



Queensland
Country Bank



Application Preparation Guide

Queensland Country Bank Good for Good Community Grants

Note: This guide contains general application preparation information only. Each year the community grants terms, conditions and eligibility criteria are reviewed and may be subject to change.

We want to get to know your organisation and the proposed project. This document is designed to help you collate all the information you may need to complete your application.

1. About your organisation

- Organisation name
- ABN
- Is your organisation registered with the ATO?
- Organisation website (if applicable)
- Links to the organisation's social media pages (if applicable)
- Queensland Country Bank account details (if applicable)

2. Primary Contact Person

- Title, name and position within the organisation
- Contact details and address

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3. About your group and the project

- Prepare a brief overview of your group
- Which Queensland Country community will benefit from your project?
- Tell us about your project and its objectives including the short and long term benefits
- How is your project addressing a need or opportunity in a practical, new and engaging way within the community?
- How will this project inspire everyday lives within the community?
- Is there a foreseeable risk the project won't be completed within 6 months once funding has been received?
- If so, tell us about this risk and how you plan to manage it
- Name the stakeholders who are integral to the implementation of this project

4. About your budget

- Project cost summary
- Itemised project costs
- How much grant funding are you seeking?
- If available, attach your quotes or documents to support your project costs
- Are you receiving/seeking any additional funding from other sources?
- Who have you sought funding from, how much have you applied for and when will you know the outcome of your application?

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5. Documents and files to provide

- A copy of your Constitution OR Replaceable/Model Rules to substantiate your groups not-for-profit status
- Organisation promotional image
- If available, attach your quotes or documents to support your project costs

Key Dates (subject to change each year)

Applications open:	July
Applications close:	September
Assessment:	September and October
Due diligence and grant agreements:	October and November
Projects commence:	From end October and November
Projects to conclude:	By June the following year

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