

Carols by Candlelight Charity Recipient Expression of Interest



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

This form is to be completed when an organisation wishes to be considered as a fundraising recipient for the Carols by Candlelight. One local charitable organisation will be selected to undertake a specific activity or purchase with funds generated through this annual community event.

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Applicant Details

Name of charity:

Contact name:

First

Middle

Last

Charitable registration number:

Address:

Street number and name

City

State

Postcode

Postal address (if different):

Preferred contact number:

Email:

General Information

Describe your organisation's purpose and activities: *(please attach a separate page if necessary – maximum of 150 words)*

How many people does your charity benefit/serve?

Who is the primary beneficiary of your charity? *(eg. youth, homeless, aged, infirm)*

Describe how your charity assists this group: *(please attach a separate page if necessary – maximum of 100 words)*

Funding

List all current sources of funding:

Describe the specific project/s which would be implemented with any funds received from the Rockhampton Carols by Candlelight: *(please attach a separate page if necessary – maximum of 150 words)*

Volunteer Information

Do you believe you will be able to source approximately 10 – 20 volunteers to assist at the event?

Yes No

(If not, volunteers may be sourced for you. It is preferable you will assist with staffing as much as possible.)

Please provide details:

Additional Information

Please provide any additional information which may be relevant to this application: *(please attach a separate page if necessary – maximum of 150 words)*

Declaration

I declare that the details supplied on this form are correct to the best of my ability.

Name:

Signature:

Date:

FACT SHEET

Carols by Candlelight Charity Recipient Expression of Interest

The primary focus of the Rockhampton Carols by Candlelight is to provide funding for a local charitable organisation to undertake a specific activity or purchase with funds generated through this annual community event.

One charity will be selected to receive funds generated by the 2021 Rockhampton Carols by Candlelight. Over the years, Council strives to strike a balance of recipients who represent a broad range of services to the community.

The application form outlines the criteria for charity selection including the aims and goals of your organisation, the overall number of your staff and volunteers, and the proposal for the allocation of the Carols by Candlelight donation. The committee may take into consideration the Carols by Candlelight grant history of the applicant.

Project/s should be scheduled to start in 2022, as the funds from the Rockhampton Carols by Candlelight event will not be disbursed until after the event in December.

Carols by Candlelight is run over several dates. Due to COVID-19 restrictions, the venues listed below may change, in which case the charitable organisation will be advised. The charitable organisation must be available for all of the following:

Wednesday 8 December 2021 – indoor ticketed event at the Pilbeam Theatre (Representative only)

Saturday 11 December 2021 – outdoor event by donation (Representative and Volunteers)

Sunday 12 December 2021 – wet weather hold (Representative and Volunteers)

Eligibility

Section A – Eligibility Requirements

- The application deadline is **Monday 18 October 2021**.
- Only complete applications will be eligible for consideration.
- Only registered, incorporated, not-for-profit organisations are eligible.
- Organisations must be Rockhampton based or service the people of Rockhampton and the immediate surrounds.
- The money donated to the selected charity must be used for a specific activity or purchase, which must be detailed in this application.
- The charity organisation must be a service organisation that provides relief and assistance to disadvantaged people in the Rockhampton Regional Council community.

Section B – Ineligibility Criteria

Funding will not be considered for the following:

- Profit ventures and organisations;
- Short term/pilot projects;
- Sporting clubs, organisations and activities; and
- Organisations with political affiliations.

Section C – Partnership with Selected Charities

It is the intent of Rockhampton Carols by Candlelight to develop a positive and enthusiastic partnership with the charity selected to receive funds from the 2021 Rockhampton Carols by Candlelight. Recipient charities are required to make commitments to participate in the following:

Recipient Charity Briefing Meeting	1 – 2 meetings approx. one hour in length
Volunteers	Recruit and assist with the coordination of approximately 10 – 20 volunteers to collect donations and assist at the event as required and outlined at the charity briefing meeting.
Representative	The opportunity provide a short address on stage giving an overview of organisation activities.

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Section D – Right of Recourse

Please note the selection process is final and, as such, there is no appeal process available.

Section E – Purpose of Funds

Funds received must be used in support of the project/s described on the application. Any desired changes to the allocation of funds will require pre-approval.

Section F – Follow up Requirements

The selected charity will be required to acknowledge support from Rockhampton Carols by Candlelight for a minimum of one calendar year after receipt of Rockhampton Carols by Candlelight funds (one calendar year being from the date the funds are actually received – this may vary from year to year).

The Carols by Candlelight logo or a plaque recognising the Rockhampton Carols by Candlelight must be applied to items purchased with any of the donated funds. The correct logo for this recognition will be supplied. Wording for this recognition should include “This (purchase/activity/event) was supported with financial assistance from the Rockhampton Regional Council Carols by Candlelight.”

The selected charity will be required to submit an evaluation report within three months of receiving the donation detailing the use of Rockhampton Carols by Candlelight funds. Failure to comply with the reporting requirements may result in the charity being ineligible for future Rockhampton Carols by Candlelight funding.

Contact Details

For further information please contact Rockhampton Regional Council Major Venues Unit on 07 4924 5600.