

Eligibility and Application Checklist (Example Template)

Eligibility Criteria	Evidence Required	Status
1. The organisation is legally incorporated.	Certificate of Incorporation or ABN.	☐ Yes ☐ No
2. The organisation's primary purpose aligns with community benefit objectives.	Constitution, strategic plan, or statement of purpose.	☐ Yes ☐ No
3. The organisation holds appropriate insurance coverage (min. \$20 million Public Liability).	Certificate of Currency.	☐ Yes ☐ No
4. The proposed use aligns with the permitted use of the facility and land zoning.	Proposed activity description.	☐ Yes ☐ No
5. The organisation complies with relevant Council policies (e.g., Fair Access, Child Safe Standards).	Declaration of compliance.	☐ Yes ☐ No
6. The organisation demonstrates financial sustainability and ability to meet obligations.	Financial statements or bank summary.	☐ Yes ☐ No
7. The organisation demonstrates inclusive, accessible, and equitable participation.	Program schedules or participation reports.	☐ Yes ☐ No
8. The organisation promotes shared or multi-use of facilities where appropriate.	Facility use plan or letter of intent.	☐ Yes ☐ No
9. The organisation does not conduct gaming or gambling activities.	Declaration of activity type.	☐ Yes ☐ No
10. The organisation agrees to comply with Council's reporting and review requirements.	Signed declaration.	☐ Yes ☐ No
Council Officer Assessment: ☐ Eligible ☐ Further Information Required ☐ Ineligible		