

Stronger Communities Programme - Round 4 Application Form

Tracking Code: **F94DLRLY**

Instructions

About the Stronger Communities Programme

The Stronger Communities Programme supports the Australian Government's commitment to deliver social benefits across Australia by funding small capital projects in each of the 150 federal electorates.

Round 4 of the programme will provide \$22.5 million. Grants will be awarded through a closed non-competitive process where invited applications will be assessed against the programme criteria.

The programme's intended outcomes are to improve local community participation and contribute to vibrant and viable communities.

It is important to note that being invited to submit an application by your MP does not guarantee that your application will be successful.

Success of your application depends on the completeness and eligibility assessment by the department, any reputational risk to the Australian government, information you provide, and the availability of grant funds.

Completing this form

You must read the [programme guidelines](#) before completing an application. Further information on the programme and how to apply can be found in the Frequently Asked Questions and Fact sheets. View these documents at business.gov.au

Disclosure of information

The Commonwealth's use and disclosure of both your personal and confidential information (provided in this application or otherwise) is set out in the [programme guidelines](#). Ensure that you have read this document and understand the information contained therein. For further information regarding the Department of Industry, Innovation and Science's (the department's) obligations in accordance with the Privacy Act, refer to the department's [Privacy Policy](#).

Google Places

The address search fields in this form use Google Places to help fill in the address details. By using this feature you agree to be bound by [Google's Terms of Service](#) and are subject to [Google's Privacy Policy](#).

Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at business.gov.au. Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read and understand the [programme guidelines](#) and sample [grant agreement](#) before completing an application.

Requirements

This form functions best when it is completed using the most recent version of your internet browser. This form is not compatible with Internet Explorer 8 or earlier browsers. If you are using an earlier browser version, you may have difficulty in displaying the form correctly or it may not display at all.

Important information

Save regularly. Click the 'Save for Later' button regularly while completing this form to ensure the information entered is saved. Saved forms will be retained for a maximum of 30 days. If you do not save or submit your form within this timeframe, you will need to start a new form.

This form has a tracking code displayed in the top right corner. Please make a note of this tracking code for your records. The tracking code is required to reopen your saved form and you will need to provide this code if you require assistance with your form.

Do not use your internet browser's 'back' or 'refresh' buttons as this will cause the form to close and any unsaved information will be lost. Navigate between sections of the form by using the tabs at the top of the form or by clicking 'Continue' or 'Go Back' at the bottom of each page.

Sharing the form

The form can be viewed by more than one person by sharing the form's unique tracking code. However, sharing the form increases the risk of losing unsaved information. The reason for this is that only one person at any one time, has saving permissions for the application form. If the form is shared, save regularly as the last person that accesses the form has the saving permission. It is recommended that the form tracking code is not shared widely so as to avoid inadvertent loss of information.

Attachments

All attachments marked as required must be attached before your application can be submitted. Files with ".pdf, .rtf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .bmp, .img, .png, .tiff" extension types can be uploaded. Total file size of all attachments in the application should not exceed 20MB.

Submitting your form

Applications open at 9.00AM AEST 6 August 2018 and may be submitted at any time up until 5:00PM AEST on 18 October 2018.

You will be provided with a receipt to confirm that your submission has been successful. Please keep this receipt for your records by using the "Download the form and receipt" link or by emailing yourself a copy of the receipt and submission. Both of these options are available in the "To keep a copy of the completed form" box on the Submission Complete page.

If you have any enquiries relating to submission of your form, you will need to provide your receipt number.

Eligibility

Eligibility

This section will help you determine whether you are an entity eligible for the programme.

Were you invited by your federal Member of Parliament, Mr Trevor Evans MP, to apply? *

*Only organisations who received an emailed invitation from their MP are eligible to apply.
You can only apply up to the maximum grant amount nominated by your local MP.*

Yes

No

Do you have an Australian Business Number (ABN)? *

*If you do not have an ABN you are not eligible to apply.
Refer to section 5.1 of the [programme guidelines](#), or call 13 28 46 if you need clarification.
For trustees applying on behalf of a trust, this refers to the ABN of the trust.*

Yes

No

Is your organisation: *

a local government agency or body

an incorporated not for profit organisation including:

- *incorporated associations, such as*
 - *Police and Citizen Youth Clubs*
 - *child care centres*
 - *surf clubs*
 - *local aged care bodies*
 - *Parents and Citizens, Parents and Friends groups and equivalent bodies*
 - *local rural fire services*
 - *local state emergency services*
- *non-distributing co-operatives*
- *companies limited by a guarantee*
- *indigenous not for profit corporations*

If you are not an incorporated not for profit entity you are not eligible to apply. However, if you have a parent organisation that is an incorporated not for profit entity, they may apply on your behalf.

The parent organisation (incorporated entity) can apply as a lead applicant and must:

- meet the programme's eligibility criteria
- be the main driver of the project
- submit this application form
- if successful, enter into a grant agreement with the Commonwealth
- ensure that the grant is spent on the project and in accordance with the agreement.

You are required to demonstrate your 'not for profit' status through one of the following:

- current Australian Charities and Not-for-profits Commission (ACNC) registration
- state or territory incorporated association status
- constitutional documents or articles of association that demonstrate the 'not for profit' character of the organisation.

an incorporated trustee applying on behalf of a trust with responsibility for a community asset or property.

Does your project meet the programme's intended outcomes and deliver social benefits to your local community as described in the [programme guidelines](#)? *

Yes

No

Are you applying for the project and grant amount as agreed and reported to the department by your MP? *

Yes

No

Does your project have at least \$5,000 in eligible expenditure? *

Yes

No

Do you have a plan for how you will carry out the project? *

Yes

No

Are you able to certify that you can meet your share of the funding as outlined in the [programme guidelines](#)? *

Total funding for the project from the Commonwealth cannot exceed 50 per cent of the total eligible project expenditure.

You can fund your share of eligible project costs from any source including from state and local government. Your contribution can be either cash or in-kind. Where you provide in-kind contributions, you must calculate the dollar value.

Yes

No

Contact details

Primary contact

The primary contact is the person authorised to act on behalf of the applicant (Note: At least one phone number or mobile number for the primary contact must be entered.)

Title

Ms

Given name *

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Family name *

s47F

Position title *

President

Please enter either a phone or mobile number *

Phone

Mobile

s47F

Email *

president@polonia.org.au

Provide the postal address of the primary contact.

Address line 1 *

10 Marie Street

Address line 2

Address line 3

Suburb *

Milton

State *

QLD

Postcode *

4064

Is the primary contact a volunteer for the applicant organisation? *

Yes

No

Feedback

How did the applicant hear about the programme? *

Local Member of Parliament

Community consultation committee

Advertisement

Attend public forum

Call centre

Direct mail / email

Industry group

Internet

Newspaper / magazine

Word of mouth

Social media

Other

Applicant information

Joint application

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply.

Is this a joint application? *

Yes

No

The lead applicant must complete this form. If you are unsure of the status of your application as a joint application please contact us on 13 28 46 or at business.gov.au.

Type of applicant

In this section you must indicate what type of entity you operate under.

All entities must have an ABN.

Select which type of entity your organisation is: *

a local government agency or body

an incorporated not for profit organisation

Please choose your relevant entity type below: *

incorporated association

non-distributing co-operative

company limited by guarantee

indigenous not for profit corporation

How will you demonstrate your not-for-profit status? *

current Australian Charities and Not-for-profits Commission (ACNC)

state or territory incorporated association status

other evidence such as constitutional documents or articles of association

an incorporated trustee on behalf of a trust with responsibility for a community asset or property

Applicant details

Enter your ABN and click the Validate button to retrieve your registration details.

Australian Business Number (ABN) *

75 117 710 857

Australian Company Number (ACN)

The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.

Entity name

POLONIA POLISH ASSOCIATION OF QLD INC

Your business may have registered one or more business names. If you operate under a business or trading name you can enter alternate name(s) here. If your business or trading name is not listed here select 'Other'.

Business/trading name

GST registered

ANZSIC details

What is the applicant's main business activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

The Australian and New Zealand Standard Industrial Classification (ANZSIC) is a classification system used by government to group data about organisations based on their primary business activity.

The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#).

Phone 13 28 46 if you require assistance.

ANZSIC division *

S Other Services

ANZSIC class *

9559 Other Interest Group Services n.e.c.

Address details

Provide your organisation street address (Australian head office)

Address line 1 *

Address line 2

Address line 3

Suburb *

State *

Postcode *

Is the postal address the same as the business street address entered above? *

Yes

No

Website or social media platform address

Provide your organisation's website address

If you do not have a website, please provide a link to your business' social media platform (i.e. Facebook, Twitter, Instagram).

Project site address

Will the project's activities occur solely at the above listed head office address? *

A project site address must be a street address, not a postal address.

Yes

No

Electorate

Electorate *

Project details and funding

Project title and description

If your application is successful, the details you provide below will be published on the Department of Infrastructure and Regional Development website. Published project details will include:

- name of the applicant
- title of the project
- a description of the project and its intended outcomes
- amount of funding awarded.

Provide a project title *

Example project title: Upgrade of Jane Citizen Park Facilities

Upgrade of performance hall and upstairs area

Provide a brief project description for publication on our website *

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will benefit your area.

Example project description: New shade shelters and BBQ's will be installed in Jane Citizen Park in Cityville. These will encourage community members to use the park and spend time being active.

Funding to upgrade the community hall, including replacing the parquetry flooring and repainting. The building is in very bad need of upgrading - the building is over 50 years old and has not been upgraded for at least 20 years. The venue is a widely used community space including particularly by the multicultural community in Brisbane. This upgrade will encourage community members to use the facilities and spend time being active and involved in the local community. The upgrades will assist in opening up the club to more volunteer groups and non-profit community groups and attract more people from the community to the venue.

Summary of activities and project outcomes

Provide a summary of your project, including the key activities and project outcomes including the social benefits delivered to your community *

Example summary of project activities and outcomes: Six shade shelters will be purchased and installed above the existing children's' playground and three new electric BBQ's will be purchased and fitted to a treed area adjacent to the playground. This project will deliver social benefits to our community by improving the quality of the community facilities. The provision of shelter will extend the hours of playtime and provide adults, caregivers and older members of the community with a better environment to participate in outdoor community activity.

The project involves painting of upstairs and downstairs of the Polish club building in Milton. In addition, the parquetry flooring will be upgraded in the upstairs and downstairs dance floors which are regularly used by dance groups and social groups (Northern English "Soul in the City") where the upgrade of the dance floor is a cultural necessity. In addition, we will change the old carpet and upgrade with new carpet and mats, curtains, internal furniture (round tables, bar and restaurant furniture) and dividers. The patronage has been dwindling over the past 10 years due to the poor presentation within the club (having a very 70's decor with dated and patched up furniture and tables that are very heavy for lifting - tables over 40 years old). The PolArt Festival is coming to Brisbane late December to Brisbane and Polish Club is hosting this tri-annual event this time, where all of the dance groups from other cities come to Brisbane including VIPS and this renovation is needed.

Project plan

Describe how you will carry out the project including: *

- who is accountable
- a list of resources
- identification of any constraints

Example project plan: Council approval will be obtained for the planned park upgrades prior to the commencement of works. Shade sails will be purchased from ABC Shadesails Pty Ltd and installed in January 2018. Electric BBQs will be purchased from XYZ BBQs Pty Ltd and installed in February 2018. A project completion inspection and approval will be undertaken by a Council inspector by March 2018 and the overall project will be managed by the Council's Parks and Recreation Manager.

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The management committee is accountable for the project - the senior executive team includes [REDACTED] and I [REDACTED], vice president and treasurer) and activities will be managed by the Club Manager, [REDACTED]. The carpets will be purchased from Andersens Carpets, and installed after the parquet flooring, painting and minor works are completed - these will all commence on the start date and be completed by the commencement of the PolArt Festival starting on 27th December, 2018. There are no council approvals required for the work to be conducted. We have inserted the end date as 31st March 2019, however we are working towards a completion date of 27th December. We extended this date in case there are works that could not be completed for some reason (contingency) by the 27th December, 2018.

Project duration

Your project start date cannot be before the date of your application submission. Your project end date must be the expected date your project activities will be completed. You should complete your project by 30 June 2019. Refer to section 4.1 of the [programme guidelines](#).

Project start date *

29 Oct 2018

Project end date *

31 Mar 2019

Modifications, fit out, alterations or additions to premises, buildings or grounds

Will your project involve fit out, alterations or additions to premises, buildings or grounds? *

Yes

No

You must attach photographic evidence of the project site and premises prior to project start. *

File: Polish club.pdf

Will your project include modifications to a leased building or grounds? *

Yes

No

Development approvals and other mandatory approvals

Will your project require a development approval, building approval or other approvals? *

You must be aware of and ensure you obtain, any necessary statutory approvals. Where statutory approvals are required for your project you must maintain records of the approvals.

Yes

No

Project budget

Total project amount

Provide details on your eligible project costs over the life of the project. You can only apply up to the maximum grant amount nominated in the invitation email from your local MP.

When calculating the total project cost, if you are registered for GST, enter GST exclusive amount. If you are not registered for GST, enter GST inclusive amount.

Your project must have at least \$5,000 in eligible expenditure.

The sum of eligible project expenditure items in the table below must match the Total eligible project costs in the Source of funding section.

Eligible project expenditure	FY 2018-19	Total
Suppliers, consultants and contracted labour	<input type="text" value="\$33,920"/>	<input type="text" value="\$33,920"/>
Materials	<input type="text" value="\$11,080"/>	<input type="text" value="\$11,080"/>
Assets and equipment	<input type="text"/>	<input type="text" value="\$0"/>
Total expenditure	<input type="text" value="\$45,000"/>	<input type="text" value="\$45,000"/>

Source of funding

Complete the table below to show how the applicant will fund the eligible project costs.

If you are registered for GST, enter GST exclusive amounts. If you are not registered for GST, enter GST inclusive amounts.

Your project must have at least \$5,000 in eligible expenditure. The programme grant amount should be the same as what you previously agreed with your MP. The Applicant's contributions (cash and/or in-kind) should also include any partner contribution(s). If there is no contribution, leave \$0 in the field.

a. Applicant's and their partners' cash contribution (\$AUD) *

\$35,000

b. Applicant's and their partners' in-kind contribution value (\$AUD) *

\$0

c. Program grant amount (\$AUD) *

\$10,000

d. Other non-Commonwealth government funding (\$AUD)

e. Other Commonwealth Government funding (\$AUD)

f. Total eligible project costs (\$AUD), Minimum \$5,000

\$45,000

g. Grant percentage

22%

The project cannot be funded by this grant in conjunction with any other Commonwealth grant. The total Commonwealth Government grant percentage cannot exceed 50%. Other non-Commonwealth government funding means funding contribution from your local or state government towards your share of project costs.

Applicant declaration

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government programme and that the department will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- [programme guidelines](#)
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

1. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
 2. to facilitate research, assessment, monitoring and analysis of other programs and activities.
- unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the [programme guidelines](#) may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.



By checking this box I agree to all of the above declarations and confirm all of the above statements to be true *

Applicant declaration

I declare that I have read and understood the [programme guidelines](#), including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that I have consent from the building owner to undertake the proposed project outlined in this application

I declare that I will comply with, and require that any subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, true, accurate and complete. I also understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).

I understand that I need to declare any perceived or existing conflict of interest that may arise in relation to this application to the department in writing.

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government

agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Guidelines and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by sending me a letter of approval with annexed Grant Terms and Conditions a copy of which is available on business.gov.au. On receipt of this letter, I will immediately be bound by a legally binding agreement comprising:

- this application
- the Stronger Communities Round 4 program guidelines in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true *

By including my name in this application it is deemed to be my signature for the purpose of this application *

State your name *

s47F

State your email address *

president@polonia.org.au