

# Community Assistance Program Environment and Sustainability Scheme Application Form



**Privacy Notice:** Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*. Program funding details will be published by Council and summarised in Council's annual report.

This form is to be completed when requesting support for environment and sustainability initiatives under Council's Community Assistance Program. Please refer to the Community Grants and Sponsorship factsheet for further information.

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<b>Applicant Details</b>	
Organisation name:	ABN:
Contact name:	
Postal address:	
Preferred contact number:	Email:
Incorporation number: <i>(if not an incorporated association, please provide name and incorporation number of sponsoring organisation)</i>	
Public liability insurance:	
Insurer:	Level of cover:
Membership numbers:	
Full members:	Associate/social members:
Other grant funding previously received from Council: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide details:	
<b>Declaration</b>	
I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation. <i>(Note: This form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for the project.)</i>	
Name:	Name:
Position in organisation:	Position in organisation:
Signature:	Signature:
Date:	Date:
<b>Supporting Documentation</b>	
The following attachments must be provided to allow for consideration of your application:	
<input type="checkbox"/> Application form fully completed and signed by two approved officers; <input type="checkbox"/> Copy of current Public Liability Insurance Cover Statement; <input type="checkbox"/> Copy of Certificate of Incorporation; and <input type="checkbox"/> Copy of relevant quotes (at least two for all relevant items).	

## Project Details

Project name:

Project description:

*Response must include the following:*

- *A clear description of the nature of the proposed activities;*
- *Key objectives; and*
- *Expected outcomes/deliverables.*

Project location:

*Response must include the following:*

- *Evidence that the project is being conducted within the Rockhampton Local Government Area including a street address or lot and plan for proposed works; and*
- *For works projects, the land tenure and owner of the works location.*

## Needs and Outcomes

Strategic alignment:

*Response must demonstrate how the initiative aligns with Council's Environmental Sustainability Strategy and helps to either:*

- *Protect, maintain and enhance the Rockhampton Region's natural environment; or*
- *Strengthen our community's capacity to live sustainably.*

Expected outcomes:

*Response must include the following:*

- *How will the project increase local sustainability awareness and action?*
- *How will the project benefit the community and the environment?*
- *How will Council's contribution be acknowledged?*

## Needs and Outcomes continued

### Organisational capacity:

*Response must include the following:*

- *How will your organisation manage the project?*
- *What experience does your organisation have with similar projects?*
- *Have you developed a project plan outlining key project milestones and deliverables (if so, please attach)?*
- *Do you have evidence of relevant project planning and stakeholder liaison (plans, approvals and permissions etc) or how you will address these?*

### Sustaining the outcomes:

*Response must include the following:*

- *How will the project outcomes be maintained and supported after the initiative has been completed?*
- *How will you ensure long-term benefit to the community and the environment?*

### Value for money

Please complete the budget template on the next page.

Note: Applications will only be considered where the applicant organisation is meeting at least 50% of the cost of the project.

**Project Budget** *(Must include details of all costs relevant to the project)*

Expected project income (funding sources)		Expected project expenditure (costs)			
Source	\$ value	Expense	\$ value		
Cash contribution from applicant		Planning/design, permits/approvals/licenses, equipment purchase/hire, materials/goods/services, contractors, marketing and other <i>(please list and provide a cost breakdown)</i>			
In-kind contribution from applicant <i>(please list)</i>					
Cash contribution/sponsorship from other sources <i>(please list)</i>					
In-kind contribution from other sources <i>(please list)</i>					
Cash contribution requested from RRC					
In-kind support requested from RRC <i>(please list)</i>					
<b>Total cash income:</b>	<b>\$</b>			<b>Total cash expenditure:</b>	<b>\$</b>

Note: Cash income and expenditure must balance.

# FACT SHEET

## Community Grants and Sponsorship

### Council Support Options

Rockhampton Regional Council is committed to supporting eligible organisations to undertake projects or events that provide economic and community development outcomes for the local area, and makes a funding allocation available in its budget each year.

Support is provided through the Community Assistance Program and Major Sponsorship Scheme, and may be either a cash contribution or in-kind support (for things such as use of a Council venue, additional garbage collection for an event). As Council is required to account for all support provided, in-kind support is still a real cost and must be included in the total value of your application. To enable Council to assist your organisation with in-kind support you will need to provide full details of the costs of the service you require.

Support is available through the following:

Category	Assistance Available
Community Grants Scheme	Capital works up to 50% of costs (with a cap of \$20,000)
Minor Sponsorship Scheme	Up to \$10,000 for regional events and \$3,000 for local events
Community Organisation Support	Considered on a case by case basis
Small Projects Scheme	Projects up to \$1,000 cash and in-kind support
Awards	Up to \$500 per organisation per year
Community Facility Insurance Scheme	Pre-approved sites only, up to \$500 per organisation per year
Environment and Sustainability Scheme	Up to 50% of costs (with a cap of \$3,000 per initiative)
Major Sponsorship Scheme	Considered on a case by case basis

### Community Assistance Program (CAP)

Assistance is provided to community organisations that:

- Are located and/or primarily providing services within the Council area;
- Are properly constituted and incorporated (if not incorporated are sponsored by an incorporated association), or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient;
- Hold appropriate public liability cover for the project/event for which assistance is sought;
- Have properly acquitted any previous grants and/or sponsorship provided by Council; and
- Have the capacity to successfully manage the project/event; including meeting deadlines for grant expenditure and acquittal requirements.

### Categories

#### Community Grants Scheme

This scheme provides financial assistance to community organisations for up to 50% (with a cap of \$20,000) of the costs of projects that are capital works (including building renovations, equipment and furnishings), and will have a lasting benefit to the broad community. An organisation may only be funded for one such project per annum, and preference will be given to projects that provide for multi-purpose or multi-organisational use.

Applications will be assessed against the following criteria:

- Applicant's ability to undertake the project including obtaining any relevant approvals and permissions;
- Community need for the project and potential for use by other groups;
- Community outcomes expected from the project, including any positive promotion of the local area; and
- Value for money with realistic scope and at least two quotes for all works.

# FACT SHEET

## Community Grants and Sponsorship

### Minor Sponsorship Scheme

This scheme offers financial assistance to community organisations for events that provide identified economic or community development outcomes for the broad community, and tangible benefits to Council through enhanced corporate image and revenue potential.

Applicants will be limited to funding for one event per year to a maximum of \$10,000 for regional events and \$3,000 for local events.

Council does not guarantee funding the same event in subsequent years.

Applications will be assessed against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events and ability to obtain relevant approvals and permissions;
- Wide community need for the event and how this was determined;
- Community outcomes expected from the event, including number of participants;
- Positive promotional outcomes for the local area; and
- Value for money, including realistic budget and cost recovery, with quotes for all items to be funded.

### Community Organisation Support

This scheme provides financial support to assist community organisations to deliver a community service or activity for the benefit of the residents of the Region. Funding will not be provided for payment of debt, salary related costs for staff, or costs that fall within the core business of State or Federal Government including, but not limited to, education, employment assistance, housing and homelessness.

Council does not guarantee ongoing support for the service or activity.

Applications will be assessed against the following criteria:

- Applicant's capacity to sustain and deliver the service or activity beyond the support provided by Council;
- Inability to source other funding for the service or activity;
- Community need for the service or activity; and
- Value for money in the delivery of the service or activity.

### Small Projects Scheme

This scheme provides assistance not exceeding \$1,000 in value to community organisations for small projects or events. The funding may be cash or in-kind support.

Applications will be assessed against the following criteria:

- Community need or desire for the project or event; and
- Community outcomes, including number of participants.

### Awards

Council offers financial assistance to community organisations for the provision of awards or trophies for high achievement in tertiary education, regional community, cultural and sporting pursuits. There will be a maximum of \$500 per award, with a limit of one award per organisation per year.

Applications will be assessed against the following criteria:

- Benefit to the community within the Region;
- Recognition of high achievement; and
- Accessibility to wider community.

# FACT SHEET

## Community Grants and Sponsorship

### Community Facility Insurance Scheme

This scheme provides financial support of up to \$500 to assist community organisations with the cost of maintaining insurance cover on community facilities that are deemed to be primarily for hire to the public.

### Environment and Sustainability Scheme

This scheme aims to encourage community-led environment and sustainability initiatives that align with, and deliver on the objectives of, [Council's Environmental Sustainability Strategy](#). This may include initiatives that:

- (a) Protect, maintain and enhance our natural environment including:
- Community education and awareness activities that increase the community's understanding and value of our natural environment;
  - Works projects that improve natural habitat, riparian corridors and waterways; or
  - Conservation of native flora or fauna species.
- (b) Strengthen our community capacity to live sustainably including:
- Community education and awareness activities that increase the community's understanding of local environmental sustainability issues, impacts and opportunities;
  - Capacity-building workshops and events;
  - Targeted energy, water or waste efficiency programs; or
  - Practical community projects.

Applicants may apply for grants of up to \$3,000. Council funding should make up not more than 50% of the expected project costs. The applicant's contribution may be in the form of cash, other funding assistance or in-kind support (such as voluntary labour).

For further information on the Environment and Sustainability Scheme, please contact Council's Customer Service Centre on 1300 225 577 or email [sustainability@rrc.qld.gov.au](mailto:sustainability@rrc.qld.gov.au).

### Major Sponsorship Scheme

The Major Sponsorship Scheme provides financial assistance to organisations for major events that provide significant benefit to the Region. This may be in cash or in-kind support.

To be eligible to receive funding from the scheme, the organisation must:

- Be located and/or primarily operate within the Region;
- Be properly constituted and incorporated (if a community organisation);
- Be free of debt to Council;
- Hold public liability insurance cover of \$20,000,000 for the event which assistance is sought;
- Have properly acquitted previous grants and/or sponsorship provided by Council; and
- Have the capacity to successfully manage the project; including meeting deadlines for grant expenditure and acquittal requirements.

The event must:

- Provide identifiable economic and community development outcomes for the Region;
- Be open for participation by the general community;
- Attract a significant number of visitors, including from outside the Region;
- Promote a positive image of the Region as a 'destination'; and
- Have a solid business and marketing plan.

# FACT SHEET

## Community Grants and Sponsorship

Applications will be assessed against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events, relevant approvals and permissions required;
- Community need or desire for the event and how this was determined;
- Economic and community outcomes anticipated from the event;
- Number of participants, including out of area visitors; and
- Value for money, including realistic budget with projected cost recovery.

### Funding Rounds

Applications for assistance will be invited as follows:

- There will be three funding rounds per annum for the Community Grants Scheme, Community Organisation Support, Minor Sponsorship Scheme and the Environment and Sustainability Scheme. Each round will be advertised publicly at appropriate times of the year and at least four weeks prior to a round closing. Applications received outside of these rounds will be assessed at the next round.
- Applications for the Major Sponsorship Scheme, Small Projects Scheme, Awards and Community Facility Insurance Scheme will be accepted at any time.

The high demand for funding means that not all eligible grant applications may be able to be funded or funded for the amount requested. Success will depend on the number of applications, the relative merit and quality of the application. Council may offer partial funding only.

### Advice of Application Outcome

All applicants will be advised of the outcome of their application once a Council resolution has been made. Successful applicants will be required to sign a Funding Agreement detailing the terms and conditions for the receipt and acquittal of the approved funds including acknowledgement of Council funding. This agreement will need to be signed by two executive officers of the organisation and returned by the specified date to allow for payment of any funds to be processed.

Details of all approved funding will be made public via Council's website.

Decisions about the extent and type of assistance are final, and there are no appeal mechanisms.

Application forms are available on Council's website or by contacting the Customer Service Centre on 1300 225 577.

### GST

Depending on the applicant's status with the Australian Tax Office (ATO), funding may attract goods and services tax (GST). Organisations requesting financial assistance are therefore required to declare whether or not they are GST registered and provide an Australian Business Number (ABN).

Organisations which do not have an ABN must supply a 'Statement of Supplier' indicating the reason for not quoting an ABN. Without an ABN or a Statement of Supplier form Council will be required to withhold and forward 48.5% of any approved grant to the ATO.

For advice about GST issues, Statement of Supplier forms or any general enquiries about GST issues, please contact the ATO.

### Accountability for Funds Received

Successful applicants will be expected to:

- Register any associated community events on [Council's events calendar](#);
- Ensure their organisation is registered on [Council's community directory](#) (if a community organisation);
- Participate in a Council-coordinated media opportunity upon request;

# FACT SHEET

## Community Grants and Sponsorship

- Keep track of their activities and expenditure (for example, by keeping diary entries, photo monitoring and receipts); and
- Provide a final acquittal report which must contain copies of receipts for expenditure and be supported by photographs, copies of any print media coverage, publications, or other forms of documentation. The final report must be returned to Council within eight weeks of the project or event completion.

### Further Information

For any further information in relation to the Community Assistance Program please contact the Community Services section of Council on telephone 07 4936 8368 or email [CAP@rrc.qld.gov.au](mailto:CAP@rrc.qld.gov.au).