



PAROO SHIRE COUNCIL

# Community Grants Guidelines and Application Form

Assistance and grants made available by Council are 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 community groups throughout the Paroo Shire.

Assistance from Council can take the form of a waiving of hire fees, in-kind assistance, a grant or sponsorship.

The Community Grants Policy outlines the grants, waiver of site/venue fees and in-kind assistance programs available to eligible community organisations and the process for applying for this assistance from Council. The Community Grants Policy is available to view at [www.paroo.qld.gov.au/policies](http://www.paroo.qld.gov.au/policies).

## **APPLICATIONS OPEN ON 1 JULY (OF THE RELEVANT FINANCIAL YEAR) AND WILL BE AN ONGOING PROCESS UNTIL COUNCIL'S COMMUNITY GRANTS BUDGET IS FULLY COMMITTED.**

All applications have to be submitted and approved by Council at a monthly Council Meeting, so **please ensure that applications are lodged at least two months prior to the event or activity**. If your event or activity is only two weeks away, please contact Council on the details below to discuss your application prior to submitting your form.

No applicant can be guaranteed funds, nor can any applicant be guaranteed to receive the full amount requested.

### **How and when will I be notified?**

Successful applicants will receive an approval letter and a purchase order (if relevant) for the funding amount within two weeks of approval. Your community organisation will be required to submit an invoice for payment. If your application was for in-kind assistance and/or a waiving of site/venue fees only, a purchase order will not need to be provided to you.

Unsuccessful applicants will receive a notification letter. For feedback on your application, please refer to the contact phone number given in your notification letter.

### **For more information please contact:**

Community Support Officer

**Phone:** (07) 4655 8400

**Email:** [council@paroo.qld.gov.au](mailto:council@paroo.qld.gov.au)

### **To lodge your application:**

**Email:** [council@paroo.qld.gov.au](mailto:council@paroo.qld.gov.au)

**In person:** Attn: Community Grants Program

CCEC Building, 49 Stockyard Street, Cunnamulla

**By post:** Attn: Community Grants Program

Paroo Shire Council

PO Box 75

Cunnamulla Q 4490



# Community Grants Guidelines and Application Form

## SECTION 1: GUIDELINES

### INFORMATION ABOUT FINANCIAL AND IN-KIND SUPPORT

- The decision of Council on grant applications is final.
- Council expects acknowledgment of financial support, including logos/branding on all printed material, online/ social media and mentions in media releases (Council will provide logos and banners for use as requested).
- 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 GST free.

### GRANT/FUNDING AMOUNTS

- Council includes a provision for Community Donations in its Annual Budget.
- Grants are limited to the allocation adopted in the budget and are allocated on a first-come-first-served basis.
- Funding must be available within the allocated budget in any financial year.
- Funding outside or in excess of the budgeted annual allocation may, upon consideration and assessment, be permitted by resolution of Council.

### TYPE OF GRANTS

The categories of grants available are:

#### 1. Waiver of hire fees

Waiver of hire fees for Council facilities e.g. halls, pool hire, Portaloo etc. This includes any hire fee detailed in Council's annual Fees and Charges Schedule. Security deposits will not be waived unless under exceptional circumstances.

Category 1 grants are delegated to the CEO for approval to a maximum amount of \$500. All grants approved under this delegated authority will be reported to Council in the subsequent month's Council report.

#### 2. In-kind assistance

In-kind assistance or donation may include labour, machinery and materials being loaned, given or donated for use by the organisation. It should be noted that in-kind donations, while no money changes hands, still have a monetary value. This may be made up of various components including but not limited to:

- Use, repairs and maintenance of equipment
- Employee costs
- Transportation costs
- Plant costs

In-kind donations such as labour, machinery and materials are highly dependent on availability. A Council employee/operator must accompany all machinery. If the employee does not agree to volunteer their time, then the community organisation must make a suitable arrangement with the employee for their time e.g. pay them from their own funds or subtract the value of hours required from their total approved funding.



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### 3. Direct (cash) funding

Direct funding is a cash amount that is donated by Council, to an organisation with the recipient organisation being responsible for expenditure and management of the funds.

Category 3 grants require an acquittal to be completed after the project, event or activity has been completed.

Category 3 grants require a copy of a relevant bank statement detailing current balances.

### 4. Sponsorship

Sponsorship for major events that have a regional economic benefit, particularly in relation to tourism.

Category 4 grants are available to private enterprise, businesses or for-profit organisations.

### ELIGIBILITY

In order to submit an application under the Community Grant Program, the applicant must:

- Be a community organisation, group or club that is a not-for-profit incorporated organisation and is located within the Paroo Shire Council local government area; OR
- Be a community group or club auspiced by a not-for-profit incorporated organisation located within the Paroo Shire Council local government area; and
- Have current public liability insurance or proof of exemption; and
- Have met acquittal conditions for all previous Council funding where applicable.

### CRITERIA

- Applicants must demonstrate strong community benefit or need and support for the project, event or activity e.g. will it contribute to economic development, tourism, liveability, or promote active, safe and healthy communities.
- The applicant or proposed project, event or activity must be based within the Paroo Shire Council local government area; or clearly demonstrate benefit to the Paroo Shire Council communities.
- The applicant must demonstrate attempts have been made to raise funds from other sources to assist with the project, event or activity.
- Applicants must be able to demonstrate financial viability and / or competence to achieve the stated goals of the project, event or activity.
- Where applicable, applicants must have acquitted previously awarded grants in order to be considered for a new application.
- Applicants must not have any overdue debt with Council unless a payment arrangement is in place.
- Projects, events or activities will generally not be funded from multiple Council funding programs and will only be approved at Council's discretion.



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### INELIGIBLE APPLICATIONS

The following entities and applications are ineligible under the community grants program and will not be considered for funding:

- Government agencies or departments of local, state or federal government
- Educational, religious or medical organisations
- Private enterprise, businesses or for-profit organisations with the exception of the sponsorship category of grant
- Applications whereby some or all of Council funds will be donated to another cause
- Applications which fund:
  - a. Wages or salaries for staff
  - b. Recurrent costs or day to day operations of a group e.g. electricity, phone, rent, meals, wages
  - c. Retrospective funding
  - d. Equipment or other expenditure that are personal or for personal gain or for individual pursuit
  - e. Private and commercial ventures or activities with the exception of the sponsorship category of grant
  - f. Part or all of Council rates
  - g. Items that would otherwise be funded by State or Government bodies

### EXCEPTIONAL CIRCUMSTANCES

Council may approve a Community Grant outside of the above in exceptional circumstances or where an overriding community need or benefit can be demonstrated by the applicant.

### THE APPLICATION

All applications should be typed or neatly handwritten on the application form provided below with any relevant support documentation attached. Any applications not made on this form will be returned to the applicant for the form to be completed.

### CONDITIONS OF APPROVAL

All community grants are subject to the following conditions:

- The grant funds cannot be used for any other purpose than that for which the grant is awarded
- Funds that cannot be used for the specified purpose must be returned to Council
- If a grant recipient wishes to modify the intended use of the grant, they must submit a written request to Council detailing the alterations at least 30 days prior to the project, activity or event commencing.
- The grant recipient will obtain all necessary permits or approvals relating to the project, activity or event for which the grant is awarded.
- Applicants give permission for Council to use the grant information for promotional and public information, including (where deemed appropriate by Council) the use of photographs, publications, annual reports etc



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acknowledging Council's financial contribution.

- Successful applicant details, including the name of the organisation, amount and purpose of the grant, will be published on Council's website.
- A register of grants to community organisations will be kept for disclosure in accordance with the *Local Government Regulation 2012*.

## **FUNDING ACQUITTAL (Category 3 Direct Cash Funding Only)**

For category 3 funding, the recipient will acquit the grant as soon as practicable after completion of the project, activity or event. If the acquittal is not received within three months of the completion date, future applications, or the amount provided by Council when considering future applications may be affected.

## **ACKNOWLEDGEMENT CONDITION**

As a condition of funding, successful applicants are required to actively and publicly acknowledge Council's support in all published material associated with the funded project, activity or event.

A copy of Council's logo can be provided to all successful recipients on request.

Funding recipients must ensure that Council's positive reputation is maintained at all times.



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## SECTION 2: APPLICATION FORM

APPLICANT DETAILS					
Contact person:					
Position in organisation:					
Organisation name:					
Contact phone number:		Contact mobile number:			
Contact email:					
Postal address:					
Suburb:		State:		Post code:	
ABN:					
Incorporation:					

ORGANISATION DETAILS	
President:	
Secretary:	
Treasurer:	
Other committee members:	



# Community Grants Guidelines and Application Form

APPLICATION DETAILS <i>Please tick all that apply</i>	
What assistance are you applying for?:	
1. Waiver of hire fees - <i>if yes, please complete "Waiver of Hire Fees" section below</i>	<input type="checkbox"/>
2. In-kind assistance - <i>if yes, please complete "In-Kind Assistance" section below</i>	<input type="checkbox"/>
3. A cash grant - <i>if yes, please complete "Direct (Cash) Funding" section below</i>	<input type="checkbox"/>
4. Sponsorship – <i>if yes, please complete "Sponsorship" section below</i>	<input type="checkbox"/>
Please provide a brief description of the project, event or activity you are applying for assistance for:	

1. WAIVER OF HIRE FEES	
Event location <i>i.e. which council facility</i>	
Mobile catering equipment including quantity <i>e.g. 1 x cold room, 1 x generator</i>	
Date facility and/or equipment required:	
If required more than once, please detail: <i>e.g. every Wednesday from 6-7pm from 1/7/22 for a period of 3 months.</i>	
Please provide any other relevant information (if any):	
(Office use only) Value of hire fees is \$.....	



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## 2. IN-KIND ASSISTANCE

Please provide details of the assistance requested from Council: *(attach additional information when submitting your application form if required.)*

Description <i>e.g. water truck, mow field etc.</i>	Date required	Location	\$ Value <i>(office use only)</i>

## 3. DIRECT (CASH) FUNDING *Please detail the amount of funding you are requesting and what it is for.*

Description <i>e.g. facilitator fee, BBQ food items for lunch, event signage etc.</i>	Cost \$
<b>TOTAL</b>	<b>\$</b>

## 4. SPONSORSHIP

Event details	
Sponsorship details	
Benefits to Council	
Amount \$	\$





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<b>ORGANISATION CONTRIBUTION</b> <i>Please detail monetary and/or in-kind contributions</i>	
<b>Description</b> <i>e.g. volunteer hours to organise/run event, other event costs organisation is paying for themselves</i>	<b>Approximate \$ total</b> <i>If relevant</i>
<b>TOTAL</b>	<b>\$</b>

### PLEASE CHECK THE ELIGIBILITY OF YOUR APPLICATION AGAINST COUNCIL'S COMMUNITY GRANTS POLICY

	APPLICANT TO COMPLETE		OFFICE USE ONLY	
	YES	NO	YES	NO
Are you a community organisation, group or club that is a not-for-profit incorporated organisation and is located within the Paroo Shire Council local government area; OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a community group or club auspiced by a not-for-profit incorporated organisation located within the Paroo Shire Council local government area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you or the auspicng organisation have evidence of your not-for-profit status e.g. constitution, registration etc				
Do you have current public liability insurance or proof of exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you met acquittal conditions for all previous Council funding (category 3 grants only).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you demonstrated strong community benefit or need and support for the project, event or activity e.g. will it contribute to economic development, tourism, liveability, promote active, safe and healthy communities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you or your proposed project, event or activity based within the Paroo Shire Council local government area; or clearly demonstrates benefit to the Paroo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Shire Council communities.				
Have you demonstrated attempts to raise funds from other sources to assist with the project, event or activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you demonstrate financial viability and / or competence to achieve the stated goals of the project, event or activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any overdue debt with Council unless a payment arrangement is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your project, event or activity rely on funding from multiple Council funding programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided a recent copy of a relevant bank statement with your application (category 3 grants only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PLEASE MAKE SURE ALL RELEVANT SECTIONS OF THE APPLICATION HAVE BEEN COMPLETED, AND ANY ADDITIONAL INFORMATION IS ATTACHED.**

**This declaration requires the signature of the applicant or representative of the organisation.**

I certify that I am authorised by the applicant to prepare and submit this application for the Paroo Shire Council Community Grants program. I have read the guidelines relating to the funds and certify that the information provided in this form is lawfully true and correct.

The organisation named in this application accepts all legal and financial responsibility associated with this application and any funds granted should this application be successful.

I agree to provide Council with additional information if required to assess this application. I agree to comply with all requirements of the Community Grants program.

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

**Signature**

**Full name of person making application**

**Date**

**To lodge your application:**

**Email:** council@paroo.qld.gov.au

**By post:** Attn: Community Grants Program

**In person:** Attn: Community Grants Program

Paroo Shire Council

Paroo Shire Council Main Office,

PO Box 75

CCEC Building, 49 Stockyard Street, Cunnamulla

Cunnamulla Q4490

*The Information collected in this form will be used by Council for a lawful purpose directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the Right to Information ACT 2009) or as required by the Public Records Act 2002.*