportunities

Your activity may be eligible for a State or Federal Government grant. Please refer to the links below regarding eligibility and submission of an application.

State Government Sporting Grants - [Emerging Athlete Pathways](#)

Federal Government Sporting Grants - [Australian Sports Commission - Grants and Funding](#)

Other Activities

Is the applicant performing, competing or presenting at a National or International competition, conference or event?

- ☐ Yes - National
- ☐ Yes - International
- ☐ No - not eligible. Please do NOT submit an application

Please note that individuals are eligible to receive funding for one national and one international competition, conference or event per calendar year only.

Have you already received funding for the same type of event (national OR international) this calendar year?

- ☐ Yes - please do not apply again. You need to wait until next year
- ☐ No - please continue

Selection Information

Has the applicant been selected to attend by a governing body? *

- ☐ Yes - attach evidence of your selection below - You will not be eligible for funding if you do not supply this evidence
- ☐ No - you are not eligible to apply for this funding. Please do NOT submit an application

The letter of selection MUST include the following information: *

- ☐ Be on official letterhead of the governing body
- ☐ Applicant name
- ☐ Event title
- ☐ Event date/s
- ☐ Event location

Please check each box to confirm your letter includes ALL required information. If the letter doesn't include this information you may not be eligible for funding.

Attach the official letter of selection from a governing body

Attach a file:

If you are unable to attach, please post or email this evidence to grants@sunshinecoast.qld.gov.au with your Grant ID number.

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Activity Description

* indicates a required field

Activity Title *

Name of competition, conference or event. e.g. U19 National Netball Championships or Delivering paper at Acme national conference. (10 words maximum)

Has the activity already commenced? *

- ☐ No
☐ Yes - you cannot apply for funding. Do NOT proceed with application.

Activity start date (must not have already started) *

Must be a date.

Activities starting before the application is submitted are not eligible

Activity finish date *

Must be a date.

Describe the activity and your level of participation *

Word count:

Must be no more than 110 words.

Provide a short description (100 words recommended) of your project - what are you out to do?

Where will your activity take place? (City & State or County if overseas)

Where will your competition, conference or event take place?

How will your participation in the activity benefit your local community? *

Previous Funding

Lower priority is given to applicants who have been funded in the previous 12 months

Has the applicant received funding from council in the previous 12 months? *

- ☐ Yes
☐ No

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If the applicant has received past council funding, has the funding been acquitted? *

- ☐ Yes
- ☐ No - you cannot receive further funding. Please complete your acquittal as soon as possible.
- ☐ Not applicable - no previous funding

Funding amounts

* indicates a required field

What items are eligible for funding?

Funding will **only** assist with expenses incurred in attending an activity - travel costs, accommodation costs, entry fees and registration fees. **Applicant must keep a record of expenditure, plus copies of invoices or receipts, in order to acquit your project.** The maximum amount of funding available is \$500. Groups or teams attending the same activity can apply for a group total of up to \$2000.

Please tick the region where activity will take place. Please note the maximum amount of funding available for each region. *

- ☐ International activity, overseas - beyond Australasia/Oceania - \$500
- ☐ International activity, overseas - within Australasia/Oceania - \$450
- ☐ International activity, within Australia, excluding Queensland - \$400
- ☐ International activity, within Queensland - \$350
- ☐ National activity, interstate - beyond NSW & ACT - \$300
- ☐ National activity, interstate - NSW & ACT - \$250
- ☐ National activity, within Qld - beyond S.E. Qld - \$250
- ☐ National activity, within S.E. Qld (Including Bundaberg) - \$200

Based on the region you selected above, what is the amount you are seeking from council? *

\$

Must be a dollar amount.

What items are you seeking funding for? *

- ☐ Travel costs
- ☐ Accommodations costs
- ☐ Entry fees
- ☐ Registration fees

You may choose more than one

What is the estimated total cost for the applicant to participate in the activity? *

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

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Applicant Details

* indicates a required field

Applicant Details

Individual Applicant (Name of person participating in activity) *

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

Applicant Residential Address (if your address doesn't appear automatically, choose 'Can't find my address' and then enter manually) **

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.
Applicant must reside in the Sunshine Coast Local Government Area to be eligible for funding in this program

Is applicant under 18 years of age? *

- ☐ No
☐ Yes - please provide name of parent/guardian below

Name of parent/guardian if applicant is aged under 18

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

Phone Number *

Must be an Australian phone number.

Mobile Phone Number

Must be an Australian phone number.

Email Address *

Must be an email address.

Payment Details

* indicates a required field

Once funding recommendations are approved by council, notification letters are emailed to all applicants. Payments are made via electronic funds transfer to the bank account

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nominated below. Applicants under 18 must include the bank account details of a parent/guardian.

Name of your bank *

Bank BSB Number *

Name on Bank Account *

Bank Account Number *

Email address for payment queries *

Must be an email address.

You will receive an automated email notification to the above email address when funds have been transferred into your account.

It is your responsibility to ensure that all details are correct. Payment will be made to the above account if the application is successful. Any errors will result in a delayed payment.

Statement By Supplier *

☐ I confirm that this funding will be used for an activity that is a private recreational pursuit or hobby and so is exempt from withholding tax

Privacy & Certification

* indicates a required field

Privacy

Council will use any personal information provided for the purpose of processing your grant application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other local government acts. Your personal information is only accessed by persons authorised to do so.

Please note the information provided on your grant application and in any related documentation/discussions may be provided to members of the assessment panel in order to assist council in processing your grant application.

By submitting an application you consent to council publishing your name, activity description and amount funded on our website, this information may also be used for promoting council's grant program.

Your personal information is dealt with in accordance with council's [Privacy Policy](#)

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I agree to the privacy statement above *

☐ Yes

Certification

I agree that:

- the statements made in this application are true
- the applicant has been a permanent resident in the Sunshine Coast Local Government Area for at least the preceding 12 months
- if successful, I will be required to accept the terms of the grant in accordance with council requirements
- council does not accept any liability or responsibility for the project
- if successful, I will ensure that acquittal requirements are met within 8 weeks of the nominated project completion date
- if successful, I will ensure that funds are claimed within three months of notification
- if successful I will complete the project within twelve months of receiving council funding

I agree to the above *

☐ Yes

Authorised person's name *

Title First Name Last Name

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For applicants under 18 years of age, this must be a parent or legal guardian

Authorised person's position

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If the authorised person is a parent or guardian, please indicate here. If authorised person is the applicant, please leave blank.

Authorised person's phone number *

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Must be an Australian phone number.

Additional Support - Contact Details

If you require extra support, please contact us by:

- Phone - (07) 5420 8616 - during business hours 8.30am to 4.30pm
- Email - grants@sunshinecoast.qld.gov.au
- Post - to Grants Officer, Sunshine Coast Council, Locked Bag 72, Sunshine Coast Mail Centre, Qld 4560.

If emailing or posting documents, please quote your application number. **Please do not email or post any documents that you have already attached to this application.**

Have you posted supporting documents? *

☐ Yes
☐ No

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Submit

You are now ready to submit. Read and acknowledge message below, then click on “Next page” to review, then Submit. *

☐ You will receive a confirmation email when your application has been submitted. If you do not receive this email then your application has NOT been submitted. Please ensure all questions have been answered and try again. (Check box here to acknowledge that you understand this.)