



# PAROO SHIRE COUNCIL

## COMMUNITY DONATION PACKAGE GUIDELINES 2021/22

### Events between July 2021 – June 2022

#### 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 wellbeing. 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.

<https://www.paroo.qld.gov.au/downloads/file/171/community-grants-procedure>

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.

<b>LOGGING YOUR APPLICATION</b>	<p><b>All applications must be addressed to:</b> Chief Executive Officer Community Grant Packages Paroo Shire Council PO Box 75 CUNNAMULLA QLD 4490</p> <p><b>Applications open 1<sup>st</sup> July 2021 and will be an ongoing process until the Council's community grant budget is fully committed.</b></p> <p><b>Organisations are able to submit one application per "Community Event / Activity".</b></p> <p><b>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.</b></p>
<b>INFORMATION ABOUT FINANCIAL SUPPORT</b>	<ul style="list-style-type: none"><li>• The decision of Council on funding applications is final.</li><li>• All funds must be expended and acquitted within 21 days after the event. No further funds will be considered until previous outstanding funds are acquitted.</li><li>• The Paroo Shire Council expects relevant acknowledgement of financial support, including logos/branding on all printed material, online/social media and mentions in media releases.</li><li>• All successful recipients will be recorded in a grants register which Council will have the right to publish as they see fit.</li><li>• All funds are <u>GST Free</u></li></ul>



# PAROO SHIRE COUNCIL

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



## PAROO SHIRE COUNCIL

<b>INELIGIBLE ITEMS</b>	<p><b>The following will not be considered for funding:</b></p> <ul style="list-style-type: none"> <li>• General operating costs (e.g. electricity, rates, phone, rent, meals, accommodation, and maintenance).</li> <li>• Purchase of Equipment</li> <li>• Repairs or maintenance to buildings or facilities.</li> <li>• Private/commercial ventures.</li> <li>• Support for an individual pursuit.</li> <li>• Commercial activities.</li> <li>• Ongoing salaries/wages for staff (a position created for the length of an event/project is considered eligible).</li> <li>• Projects that do not involve the Paroo Shire community.</li> </ul>
<b>THE APPLICATION</b>	<p>Application forms for consideration by Council for the Community Donation Package are to be made in writing. All applications should be typed or neatly handwritten on the form provided with support documentation attached as an appendix.</p>
<b>HOW AND WHEN WILL I BE NOTIFIED</b>	<p><b>In determining the level of assistance required, Council shall:</b></p> <ul style="list-style-type: none"> <li>• Assess application against the Selection Criteria</li> <li>• Establish the level of funding available depending on number of applications received;</li> <li>• Apportion such funding across each application eligible for funding.</li> </ul> <p><b>Successful applicants:</b> 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 21 days after the event. No further funds will be considered until previous outstanding funds are acquitted.</p> <p><b>Unsuccessful applicants:</b> 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>
<b>FUNDING ROUND</b>	<p>Applications must be received by close of business of the advertised closing date. Advertising will be through the local Paper, Paroo Shire Website, and Facebook Page.</p>
<b>FOR FURTHER INFORMATION</b>	<p><b>Contact:</b> Community Support Officer Paroo Shire Council PO Box 75 CUNNAMULLA QLD 4490 P 07 4655 8400 E <a href="mailto:community.support@paroo.qld.gov.au">community.support@paroo.qld.gov.au</a></p>



# PAROO SHIRE COUNCIL

## COMMUNITY DONATION PACKAGE

### APPLICATION FORM 2021/22

#### Events between July 2021 – June 2022

#### 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		



# PAROO SHIRE COUNCIL

Funding & Support Details			
<b>Funding Amount Requested:</b> (Funding is GST Free)	\$	<b>Estimated Number of People to benefit from Event / Activity:</b>	
<b>Other Assistance Requested:</b>	(for example – booking of a venue, portaloos, generator, other Council services, signage, traffic barriers, in-kind support, waiving of fees, etc)		
<b>Will your project assist with?</b>	<input type="checkbox"/> <b>Community Programs</b> <input type="checkbox"/> <b>Social Wellbeing</b> <input type="checkbox"/> <b>Operate a diverse range of facilities</b> <input type="checkbox"/> <b>Improvement of Services</b>		
<b>Description your Event / Activity and tell us how it will promote Council's Objectives within the community:</b>			
<b>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</b>			
<b>Describe how the funding will be spent:</b> Attach copy of quotes if available			



## PAROO SHIRE COUNCIL

<b>Did you received assistance through the Community Donation Package in 2020/21:</b>	<input type="checkbox"/> <b>Yes (please give details)</b> <input type="checkbox"/> <b>No</b> <b>Amount:</b> <b>Has a Project Performance report been completed:</b> <input type="checkbox"/> <b>Yes (please give details)</b> <input type="checkbox"/> <b>No</b>
<b>Attachments:</b>	<b>Please attach the following:</b> <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) <input type="checkbox"/> A copy of your current Public Liability Certificate <input type="checkbox"/> A copy of most recent AGM Minutes <input type="checkbox"/> A copy of most recent Members list <input type="checkbox"/> A Valid Tax Invoice <input type="checkbox"/> 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:**



# PAROO SHIRE COUNCIL

<b>Privacy Collection Notice</b>		<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>	
<b>Office Use Only</b>			
<b>Name of Officer receiving Request:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Resolution Result:</b>		<b>Resolution No.:</b>	
<input type="checkbox"/> Successful <input type="checkbox"/> Unsuccessful			
<b>Amount Given:</b>		<b>Date of Resolution:</b>	
<b>Other Support Requested:</b>			
<b>Response Letter Doc No.:</b>		<b>Date of Letter:</b>	
<b>Responsible Officer Name:</b>		<b>Signature:</b>	



# PAROO SHIRE COUNCIL

## COMMUNITY DONATION PACKAGE

### ACQUITTAL FORM 2021/22

#### Events between July 2021 – June 2022

##### 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 21 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			





# PAROO SHIRE COUNCIL

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



# PAROO SHIRE COUNCIL

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

<b>Declaration</b>	
<p><b>This Declaration requires the signature of the applicant or representative of the applicant.</b></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><b>Contact Name of Responsible Person:</b></p> <p><b>Position within group / organisation:</b></p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p> <p><b>Witness Signature:</b> _____ <b>Date:</b> _____</p>	
<b>Privacy Collection Notice</b>	<p><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></p>



# PAROO SHIRE COUNCIL

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:			