

COMMUNITY GRANTS PROGRAM APPLICATION KIT GUIDELINES

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

Applications for Community Grants may be submitted in the following categories:

- **Community Development**
- **Community Events**
- **Community Sport & Recreation**

Community Grants are offered three times per financial year.

Before filling in your application form, please read all the information contained in this Grants Kit.

LODGING YOUR APPLICATION

All applications must be addressed to:
Community Development
Bundaberg Regional Council
PO Box 3130
BUNDABERG QLD 4670

Only one application will be accepted from each group/organisation on their own behalf per program, per funding round. However, incorporated organisations may submit additional applications in the role of auspice for unincorporated groups. Successful applicants will only receive funding once in the financial year from any Community Financial Assistance Program.

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 FINANCIAL SUPPORT

- The decision of Council on funding applications is final.
- Financial Support from the policy will require compliance with specific conditions **prior** to your activity/event/program taking place. This includes the condition that your project/program/event cannot take place within the **6 weeks following the round closure**. 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.
- 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.
- Bundaberg Regional Council expects evidence of acknowledgement of financial support (refer acknowledgement of funding guidelines).
- A project/program/event that encourages sustainable outcomes (where Council will not be expected to contribute ongoing funding) will be weighted higher for funding allocation.

INELIGIBLE APPLICANTS

- Group/organisations who have received other Council financial assistance program in the current financial year.
- Group/organisations who have received Council financial assistance that has not been satisfactorily acquitted.
- Unincorporated groups, political and for-profit groups, or
- Schools, Universities and TAFE colleges.

ELIGIBILITY CRITERIA

Groups/Organisations are required to:

- Have acquitted any previous Bundaberg Regional Council grant satisfactorily.
- Be properly constituted with organisational incorporation (Not-for-profit organisation) or Charitable organisation registered or sanctioned under the *Collections Act 1966*.
- Submit a copy of a valid public liability certificate.
- Have the majority of members of the group/organisation reside in the Bundaberg Regional Council area.
- Submit a detailed budget for the program/project/event.
- Submit current quotes for all requested items.
- Submit the organisations most current audited financial statement.
- Submit a recent copy of meeting minutes confirming the decision to seek financial assistance and expend funds on the specific project.

PLEASE NOTE: Applications that do not meet all of the above criteria will be deemed incomplete applications and will not be considered for assessment.

ASSESSMENT CRITERIA

Each application will be assessed and weighted on applicants meeting criteria and providing effective supporting documentation as outlined in this application kit guidelines and the [Community Grants Policy](#).

Council endeavours to ensure access and equity in its grants programs by providing an even distribution throughout the region.

The Applications will be assessed with percentages against the Community Grants program Assessment Criteria.

Why (Assessment 20%)

Demonstrate the extent of which the project/program/event meets:

- A genuine need for the project/program/event within the community.

How (Assessment 20%)

Demonstrate the extent of which the project/program/event:

- Clearly identifies the project/program/event scope, planning process, support delivery of the project/program/event and capacity to successfully complete the project/program/event.
- Provides a balanced, realistic and complete budget and quotes.

Who (Assessment 20%)

Demonstrate the extent of which the project/program/event:

- Consults and collaborates with a variety of stakeholders, including providing evidence of support from those groups/organisations.

What will be achieved (Assessment 20%)

Demonstrate the extent of which the project/program/event:

- Links to the specific aims and priorities of the grant category for which funding is being applied for (Sport and Recreation, Community Events/Development – please refer to the links below to plans on Council’s website).
- Provides a benefit to the people of the Bundaberg Region.

GRANT CATEGORIES

(The available funding per Application is up to \$5,000.)

THE APPLICATION FORM

Community Development Grant

Community Development grants are made available to encourage the development of innovative programs in the areas of welfare, education and support.

Priority will be given to projects which include at least one of the following priorities as listed below and in the Social Development Action plan on Council's website:

- Safeguarding our wellbeing
- Connecting our community
- Enhancing our affordable and quality lifestyle
- Celebrating our diversity
- Encouraging lifelong learning

Community Events Grant

The Community Event grant aims to provide financial assistance to the community to support community events as per the [Corporate Plan](#) on Council's website:

Priority will be given to projects which include:

- Community need and benefit,
- Level of community support for the project or activity,
- Capacity to increase community participation in the project or activity.
- Social returns to the community.

Sport & Recreation Grant

The Sport & Recreation grant aims to provide financial assistance to sport and active recreation organisations towards opportunities to increase participation and towards new or upgraded sport and recreation facilities. Furthermore, the stream aims to provide opportunities to these organisations to increase the clubs capacity to raise funds and therefore increase their viability.

The following items will be considered for funding:

- Projects/programs/events:
 - Contribute to building healthy and active communities.
 - Physical activity initiatives including disadvantaged groups.
 - Promote family orientated participation.
 - Increase the opportunity to participate in sport and recreation activities including regional and state events.
- Upgrades of existing facilities or development of new facilities, or
- Upgrades required due to Australian Standard compliance, or
- Modifications to improve disability access,
- Items necessary for the above.

Please refer to the [Bundaberg Region Sport and Recreation Strategy](#) on Council's website.

There is a separate application form for each Community Grant category (Community Development, Community Events & Sport and Recreation). All applications should be typed or neatly handwritten on the form provided. Should attachments be necessary please number the pages.

(Please do not bind or staple applications)

INELIGIBLE ITEMS

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

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

HOW AND WHEN WILL I BE NOTIFIED

Applications are assessed and weighted on applicants meeting criteria outlined in guidelines and application forms and providing effective supporting documentation.

Applications are received and processed through the Community Development Unit and assigned to relevant assessing officers. Assessing officers then complete the assessment form, inclusive of recommendation and rationale that is then provided to the Community Grants Assessment Committee.

Based on the Assessing Officers' recommendations and available Budget, the Community Grants Assessment Committee (consisting of two Councillors and two representatives from Council Management) will make final recommendations to be approved by General Manager, Community & Environment.

You will receive an acknowledgement letter within two weeks of the advertised closing date. You will receive a further letter addressing whether your application is successful or not within six weeks of the closing date of the program.

Successful applicants

You will receive an Approval Letter, a Funding Agreement, a Creditor Form, a Marketing Guide ('Promoting Your Grant') and an 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 prior to your project/program/event taking place and before any funding will be released.

You have 12 months from the time of the notification of your successful application to complete the project and acquit the grant, unless otherwise negotiated.

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.

State and Commonwealth Governments have websites that list available grants:
Queensland State Government 'Find a Grant': www.qld.gov.au/grants
Commonwealth Government 'Grants Link': www.grantslink.gov.au

CLOSING DATE

Applications must be received or post marked by close of business **4:45pm as follows:**

Round 1 - Closes last Friday in June
Round 2 - Closes last Friday in October
Round 3 - Closes last Friday in February

PLEASE NOTE: Late or incomplete applications will not be considered.

FOR FURTHER INFORMATION

Community Grants Program
Bundaberg Regional Council
157 Bourbong Street
BUNDABERG QLD 4670

Telephone: 1300 883 699
Email: ceo@bundaberg.qld.gov.au

CHECKLIST

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

Additional Information – You **MUST** attach additional information as part of your application. This includes:

Required:

- A copy of your organisation's latest audited financial statement
- A copy of your Certificate of Incorporation
- A copy of your current Public Liability Insurance Certificate
- A copy of minutes confirming the decision to seek financial assistance and expend funds on the specific project.
- A copy of current quotes
- A copy of your total project budget
- Copies of support letters from groups relevant to your project/program/event

If Required:

- A letter of support from the landowner is required for capital works on leased land (this includes land owned by council)
- For minor capital works – relevant approvals from Council or State Government

For inquiries or assistance with your application phone
Council's Community Development Unit on 1300 883 699.

A GUIDE TO ANSWERING THE APPLICATION FORM QUESTIONS

Some useful tips

Keep responses to the questions clear and concise; Signed original applications must be provided; Keep a photocopy of the completed application for your own records; If you need to attach additional answers or information, ensure that they are clearly labelled.

The following contains helpful information that will assist you complete the Community Grants Program Application form under any stream.

Organisation – That is your organisation's full legal name that appears on official documents and legal papers, such as your Certificate of Incorporation.

Contact Person - This is the person to whom correspondence and inquiries will be directed to. This is normally the person who will manage the project/program/event.

Incorporation – Transpose your incorporation number as it appears on your Certificate of Incorporation. If you are an unincorporated organisation you will need an auspice body that is incorporated and agrees to accept legal and financial responsibility for the grant. If you are not incorporated and do not have an auspice organisation, you are **ineligible** to apply for funding.

GST Registered? You will need to indicate if your organisation is GST registered. You can check your GST status on the Australian Business Register website at www.abr.business.gov.au

Public Liability – You will need to attach your current public liability to demonstrate to Council that you have the appropriate insurance to cover the activities outlined in your application.

Organisation's Primary Purpose - Your organisations aims, objectives and its role in the community.

Detail of Project/Program/Event – The project description should provide details on what your project is about, incorporating qualitative and quantitative information on the activities you will undertake. This needs to be clear and give the Bundaberg Regional Council a sound understanding of what activities you want to undertake.

How did your organisation identify the need – This should describe why your project is necessary, including specific information about the origin of the problem(s) you wish to address. You need to identify any consultation you have undertaken in the planning of the project, addressing the project need.

Suggestions on who to consult with may include:

- | | | | | |
|----|--|----|----|----------------------------------|
| 1. | Your club/organisation committee | 5. | 5. | Education and training providers |
| 2. | Your club/organisation members | 6. | 6. | Your local government authority |
| 3. | The Community | 7. | 7. | Suppliers of good and services |
| 4. | Relevant sporting / recreation / service / community group | | | |

Commencement Date and duration of your Project/Program/Event – Your project can not commence until you have been notified of your application is successful and your organisation has completed the funding agreement.

Who will be involved – List who will be involved in the project including any partnering organisations. Partners may have different roles that could include: pooling of resources, in-kind support, provision of expertise and agreement to work together.

Project Plan – You will need to consider all the tasks/steps required to undertake the delivery of your project/program/event. This should include planning, delivery and reviewing stages of the project.

Budget – What are the costs associated with your project?

You are required to provide a breakdown of all the costs associated with delivering your proposed project/program/event. Provide as much costing details as possible. Do not summarise all costing on one line item on the table.