



Micro Grants Program

Funding guidelines

The Micro Grants Program aims to provide financial assistance to community groups and associations that meet recognised community needs as identified in the Council's Community Development Strategy or Bundaberg Regional Sport and Recreation Strategy.

Information about program support

The decision of the Council on funding applications is final.

The maximum amount available from the Micro Grants Program per application is \$1,000.

Successful applicants can only receive funding once every second financial year from the Micro Grants.

Events, activities or (regardless of the group/organisation applying) can only receive funding once every second financial year.

All applicants successful in obtaining a grant must acknowledge Council's contribution in all publicity

relating to events or activities to which the grant applies. Please refer to Community Grants Program – Acknowledging Funding Support [here](#)

Financial support from the program will require compliance with specific conditions **prior** to your event taking place. This includes the condition that project/event cannot take place within ten (10) working days following the closing date of the round.

Who can apply?

- Bundaberg Regional Council based not-for-profit groups/organisations.
- Groups/organisations who have a current Public Liability Certificate.
- Majority of members residing in the Bundaberg Regional Council area.
- Have acquitted any previous Council grant satisfactorily.

- Auspice organisations who meet criteria and accept legal and financial responsibility for your project.

Who can't apply?

- Groups/ organisations that have received a Council grant or other Council financial assistance except for a Special Events Grant in the previous or current financial year.
- Groups/ organisation who have not satisfactorily acquitted a previous Council grant.
- Political and for-profit groups.
- Schools and Universities.

What we can't fund?

- General operating costs (electricity, rates, phone, rent, meals, accommodation, maintenance, insurances etc)
- An event, activity, or proposal (regardless of the group/organisation) approved in the previous financial year.
- Council fees and charges (facilities/assets/licenses etc)
- Individual, private and commercial ventures
- Cash and/or prize money
- Items purchased for the sole purpose of fundraising
- Insurance (public or general liability etc)
- Projects to repair design faults
- Drawings and schematic designs that do not have committed capital funding
- Projects under litigation
- Relocation costs
- Retrospective funding
- Purchase of land/buildings/facilities
- Item-based recurrent funding
- Clothing/uniforms (e.g. sports shirts)
- 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.

Assessment criteria

Applications must demonstrate:

- Linkage to the specific aims and priorities for the Micro Grant. Please refer to the [Community Development Strategy](#) or the [Bundaberg Regional Sport and Recreation Strategy](#).
- Provide a community benefit to the residents of the Bundaberg Regional Council

- Provide a balanced, realistic, and complete budget for the project/event.
- Submit current quotes for all requested items.

Lodging your application

- All applications must be lodged online **via SmartyGrants**.
- Micro Grants have 12 rounds per financial year with each round opening on the first day of the month and closing on the **last Friday** of the month.

How and when will I be notified

Applications are weighted on applicants meeting criteria outlined in the guideline. Final approval is provided by the delegated Council Manager.

Outcome of your application will be notified within 10 working days after the end of the round.

Successful applicants

You will receive an approval letter and an acquittal form within 10 (ten) working days after the end of the round. Any specific conditions that may have been attached to your grant will be included in the approval letter. Note, Micro Grants approved in Round 12 (May) MUST understand forms need to be returned as soon as possible, as funds cannot be distributed past 30 June.

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.

Acquittal

- Applicants have 4 (four) months after completion of the event to acquit the grant.
- Recipients of the Micro Grant are required to show evidence of Council acknowledgement and expenditure upon the completion of the event. (i.e. copies of receipts, marketing/promotional material, etc.)
- Successful applicants must notify Council of any significant change to the approved project. The delegated Council Manager will review and if satisfactory, approve these changes.

Contacting Council

Requests for further information should be directed to Bundaberg Regional Council's Community Development Team at grants@bundaberg.qld.gov.au or on 1300 883 699.