Sponsorship Register - Internal
Form Preview

Organisation Information

* indicates a required field

Organisation

Organisation Name *
Organisation Name

Please use the organisation's full legal entity name.

If applicable, what is the Department, Branch or Faculty within the organisation?

Department, Branch, Faculty etc. within the organisation. Leave blank if not relevant

What is their Australian Business Number (ABN)? *

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	

Must be an ABN. Visit https://abr.business.gov.au to confirm.

Is the organisation registered for GST? *

The 'Goods & Services Tax (GST)' status in the above Australian Business Register box will advise this.

Has the organisation applied for funding before? *
- ○ Yes
- ○ No
- ○ Unsure

Organisation Details

Postal Address * Address

Can’t find your address or need to use a PO Box? Enter it in manually by clicking in Address Line 2.

Office Address

Address

Organisation Main Email *

Must be an email address.

Website

Must be a URL

Facebook Page

Must be a URL.

Primary Contact

This person will be contacted about the grant administration.

Name *

Title First Name Last Name

Position Title *

Provide the full position title e.g. Chief Executive Officer - not CEO

Phone Number

Must be an Australian phone number
Insert area code before the number e.g. 07

Mobile Number

Must be an Australian phone number

Email Address *

Must be an email address

Project/Event Contact

This person will be contacted about the project/event delivery.

Name *

Title First Name Last Name

Position Title *

Must be at least 4 characters.
Provide the full position title e.g. Chief Executive Officer - not CEO

Phone Number

Must be an Australian phone number
Insert area code before the number e.g. 07

Mobile Number

Must be an Australian phone number

Email Address *

Must be an email address.

Activity Details

* indicates a required field

Activity Details

Activity Type *

Funding Type *

Payment Type *

Activity Title *

Ensure the title clearly communicates the purpose of the event or project and is short but descriptive. We will use the title on all correspondence.

Short project description *

Word count:
Provide a short description (100 words recommended) of the activity/initiative

Event Summary Examples

Cultural Event:

An event that aims to celebrate and promote understanding of the culture and traditions of the ***(insert cultural group)*** community with the wider community and features traditions such as ***(insert highlight activities)***.

Cultural event celebrating a specific occasion *(e.g. Harvest Festival; New Year etc)*:

An event that aims to celebrate the ***(insert occasion)*** and promote understanding of the culture and traditions of the ***(insert cultural group)*** community with the wider community. The event celebrates/commemorates ***(insert cultural significance)*** features traditions such as ***(insert highlight activities)***.

Multicultural Event:

An event that aims to bring together people from culturally diverse backgrounds and the wider community in a celebration of the region's diverse cultures and to promote intercultural connections. The event features activities such as ***(insert highlight activities)***.

Event coinciding with a recognised day *(e.g. Harmony Day)*:

An event that coincides with ***(insert day)***, an annual day of awareness that is held on ***(insert date)***. The event aims to commemorate ***(insert what the day commemorates)*** with the wider community. It will include activities such as ***(insert highlight activities)***.

Faith event:

An event commemorated by the ***(insert faith group)*** faith that observes ***(insert what the day commemorates)***.The event aims to promote intercultural connections by engaging people from culturally diverse backgrounds and the wider community in the traditions of ***(insert highlight activities)***.

Activity Dates

Start date *

End date *

Year 2

Start date *

End date *

Year 3

Start date

End date

Location

If the activity is to be delivered State-wide, use the street address of the funded organisation.

Venue name of where the event/project will primarily be delivered *

Must be no more than 6 words.

Primary street address of where the event/project will be delivered *
Address

What is the street address where the primary activity will be held?

Does the activity have additional locations? *
○ Yes ○ No

Activities

Projects: For each activity, provide a title, description, the dates it will be delivered, and the venue and street address.

Events: For each additional location, provide a title, the dates it will be delivered, and the venue and street address of the activities.

Insert one key activity per row. Click '***Add More***' to add more rows for additional activities.

Examples of activities include:

Activity TitleActivity Description

ConsultationConsultation meeting with *(insert organisation)* to plan engagement with young people

Engagement meetings*(insert number)* meetings with young people to lead and deliver activities

Networking sessionsConduct *(insert number)* community engagement sessions to facilitate networking

WorkshopsDeliver *(insert number)* workshops on topics such as *(insert)*

Hints: *Click the 'Maximise' button above the top right corner of the table to increase this section to full screen. You can increase the size of large text boxes by clicking and dragging the two diagonal lines in the bottom right corner.*

Title	Description	Start date	End date	Expected Attendance	Venue	Location	Electorate	LGA
Must be no more than 6 words.	One per row. Must be no more				Must be no more than 6 words.	Where will your activity occur?		

	than 100 words.							

Additional Locations

The primary Local Government is:

Select any additional Local Government areas. Do not include the primary LGA

- ☐ State Wide
- ☐ Aurukun Shire
- ☐ Balonne Shire
- ☐ Banana Shire
- ☐ Barcaldine Regional
- ☐ Barcoo Shire
- ☐ Blackall-Tambo Regional
- ☐ Boulia Shire
- ☐ Brisbane City
- ☐ Bulloo Shire
- ☐ Bundaberg Regional
- ☐ Burdekin Shire
- ☐ Burke Shire
- ☐ Cairns Regional
- ☐ Carpentaria Shire
- ☐ Cassowary Coast Regional
- ☐ Central Highlands Regional
- ☐ Charters Towers Regional
- ☐ Cherbourg Aboriginal Shire
- ☐ Cloncurry Shire
- ☐ Cook Shire
- ☐ Croydon Shire
- ☐ Diamantina Shire
- ☐ Doomadgee Aboriginal Shire
- ☐ Douglas Shire
- ☐ Etheridge Shire
- ☐ Flinders Shire
- ☐ Fraser Coast Regional
- ☐ Gladstone Regional
- ☐ Gold Coast City
- ☐ Goondiwindi Regional
- ☐ Gympie Regional
- ☐ Hinchinbrook Shire
- ☐ Hope Vale Aboriginal Shire
- ☐ Ipswich City
- ☐ Isaac Regional
- ☐ Kowanyama Aboriginal Shire
- ☐ Livingstone Shire
- ☐ Lockhart River Aboriginal Shire
- ☐ Lockyer Valley Regional
- ☐ Logan City
- ☐ Longreach Regional
- ☐ Mackay Regional
- ☐ Mapoon Aboriginal Shire
- ☐ Maranoa Regional
- ☐ Mareeba Shire
- ☐ McKinlay Shire
- ☐ Moreton Bay Regional
- ☐ Mornington Shire
- ☐ Mount Isa City
- ☐ Murweh Shire
- ☐ Napranum Aboriginal Shire
- ☐ Noosa Shire
- ☐ North Burnett Regional
- ☐ Northern Peninsula Area Regional
- ☐ Palm Island Aboriginal Shire
- ☐ Paroo Shire
- ☐ Pormpuraaw Aboriginal Shire
- ☐ Quilpie Shire
- ☐ Redland City
- ☐ Richmond Shire
- ☐ Rockhampton Regional
- ☐ Scenic Rim Regional
- ☐ Somerset Regional
- ☐ South Burnett Regional
- ☐ Southern Downs Regional
- ☐ Sunshine Coast Regional
- ☐ Tablelands Regional
- ☐ Toowoomba Regional
- ☐ Torres Shire
- ☐ Torres Strait Island Regional
- ☐ Townsville City
- ☐ Weipa Town
- ☐ Western Downs Regional
- ☐ Whitsunday Regional
- ☐ Winton Shire
- ☐ Woorabinda Aboriginal Shire
- ☐ Wujal Wujal Aboriginal Shire
- ☐ Yarrabah Aboriginal Shire

The primary State Electorate is:

Select any additional State Electorates. Do not include the primary State Electorate

- ☐ State Wide
- ☐ Gympie
- ☐ Nanango

- ☐ Algester
- ☐ Aspley
- ☐ Bancroft
- ☐ Barron River
- ☐ Bonney
- ☐ Broadwater
- ☐ Buderim
- ☐ Bulimba
- ☐ Bundaberg
- ☐ Bundamba
- ☐ Burdekin
- ☐ Burleigh
- ☐ Burnett
- ☐ Cairns
- ☐ Callide
- ☐ Caloundra
- ☐ Capalaba
- ☐ Chatsworth
- ☐ Clayfield
- ☐ Condamine
- ☐ Cook
- ☐ Coomera
- ☐ Cooper
- ☐ Currumbin
- ☐ Everton
- ☐ Ferny Grove
- ☐ Gaven
- ☐ Gladstone
- ☐ Glass House
- ☐ Greenslopes
- ☐ Gregory
- ☐ Hervey Bay
- ☐ Hill
- ☐ Hinchinbrook
- ☐ Inala
- ☐ Ipswich
- ☐ Ipswich West
- ☐ Jordan
- ☐ Kawana
- ☐ Keppel
- ☐ Kurwongbah
- ☐ Lockyer
- ☐ Logan
- ☐ Lytton
- ☐ Macalister
- ☐ McConnel
- ☐ Mackay
- ☐ Maiwar
- ☐ Mansfield
- ☐ Maroochydore
- ☐ Maryborough
- ☐ Mermaid Beach
- ☐ Miller
- ☐ Mirani
- ☐ Moggill
- ☐ Morayfield
- ☐ Mount Ommaney
- ☐ Mudgeeraba
- ☐ Mulgrave
- ☐ Mundingburra
- ☐ Murrumba
- ☐ Nicklin
- ☐ Ninderry
- ☐ Noosa
- ☐ Nudgee
- ☐ Oodgeroo
- ☐ Pine Rivers
- ☐ Pumicestone
- ☐ Redcliffe
- ☐ Redlands
- ☐ Rockhampton
- ☐ Sandgate
- ☐ Scenic Rim
- ☐ South Brisbane
- ☐ Southern Downs
- ☐ Southport
- ☐ Springwood
- ☐ Stafford
- ☐ Stretton
- ☐ Surfers Paradise
- ☐ Theodore
- ☐ Thuringowa
- ☐ Toohey
- ☐ Toowoomba North
- ☐ Toowoomba South
- ☐ Townsville
- ☐ Traeger
- ☐ Warrego
- ☐ Waterford
- ☐ Whitsunday
- ☐ Woodridge

Demographics

What is the expected total attendance/participation for the activity? *

Must be a number only using characters 0 to 9 and not containing any other characters such as: , . + - / \ # ; :

Who are the primary beneficiaries of this project/program? *

Please choose only the group/s that are at the very core of this project/program

Examples that you may select are:

- Age groups } Children and youth (age 0-17) } **Adolescents (people aged 13-17)**
- Age groups } Adults (people aged 18+) } **People aged 65-84**
- Ethnic & racial groups } **Culturally and Linguistically Diverse (CALD) people**
- Gender groups } **Females**
- Health } **People with disabilities**
- Sexual identity } **LGBTIQA+ people**

- Social and economic status } Immigrants and migrants } Asylum seekers and Refugees } **Refugees**
- Social and economic status } Immigrants and migrants } Asylum seekers and Refugees } **Immigrants**
- Social and economic status } Immigrants and migrants } **Migrant workers**

Please specify the primary cultural or faith groups that will be engaged. *

☐ Aboriginal
☐ Afghan
☐ African
☐ African - Burundian
☐ African - Cameroonian
☐ African - Congolese
☐ African - Egyptian
☐ African - Eritrean
☐ African - Ethiopian
☐ African - Ghanaian
☐ African - Liberian
☐ African - Nigerian
☐ African - Rwandan
☐ African - Somali
☐ African - South Sudanese
☐ African - Sudanese
☐ African - Togolese
☐ African - Ugandan
☐ African - Zimbabwean
☐ Arakanese
☐ Asian
☐ Australian South Sea Islander
☐ Bangladeshi
☐ Bengali
☐ Bhutanese
☐ Brazilian
☐ Caribbean Islander
☐ Celtic
☐ Chin
☐ Chinese
☐ Colombian
☐ Croatian
☐ Cuban
☐ Cypriot
☐ Filipino
☐ French
☐ Greek
☐ Hazara
☐ Hmong
☐ Hungarian
☐ Indian
☐ Indian - Gujarati
☐ Indian - Keralites
☐ Indian - Maharashtrian
☐ Indian - Malayalee
☐ Indian - Telugu
☐ Indonesian
☐ Iranian
☐ Iraqi
☐ Irish
☐ Italian
☐ Japanese
☐ Karen
☐ Korean
☐ Kurdish
☐ Latin American
☐ Lebanese
☐ Malaysian
☐ Mexican
☐ Middle Eastern
☐ Mongolian
☐ Myanmarese
☐ Nepalese
☐ New Zealander
☐ Pacific Islander
☐ Pacific Islander - Cook Islander
☐ Pacific Islander - Fijian
☐ Pacific Islander - Fijian Indian
☐ Pacific Islander - Maori
☐ Pacific Islander - Nauruan
☐ Pacific Islander - Niuean
☐ Pacific Islander - Papua New Guinean
☐ Pacific Islander - Samoan
☐ Pacific Islander - Solomon Islander
☐ Pacific Islander - Tongan
☐ Pakistani
☐ Persian
☐ Polish
☐ Punjabi
☐ Rohingya
☐ Romanian
☐ Russian
☐ Scandinavian
☐ Scottish
☐ Serbian
☐ Slavic
☐ South American
☐ South Asian (Indian, Pakistani, Sri Lankan, etc)
☐ Sri Lankan
☐ Syrian
☐ Taiwanese
☐ Tamil
☐ Thai
☐ Tibetan
☐ Torres Strait Islander
☐ Ukrainian
☐ Vietnamese
☐ Yazidi
☐ Zomi
☐ Culturally and Linguistically Diverse (CALD) communities
☐ Multi Faith
☐ Baha'i
☐ Buddhist
☐ Christian
☐ Hare Krishna
☐ Hindu
☐ Jewish
☐ Muslim
☐ Sikh
☐ Other:

No more than 5 choices may be selected.
Please choose only the group/s that are at the very core of this project/program

Subject

What are the primary areas of focus for this project/program? *

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Project subject examples

You can select items from any area of the list - all have equal value. Only select sub-categories if you want to be more specific.

Examples that you may select are:

- Human Rights } Diversity and intergroup relations } **Social inclusion**
- Community Development } **Community information**
- Economic development } Business and industry } **Entrepreneurship**
- Economic development } Employment } **Job Training**
- Education } Education support } **Literacy and numeracy support**
- Human services } Youth development } **Youth mentoring**
- Human services } Special population support } **Immigrant services**

Event subject examples

For a specific **cultural** event, select**:**

Arts and culture } Festivals } Cultural festival

For a **multicultural** event, select:

Arts and culture } Cultural Awareness; *and* **Arts and culture } Festivals** For a multicultural festival that uses **multicultural food** as its focus, also select: **Arts and culture } Festivals } Food Festival**

For an event also held **on Harmony Day**, select:

Community development } Community celebration; and **Human rights } Diversity and intergroup relations**

For a festival that uses **sport**, like rugby league, **as its focus to make intercultural connections:**

Sport and recreation } Sport } Rugby League; and **Arts and culture } Cultural Awareness**

Activity Plan (optional)

Project Partners

Partner name	Organisation Type	Role

One per row	What type of entity are they?	What is their role or contribution?

Milestones

Please tell us about the administrative stages you expect to pass through as part of your project.

Milestone	Start date	End date	Milestone status	Explanatory notes
One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.	Leave blank if date is unknown or not relevant. Must be a date.	Leave blank if date is unknown or not relevant. Must be a date.	What is the status of this milestone?	Add notes if you need to provide more context.

Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Immediate outcomes occur directly following an activity (e.g. within 1 month); medium-term outcomes are those that fall between the short and long-term outcomes (e.g. between 1 month and 2 years); and long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

Your outcomes	Timeframe	Alignment with our outcomes	How does your intended outcome link to our outcomes?	Progress	Describe the progress you have made	Explanatory notes
What changes do you expect will occur as a result of your project (e.g.	When do you expect this outcome to emerge?	Which of our outcomes will your project contribute to? If multiple	Please explain how your intended outcome helps	Have you seen a shift towards this outcome?	Briefly describe what kind of shift has occurred and what evidence	Add notes if you need to provide more context.

Enhanced physical fitness)? Please be brief. One per row.		apply pick the most relevant. No more than 1 choice may be selected.	contribute to ours.		you have that a shift has occurred.	

Your metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring.

You may add your own metrics here.

There are two types of metrics. An 'Outcome Metric' is a measurement designed to help you determine whether progress towards an outcome is occurring or not, and quantify the extent to which it is occurring. An 'Activity Metric' tells you how much of something you're doing or producing ('outputs' are often Activity Metrics, for example.)

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to ""ask one good question and answer it reliably"" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric	**Type of metric**	**Target**	**Progress**	**Collection method**	**Explanatory notes**
One per row. Add more rows if you want to list additional metrics.	'Activity metrics' measure an activity (e.g. 'Number of visitors'). 'Outcome metrics' measure the change experienced by a population group (e.g. 'Number of young people gaining employment').	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	What is your current result for this metric? Must be a number.	How will you collect and verify the data? E.g. survey, interviews/ case studies, focus groups, administrative data (e.g. case management data), observation/ estimation, government or public dataset (e.g. Census), other datasets.	Add notes if you need to provide more context.

Outputs

Tell us about the outputs you will undertake in order to create change. List one per row.

Outputs, or 'Activity Metrics' tells you how much of something you're doing or producing.

Type of output	Target	Progress	Collection method	Explanatory notes
Select the type of output you will use to help track your progress. One per row. Add more rows if you want to list additional types of outputs.	Identify a target for the output you have chosen - an estimated total for your project. Must be a number.	What is your current result for this output? Must be a number.	How will you collect and verify the data? E.g. survey, interviews/ case studies, focus groups, administrative data (e.g. case management data), observation/ estimation, government or public dataset (e.g. Census), other datasets.	Add notes if you need to provide more context.

Decision & Funding

* indicates a required field

Funding Requested

Total Project Cost

Total Amount Requested

$

Decision

Decision *

○ Approved ○ Declined

Date of Decision *

What is the date the brief was approved?

Briefing Note #

What is the number of the Memo For Approval?

Decision Brief

Attach a file:

Attach a copy of the brief or memo approving the funding

Contracting

Service Agreement

Attach a file:

Attach a copy of the executed Service Agreement.

Contract Start Date *

Contract End Date *

QGGFSP - Category *

Select the primary audience group targeted by the expenditure. Most common response is 'Community support'

QGGFSP - Recipient Type *

Identify the organisation type of the recipient receiving this payment.

QGGFSP - Client Group *

Identify the main beneficiary of the funding and this cannot be the same as the recipient type. Most common response is 'Migrants'

QGGFSP - Assistance Type *

Identify the type of assistance this expenditure relates to.

QGGFSP - Funding Use *

Identify the type of expenditure.

Funding Approved

Total Funding Approved *

$

Amount Approved Year 1 *

$

Amount Approved Year 2 *

$

Amount Approved Year 3

$

Funding Allocations Calculator

Total Approved Funding
$
This number/amount is calculated.

Total Multi-Year Funding
$
This number/amount is calculated.

Validation
$
This number/amount is calculated.

Payment Schedule

If the funding will be processed as **one upfront payment**, enter in the name of the cost centre (the budget where the funding will come from), the payment amount and the date that the payment is scheduled to be paid.

If the funding will be processed as **multiple payments**, each separate payment has to be itemised including the name of the cost centre (the budget where the funding will come from), the individual payment amount and each date that the payments are scheduled to be paid.

All payments are to be **GST exclusive**.

Click '*Add More*' to include extra rows if required**.**

Cost Centre Name	Cost Centre Number	Scheduled Payment Date	Actual Payment Date	Payment Amount
		Must be a date.	Date paid (if known)	Must be a dollar amount.
				$

Payment Allocations Calculator

Total Funding Approved *
$
This number/amount is calculated.

Total Allocations *
$
This number/amount is calculated.

Validation *
$
This number/amount is calculated.

⚠ ERROR: The total of the allocations does not equal the total funding approved ⚠

Completed by

Name *

First Name

Last Name