



Community Services Program

Funding guidelines

The aim of Bundaberg Regional Council's Community Grant Program is to provide assistance to local community groups/organisations, who make positive contributions to the quality of life in the Bundaberg Region.

Information about program support

The decision of Council on funding applications is final.

The maximum amount available from the Community Services Grant Program per application, is \$5,000.

Financial support will require compliance with specific conditions prior to your project/event taking place. Once the conditions have been met, the funds will be released. Should these conditions not be met by the specified date, Council reserves the right to revoke the offer of support.

All applicants successful in obtaining a grant must acknowledge Council's contribution in all publicity relating to projects/events to which the grant applies. Please refer to Community Grants Program – Acknowledging Funding Support [here](#)

A project/event that encourages sustainable outcomes (where Council will not be expected to contribute ongoing funding) will be weighted higher for funding allocation.

Any financial support agreed to, 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.

Who can apply?

- Not for Profit organisations or registered Charities based in the Bundaberg Regional Council area.
- Groups/organisations who have a current Public Liability Certificate.

- Groups/organisations who have the majority of members residing in the Bundaberg Regional Council area.
- Groups who acquitted any previous Bundaberg Regional Council Grants satisfactorily.
- Auspice organisations who meet criteria and accept legal and financial responsibility for your project.

Who can't apply?

- Groups/organisations that have received other Council funding with the exception of Special Event Grants in the current financial year.
- Groups/organisations that have not satisfactorily acquitted previous Council grants.
- Political or discriminatory and for-profit groups,
- Schools and Universities.

What can't we fund?

- General operating costs (electricity, rates, phone, rent, meals, accommodation, maintenance, insurances etc)
- Council fees and charges (facilities/assets/licenses etc)
- Individual, private and commercial ventures
- Cash and/or prize money
- Insurance (public or general liability etc)
- Projects to repair design faults
- Drawings and schematic designs that do not have committed capital funding
- Projects under litigation
- Relocation costs
- Retrospective funding
- Purchase of land/buildings/facilities
- Item-based recurrent funding
- Clothing/uniforms (e.g. sports shirts)
- Ongoing salaries/wages for staff (a position created for the length of a project is considered eligible)
- Projects that do not involve the Bundaberg Regional Council community.

Assessment Criteria

Your application will need to clearly demonstrate how your project will make positive contributions to life in the Bundaberg Region. Each application will be assessed and weighted on applicant meeting criteria and providing supporting documentation.

Criteria	Hint
1. Project Description	Response must include who your project is for and what it aims to achieve.
2. Grant Alignments (Weighting – 15%)	Response must state how your project/event aligns with the purpose of the Community Services Grants and priority areas. Choose from the following:
Community Development applicants	<u>Community Development Strategy</u> <ul style="list-style-type: none"> • A community that is inclusive, involved and engaged • A community that encourages and enables participation socially and professionally, valuing both individual and community-centric roles • A community that enables safe and accessible spaces • A community that supports each other through connectivity to services and information
Community Events applicants	<u>Corporate Plan</u> <ul style="list-style-type: none"> • Delivery of arts and cultural programs and events that promote creative innovation and social, cultural and economic development • Delivery of community awareness, protection and educational programs and initiatives

	<ul style="list-style-type: none"> Improve awareness and perception of the region as a place of choice to live, work, invest and visit <p>Operational Plan</p> <ul style="list-style-type: none"> A program/event that promotes social connectedness and active and healthy community life Heritage and cultural programs, projects and events which create a positive identity for the region Provides leadership in creative innovation, opportunities for learning and social and cultural development
Sports and Recreation applicants	<p><u>Bundaberg Region Sport and Recreation Strategy</u></p> <ul style="list-style-type: none"> Contribute to Building Healthy and Active Communities Physical activity initiatives (including disadvantage groups) Upgrade of existing facilities/Modifications to improve disability access
3. Need for Project (Weighting - 30%)	<p>Response must include what inspired the need for this project/event and how your activity addresses this need. (20%)</p> <p>Attached evidence to support the need. (10%)</p>
4. Community Outcomes and Benefits (Weighting – 20%)	<p>Response must include how your project/event will benefit the Bundaberg Region, be available and accessible to the community and who will benefit and participate? How your activity uses local services/materials, promotes the local region, collaborates and engages.</p>
5. Organisational Capacity (Weighting – 20%)	<p>Response must state how you will deliver your project/event with a project plan. Outline the steps that will successfully deliver your activity, (lead persons/organisations and milestone dates). Provide details of required plans, approvals and permissions (if applicable) and details of experience with similar projects.</p>
6. Budget and Value for Money (Weighting – 15%)	<p>How does your project/event provide ‘value for money’?</p> <p>Response must include a detailed and balanced budget (include in-kind and other funding contributions).</p> <p>Application must include quotes for items being funded.</p>

Lodging your application

- All applications must be lodged online through SmartyGrants.
- Applications for Community Services grants may be submitted in the following categories:
 - Community Development
 - Community Events
 - Community Sports and Recreation
- Community Grants are offered three times per financial year:
 - Round 1 - Opening 1 March – closing on the last Friday in June (for events/projects held after October)
 - Round 2 – Opening 1 July – closing on the last Friday in October (for events/projects held after February)

- Round 3 – Opening 1 November – closing on the last Friday in February (for events/projects held after June)

How and when will I be notified?

You will receive an automated response upon submission.

You will receive a further letter addressing whether your application is successful or not within six weeks of the closing date of the round.

Successful applicants

- You will receive:
- Approval Letter
 - Funding Agreement
 - Creditor Form

- Community Grants Program – *Acknowledging Funding Support*
- Acquittal Form

The Funding Agreement will include the Terms and Conditions of the grant, any specific conditions that may have been attached to your grant and GST information.

You will need to complete and sign the Funding Agreement, Creditor Form and return to Council before any funding is released and prior to your project/event taking place.

Successful applicants must notify Council of any significant change to the approved project. The delegated Council Manager will review and if satisfactory, approve these changes.

Council may offer a lower funding amount than required and may place conditions on or be specific about the items in the budget that it is offering to fund. This will require applicants to revise the original budget and proposal outcomes to show that the proposal can still be completed, and the outcomes achieved.

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.

Acquittal

All successful applicants are required to acquit the funding received.

Acquittal documentation must be received within four (4) months of the completion of your project/event; and must include:

- Completed Acquittal form
- Evidence of acknowledging Council
- Payment receipts

Successful acquittal allows you to apply for further grants.

Level of acknowledgement depends on the funding amount received. Please refer to Community Grants Program – [*Acknowledging Funding Support*](#)

Contacting Council

Councils Community Development team are happy to make themselves available for further information, or to arrange a face to face meeting prior to submitting your application. Please direct your enquiries to grants@bundaberg.qld.gov.au or phone 1300 883 699.