

# Inkind Assistance Request

Application must be submitted to Council 4 weeks prior to your event to be considered by Council

Refunds and or waiver of Council fees and charges will not be considered through this program apart from minor fees for venue or parks hire or waste disposal up to a maximum value of \$250. Other requests for assistance with Council Fees and Charges will be directed to the Community Grant program.

Free or subsidised use of Council's organisational resources is recognised as a direct subsidy to a group/organisation and treated with similar equity and accountability requirements as those applicable to applicants for other Council grants.

All applications must be made on the Inkind Assistance Request Form. The Director Community Services has the authority to reject applications of any value, refer applicants to the grants program, where appropriate and approve applications up to \$2,000.00. Requests valued in excess of \$2,000.00, which are recommended for approval, will be forwarded to full Council for endorsement.

Eligible groups/organisations are required to be:

- \* Located within the Mackay Regional Council area
- \* Have the majority of members residing in the Mackay Region
- \* Be a nonprofit group/organisation **or** the event is a **charitable community event**
- \* Provide a community benefit to the residents of the Mackay Regional Council area

Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written authorisation or as required by law.

Name of Organisation	<input type="text"/>		
Postal Address	<input type="text"/>		
Contact Person	<input type="text"/>		
Email	<input type="text"/>		
Home Phone	<input type="text"/>	Mobile Phone	<input type="text"/>
Name of Event	<input type="text"/>		

Does your organisation have the majority of its members residing in the Mackay Region?  Yes  No

Is your organisation located within the Mackay Regional Council area?  Yes  No

Is the inkind assistance required for a charitable or community event?  Yes  No

Are you charging an entry Fee?  Yes  No

If Yes, please explain the fee structure.

Give a brief description of your group/organisation (eg. non-profit etc)

What community benefit does your group/organisation provide to the residents of the Mackay Regional Council area. Please supply a short description of the event/ activity the Inkind Assistance is required for.

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If wheelie bins are required please list below how many general waste bins and recycle bins are required. Please refer to the [Waste Management at Events Factsheet](#).

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General Waste Bins

Recycle Waste Bins

Please list specific details of inkind assistance required

Expected number of participants for the project/event

Location of project/event

Day's and date/s of event

Setup day and date

Dismantle day and date

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I certify that I have been authorised to submit this request on behalf of the above-mentioned group/organisation and the information contained herein is a true and correct record to the best of my knowledge.

I agree that the information contained in this application form may be forwarded to Council's internal and external suppliers for the purposes of processing and completing this request.

Signature of applicant \_\_\_\_\_

Date / /

Office Use Only

Council Program	<input type="text"/>	Date	<input type="text"/>
Estimated cost	<input type="text"/>	Actioning officer	<input type="text"/>
Comments	<input type="text"/>		
Forwarded to	<input type="text"/>	Date	<input type="text"/>

Council Program	<input type="text"/>	Date	<input type="text"/>
Estimated cost	<input type="text"/>	Actioning officer	<input type="text"/>
Comments	<input type="text"/>		
Forwarded to	<input type="text"/>	Date	<input type="text"/>

Council Program	<input type="text"/>	Date	<input type="text"/>
Estimated cost	<input type="text"/>	Actioning officer	<input type="text"/>
Comments	<input type="text"/>		
Forwarded to	<input type="text"/>	Date	<input type="text"/>

Director Community Services

Approximate cost	<input type="text"/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
MCL Signature	<input type="text"/>		
MCL Comments	<input type="text"/>		