

# Community Assistance Program

## Community Facilities Insurance Scheme Application Form

Privacy Notice: Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when an identified community organisation is requesting financial support under the Community Facilities Insurance Scheme. Please refer to the Community Facilities Insurance factsheet for further information.



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### Applicant Details

Organisation name:

Contact name:

Postal address:

Preferred contact number:

Email:

### Declaration

I make this application to the Community Assistance Program on behalf of the organisation for payment of up to \$500 towards the cost of insurance cover for the facility specified below.

*(Note: This form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for the application.)*

Name:

Name:

Position in organisation:

Position in organisation:

Signature:

Signature:

Date:

Date:

### Facility Details

Name of facility:

Location of facility:

Period of insurance cover:

Premium amount:

### Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Certificate of Incorporation
- Minutes of AGM confirming election of executive officers
- Evidence of availability of hall for public hire
- Certificate of Insurance/renewal notice

<b>OFFICE USE ONLY</b>	Approved: Manager Communities and Facilities Y / N	Approved: General Manager Community Services Y / N
	Signature:	Signature:
	Date:	Date:

# FACT SHEET

## Community Facility Insurance Scheme

### Council Support

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.

### 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;
- Have the capacity to successfully manage the project/event; including meeting deadlines for grant expenditure and acquittal requirements.

### 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.

### Funding Rounds

Applications for the 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.

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

### 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.

# FACT SHEET

## Community Facility Insurance Scheme

### 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.

### Further Information

For any further information in relation to the Community Assistance Program, or for assistance with completing your application, please contact the Communities and Facilities section of Council on telephone 4936 8569 or email [communitydevelopment@rrc.qld.gov.au](mailto:communitydevelopment@rrc.qld.gov.au).