

Carols by Candlelight Fundraising Recipient Application Form

Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when an organisation wishes to be considered as a fundraising recipient for the Carols by Candlelight. One local charitable organisation will be selected to undertake a specific activity or purchase with funds generated through this annual community event.



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Applicant Details					
Charitable organisation name:					
Contact name:					
Charitable registration number:					
Preferred contact number:			Email:		
Address					
Street number and name:					
Suburb:			State:		Postcode:
Postal address <i>(if different)</i> :					
General Information					
Describe your charitable organisation’s purpose and activities: <i>(please attach a separate page if necessary – maximum of 150 words)</i>					
Number of people your charitable organisation benefits/serves:					
Primary beneficiary of charitable organisation: <i>(for example, youth, homeless, aged, infirm)</i>					
Describe how your charitable organisation assists this group/s: <i>(please attach a separate page if necessary – maximum of 100 words)</i>					

Funding

List all current sources of funding:

Describe the specific project/s which would be implemented with any funds received from the Carols by Candlelight: *(please attach a separate page if necessary – maximum of 150 words)*

Volunteer Information

Number of volunteers your charitable organisation can source to assist at the event:

It is preferred that approximately 10 – 20 volunteers are sourced by the charitable organisation. Volunteers may be sourced for your charitable organisation if you are unable to do so.

Additional Information

Please provide any additional information which may be relevant to this application: *(please attach a separate page if necessary – maximum of 150 words)*

Declaration

I declare that the details supplied on this form are correct to the best of my ability.

Name:

Signature:

Date:

Carols by Candlelight Fundraising Recipient

The primary focus of the Rockhampton Carols by Candlelight is to provide funding for a local charitable organisation to undertake a specific activity or purchase with funds generated through this annual community event.

One charitable organisation will be selected to receive proceeds generated by the 2025 Carols by Candlelight. Over the years, Council strives to strike a balance of recipients who represent a broad range of services to the community.

The Carols by Candlelight Fundraising Recipient Application Form outlines the criteria for selection including the purpose and activities of your charitable organisation, the overall number of volunteers that can assist with the event, and the proposal for the allocation of the Carols by Candlelight funding. The committee may take into consideration the Carols by Candlelight grant history of the applicant.

Project/s should be scheduled to start in 2026, as the funds from the Carols by Candlelight event will not be disbursed until after the event in December.

Carols by Candlelight is run over several dates. Venues listed below are subject to change, in which case the fundraising recipient will be advised. The selected fundraising recipient must be available on **Friday, 12 December 2025** and **Saturday, 13 December 2025** for each indoor ticketed event at the Pilbeam Theatre (Representative and Volunteers).

Eligibility

Section A – Eligibility Requirements

- The application deadline is **Tuesday, 30 September 2025**.
- Only complete applications will be eligible for consideration.
- Only registered, incorporated, not-for-profit organisations are eligible.
- Charitable organisations must be Rockhampton based or service the people of Rockhampton and the immediate surrounds.
- The Carols by Candlelight funding must be used for a specific activity or purchase, which must be detailed in the application.
- The charitable organisation must be a service organisation that provides relief and assistance to disadvantaged people in the Rockhampton Region.

Section B – Ineligibility Criteria

Funding will not be considered for the following:

- Profit ventures and organisations;
- Short term/pilot projects;
- Sporting clubs, organisations and activities; and
- Organisations with political affiliations.

Section C – Partnership with Selected Charitable Organisations

It is the intent of the Carols by Candlelight to develop a positive and enthusiastic partnership with the charitable organisation selected to receive funds from the 2025 Carols by Candlelight. The selected fundraising recipient is required to make commitments to participate in the following:

Recipient Briefing Meeting	1 – 2 meetings approx. one hour in length
Volunteers	Recruit and assist with the coordination of approximately 10 – 20 volunteers to collect donations and assist at the event as required and outlined at the recipient briefing meeting.
Representative	The opportunity to provide a short address on stage giving an overview of the charitable organisation's activities.

Section D – Right of Recourse

Please note the selection process is final and, as such, there is no appeal process available.

Section E – Purpose of Funds

Funds received must be used in support of the project/s described on the application. Any desired changes to the allocation of funds will require pre-approval.

Section F – Follow up Requirements

The selected fundraising recipient will be required to acknowledge support from the Carols by Candlelight for a minimum of one calendar year after receipt of Carols by Candlelight funds (one calendar year being from the date the funds are actually received – this may vary from year to year).

The Carols by Candlelight logo or a plaque recognising Rockhampton Regional Council must be applied to items purchased with any of the funds. The correct logo for this recognition will be supplied. Wording for this recognition should include "This (purchase/activity/event) was supported with financial assistance from the Rockhampton Regional Council Carols by Candlelight."

The selected fundraising recipient will be required to complete and submit a Carols by Candlelight Fundraising Recipient Acquittal Report within three months of receiving the funds detailing the use of the Carols by Candlelight funding. Failure to comply with the reporting requirements may result in the charitable organisation being ineligible for future Carols by Candlelight funding.

Contact Details

For further information, please contact Rockhampton Regional Council Major Venues Unit on 07 4924 5600.