



**RURAL FIRE BRIGADES ASSOCIATION**  
**QUEENSLAND INC.** ABN. 37 417 474 709

## Application for RFBAQ Grant Funding

OFFICE USE ONLY

GN			
Received			
Approved			
INFO	REC	SEM	A/D
6M	12M		FIN

### Brigade Details

Date of Application \_\_\_ / \_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_ Area \_\_\_\_\_ Members: Active \_\_\_\_\_ Support \_\_\_\_\_

Secretary \_\_\_\_\_ First Officer \_\_\_\_\_ Brigade Classification \_\_\_\_\_

Reg Number \_\_\_\_\_ Brigade Area (sqkm) \_\_\_\_\_ Shire / Council \_\_\_\_\_

### Contact Person Details *All correspondence regarding this application / grant will be sent to this address*

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

**Grant Funding Details:** Amount Requested \$ \_\_\_\_\_ **Please attach all quotations**

Reason/s for Funding *If you need more room, provide a summary here and attach and extra page.*

Is the application for shed construction / improvements? Yes / No *Circle*. If Yes, is the land owned privately or State? *Circle*

If State, which dept? \_\_\_\_\_ Lease start date \_\_\_ / \_\_\_ / \_\_\_\_\_ Lease end date \_\_\_ / \_\_\_ / \_\_\_\_\_

Does your Council raise a levy on behalf of your Brigade? Yes / No

If Yes, Amount per Assessment \$ \_\_\_\_\_ Annual Total \$ \_\_\_\_\_ **Please attach letter from Council**

If No, would your brigade benefit? Yes / No

Has your Brigade submitted an application for financial assistance to another organisation or body? Yes / No

If Yes, how much? \$ \_\_\_\_\_ **Please attach supporting documentation**

Does your Brigade receive any other financial assistance? Yes / No

If Yes, provide details \_\_\_\_\_

Bank Details - Account Name \_\_\_\_\_ Branch \_\_\_\_\_ Current Balance \$ \_\_\_\_\_

**Please attach latest bank statement/s**

**Please attach latest audited financial statements**





**It is highly recommended that you complete your grant application with the assistance of your local RFBAQ Representative. Contact details for all representatives can be found on our website at [www.rfbaq.org/reps](http://www.rfbaq.org/reps), or by telephoning our office on 1300 663 539.**

#### **Guidelines for Grant**

1. The Applicant / Brigade must be a registered Volunteer / Rural Fire Brigade in the State of Queensland.
2. The Applicant / Brigade lack the ability to raise funds due to small community numbers (low income from Levy), hardship or other similar circumstances.
3. Applications are for the purpose of allocating grant funds to Brigades. Grant monies paid to Brigade's are to be used for the purpose as stated in the approved application and are not to be used for any other purpose / purchase. Failure to use these funds for the intended and applied purpose will result in the Applicant / Brigade having to repay said monies.
4. The Applicant / Brigade should provide a primary reason for the application including the benefits it will provide the volunteers and the Brigade community.
5. The total requested grant funding amount should include GST.
6. All applications must be signed by the Brigade's 1st Officer and Secretary.
7. Brigades are limited to one successful application every 2 years.

#### **Grant Process**

1. On receipt of the application the RFBAQ will forward to the relevant RFBAQ Area Representative and RFSQ Area Director, seeking their input and approval (including a letter of support from the RFSQ Area Director).
2. The Brigade will receive a letter acknowledging the grant and any requests for further information if required.
3. After the grant has been tabled at the Management Committee Meeting, the Brigade will receive a letter from the RFBAQ advising them of the outcome of their application.
4. **The Brigade is required to request their supplier issue the RFBAQ with a tax invoice for any and all grant items. The RFBAQ will not raise purchase orders, and will not deposit funds into a Brigade account. Please ensure your supplier can issue the RFBAQ with a tax invoice. We cannot pay on quotes or similar. We cannot pay part invoices, or invoices made out to a brigade. Ensure your supplier will honour any special pricing afforded to your brigade.**
5. Where relevant, the RFBAQ may request press coverage or publicity for approved grant funding applications. The RFBAQ also reserves the right to use the grant approved Brigade/Volunteer for marketing or promotional purposes.
6. When all monies have been paid to the suppliers for the approved grant funding, the RFBAQ will write to the Brigade notifying them that their grant is finalised and closed and no further grant funding will apply to that application.
7. Once the grant application is closed and finalised, requests for additional grant funding will require a new grant application to be completed and the grant application process shall start from the beginning.
8. RFBAQ grant application will not be valid once the quote/s provided has/have expired or after 12 months from the grant application approval letter date.
9. Following successful grant funding, a brigade may not submit another grant application for a period of 2 years. This does not include 'special' grant funding programs.

*You do not need to return this page with your completed grant. Keep it somewhere safe for reference.*

