



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

Application for RFBAQ Grant Funding

OFFICE USE ONLY

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Received			
Approved			
INFO	REC	SEM	A/D
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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 statements (brigade bank account and Rural Fire Service bank account)**

 **Please attach latest audited financial statements**

Authorised Signatures

I / we, the undersigned, do certify that I am a duly authorised officer of _____ Rural Fire Brigade and endorse this application for the RFBAQ Grant. I declare all information contained within this application to be true and correct. I understand that by signing this application I have agreed with the terms and conditions of the Rural Fire Brigades Association Qld Inc. Guidelines for Grant. I confirm that by signing this application that any Grant monies approved as a result of this application are to be used for the purpose as declared in this application only. Payment of Grant monies is not transferable to any other Brigade or person and is not to be used for any other item or purchase other than that stated in this application.

First Officer Name _____ Signature _____ Date _____

Secretary Name _____ Signature _____ Date _____

Grant Checklist

Please complete this checklist to ensure that your Grant Application is complete and ready for submission to the RFBAQ. If any required items are not included your application will be returned requesting these items.

I have completed / attached:

- ☐ Brigade Details and Contact Details
- ☐ Letter from Council verifying Levy Amount (*if applicable*)
- ☐ Photocopies of current bank statements (*brigade bank account and Rural Fire Service bank account*)
- ☐ Audited Financial Statement for last Financial Year (*if applicable*)
- ☐ The Application form has been signed by the Brigade's 1st Officer and Secretary
- ☐ Quotation for goods requested as part of this Grant Application
- ☐ Other relevant documentation such as proof of payment from other funding sources

Send your Grant Application Form and supporting documentation to:

Rural Fire Brigades Association Qld Inc
Grant Funding Application
28 Fraser Road
ARALUEN QLD 4570

OR

support@rfbaq.org
ATTN Grants

Once received we will obtain:

- ☐ RFBAQ Representative signature
- ☐ RFSQ Area Director signature
- ☐ RFSQ Area Director letter of support

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Supporting Signatures

RFBAQ Rep Name _____ Signature _____ Date _____

Area Director Name _____ Signature _____ Date _____

Approved by RFBAQ Management Committee YES / NO

Comments

_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____

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/rep, 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 lacks 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 items to Brigades. Items are to be used for the purpose as stated in the approved application and are not to be used for any other purpose.
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.

