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## MICRO GRANT PROGRAM APPLICATION GUIDELINES

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The Micro Grants Program aims to provide financial assistance to community groups and associations that meet recognised community needs as identified in Council's Social Development Action Plan or [Bundaberg Region Sport and Recreation Strategy](#). All successful applicants must acknowledge Council's contribution as outlined in the Micro Grants Program Acknowledging Funding Support Guide (MD-7-595).

### LOGGING YOUR MICRO GRANT APPLICATION

All applications **must** be made on the *Community Financial Assistance – Micro Grant Application Form*. All applications should be typed into the digital form or neatly handwritten.

Successful applicants can only receive funding once every second financial year from the Micro Grants Program with the exception of a Special Events grant.

Applications for the Micro Grant Program are open twelve (12) rounds per year on a financial year basis until budgeted funds are expended. Applications open the first day of each month and close the last Friday of the month. **Applications are assessed at the beginning of following month.**

The level of assistance available is limited by Council's budget and its priorities. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

### INFORMATION ABOUT SUPPORT THROUGH THE MICRO GRANT PROGRAM

- The decision of Council on funding applications is final.
- Financial Support from the program will require compliance with specific conditions **prior** to your activity/event/program taking place (please refer to the Terms and Conditions on the Micro Grant application form). The project/program/event cannot take place within the seven (7) working days following the closing date of the round.

### SELECTION CRITERIA

Applicants must demonstrate:

- Linkages to the specific aims and priorities for the Micro Grant (Please refer to the Social Development Action Plan or the [Bundaberg Region Sport and Recreation Strategy](#)).
- Submit a balanced, realistic and complete budget for the project/program/event.
- Submit current quotes for all requested items.

### ELIGIBILITY CRITERIA

Bundaberg Regional Council based group/organisations are required to:

- Be a Bundaberg Regional Council based not-for-profit group/organisations, and
- Have the majority of members of the group/organisation reside in the Bundaberg Regional Council area.
- Have acquitted any previous Council grant satisfactorily.
- Submit a detailed budget for the program/project/event.
- Submit current quotes for all requested items.

### INELIGIBLE APPLICANTS

- Group/organisations who have received assistance through any of Council's financial assistance programs in the current financial year. (excludes: RADF and Special Events).
- Group/organisations who have received any Council financial assistance that has not been satisfactorily acquitted.
- Groups/organisations who have received a Micro Grant in the previous financial year.
- Political and for-profit groups.
- Schools and Universities.

## INELIGIBLE ITEMS AND PROJECTS

The following will ***not*** be considered for funding:

- General Operating costs (e.g. electricity, rates, phone, rent, meals, accommodation, maintenance).
- Council fees and charges.
- Private/commercial ventures.
- Retrospective funding.
- Item based recurrent funding.
- Insurance (public liability, general liability).
- Project to repair design faults.
- Projects under litigation.
- Relocation costs.
- Support for an individual pursuit.
- Purchase of land/buildings/facilities.
- Transport of Bundaberg residents outside of the region.
- Cash and or/prize money.
- Ongoing salaries/wages for staff (a position created for the length of a project is considered eligible).
- Commercial activities.
- Projects that do not involve the Bundaberg Regional Council community.
- Activities that are considered the core responsibility of the applicant.
- Projects that duplicate existing services, programs and events for the same communities.
- Special Events that receive funding from Council are ineligible to receive additional funding under the Community Grants Program.
- Infrastructure costs (excludes applications being aligned to the sport and recreation strategy).

## FINANCIAL ASSISTANCE

Applications for Financial Assistance above the 'Micro Grant' amount of \$1,000 **must** be made on either a:

- *Community Grants Program Application Form* for applications up to \$5,000 and submitted to Council's Community Development Unit by the last Friday of June/October/February or;
- *Community Financial Assistance – Partnerships and Sponsorships Application Form* for applications over \$5,000 and submitted to Council's Events team at least **ten (10) weeks prior** to the date the assistance is required. These requests will be considered at the next scheduled Council Ordinary meeting.

## ACQUITTAL

- Applicants have 4 months from completion of the project/program/event to acquit the grant.
- Recipients of the Micro Grant are required to show evidence of Council acknowledgement and expenditure upon the completion of the event/activity. i.e. copy of receipts, marketing/promotional material etc.

## ASSESSMENT AND APPROVAL

Applications are received and processed through the Community Development Unit and assigned to the relevant assessing officer. The applications are assessed and weighted on applicants meeting criteria outlined in the Community Financial Assistance Micro Grant Application Form. The assessing officer then provides a recommendation with rationale to approve or decline the requested amount. Final approval is provided by the delegated Council Manager and the applicant is then notified of the result.

### Successful applicants


You will receive a successful email package which will include, an approval letter outlining any specific condition that may have been attached to your grant, a Marketing Guide ('Promoting Your Micro Grant'), New Creditor Form and an Acquittal Form within seven (7) working days after the closing date.

### Unsuccessful applicants

Failure to receive funding is not necessarily due to a poor application but may be the result of the demand for Council funds. For feedback on your grant application, please refer to the contact phone number given in your notification letter. You may wish to consider submitting your application to another grants program.

## FINANCIAL ASSISTANCE PROGRAM – MICRO GRANT APPLICATION

**APPLICATIONS CLOSE ON THE LAST FRIDAY OF EACH MONTH.  
APPLICATIONS ARE THEN ASSESSED AT THE BEGINNING OF EACH NEW MONTH.**

<b>Eligibility</b>	<p>Have you received financial assistance from any of the following programs in the current financial year? <i>(please tick)</i></p> <p style="text-align: center;"> <input type="checkbox"/> Sponsorships &amp; Partnerships              <input type="checkbox"/> Community Grant              <input type="checkbox"/> Micro grant  <input type="checkbox"/> Sporting Championships       </p> <p style="text-align: center;">          If you ticked any of the above boxes you are not eligible to apply for further financial assistance in accordance with the <a href="#">Community Grants Policy</a>. If you have not ticked any of the above, complete this form.       </p>
<p><b>Details of group/organisation</b></p> <p><i>(Applicants must be a Bundaberg Regional Council based Group/Organisation. Refer to application guidelines)</i></p>	<p>Group/Organisation Name: _____</p> <p>Group/Organisation Address: _____</p> <p>Contact Person: _____ Contact number: _____</p> <p>Email: _____ *This will be Council's preferred method of contact</p>
<p><b>Is your group/organisation registered for GST?</b></p>	<p style="text-align: center;"><b>Yes                      No</b></p>
<p><b>Does your group/organisation have an ABN?</b></p>	<p><b>Yes ►</b>      <i>ABN Number:</i> _____</p> <p><b>No ►</b>      Please complete an Australian Taxation Office Statement by a Supplier Form and submit with your application</p>
<p><b>Project/Program/Event Details</b></p> <p><i>(The location must be within the Bundaberg Regional Council Area. The date must not fall within the notification timeframe. Refer to application guidelines)</i></p>	<p>Project/Program/Event Name: _____</p> <p>Location: _____</p> <p>Date: _____</p>
<p><b>Grant amount Requested</b></p>	<p>\$ _____      <b>Total Project Budget</b>      \$ _____</p>
<p><b>Please provide full details of the project/program/event for which you are seeking funding</b></p>	
<p><b>How does your project/program/event meet the selection criteria</b> <i>(Applications must demonstrate linkages to the Council's Strategic Plans as per guidelines)</i></p>	

<p><b>Has your Group/Organisation received other support from Council?</b> <i>(i.e. BBQ trailer, bins, in-kind)</i></p> <p><b>Do the majority of your members reside in the Bundaberg region?</b></p>	<p><b>Yes</b> If yes, please list with details</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>No</b></p>
	<p><b>Yes</b></p>	<p><b>No</b></p>

*(TIP: Applications demonstrating additional income beyond requested grant funds and in-kind contribution are encouraged)*

**CHECKLIST:** *(Please tick once attached)*

**Required:**

- Copies of current quotes for all requested items.
- A copy of your full budget for the program/project/event

**Recommended:**

- Letters of support from groups etc. relevant to your project
- Project Plan

**\*\*Note: Applications which do not provide required documentation will not be assessed.**

**MICRO GRANT PROGRAM - TERMS AND CONDITIONS**

These Terms and Conditions must be complied with during the course of your successful grant:

1. The micro grant is a one-off payment by Bundaberg Regional Council to the Applicant.
2. The Applicant warrants that:
  - a. all information in the Application is true and correct;
  - b. it intends to use the micro-grant for the purpose identified in the application; and
  - c. it has not received any other funding from Bundaberg Regional Council or any other Council Community Financial Assistance Programs in the current financial year (excludes: RADF and Special Events).
3. The micro grant has been assessed by Bundaberg Regional Council based on the application completed by the applicant.
4. The micro-grant must not be used for any purposes other than for what was identified in the Application and for which the micro-grant was approved without prior written consent of Bundaberg Regional Council.
5. If the Applicant uses the micro-grant for purposes different to the approved purpose or fails to expend the monies at all:
  - a. The Applicant is required to repay the said monies to Bundaberg Regional Council on demand, otherwise Bundaberg Regional Council may institute proceedings to recover the monies so paid, as a liquidated debt; and
  - b. The Applicant will be prohibited from receiving any further grants or other funding from Bundaberg Regional Council or any related entity for a period of at least two years commencing from the date of receiving from Council written notification of future ineligibility (or until such time as may be otherwise agreed with Council).
6. The Applicant will keep and maintain adequate documentation evidencing the use of the micro-grant.
7. Bundaberg Regional Council has the right to request documentation from the Applicant evidencing the use of the micro-grant.
8. The Applicant agrees to acknowledge funding support as set out in the Micro Grant Acknowledging Funding Support Guide.
9. The micro grant funding which is not spent in the current financial year will NOT be carried over to the next year unless requested by the applicant in writing and approved by Council's Community Development Unit.

I acknowledge that I have read and understood the above Terms and Conditions and fully agree to the conditions thereof. Further, I certify that I have been authorised to submit this request on behalf of the above mentioned group / organisation and the information contained herein is a true and correct record to the best of my knowledge.

Signature of applicant \_\_\_\_\_

Date / /