



#### JUDGING PANEL

Mr. Warren Entsch MP  
Member for Leichhardt

Mr. Steve Wettenhall MP  
Member for Barron River

Cr. Val Schier  
Mayor Cairns Regional Council

Mr. Andrew Holman  
Editor, Cairns Post

Ms Tanya McPhee  
Manager, Seven Cairns

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ORGANISATION APPLICATION FORM  
2011

Name of organisation: \_\_\_\_\_

Name of representative/contact person: \_\_\_\_\_

Position of representative: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

\_\_\_\_\_

ABN: \_\_\_\_\_

Ph. no. of contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

1. Date organisation was founded? \_\_\_\_\_

2. Date organisation was incorporated (if applicable)? \_\_\_\_\_

3. What are the objectives of the organisation?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. In general, how many people does your organisation assist? How many members do you have?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Does your organisation have other branches/offices in other regions?  
If yes, how many and in what regions? YES / NO

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6. Will any office bearer of your organisation personally benefit? YES / NO

7. Have you applied for other grants or funding in the last 12 months?  
If Yes, which funds, how much and for what purpose? How much did you receive? YES / NO

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8. What project are you applying for (please include quotes)?

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9. Please stipulate the timeframe for question 8? (Funds must be expended within 12 months from application date.)

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10. Are any other organisations involved with the project?  
If yes which organisations? YES / NO

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11. Does your organisation have a license to operate poker machines? YES / NO

12. How did your organisation find out about Cazalys Cairns Community Fund?  
(Please tick)

- Cazalys Cairns
- Cairns Post
- Other media \_\_\_\_\_
- Other (specify) \_\_\_\_\_

13. Please indicate how your organisation will acknowledge a grant? (Eg. newspaper coverage, signage on your project, Cazalys logo on equipment being purchased)

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14. Please provide a written proposal on why you believe you should be a successful applicant and how it will benefit the community of Far North Queensland. Please ensure you address:
- The aim of the project
  - Benefits to the FNQ community including individuals, community groups, other organisations etc.
  - How and by whom the project will be managed and any approvals that are required.
  - Financial requirements for the project (please ensure all quotes are attached) ensure the following table is included in your proposal and completed:

**Project Costs**

Grants from the Cazalys Cairns Fund: \$ \_\_\_\_\_

Grants already received: \$ \_\_\_\_\_

**Total Cost Of Project:** \$ \_\_\_\_\_

**Outstanding Funds\*** \$ \_\_\_\_\_

\*Please document how the outstanding funds will be generated.

**Please provide three (3) copies of your application and three (3) copies of the following documents;-**

- A.** Copy of your incorporation document
- B.** Copy of your constitution
- C.** Copy of your latest audited figures
- D.** List of current Management Committee, Board of Directors or similar
- E.** Proof of any statements made in your written report and proof of not for profit status.
- F.** Quotes or proof for the amount being requested
- G.** Information regarding other funds applied for
- H.** Lease / occupancy agreements if applicable
- I.** Copy of most recent Financial Institution Statement(s)

**Please mark the items "A" to "I" accordingly. Do not bind these documents. Fasten each set of documents with paper clips or bull dog clips or place in individual plastic sleeves.**

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Position

Date of Application                    /                    / 2011

\*Organisations must have two Office Bearers sign the form. People signing have read, understood and agree to all terms and conditions as stipulated in this form. Applicants agree to allow Cazalys Cairns to use their names and photographs for publicity related to the Cazalys Cairns Community Fund. Applicants also agree the Judging Panel and Cazalys Cairns can make enquiries relating to the application to substantiate any claims made.

Applications must be received in full at Cazalys Cairns by **4pm, 8th July 2011**, no extensions will be granted. Applications can be received via:

**Hand Delivered**

344 Mulgrave Rd  
CAIRNS QLD 4870

**Posted**

PO Box 1033  
CAIRNS QLD 4870



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## GENERAL TERMS & CONDITIONS

1. The Fund is only available to organisations that are located in the FNQ area as shown in the attached map. Individual academic applicants must be studying full time and may live outside the local area to study, however the applicants parents must reside within the FNQ area as shown in the attached map.
2. Individuals or organisations who have received a Cazalys Cairns Community Award in the past three (3) years are ineligible.
3. The successful applicants will be chosen by the five (5) person judging panel whom are Cr. Val Schier, Mr. Steve Wettenhall MP, Mr. Warren Entsch MP, Mr Andrew Holman, Editor Cairns Post, Ms Tanya McPhee, Manager Seven Cairns.
4. Cazalys Cairns Ltd will provide a cheque for the successful applicants at the Cazalys Cairns Community Fund Presentation Night on 13<sup>th</sup> September 2011.
5. The Judging Panel's decision is final and no correspondence will be entered into.
6. All requested material must be provided or the application will be considered invalid.
7. Applications and materials will not be returned so applicants are encouraged to use copies and not originals.
8. Judging sheets or other material/aides used by the Judging Panel will not be kept nor distributed to applicants.
9. Member clubs of AFL Cairns, AFL Cairns Juniors and AFL Cairns Umpires are not eligible to apply for an organisational award. However members of these organisations are entitled to apply for an individual award.
10. The successful applicants will be announced at Cazalys Cairns, Mulgrave Road Westcourt at 6pm on 13<sup>th</sup> September 2011.
11. All applications must be received prior to 4pm, 8<sup>th</sup> July 2011, no extensions will be granted.

## COMMUNITY ORGANISATION AWARD

1. The maximum grant issued to a single organisation will be \$5,000.
2. To be eligible the Community Organisation needs to be a not for profit organisation or a "Minister Approved" organisation as stipulated by the Queensland Gambling Community Benefit Fund" and located in Far North Queensland. Proof of their not for profit status needs to be provided with the application.
3. Ineligible organisations include government or semi-government organisations such as hospitals and libraries; statutory authorities; public and private educational institutions (primary, secondary and tertiary); unions and student guilds; research foundations and trusts; and professional associations.
4. Projects that result in personal benefit or income for an office bearer of the organisation are invalid.
5. The Judging Panel will consider all projects however deficit funding (to meet debts of an organisation), start up costs and recurrent costs (including wages and salaries, administration expenses, rent and consumables) are ineligible projects.
6. Applications need to provide a community benefit to the people of Far North Queensland and need to be consistent with the objective of the Fund.
7. The organisation must state how the money is to be used with quotes attached to the application form. The quotes need to indicate whether the amount is inclusive or exclusive of GST. Only one quote is required per item.
8. The applicant must disclose if they have applied or intend to apply for or have been successful in obtaining funding from other programs for the project they are applying for, or for any other project in the previous 12 months.
9. Two members of the organisations Committee must sign the application form.
10. Only one application is permitted per organisation. If multiple applications are received they will be considered invalid.
11. A representative of the organisation must make themselves available for the Cazalys Cairns Community Fund Presentation Night at 6pm on 13<sup>th</sup> September 2011 should they be successful.
12. Successful applicants are required to acknowledge the grant in an appropriate manner to help increase the awareness of the Fund. For example permanent signage on the project, public acknowledgement through newspaper and/or television. The Fund's logo will be provided to all successful applicants. By submitting an application for a grant the applicant agrees to the use of photographs by Cazalys Cairns in promotional material for the Fund.
13. Successful and unsuccessful applicants will be notified by mail.
14. Applications must relate to funding of projects that will be finalised in the next twelve (12) months from the date of the application.
15. Successful applicants are required to provide a written report outlining how the money was spent and how this expenditure has assisted them. This report should also provide details and/or show photographs of the acknowledgement of Cazalys Community Fund. We request Cazalys Community Fund to be mentioned in any media coverage the applicant receives or obtains to increase the awareness of the fund. Copies of this media coverage is to be forwarded to Cazalys with their report.