



## Mackay Community Foundation 2025 Grant Program

Not-for-profit organisations in the Mackay region are invited to apply to Mackay Community Foundation for their 2025 Grant program.

The Foundation may distribute up to \$207,000 in grant funding in this round and is seeking applications for one-off projects. It is expected that most applications will be in the vicinity of \$15,000 - \$20,000 although projects of a more significant amount will be considered.

The Mackay Community Foundation is required to apply funds towards the aid, relief, or support of persons in distress in Mackay and surrounding districts. The Foundation supports projects that assist our Community through education, provision of care, housing or provide other assistance to those who face disadvantage.

Successful projects need to:

- build social capital, capacity and/or resilience within the Mackay community;
- not duplicate an existing service offered by another provider
- consider a collaborative delivery method with other local service providers.
- deliver economic benefits to the community and support local suppliers; and
- be delivered by June 2026.

The following will not be considered for funding:

- Permanent, ongoing salaries/wages for staff although short term Project based wages are acceptable;
- Recurrent costs associated with day-to-day operations;
- Retrospective funding;
- Items/programs that are the core business of a Government Department;
- Business / Commercial ventures;
- Clubs that have a Gaming Machine licence;
- Projects that do not involve the Mackay region; and
- Projects that are inconsistent with Mackay Community Foundation objectives.

A list of the applications we have funded for the past years can be found in previous Annual Reports found on our website [www.mackaycommunityfoundation.com](http://www.mackaycommunityfoundation.com)

In completing your grant application, please respond to every question and provide sufficient detail to ensure MCF is able to gain a complete understanding of your organisation and the project for which you are seeking funding. We also require an explanation as to how your project fits into our aim listed above.

Project applications above \$10,000 will be required to include a copy of their latest audited statements.

### GIVE WHERE YOU LIVE

07 4968 3157

[admin@mackayfoundation.com.au](mailto:admin@mackayfoundation.com.au)

[www.mackayfoundation.com.au](http://www.mackayfoundation.com.au)





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If you do not have Deductible Gift Recipient 1 Status with the Australia Tax Office please contact us prior to completing an application to discuss your project as we may not be able to support non DGR organisations due to government regulations.

Grant applications may be lodged by mail or email, and must be received by the closing date 15th April 2025, 5pm. The completed grant application form should be sent to:

**The Chair, Mackay Community Foundation**

Postal: Mackay Community Foundation, PO Box 870, Mackay QLD 4740 or

Email: [admin@mackayfoundation.com.au](mailto:admin@mackayfoundation.com.au) and Frances Easton Chair of MCF  
[franceseeaston@gmail.com](mailto:franceseeaston@gmail.com)

For further information about the Mackay Community Foundation Grant program contact Frances Easton on 0488 425 292 or Ian Joblin on 0407 257 142.

Please also note that the Mackay Community Foundation are mentoring a small group of Whitsunday Anglican School students, led by their Senior Service Leaders who may view the applications as part of their involvement.

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## 2025 Grant Application Form

### The organisation

1. Legal Name of organisation	
2. Contact person for this application	
3. Email address	
4. Telephone number	
5. Postal address of the organisation	
6. Street address of the organisation	
7. Organisation ABN*	
8. Is your organisation registered for GST?*	Yes / No
9. Does your organisation have Deductible Gift Recipient Status (DGR)?*	Yes / No If Yes, please provide evidence of your status.
10. Is your organisation a Tax Concession Charity (TCC)*	Yes / No If Yes, please provide evidence of your status.
11. Outline the nature of your organisation and its primary purpose. Please include stats around the demand for your service and the staff/management involved with your organisation.	
12. What is your governance structure and provide the names of key personnel. (Attach information separately if needed)	

\*These details can be found by search by business name at [www.abr.business.gov.au](http://www.abr.business.gov.au)

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### The Project

13. Project title	
14. Project Brief. Please provide: <ul style="list-style-type: none"><li>- Summary of the project</li><li>- Project objectives and aims</li><li>- Evidence of identified need/gap in market</li><li>- Information about how this project will deliver longer term economic benefit to the Mackay Community</li></ul>	
15. What is the proposed start date and completion date for the project?	
16. How did you identify the need/gap for this project? What specific issue are you expecting to address? How will you work with other community groups to ensure the success of this project? Please provide letters of support from other community groups that also support the need for this project.	
17. Provide a description of activities to be undertaken as part of the project.	

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18. Describe your target group.  How many will benefit from your project? Who will benefit and how?	
19. Where will the project take place?	
20. List who will be involved in your project (including support from other community groups)	
21. How will the success of the project be monitored and evaluated?	
22. Provide information about expected outcomes and project milestones.	
23. Amount requested from Mackay Community Foundation	
24. Detail other grants or subsidies you are seeking to fund this project?	
25. Total project cost?	
26. If application is in excess of \$10,000 can you provide a copy of your latest audited statements with this application?	

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<p>27. Will you be able to provide a brief project update by September 2025 (interim report) and upon completion of project, via video format (video can be recorded via phone, does not have to be professionally recorded) for use by the Foundation for reporting and/or marketing purposes?</p>	
<p>28. Should you be successful with this application are you willing to be involved in publicity regarding the Foundation grants? This may include displaying promotional materials &amp; participating in Foundation fundraising activities.</p>	
<p>29. What communication means do you have to publicly acknowledge grants and support you receive?</p>	

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**Project Budget:**

All figures should exclude GST (if you are registered for GST 10% will be added to the approved amount). Please provide a quote for items over \$1,000.

<b>PROPOSED PROJECT EXPENDITURE</b>	<b>\$</b>
<b>EQUIPMENT/ ASSET ITEMS</b>	
Details	
<b>ADMINISTRATIVE COSTS</b>	
Stationary/printing	
Venue Hire	
Catering	
Other	
<b>PROJECT SPECIFIC RESOURCES</b>	
Details	
<b>OTHER COSTS</b>	
Details	
<b>EQUIPMENT/ ASSET ITEMS</b>	
Details	
<b>TOTAL</b>	<b>\$</b>

<b>PROPOSED PROJECT INCOME</b>	<b>\$</b>
<b>GRANTS</b>	
Mackay Community Foundation	
Details of other Grants	
<b>OTHER CONTRIBUTIONS</b>	
Cash	
In Kind	
<b>SPONSORSHIP/DONATIONS</b>	
Details	
<b>OTHER SOURCES OF INCOME</b>	
<b>TOTAL</b>	<b>\$</b>

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### Organisation Declaration

To be signed by the Chair or Chief Executive of the organisation or an authorised person.

- I declare that I am currently authorised to sign legal documents on behalf of the organization.
- I declare that all the information provided in this application is true and correct.
- I give permission to Mackay Community Foundation to contact any persons or organisation in the assessment of the application and understand that information may be provided to other organisations, as appropriate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Grant applications may be lodged by mail or email, and must be received by the closing date, **5.00pm on 15<sup>th</sup> April 2025**. The completed grant application form should be sent to:

The Chair,  
Mackay Community Foundation, PO Box 870, Mackay QLD 4740 or  
Email: [admin@mackayfoundation.com.au](mailto:admin@mackayfoundation.com.au) and [franceseeaston@gmail.com](mailto:franceseeaston@gmail.com)

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