



**Mackay Regional Council  
Community Grants Help Guide  
For Applicants**



# Applying for a Mackay Regional Council Community Grant



Mackay Regional Council has transitioned to an online Grant Application System – SmartyGrants.

This information booklet has been designed to make the application process as simple as possible for community groups/organisations to apply for a grant.

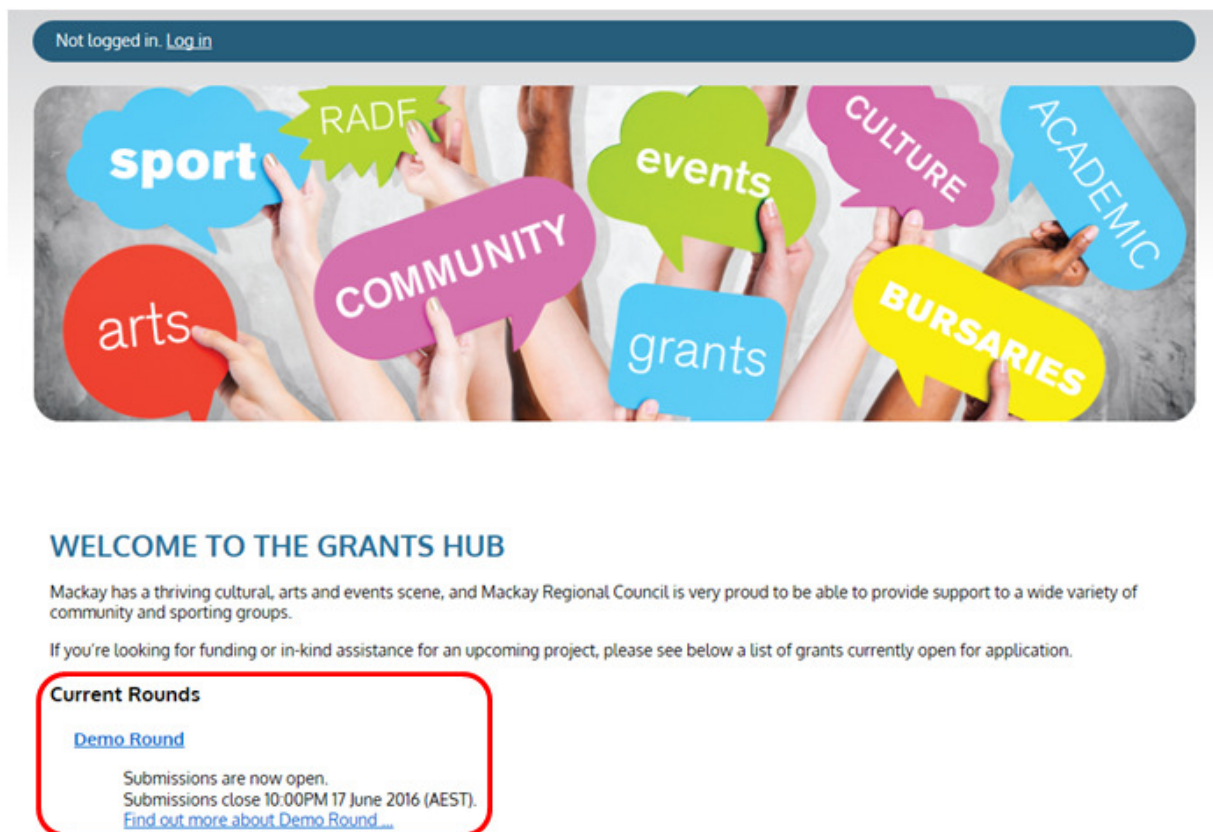
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## Getting Started

To access available Community Grants, go to <https://mackay.smartygrants.com.au/>. Any available rounds will be listed under the section 'Current Rounds'. As a general rule, once a current round has closed, applications will be able to be submitted for the next round shortly thereafter, allowing applicants maximum time to work on their submissions.



To start your application, click on the available round that you wish to apply for, noting that there may be more than one program available (community grants, RADF, etc).

You will be taken to the following screen, where you will be provided with information about the round along with contact details for Council if you run into any issues with the application process. You can also preview the form, however, please note that you cannot fill-in any details in this mode.



Submissions are now being accepted. Submissions close at 10:00PM 17 June 2016 (AEST).

**IMPORTANT: Please read information below to assist you in completing your application online.**

### BEFORE YOU BEGIN

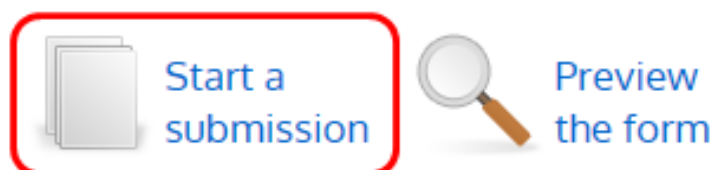
Welcome to the Mackay Regional Council's online grant application service, powered by SmartyGrants.

You may begin anywhere in this application form. Please ensure you save as you go.

For queries about the guidelines, deadlines, or questions in the form, please contact us on 1300 622 529 during business hours or email [shona.norris@mackay.qld.gov.au](mailto:shona.norris@mackay.qld.gov.au) and quote your application number.

Click [here](#) to view the guidelines.

Click on 'Start a Submission'



You will be taken to the following screen where you will be required to either login or register. If this is your first time using SmartyGrants, you will be required to register, otherwise you can simply login.

Your account details are used solely for the purpose of enabling you to complete your application form.

You must register before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with \* must be completed.

### Login

If you're already registered or have started an online form log in here.

Email Address: \*

Password: \*

[Forgotten your password?](#)

By clicking **Log In** you agree to SmartyGrants' [terms of use](#) and [privacy statement](#).

Log In

### Register

If you haven't registered or started filling in a form, register here.

Your Name: \*

Organisation:

Email Address: \*

Password: \*

Passwords must be 8 characters long or more and should:

- include letters
- include non-alphabetical characters
- include numbers

Click **Continue** to confirm your registration.

Continue

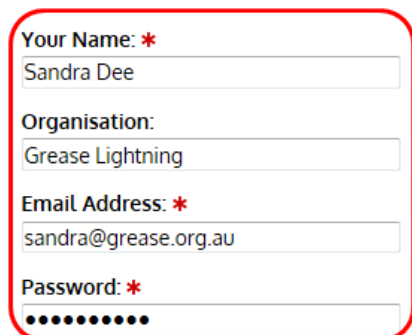
## To Register:

Complete your details and click 'continue'.

Please note that passwords must be 8 or more characters long and should include: Letters; Non-alphabetical characters; and Numbers.

### Register

If you haven't registered or started filling in a form, register here.



**Your Name: \***  
Sandra Dee

**Organisation:**  
Grease Lightning

**Email Address: \***  
sandra@grease.org.au

**Password: \***  
••••••••

Passwords must be 8 characters long or more and should:

- include letters
- include non-alphabetical characters
- include numbers

Click **Continue** to confirm your registration.

Continue

You will then be asked to confirm both your email and password. Once you have entered the details, click 'confirm registration'.

### Confirm registration

To complete your registration, confirm your name and email address then enter your password again.

Fields marked with \* must be completed.

**Your Name: \***  
Sandra Dee

**Organisation:**  
Grease Lightning

**Email Address: \***  
sandra@grease.org.au

**Confirm Email Address: \***  
sandra@grease.org.au

Please enter your Email Address again for confirmation

**Password:**  
••••••••

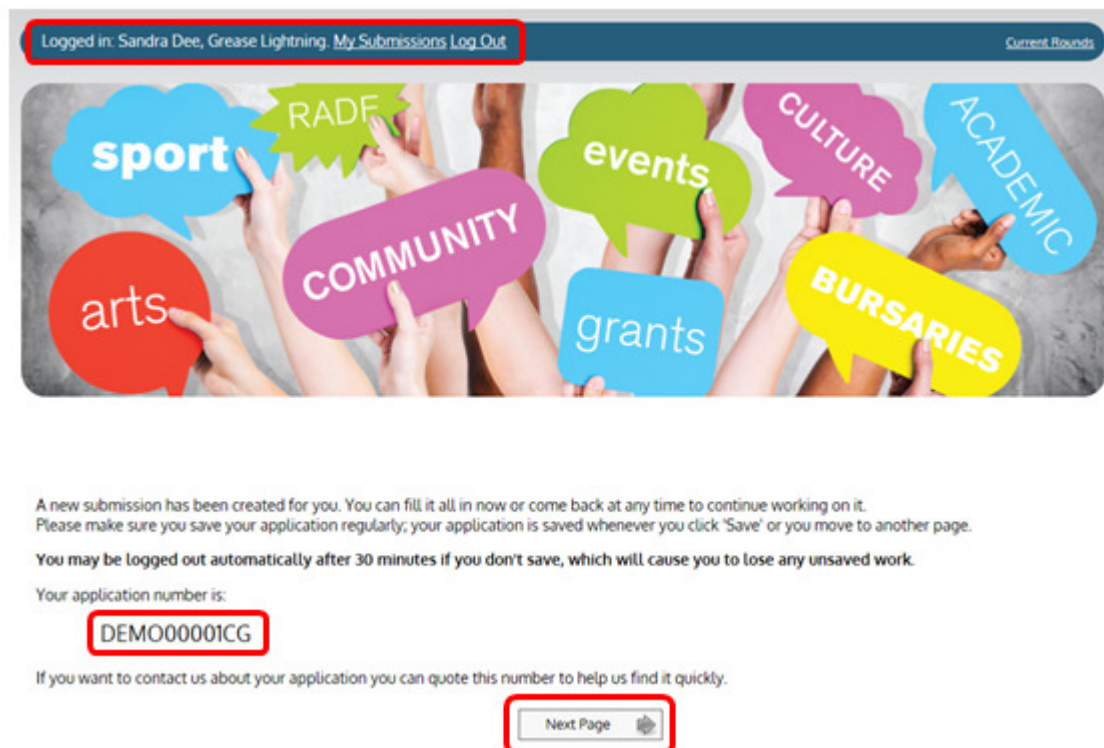
**Confirm Password: \***  
••••••••

Please enter your Password again for confirmation

By clicking **Confirm registration** you agree to SmartyGrants' [terms of use](#) and [privacy statement](#).

Confirm registration

You are now logged into the SmartyGrants system and you can commence your application. An application number has been generated for you and this is your reference should you need to refer back to your application.



Logged in: Sandra Dee, Grease Lightning. [My Submissions](#) [Log Out](#) [Current Rounds](#)

**sport** **arts** **RADE** **COMMUNITY** **events** **grants** **CULTURE** **BURSARIES** **ACADEMIC**

A new submission has been created for you. You can fill it all in now or come back at any time to continue working on it. Please make sure you save your application regularly; your application is saved whenever you click 'Save' or you move to another page. You may be logged out automatically after 30 minutes if you don't save, which will cause you to lose any unsaved work. Your application number is: **DEMO00001CG**. If you want to contact us about your application you can quote this number to help us find it quickly.

[Next Page](#)

### Logging In:

If you already have a SmartyGrants account, you can simply complete your login information and click 'Log In'.

### Login

If you're already registered or have started an online form log in here.

Email Address: \*

sandra@grease.org.au

Password: \*

••••••••••

[Forgotten your password?](#)

By clicking **Log In** you agree to SmartyGrants' [terms of use](#) and [privacy statement](#).

[Log In](#)



If you have forgotten your password, simply click on 'Forgotten your Password' and follow the instructions.

Password: \*

  
[Forgotten your password?](#)

## Navigating Your Application

It is important to remember to save your application every 10 to 15 minutes as you will be logged out of the program after 30 minutes of inactivity. When you are logged out of the system, you will lose any changes you have made to that page that haven't been saved previously. To avoid this happening, click 'Save Progress' periodically.

[Save Progress](#) [Save and Close](#) [Next Page](#) ➔

You can navigate through the form as you wish, however, you won't be able to submit the form until all questions have been completed. To jump to a particular page, use the Form Navigation Panel on the side of the form. Simply click on the page you want to go to.

**Form Navigation**

- [1. Community Grants Application Form](#)
- [2. Applicant Details](#)
- [3. Details of Funding Requested](#)
- [4. Budget](#)
- [5. Declaration](#)

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[Review and Submit](#)

Once you have completed the information on one page, you can also use the 'Next Page' button as a navigation tool. This bar is located at both the top and bottom of the form.

[Save Progress](#) [Save and Close](#) [Next Page](#) ➔

To save and close the form, with the intent of completing it at a later stage, click the 'Save and Close' button.

[Save Progress](#) [Save and Close](#) [Next Page](#) ➔

You can then return to the form at a later stage via the login process, then by selecting the application you wish to keep working on. You can also start a new submission at this stage, but please note that only one application per community group/organisation can be submitted per round.

Forms In Progress

**Demo Round — DEMO00001CG**

☐ **Community Grants Application Form - CURRENT**  
In progress, created on 9 June 2016, due at 10:00PM 17 June 2016 (AEST)

[Start New Submission for Demo Round](#)

Once a submission has been started, a system generated email will be sent to the email address used in the login details. This email will also have a link to the login page of SmartyGrants for your easy access.

## Completing The Form

You can now complete the form by providing the required information.

It is important to note that all questions marked with a red asterisk are mandatory and must be answered to allow you to submit your application.

**Is your Organisation Incorporated? \***

☐ Yes ☐ No

[Clear](#)

Please note that some areas may be greyed out as, based on your responses, you may not be required to answer all the questions on the form. The irrelevant sections will be marked as 'Not Applicable'.

### Sponsoring Organisation Details **(Not Applicable)**

This section has been disabled because of your response to question: "Is your Organisation Incorporated?" on page 1

Some responses only require a 'choice' answer.

**Is your Organisation Incorporated? \***

☒ Yes ☐ No

[Clear](#)

Some responses require a short answer.

**Organisation Name \***

**Contact Person \***

Some responses require a long answer, noting that there is a word limit on your answers.

Detail the main location of activities, date and duration of this program/project/event \*

Grease Lightning, The After Party will be held at the Mackay Showgrounds on Saturday 29 October from 5pm til midnight.

Word count: 20 words  
Maximum 250 words

This screenshot shows a text input area for providing details about a program or event. A red box highlights the text entered: "Grease Lightning, The After Party will be held at the Mackay Showgrounds on Saturday 29 October from 5pm til midnight." Another red box at the bottom left of the input area shows the word count: "Word count: 20 words" and "Maximum 250 words".

Some responses request a file to be uploaded. To do this, click on 'Browse' and search for the relevant file on your computer. Once you have located the file, you can either double click on the file name, or click the file name once and select open in the bottom right hand corner.

Please attach quotes for your program/project/event (if no quotes are required, please upload a document explaining why) \*

Attach a file:  **Browse...**

Requirement: 1 quote for items under \$1,000.00, or 2 quotes for items over \$1,000.00

This screenshot shows the file upload section. A red box highlights the "Browse..." button next to the "Attach a file:" label. The text on the left explains that quotes are required, or a document explaining why is needed. The requirement for quotes is also listed.

A file upload bar will be shown on screen while the document is uploading and you will then be able to see that it has been completed successfully.

Please attach quotes for your program/project/event (if no quotes are required, please upload a document explaining why) \*

Attach a file:  **Browse...**

• File uploaded successfully: Smarty Grants Test Doc.pdf

Requirement: 1 quote for items under \$1,000.00, or 2 quotes for items over \$1,000.00

This screenshot shows the file upload section after a successful upload. A red box highlights the message: "• File uploaded successfully: Smarty Grants Test Doc.pdf". The "Browse..." button and the requirement text are also visible.

If you need to upload more than one file, click on the 'Add More' button and follow the same process as listed above.

Please attach quotes for your program/project/event (if no quotes are required, please upload a document explaining why) \*

Attach a file:  **Browse...**

• File uploaded successfully: Smarty Grants Test Doc.pdf

Requirement: 1 quote for items under \$1,000.00, or 2 quotes for items over \$1,000.00

**Add More**

This screenshot shows the file upload section with an "Add More" button highlighted by a red box. The button is located at the bottom right of the section. The other elements, including the requirement text and the successful upload message, are also visible.

Please note that there is a maximum file limit of 25 megabytes, however it is strongly recommended that you try to keep each upload under 5 megabytes.

You also need to remain on the page you are working on while the upload is being completed, otherwise it will be cancelled and you will need to re-complete the process.

The ABN Number question has a 'lookup' option where you can check that you have entered the number correctly. Simply type in the number and click on 'Lookup'.

ABN Number (if applicable)

56240712069

Lookup

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

**Information from the Australian Business Register**

ABN  
Entity name  
ABN status  
Entity type  
Goods & Services Tax (GST)  
DGR Endorsed  
ATO Charity Type [More information](#)  
ACNC Registration  
Tax Concessions  
Main business location

If you have typed the number correctly, the details of your organisation will appear in the grey box.

ABN Number (if applicable)

56 240 712 069

Lookup

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

**Information from the Australian Business Register**

ABN	56 240 712 069
Entity name	Mackay Regional Council
ABN status	Active
Entity type	Local Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes
DGR Fund	ARTSPACE MACKAY (Items 1 & 4)
ATO Charity Type	Not endorsed <a href="#">More information</a>
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	4740 QLD

*Information current as at 12:00am yesterday*

## The Budget

When completing the budget details for your project/program/event, it is important to remember that both the income and expenditure totals must be the same.

The income column will already have some pre-filled information that you need to assign a dollar amount to, however, if there are more income sources, you will be required to enter those as well. The expenditure column needs to be completed wholly by yourself.

Should there not be enough rows in the table, you can simply click 'Add More' to insert as many rows as required.

Income (Ex GST) *	\$	Expenditure (Ex GST) *	\$
Organisations Financial Co	\$1,000.00	Fireworks	\$1,000.00
Organisations Inkind Contr	\$1,000.00	Staging and Equipment	\$800.00
Grants Requested from Ot	\$500.00	Hire of Showgrounds	\$200.00
Funds Requested from Col	\$500.00	Bands and Musicians	\$1,000.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	Total: \$3000.00		Total: \$3000.00
<a href="#">Add More</a>			

Some important things to remember regarding the budget:

- Your group/organisation must be contributing a minimum of 25% of the total project/program/event costs.
- Volunteer inkind hours should be calculated at the appropriate rate or at a minimum of \$20.00 per hour.
- Quotes are required for expenditure amounts: 1 quote for items under \$1,000.00, or 2 quotes for items over \$1,000.00.

## Tax Forms

Should you be successful in obtaining a community grant, Council will require the relevant tax form to be completed. To shorten this timeframe, the tax form is required to be submitted as part of the application. To access the tax forms, simply click 'here' where you will be taken to a hyperlink of the documents. Complete the form that is relevant to your organisation and then upload the form to your application via the process previously mentioned in this document.

### Tax Forms

You are required to complete **one** of the attached forms. Please download the forms [here](#), and complete the form that suits your organisation. You can then upload the form below.

Completed Tax Form \* Attach a file:

## Reviewing And Submitting Your Application

The final page of the application allows you to review your application and make any necessary changes before you submit it. It is important to note that once the application has been submitted, it cannot be changed.

This final page also checks your application to ensure you have answered all the relevant questions, highlighting any that you may have missed, and providing a link for you to go straight to the page requiring amendments. If you have not completed all the questions, you will be unable to submit the application as the button will be shaded out.

The screenshot shows a navigation bar at the top with three buttons: 'Download PDF', 'Close', and 'Submit'. The 'Submit' button is highlighted with a red border and contains a right-pointing arrow. Below the navigation bar is a large red-bordered box containing the text: 'Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application.' Below this box is a label 'Address \*' followed by a red-bordered box containing the text: 'A response to this question is required.' and a button labeled 'Go to page'.

Once all the details are complete and correct, you can download a PDF version of your application for your records. Once this has been done, click the 'Submit' button to lodge your application.

The screenshot shows a navigation bar with four buttons: 'Previous Page' (with a left-pointing arrow), 'Download PDF', 'Save and Close', and 'Submit' (with a right-pointing arrow). The 'Download PDF' and 'Save and Close' buttons are highlighted with red borders.

The following will appear on your screen to let you know that your application has been submitted.

### Thank you

Your form has been received.

Application Number: DEMO00001CG

We will review it and contact you. You can return to this site at any time to view your submitted form, but now that it is submitted it cannot be changed online. If you need to notify us of changes, please contact us directly.

You will also receive an email confirming that your application has been submitted and a copy of the application will be attached for your reference.

If you still need assistance with your application,  
please contact Mackay Regional Council on 1300 622 529.



