

Paroo Shire Council



COMMUNITY DONATION PACKAGE GUIDELINES 2019

Events between June 2019 – June 2020

Important Information about your Community Donation Package :

Community Grants Procedure is to establish the framework within which Council will provide financial and non-financial assistance to community-based organisations within the Paroo Shire.

Council supports the growth and development of the Shire's community organisation network and facilities to improve community well being. Community organisations operate a diverse range of facilities, programs and services for shire residents and visitors. Such organisations may be located on land owned or controlled by Council, land held in trust by the community or land owned in freehold for community purposes.

The Community Grants Procedure outlines the grants, donations, fee waivers and in-kind assistance programs available to eligible community organisations and the process for applying for this assistance from Council.

Funding and assistance made available by Council is aimed at building community capacity and/or providing supplementary funding to assist with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Paroo Shire.

LODGING YOUR APPLICATION	All applications must be addressed to: Chief Executive Officer Community Grant Packages Paroo Shire Council PO Box 75 CUNNAMULLA QLD 4490 Applications open 1st January and close 30th March 2019. Organisations are able to submit one application per "Community Event / Activity". No applicant can be guaranteed funds nor can any applicant be guaranteed to receive the full amount requested, as the level of assistance available is depended on number of applications received.
INFORMATION ABOUT FINANCIAL SUPPORT	<ul style="list-style-type: none">• The decision of Council on funding applications is final.• All funds must be expended and acquitted within three weeks after the event. No further funds will be considered until previous outstanding funds are acquitted.

	<ul style="list-style-type: none"> • The Paroo Shire Council expects relevant acknowledgement of financial support. • All successful recipients will be recorded in a grants register which Council will have the right to publish as they see fit. • All funds are <u>GST Free</u>
ELIGIBILITY CRITERIA	<p>Groups/Organisations must:</p> <ul style="list-style-type: none"> • Be a Community Organisation/Group within the Paroo Shire Local Government area. • Be an incorporated non-profit organisation / club or charity consisting of people having common interests. Includes sport and recreation clubs, social clubs, school P&F / P&C associations, arts and cultural groups, hospital foundations, religious orders and service organisations. • Host a “Community Event / Activity” for the whole of community within the Paroo Shire Council Local Government Area. • Host their event / activity during the period of the required funding. • The funding request directly supports a “Community Event / Activity” that promotes connectedness and social wellbeing within the community and also provides access to support services, where applicable. • Provide a copy of recent Audited Financial Statements and Annual General Meeting (AGM) Minutes. • Have current public liability to the value of \$20m, or proof of exemption. • All eligibility criteria have been met. • Have the majority of members of the organisation residents in the Paroo Shire Council area.
INELIGIBLE APPLICANTS	<p>Organisations are ineligible if previous Community Drought Support funds have not been satisfactorily acquitted. Example: completion of Project Performance Reports.</p> <ul style="list-style-type: none"> • Organisations / Clubs that have an outstanding payment owed to Council. • Organisations that are outside of the Paroo Shire Council Local Government Area. • Individuals, unincorporated groups, political, businesses and for-profit groups.
SELECTION CRITERIA	<p>Applications must demonstrate:</p> <ul style="list-style-type: none"> • Ability to provide copy of audited financial statements approved at AGM; • Proof of incorporation and insurance cover; • Participant costs and events must not be totally free with the expectation that • Council will subsidise activities and/or functions; • Evidence of membership and active participation by either club members or the • community generally; • Ability to provide outcome report to demonstrate benefit of grant and accountable

	<ul style="list-style-type: none"> • expenditure of funds; • Each approved organisation is required to send Council a valid tax invoice.
INELIGIBLE ITEMS	<p>The following will not be considered for funding:</p> <ul style="list-style-type: none"> • General operating costs (eg electricity, rates, phone, rent, meals, accommodation, and maintenance). • Purchase of Equipment • Repairs or maintenance to buildings or facilities. • Private/commercial ventures. • Support for an individual pursuit. • Commercial activities. • Ongoing salaries/wages for staff (a position created for the length of a project is considered eligible). • Projects that do not involve the Paroo Shire community.
THE APPLICATION	<p>Application forms for consideration by Council for the Community Grant Support Package are to be made in writing. All applications should be typed or neatly handwritten on the form provided with support documentation attached at the back.</p>
HOW AND WHEN WILL I BE NOTIFIED	<p>In determining the level of assistance required, Council shall:</p> <ul style="list-style-type: none"> • Assess application against the Selection Criteria • Establish the level of funding available depending on number of applications received; • Apportion such funding across each application eligible for funding. <p>Successful applicants: You will receive an Approval Letter and a purchase order for the funding amount within two weeks of approval. Your Community Organisation will be required to submit an invoice for payment. All funds must be expended and acquitted within three weeks after the event. No further funds will be considered until previous outstanding funds are acquitted.</p> <p>Unsuccessful applicants: Failure to receive funding is not necessarily due to a poor application but may be the result of the demand for funds. For feedback on your application, please refer to the contact phone number given in your notification letter.</p>
FUNDING ROUND	<p>Applications must be received by close of business of the advertised closing date. Advertising will be through the local Paper, Paroo Shire Website, Facebook Page and Community Review.</p>
FOR FURTHER INFORMATION	<p>Contact: Community Services Project Officer Paroo Shire Council PO Box 75 CUNNAMULLA QLD 4490 P 0487 558 422 E toni.pender@paroo.qld.gov.au</p>

Paroo Shire Council



COMMUNITY DONATION PACKAGE APPLICATION FORM 2018 Events between June 2019 – June 2020

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.

Applicant Details			
Organisations Name:			
Event/ Activity Name:			
Event/ Activity Date:			
Contact Person:			
Postal Address:			
Phone (W):		Phone (H):	
Mobile:		Fax:	
Email:			
Preferred Contact Method:	<input type="checkbox"/> Phone	<input type="checkbox"/> Mail	<input type="checkbox"/> Email
Organisations ABN:		Registered for GST:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Incorporation Number:		Not For Profit:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Liability:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Funding Details			
Amount Requested: (Funding is GST Free)	\$	Estimated Number of People to benefit from Event / Activity:	
Will your project assist with:	<input type="checkbox"/> Community Programs <input type="checkbox"/> Social Wellbeing <input type="checkbox"/> Operate a diverse range of facilities <input type="checkbox"/> improvement of Services		
Description your Event / Activity and tell us how it will promote Councils Objectives within the community:			
Description of how your event will assist with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Paroo Shire			
Describe how the funding will be spent: Attach copy of quotes if available			
Did you received assistance through the Community Donation Package in 2018:	<input type="checkbox"/> Yes (please give details) <input type="checkbox"/> No Amount: Has a Project Performance report been completed: <input type="checkbox"/> Yes (please give details) <input type="checkbox"/> No		
Attachments:	Please attach the following: <input type="checkbox"/> A copy of your organisation's latest audited Financial Statements <input type="checkbox"/> A copy of your Certificate of Incorporation (if applicable)		

- A copy of your current Public Liability Certificate
- A copy of most recent AGM Minutes
- A copy of most recent Members list
- A Valid Tax Invoice
- A copy of other funding that is assisting the event/ activity

Declaration

This Declaration requires the signature of the applicant or representative of the applicant.

I certify that I am authorised by the applicant to prepare and submit this application for the Paroo Shire Council Community Donation Package. I have read the guidelines relating to the funds and certify that to the best of my knowledge the information provided in this form is correct.

I agree to provide Council with additional information if required to assess this application.

I agree to comply with all requirements of the Community Donation Package.

I will acknowledge the support of the as Paroo Shire Council in all relevant promotional and printed material.

Contact Name of Responsible Person:

Position within group / organisation:

Signature: _____

Date:

Witness Signature: _____

Date:

Privacy Collection Notice

Paroo Shire Council is collecting your name, residential address and telephone number in accordance with the Local Government Act 2009 in order to process your application. The information will only be accessed by employees and/or Councillors of Paroo Shire Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Office Use Only

Name of Officer receiving Request:

Signature:

Date:

Resolution Result:	<input type="checkbox"/> Successful <input type="checkbox"/> Unsuccessful	Resolution No.:	
Amount Given:		Date of Resolution:	
Response Letter Doc No.:		Date of Letter:	
Responsible Officer Name:		Signature:	

COMMUNITY DONATION PACKAGE ACQUITTAL FORM 2019 Events between June 2019 – June 2020

Important Information about your Community Donation Package Acquittal:

- Please ask Council for assistance if you are unsure about how to complete any part of this report
- This is a legal document. It is your responsibility to ensure that all amounts and information recorded on this form and other related documents are accurate and can be justified.
- Acquittal reports must be submitted within 28 days after the activity. Further funds will not be given until acquittal reports are received.

Applicant Details			
Organisation Name:			
Event/ Activity Name:			
Event/ Activity Date:			
Contact Person:			
Postal Address:			
Phone (W):		Phone (H):	
Mobile:		Fax:	
Email:			
Preferred Contact Method:	<input type="checkbox"/> Phone	<input type="checkbox"/> Mail	<input type="checkbox"/> Email

Information Required	
Numbers Attended the Event:	Attendees Volunteers
Description your Event / Activity and tell us how it will promote Councils Objectives within the community:	
Description of how your event will assist with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Paroo Shire	
Please include any qualitative information (i.e. survey feedback, verbal discussions) relating to the difference this funding has made for community members.	
Describe how the funding was spent: Copies of invoices relating to the event must be attached	
The funds were used to:	<input type="checkbox"/> top up the budget of an existing project <input type="checkbox"/> fund a new project/event

The project involved:	<input type="checkbox"/> community event/s or function/s <input type="checkbox"/> community education events <input type="checkbox"/> establishment of community support groups
Attachments:	Please attach the following: <input type="checkbox"/> Copies of invoices funds has covered <input type="checkbox"/> Any local marketing or media for good news stories

Declaration	
<p>This Declaration requires the signature of the applicant or representative of the applicant.</p> <p>I certify that I am authorised by the applicant to prepare and submit this acquittal for Paroo Shire Council's Community Donation Package. I have read the guidelines relating to the funds and certify that to the best of my knowledge the information provided in this form is correct and disclose full and accurate information of income, expenditure and activities proposed by the applicant.</p> <p>Contact Name of Responsible Person:</p> <p>Position within group / organisation:</p> <p>Signature: _____ Date: _____</p> <p>Witness Signature: _____ Date: _____</p>	

Privacy Collection Notice	<i>Paroo Shire Council is collecting your name, residential address and telephone number in accordance with the Local Government Act 2009 in order to process your application. The information will only be accessed by employees and/or Councillors of Paroo Shire Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.</i>
----------------------------------	--

Office Use Only			
Name of Officer receiving Request:			
Signature:			Date:
Acquittal Result:	<input type="checkbox"/> Successful	<input type="checkbox"/> Unsuccessful	
Response Letter Doc No.:		Date of Letter:	

Responsible Officer Name:	
Signature:	