

Regional Community Event Sponsorship Application Form

Community Assistance Program



Privacy notice: Council deals with 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 a community organisation or group is requesting financial support up to \$10,000 for Regional Community Events such as a craft fair, writers festival, regional or state competition. Please refer to the Guidelines for Community Assistance Programs factsheet for further information.

P: 07 4936 8368 | E: CommunityServicesSponsorship@rrc.qld.gov.au | W: www.rrc.com.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details

Organisation name:

ABN:

Contact name:

Postal address:

Preferred contact number:

Email:

Incorporation number or sponsoring organisation details:

Do you have any outstanding debt with Council?

Yes

No

Have you previously received sponsorships, grants or funding from Council?

Yes

No

If yes, please provide details:

Public Liability Insurance (a copy of your public liability insurance and indemnity statement must be provided)

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Event Details

Event name:

Event description:

Event date/s: (start and end dates for the entire project, as well as date/s for the event itself)

Event location: (if applicable)

Do you have all the permits, plans and/or approvals in place?

Yes

No

Not required

(if available, please attach to application)

If No, when will these permits, plans and/or approvals be in place?

Anticipated total attendance numbers for the event:

Approximately, how much will each attendee spend at the event?

Number or percentage of attendees from outside the Rockhampton Region:

Selection Criteria

Please address the community benefits the event will provide:

Please detail your ability and capacity to deliver the event successfully:

Please outline how the event provides value for money:

Have you delivered similar events in the past? Yes No

If yes, please provide details of these events:

Will this event involve any other groups or organisations in the Rockhampton Region? Yes No

If yes, name the groups or organisations:

Are there other funding options for this event?

Event Budget

Please provide a summary of the event costs to be covered by this sponsorship:

How have you determined event costs? *(Please include copies of quotes, estimates or other relevant documentation)*

Venue and Services Support

Are you requesting In-kind Support? *(For example: Council venue hire/waste collection services, other service towards event)* Yes No

If yes, please outline proposed support: *(please include relevant quote/s)*

Income Please list all event related amounts: <i>(For example: Cash contributions, in-kind contributions, fees, sales, etc)</i>	\$ value	Expenses Please list all event related costs: <i>(For example: Permits/approvals/licenses, equipment purchase/hire, venue hire, materials/goods/services, contractors, marketing, travel and accommodation, etc)</i>	\$ value
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Income:	\$	Total Event Costs:	\$

Please note: Event costs should not be greater than the income amount.

If your event will make a profit, please provide details of what your community organisation or group will do with the proceeds:

Supporting Documentation

The following attachments must be provided to allow for consideration of your application:

- | | |
|---|--|
| <input type="checkbox"/> Application form fully completed and signed. | <input type="checkbox"/> Copy of required permits/approvals. |
| <input type="checkbox"/> Current Public Liability Insurance and Indemnity Statement. | <input type="checkbox"/> Copy of relevant quotes and/or evidence of recent similar expenses (<i>please note, quotes or professional estimates must include the contact details of the quote provider</i>). |
| <input type="checkbox"/> Certificate of Incorporation. | <input type="checkbox"/> Copy of any completed plans for the event (<i>business, marketing, etc</i>). |
| <input type="checkbox"/> Australian Taxation Office – Statement by a Supplier Form (<i>if no ABN provided</i>). | |

Declaration

I certify that:

- I have read and accept the Guidelines for Community Assistance Programs factsheet;
- The information provided in this application is true and correct; and
- I am authorised to make this application on behalf of the community organisation or group.

Name:

Signature:

Position in organisation:

Date:

FACT SHEET

Guidelines for Community Assistance Program

Community Assistance Program Objective

To help create inclusive, vibrant communities that make Rockhampton 'One Great Region'.

About CAP

Through the Community Assistance Program (CAP), Rockhampton Regional Council (Council) provides support to community organisations and groups whose activities provide community, social and environmental benefits to the Rockhampton Region.

There are a number of assistance programs within CAP that provide financial and/or in-kind support to help community organisations and groups purchase equipment, deliver activities and programs, or host events that make Rockhampton a great place to live, work and play.

This factsheet will provide information about how to apply for assistance from Council. We encourage you to visit [Council's website](#) for information about current funding rounds.

If you have any questions about these guidelines, please contact: CommunityServicesSponsorship@rrc.qld.gov.au.

Definitions

Acquittal	Finalising the terms of the Funding Agreement
Bursary	Monetary award in recognition of excellence in tertiary studies
CAP	The Community Assistance Program
Community Organisation	An entity that carries on activities for a public purpose or whose primary objective is not directed at making a profit. Examples include: sporting, leisure, cultural, education, not-for-profit, and service/volunteer clubs and organisations. If you are uncertain about whether your organisation or group is eligible, please contact Council at CommunityServicesSponsorship@rrc.qld.gov.au .
Community Services	Community Services is the Community, Culture, Environmental Sustainability, Parks and Facilities Units within Council
Council	Rockhampton Regional Council
Financial Assistance / Support	The provision of cash or in-kind contributions to help community organisations deliver their projects, in accordance with CAP guidelines.
Funding Agreement	A contract between Council and the funding recipient (community organisation) that details how support will be provided and what the recipient is obliged to do to receive the support.
In-kind	Products, services and other Council resources provided in lieu of cash, valued at full commercial rate. Examples include: waiving or discounting venue hire charges, promotion and marketing, assistance with project delivery.
Local	Community, suburb or the area within the boundaries of Rockhampton Regional Council that is serviced by the community organisation or group applying for funding.
Region and regional	Area defined by the electoral boundaries of Rockhampton Regional Council.

FACT SHEET

Guidelines for Community Assistance Program

Programs

CAP is made up of a number of grant, sponsorship and assistance programs. Each program has its own set of requirements and processes, as well as timeframes for funded projects and events.

Community Development Grants

Purpose	This program provides funding to support community organisations and groups to deliver services, programs and activities that benefit the community.
Amount	<ul style="list-style-type: none">Up to 100% of project costs\$1,000 maximum
Eligible Projects	<ul style="list-style-type: none">WorkshopsProfessional development or training coursesConsultants, speakers or expert advisorsProgram or service developmentEquipment or resources, including administrative or operational costs used in delivery of services or activities (excluding items that benefit members such as jersey, personalised sporting equipment etc)

Community Event Sponsorships

Purpose	<p>This program is a sponsorship arrangement to assist in the delivery of events that provide community development outcomes for the broad community and tangible benefits to Council through enhanced corporate image and/or revenue potential.</p> <p>There are three funding streams:</p> <ol style="list-style-type: none">Multi-year event – pre-approved events will receive funding for three years, after which Council will review renewal of funding. This program is not included in rounds or open to applications.Regional event – events that attract visitors from across the Rockhampton Region as well as outside the local area and are for the benefit of the broad community. Examples: craft fair, writers festival, regional or state competitions.Local event – events that are delivered within a community and provide benefits to a localised community or group. Examples: community garden days and fairs, club open days.
Amount	<ul style="list-style-type: none">Up to 100% of event costsMulti-year event – negotiated with the event organisersRegional event – up to \$10,000Local event – up to \$2,000
Eligible Projects	<ul style="list-style-type: none">Community festivals, fairs and celebrationsSporting carnivals and competitions (excluding school-run events)Performances and entertainment activitiesOpen daysCommemorative events

FACT SHEET

Guidelines for Community Assistance Program

Environment and Sustainability Grants

Purpose	This program encourages community-led environment and sustainability initiatives that align with and deliver on the objectives of Council's Sustainability Strategy .
Amount	<ul style="list-style-type: none">Up to 100% of project costs\$1,000 maximum
Eligible Projects	Projects that align with Council's Sustainability Strategy including: <ul style="list-style-type: none">Education, awareness and capacity-building activitiesEquipment or resources that support local programsPractical community projects and hands on activities that support local environment and sustainability outcomesTargeted energy, water or waste management improvements

Venue and Services Support

Purpose	This program provides in-kind support to community organisations, such as venue hire, waste collection services, and other Council services for which there is a fee. Each request is assessed individually based on benefits to the community, costs to Council and ability of the organisation or group to meet Council's fees and charges without assistance. This support is applied for via the Local Community Event Sponsorship Application Form or the Regional Community Event Sponsorship Application Form.
Amount	Case-by-case basis by request. If Council needs to hire additional staff to provide the service, this may be provided at a cost-recovery rate.

Insurance Support

Purpose	This program provides financial support to assist community organisations with the cost of maintaining insurance cover on approved community facilities below: <ul style="list-style-type: none">Alton Downs Hall AssociationBajool School of Arts CommitteeWycarbah Hall and Sports AssociationBouldercombe HallStanwell HallUpper Ulam Recreation and Sporting Benefit AssociationWestwood HallRidgelands HallDalma HallKalapa Hall and Sports CommitteeGogango Recreation HallParkhurst Hall
Amount	Funds up to \$500

Education Bursary

Purpose	This program provides a cash contribution to eligible students seeking further education. Nominations are solicited from the community, schools and businesses.
Amount	\$500 awarded annually

FACT SHEET

Guidelines for Community Assistance Program

Organisation Eligibility Requirements

Organisations submitting an application must:

- Be located and or/primarily providing services within the Rockhampton Region;
- Be **at least one** of the following:
 - (a) A constituted and incorporated entity;
 - (b) A company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity;
 - (c) A tax exempt fund;
 - (d) A deductible gift recipient (holding DGR status); or
 - (e) A tertiary education provider (for Education Bursaries).
- Be free of debt to Council;
- Hold appropriate public liability cover for the project for which funding is being sought;
- Have properly acquitted previous sponsorships, grants or other funding arrangements with Council; and
- Have a demonstrated capacity to successfully manage the project as outlined in the Funding Agreement where one is required.

An organisation cannot receive funding from multiple assistance programs for the same project.

Where a community organisation or group does not meet one or more of the above, an application can be made on their behalf by another eligible organisation. The application must explicitly state this.

Project/Event Costs

For applications that require budget details, project/event costs must:

- Be directly related to the delivery of the project/event.
- Not have been incurred before the grant has been awarded (retrospective payments, reimbursement for past expenses, etc).
- Have evidence to support the expenses listed in the application (quotes, evidence of recent similar expenses). Quotes or professional estimates must include the contact details of the quote provider. Where quotes or other documentation cannot be provided, an explanation of how the expense has been estimated must be provided.
- Not be of material benefit to individual members of the organisation (for example, t-shirts, uniforms, personalised equipment).
- Not be towards costs associated with prizes, goods or services that are awarded to others.
- Not include salaries or regular operational expenses (for example, bookkeeping fees, utilities).
- Not include costs or portions of the project/event that have been funded by other Council grants or financial support.

How to submit an application

The following process relates to Community Development Grants, Community Event Sponsorships, and the Environment and Sustainability Grants:

- The closing dates for CAP funding rounds are on [Council's website](#). No late applications will be accepted.
- Applicants must complete the relevant application form for the Community Assistance Program from which they are seeking funding.
- The completed application form includes the necessary details, attachments and other evidence required.
- Completed applications should be emailed to: CommunityServicesSponsorship@rrc.qld.gov.au.
- If further information or clarification is needed, you will be contacted by Council.

If you have any questions about completing an application, you can contact Community Services on 07 4936 8368 or email CommunityServicesSponsorship@rrc.qld.gov.au.

FACT SHEET

Guidelines for Community Assistance Program

Assessment, Selection and Notification Processes

Once your application is received, Community Services will assess your application to establish its eligibility.

Community Development Grants, Community Event Sponsorships and the Environment and Sustainability Grants will be evaluated by an Assessment Panel convened by Community Services.

Venue and Services Support, Insurance Support and Education Bursaries will be administered by Community Services in line with CAP objectives.

Assessment Criteria Examples

Applications will be assessed on three fundamental criteria:

1. The project/event will provide community benefits. Applications will demonstrate:
 - (a) Alignment with CAP purpose and funding round focus and priorities;
 - (b) Clear explanation of who within the community will benefit from the project/event and what those benefits are; and
 - (c) Consequences for the community if the project/event does not proceed.
2. The applicant has the ability and capacity to deliver the project/event successfully. Applications will demonstrate:
 - (a) There is a project plan in place;
 - (b) The organisation has a history or experience in delivering similar projects/events; and
 - (c) The organisation has the capacity to sustain a program or activity beyond the terms of funding (where applicable).
3. The project/event provides value for money for Council and the Rockhampton Region. Applications will demonstrate:
 - (a) The impact that funding will have on the project/event budget; and
 - (b) The ability to deliver the project/event without funding.

Note: Applications that demonstrate community support through co-contributions (cash and/or in-kind) will be considered favourably.

Selection

Applications will be prioritised based on satisfaction of the selection criteria and funds available.

For applications for funding through Community Development Grants, Community Event Sponsorships and the Environment and Sustainability Grants, a Selection Panel will make recommendations to the delegate.

Requests for assistance through Venue and Services Support, Insurance Support and Education Bursaries are assessed by Community Services as they are received.

Community Services may ask the applicant for further information before making an assessment.

Notification

Applicants will be notified in writing of the outcome of the selection process by the dates noted on Council's website.

Funding agreements will be issued for Community Development Grants, Community Event Sponsorships and the Environment and Sustainability Grants.

If a community organisation has not been successful in their application for funding, they can request, in writing, a review of their application.

FACT SHEET

Guidelines for Community Assistance Program

Acknowledgement

Successful applicants will be expected to:

- Acknowledge the support of Council in delivery of the project/event.
- 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.

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 by a Supplier' Form indicating the reason for not quoting an ABN. Without an ABN or a Statement by a Supplier Form, Council will be required to withhold and forward 48.5% of any approved grant to the ATO.

All grant amounts are GST exclusive. Where a grant applicant is registered for GST, the grant amount awarded to the applicant will be adjusted for GST (for example, a \$1,000 grant will be paid as \$1,100 GST inclusive). For further advice about GST issues, Statement by a Supplier forms or any general enquiries about GST issues, please contact the ATO.

Reporting and Acquittal

Funding recipients are expected to:

- Keep track of their activities and expenditure (for example, by keeping diary entries, photo monitoring and receipts).
- Provide a final acquittal report (where required), which must contain an outcomes statement about the project/event that was delivered, copies of receipts for expenses and be supported by photographs, copies of any print media coverage, publications, or other forms of documentation.
- A final report must be returned to Council within eight weeks of the project/event completion.
- Any organisations with outstanding acquittals will not be eligible for further funding from Council.
- Prompt acquittals will demonstrate capacity to successfully deliver the project and provide evidence for subsequent applications for funding.