

COMMUNITY GRANTS PROGRAM APPLICATION KIT

APPLYING FOR A COMMUNITY GRANT GUIDELINES and APPLICATION FORM

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 local government area.

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

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

Community Grants are offered twice yearly.

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

LOGGING YOUR APPLICATION

INFORMATION about FINANCIAL SUPPORT

All applications must be addressed to:

Director of Community and Cultural Services
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 applications in the role of auspice for unincorporated groups. Successful applicants will only receive funding once in the financial year.

The level of assistance available is limited by Council's budget decision and its priorities. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

- The decision of Council on funding applications is final.
- Financial Support from the policy may require compliance with specific conditions before payment. 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 are 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 in writing.
- Bundaberg Regional Council expects relevant acknowledgment of financial support.

<p>ELIGIBILITY CRITERIA</p>	<p>Groups/Organisations are required to:</p> <ul style="list-style-type: none"> • 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 • have a valid public liability certificate • have the majority of members of the group/organisation resident in the Bundaberg Regional Council area • submit a detailed budget for the program/project/event and quotes (if applicable) • submit the organisations most current audited financial statement
<p>INELIGIBLE APPLICANTS</p>	<ul style="list-style-type: none"> • Organisations are ineligible if previous Council grants are not satisfactorily acquitted, or • Unincorporated groups, political and for-profit groups, or • Schools, Universities and TAFE colleges. <p><i>Note: Events/Requests that receive financial assistance from Council are ineligible to receive additional funding under the Community Grant Program.</i></p>
<p>SELECTION CRITERIA</p>	<p>Applications must demonstrate:</p> <ul style="list-style-type: none"> • A genuine need for the project/activity • Linkage to the specific aims and priorities of the grant category for which funding is being applied for • The benefit to the people of the Bundaberg Region • Evidence of consultation and community partnership • The capacity of the applicant to successfully complete the project • A balanced, realistic and complete project budget <i>including</i> a minimum of 25% of total project cost in cash contribution <p>At least 50% of the total cost of the project assessed by Council will need to be provided by the applicant, either in cash or in-kind (materials or labour/trade resources).</p> <p><i>(Please note: a minimum of 25% of the total project cost must be in cash contribution from the applicant)</i></p> <p>Each application will be assessed against the selection criteria outlined in this application kit and the Community Grants Program Policy. Council endeavours to ensure access and equity in its grants programs, and an even distribution throughout the municipality.</p>
<p>INELIGIBLE ITEMS</p>	<p>The following will <i>not</i> be considered for funding:</p> <ul style="list-style-type: none"> • General operating costs (eg electricity, rates, phone, rent, meals, hire of Council assets, accommodation, maintenance, insurances), • Private/commercial ventures, • Projects to repair design faults, Projects under litigation, • Relocation costs, Retrospective funding, • Purchase of land/ buildings/facilities, Recurrent funding, • 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 Bundaberg Regional Council community. <p><i>Events/Requests that receive financial assistance from Council are ineligible to receive additional funding under the Community Grant Program, ie major events</i></p>

**GRANT
CATEGORIES**

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

The available funding per application is up to \$5,000.

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:

- Reduce social isolation
- Enhance community health and safety
- Encourage participation in active citizenship and volunteerism
- Encourage partnerships and collaboration between community groups
- Items necessary for the above

The available funding per application is up to \$5,000.

Community Events Grant

The Community Event grant aims to provide financial assistance to the community to support community events.

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

The available funding per application is up to \$5,000. Funding also includes any in-kind support.

**GRANT
CATEGORIES**

**THE APPLICATION
FORM**

There is one application form which can be used for all grant categories. All applications should be typed or neatly handwritten on the form provided. Should attachments be necessary please number the pages and staple in the left hand corner.

Please do not bind applications

**HOW and WHEN
will I be NOTIFIED**

Applications are assessed against the selection criteria by the Bundaberg Regional Council's Community Grants Committee before being submitted for approval by Council.

You will receive an acknowledgement letter within two weeks of the advertised closing date. You will receive a 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 Marketing Guide ('Promoting Your Grant') and an Acquittal Form. The Funding Agreement will include Terms and Conditions of the grant, any special conditions that may have been attached to your grant and GST information. You will need to complete and sign the Funding Agreement 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 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.

Both State and Commonwealth Governments have websites that list available grants:

Queensland State Government 'Find a Grant': <http://www.qld.gov.au/grants>
Commonwealth Government 'Grants Link': <http://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 August
Round 2 – Closes last Friday in February

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

**For further
information**

Community Grants Program
Bundaberg Regional Council
188-190 Bourbong Street
BUNDABERG QLD 4670

Telephone: 1300 883 699 Fax: (07) 41505410

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.

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 a Sponsoring Body that is incorporated that agrees to accept legal and financial responsibility for the grant. If you are not incorporated and do not have a sponsoring 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

ABN – If you have an Australian Business Number (ABN), you will need to provide the 11 digit number in the space provided.

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.

Sponsor Details - If you are and unincorporated organisation you will need a Sponsoring Body that is incorporated that agrees to accept legal and financial responsibility for the grant. If you are not incorporated and do not have a sponsoring organisation, you are ineligible to apply for funding.

Project Name and Brief Description - The project name and description should give a clear description of what your project is about.

Organisation's Primary Purpose - Your organisations aims, objectives and it's 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.

Selection Criteria – Applicants are required to describe how your project/program/event meets the selection criteria outlined in the guidelines.

- A genuine need for the project/activity
- Linkage to the specific aims and priorities of the grant category for which funding is being applied for
- The benefit to the people of the Bundaberg Region
- Evidence of consolation and community partnership
- The capacity of the applicant to successfully complete the project

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:

- Your club/organisation committee
- Your local government authority
- Education and training providers
- Relevant sporting/recreation/service/community body
- Suppliers of goods and services
- Your club/organisation members
- The Community

Main location of activities for your Project/Program/Event – This will be the location of the proposed site of your project/program/event.

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.

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 costings on one line item on the table.

****** At least 50% of the total cost of the project assessed by Council will need to be provided by the applicant, either in cash or in-kind (materials or labour/trade resources).

(Please note: a minimum of 25% of the total project cost must be in cash contribution from the applicant)

Note: Volunteer staff can be costed at \$20 per hour for non skilled labour and at relevant rates for professional services.

BUDGET			EXAMPLE ONLY			
Please supply total budget details for this program / project / event (include quotes, etc for verification)						
Income			Expenditure			
Source	Total Income GST inclusive	Total Income Less GST	Item Tick items to be covered by BRC grant	Total Cost GST Inclusive	Total Cost Less GST	
<i>Applicant Cash (a) Min 25% of total cost Coastal Sports Association Inc.</i>	\$3000.00	\$3000.00	30,000 ltrs water tank \$3000.00 (BRC) <input checked="" type="checkbox"/> \$1000.00 (AGWG)	\$4000.00	\$3636.36	
<i>Other Cash (Funding/Donation) (b) Australian Government Water Grant (AGWG)</i>	\$1000.00	\$1000.00	Pressure pump <input type="checkbox"/> Pump pressure switch/fittings <input checked="" type="checkbox"/> Piping <input type="checkbox"/>	\$1200.00 \$1300.00 \$300.00	\$1090.90 \$1181.82 \$272.72	
<i>Total applicant contribution (a) + (b) (min 50% of total cost)</i>	\$4000.00	\$4000.00	Pump fitting/system testing <input type="checkbox"/>	\$200.00	\$200.00	
Bundaberg Regional Council Community Grant amount sought (Maximum of 50% of total budget)	\$4000.00	\$4000.00	Site preparation <input type="checkbox"/>	\$1000.00	\$1000.00	
TOTAL PROJECT INCOME	\$8000.00	\$8000.00	TOTAL PROJECT EXPENDITURE	\$8000.00	\$6181.80	
Volunteer Hrs	22 Hrs					
Please detail other grants / subsidies sought towards this project			Organisation's Name			Amount \$
			Yes	No	Pending	
			Australian Government Water Grant			\$1000.00

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.

PROJECT PLAN *Provide brief and succinct points*

EXAMPLE ONLY

Project Task <i>Brief description of task</i>	Task Responsibility <i>Who will perform task</i>	Time Frame <i>Approx date when task to be performed</i>
Arrange purchase and delivery of Tank/Pump/fittings	John White – Treasurer	1/2/2010
Organise volunteer labour for on-ground works	Jill Smith – Vice President	28/2/2010
Confirm Jakes Bobcat Services for the 10/3/2010	Ben Grass - Groundsman	28/3/2010
Manage on-ground works	Ben Grass - Groundsman	10/3/2010
Arrange plumber for pump fitting and testing	Leaks R Us Plumbing	12/3/2010
Acknowledge funding at completion of project – BBQ/Newspaper	Bill Glory - President	20/3/2010
Acquit funding	John White – Treasurer	30/4/2010

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

This includes:

- 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
- Letters of support from groups etc relevant to your project
- Copies of quotations (minimum 2) for capital works, purchase of capital items, purchase of equipment, goods and services.
- A copy of minutes confirming the decision to seek financial assistance from Bundaberg Regional Council Community Grants program for the project and expend funds on the specific project.
- For minor capital works – relevant approvals from Council or State Government
- A letter of support from the landowner is required for capital works on leased land (this includes land owned by the Bundaberg Regional Council)

If Required:

- An endorsed letter from the sponsoring organisation

****Note:** *Applications which do not provide the additional information as requested will not be assessed.*

For inquiries or assistance with your application phone
Council's Community and Cultural Services on 1300 883 699.



Community Grants Program Application Form

Please read the document prior to completing this application form. For inquiries or assistance with your application phone Council's Community and Cultural Services on 1300 883 699.

Which grants program are you making an application to?

Tick **ONE** only

- Sport and Recreation Grant
 Community Development Grant
 Community Events Grant

Closing Dates:

- Round 1 – Closes last Friday August
- Round 2 – Closes last Friday in February

Details of your group / organisation

Applicant's Details

Organisation	
Address	
Postal Address	
Telephone	Fax
Number of Members	

Contact person for this application

Name	
Position	
Telephone	Mobile

Is your organisation incorporated?

- Yes** Incorporation Number _____ *Attach Certificate*
 No You will need a Sponsoring Body that is incorporated to proceed with this application

Is your organisation registered for GST?

- Yes** *Attach Latest Audited Financial Statement*
 No

Does your organisation have an ABN?

- Yes** ABN: _____
 No

Does your organisation have public liability insurance?

- Yes** *Attach Certificate*
 No

Sponsor Details

Incorporated Sponsor Details (if applicable)

Organisation	
Address	
Postal Address	
Telephone	
Fax	
Incorporation Number	<i>Attach Certificate</i>

Project name and brief description of program for which funding is requested

Grant Amount Requested (50% of total project cost to the maximum value of \$5000)

\$ _____

Total Project Budget

\$ _____

Do not write "see attached". You may wish to attach further information, but THE FOLLOWING SECTIONS MUST BE COMPLETED.

Briefly outline the nature of your organisation and its primary purpose

Please provide full detail of the program / project/event you are seeking funding for

Please describe how your program / project / event meets the selection criteria

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How did your organisation identify this need? (photos/ reports/ strategic or operational plans/ statistics/ consultation- who, when etc)

--

Main location of activities for this program / project / event

--

Commencement date and duration of program / project / event (can only commence after funds approved)

--

List who will be involved (including any partnering organisations)

Note: Do not include paid service providers/contractors

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BUDGET

Please supply total budget details for this program / project / event (include quotes, etc for verification)

Income			Expenditure		
Source	Total Income GST inclusive	Total Income Less GST	Item <i>Tick items to be covered by BRC grant</i>	Total Cost GST Inclusive	Total Cost Less GST
Applicant Cash (a) Min 25% of total cost			<input type="checkbox"/>		
Other Cash/Contribution (Funding/Donation) (b). Please list			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
Total applicant contribution (a)+(b) (min 50% of total cost)			<input type="checkbox"/>		
Bundaberg Regional Council Community Grant amount sought (Maximum of 50% of total budget) Maximum value \$5000.00			<input type="checkbox"/>		

TOTAL PROJECT INCOME \$ \$

TOTAL PROJECT EXPENDITURE \$ \$

Volunteer Hrs = Hrs Value \$

Note: Volunteer staff can be costed at \$20 per hour.

Please detail other grants / subsidies sought, or your organisations contribution toward this project

Organisation's Name				Amount \$
	Yes	No	Pending	

YOU MUST PROVIDE THE FOLLOWING: *(Please Tick once attached)*

***Note: Applications which do not provide the additional information as requested will not be assessed.*

- 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
- Letters of support from groups etc relevant to your project
- Copies of quotations (minimum 2) for capital works or purchase of capital items, purchase of capital items, purchase of equipment, services etc.
- A copy of minutes confirming the decision to seek financial assistance and expend funds on the specific project.

If Required:

- An endorsed letter from the sponsoring organisation
- 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

CERTIFICATION

I hereby certify that I have been authorised to prepare and submit this application on behalf of the above mentioned group / organisation and the information contained herein is a true and correct record to the best of my knowledge. On behalf of the above mentioned group / organisation, I agree to accept funding in accordance with the Community Grants Program's guidelines and conditions.

Signature _____

Date _____

Name _____

Position _____

WITNESS

Signature _____

Date _____

Name _____

Position _____

Please send application to:

Postal Address

Bundaberg Regional Council
Director of Community and Cultural Services
PO Box 3130
Bundaberg QLD 4670

Hand Delivered

Bundaberg Regional Council
Director of Community and Cultural Services
180-190 Bourbong Street
Bundaberg, QLD 4670

NOTE: *Clearly label envelope 'Community Grant Application'.*