

COMMUNITY GRANTS PROGRAM GUIDELINES



Council's Community Grant program (over \$500) supports community organisations to deliver activities, events or services for the Goondiwindi region community.

GRANT OBJECTIVES

Grant applications should meet at least one of the following objectives for the Goondiwindi Regional Council community:

- Support community initiatives
- Encourage the ongoing social, cultural, recreational, sporting and environmental development
- Protect and enhance our natural environment
- Improve health and physical activity
- Promote the use, development and creation of community assets

PROJECT FUNDING

What funding is available?

- Grants are for funding applications above \$501
- There is no upper limit as to how much an eligible applicant can apply for
- It is important to note that as a small regional Council with over 200 community groups, Council aims to support a broad cross section of projects and therefore large funding requests are rarely approved
- **Council's Community Donation** program is open for funding requests of \$500 or less

ELIGIBLE ORGANISATIONS

The criteria for eligible organisations are, organisations:

- Organisations must operate within the local government boundaries or demonstrate that services are provided to a significant percentage of members, clients or residents from the Goondiwindi Regional Council area
- The organisation's objective must be solely non-profit making
- Applicants must be incorporated or auspiced by an incorporated body, except if they are a School, a School P&C or similar, a Church, a Church

group, a religious order, hospital foundation or PCYC

- Be free of debt with Council or up to date with an agreed repayment schedule
- All previous grant or subsidy funding received from Council must be fully acquitted
- Applicants must complete an online application and certification for the requested funding
- The applicant is to disclose other recent grant or donation applications that were successfully funded by Council or are currently under consideration by Council
- Applicants must be able to demonstrate effective management skills and be financially accountable
- Councillors at their discretion, through a formal decision at a Council Ordinary Meeting, may assess applications from other entities

INELIGIBLE ORGANISATIONS

The following applications will not be considered:

- Applications from individuals/businesses
- Applications from political parties
- Organisations who have previously defaulted on the conditions of funding
- Organisations that operate licenced gaming machines

ELIGIBLE APPLICATIONS

- Funding will be provided on a 'project' or 'program' basis
- Applications must be lodged a minimum 8 weeks prior to the project
- Activities could include:
 - Local events – no more than 50% of event costs
 - Purchase of equipment or infrastructure improvements

- (copies of quotes must be included with application)
- Waive of Council hire fees
- Reimbursement of rates will be considered for all types of rates and utility charges other than additional garbage service
- Council fee relief (see below for further information/ conditions)
- Other applications considered on a case by case basis
- Applications that are \$1,500 or more should have a co-contribution of at least 50% e.g. external funding or existing group funds
- Applicants may be required to provide a copy of the latest audited financial statements where the funding sought is \$1,500 (excl. GST) or more
- Only one (1) application per event/ activity
- Proposed project generally occurs in same financial year as funded

Fee Relief Activities

- Approval may be sought for the reimbursement of one-off application fees, e.g. building, water, sewerage and town planning application fees etc. However, with the exception of fees applicable to proposed works/ developments on Council controlled land, the fees must be paid to Council prior to payment of the financial assistance
- If reimbursement of the fees is not sought within three (3) months no funding approval will be granted
- Annual licence fees will not be reimbursed

RECURRING PROJECT GRANTS

- Council may at its discretion, at an Ordinary Meeting of Council determine that an organisation and specific project is entitled to a variation to this guideline (e.g. an annual allocation without a recurring application)

- Council will advise in writing any project that has been granted an exemption/variation
- Each Community Grant annual allocation project will be assessed annually through Council's budget process
- No project can be guaranteed the same funding amount year on year, and the funding allocated is subject to review and requests for additional information from Council

INELIGIBLE PROJECTS

The following will not be considered, applications for:

- Events and activities held outside of the Goondiwindi Regional Council area, unless the applicant can demonstrate a direct community benefit
- Project work/ activities which have already taken place
- Team/ group apparel, registration fees, travel, accommodation costs and the like to attend games and events, or trophies
- Maintenance and/ or improvements to buildings, infrastructure, etc on the grounds of schools and other government entities and religious organisations, with the exception of applications from schools seeking a contribution towards the cost of water. When considering such applications a further criteria will be that the school undertakes to make its grounds available to the public outside school hours
- Catering or alcohol expenses
- Commercial gain projects
- General operating expenses
- Multiple applications for the same event/ activity

IN-KIND ASSISTANCE

For in-kind assistance related to Council Plant and Equipment:

- Applicants must seek a quote for the value of the in-kind assistance prior to submitting their application

- The grant amount will be calculated in accordance with Council's current fees and charges for plant hire and wages, including travel and stand down time
- Only Council personnel to operate Council plant
- All works in-kind will be subject to the availability of plant and plant operators
- Organisations are required to reimburse Council for any works costs in excess of the approved funding amount
- For dry-hire of equipment such as road barriers Council will advise details and specific conditions of use

GRANTS ASSESSMENT CRITERIA

Applicants that meet the eligibility requirements will be assessed on their merits based on the following criteria:

- Benefit to the Goondiwindi Regional Council community
- Scope of the benefit i.e. sectors of the community or proportion of the community that will benefit
- The ability of the organisation to raise funds by other means
- Community participation/ cooperative approach
- Achievable aims and objectives
- Prior community grants awarded and the outcomes of these
- Benefit to the environment
- Availability of funding
- Consistency in decision making compared with similar grant applications

In extraordinary circumstances only, Council may apply special consideration in applying Council's Community Grant Policy GRC 0005.

APPLICATION PROCESS

- Applications are open all year round.
- An online Community Grant application form, can be found on Council's website www.grc.qld.gov.au
- Applications must be submitted no later than eight (8) weeks prior to the

commencement of the proposed activity

- Applications are first reviewed to ensure that they meet the funding and project eligibility guidelines. Additional documents may be requested by Council, if required
- Council's Chief Executive Officer or delegate has authority to approve the following Community Grants, where the application meets the funding guidelines:
 - Waive of Council hire fees – grants up to \$1,500 cash
 - Events support – grants of up to \$1,500 cash or \$2,000 in-kind
 - Other (includes equipment purchase and facility improvements) – grants of up to \$1,500 cash
- Applications outside of this delegation to be decided at an Ordinary Meeting of Council. This includes where an organisation has multiple successful Grant applications with a cumulative total of more than \$1,500 in one financial year

IF UNSUCCESSFUL

You will receive email notification within six weeks that will include a reason your application has been declined.

IF SUCCESSFUL

- You will receive email notification within six weeks
- Council may require a tax invoice to process your funding, but will usually process payment based on banking details supplied during application process
- In some instances, there may be specific funding conditions that need to be met before payment can be made

CONDITIONS OF APPROVAL

All Community Grants are subject to the following conditions:

- The grant money cannot be used for any other purpose than that for which the grant is awarded

- Funds that cannot be used for the specified purpose must be returned to Council
- If a community organisation wishes to modify the intended use of the grant, they must submit a written request to Council detailing the alterations 30 days prior to the activity, unless exceptional circumstances arise. The outcome of the request to alter the intended use of a community grant will only be provided to the applicant in writing
- The grant recipient will obtain the appropriate permits/ approvals, insurance covers etc. relating to the project for which the grant is awarded
- Council may at its discretion request a copy of public liability insurance certifications, risk management plans and event plans
- Applicants give permission for Council to use the grant information for promotional and public information, including (where deemed appropriate by Council) the use of photographs, publications, annual reports and placement of permanent ceremonial plaques acknowledging Council's financial contribution
- Successful applicant's details, including name of the organisation, amount and purpose of grant, will be published on Council's website
- A register of grants to community organisations will be kept for disclosure in accordance with Section 189 of the *Local Government Regulation 2012*
- Council's Community Grant program is subject to Goondiwindi Regional Council's Community Grant Policy GRC 0005

FUNDING ACQUITTAL

The recipient will properly acquit the grant as soon as practicable after the completion of the project/ event. If the acquittal is not received within three (3) months of the completion date, future applications, or the amount provided by Council when considering future applications may be affected.

ACKNOWLEDGEMENT CONDITION

As a condition of funding, successful applicants are required to actively and publicly acknowledge Goondiwindi Regional Council's support in all published material associated with the funded activity.

Council may request Council supplied signage is displayed promoting our financial support. Signage provided by Council is to be returned to Council in good condition within seven (7) days of the completion of the project/ event.

Funding recipients must ensure that Council's positive reputation is maintained at all times.

APPLICANT SUPPORT

For further information about the Community Grants program you can email Council's Community Development and Events Coordinator, Megan Boyd, at mboyd@grc.qld.gov.au.