

Community Assistance Program Minor Sponsorship Scheme Application Form



Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of receiving and considering your organisation's request for funding under Council's Community Assistance Program. Personal details will not be disclosed to any other person or agency external to Council without individual consent, unless required or authorised by law. Program funding details will be published by Council and summarised in Council's annual report.

This form is to be completed when requesting financial support for community events. Please refer to the Minor Sponsorship factsheet for further information.

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Applicant Details	
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>	
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:	
Public Liability Insurance <i>(please note a copy of your public liability insurance and indemnity statement must be provided)</i>	
Name of insurer:	Policy number:
Policy limit:	Expiry date:
Declaration	
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 or event.)</i>	
Name:	Name:
Position in organisation:	Position in organisation:
Signature:	Signature:
Date:	Date:
Supporting Documentation	
The following attachments must be provided to allow for consideration of your application:	
<input type="checkbox"/> Application form fully completed and signed by two executive officers; <input type="checkbox"/> Copy of current Public Liability Insurance and Indemnity Statement; <input type="checkbox"/> Copy of Certificate of Incorporation; <input type="checkbox"/> Copy of relevant quotes (at least two for all expenditure items); and <input type="checkbox"/> Copy of required permits/approvals.	

Event Details	
Event name:	
Event location:	
Event date and time:	
Event description: <i>Response must include:</i> <ul style="list-style-type: none"> ▪ Objectives; and ▪ What the event will be. 	
Needs and Outcomes	
Need for event: <i>Response must include:</i> <ul style="list-style-type: none"> ▪ Need and how it was determined; ▪ Is there a similar event already held; ▪ Any cooperation with other groups in developing proposal; and ▪ Which Community sectors will be involved eg. youth, seniors, etc. 	
Community outcomes: <i>Response must include the following:</i> <ul style="list-style-type: none"> ▪ Number of expected participants; ▪ Number of participants outside Rockhampton Regional Council area; ▪ Number of participants requiring paid accommodation; and ▪ How Council's contribution will be acknowledged. 	
Organisational capacity: <i>Response must include:</i> <ul style="list-style-type: none"> ▪ How organisation will manage the project; ▪ Experience with similar events; ▪ Details of any required plans or approvals (eg traffic management, food and liquor licencing); and ▪ Likelihood of event proceeding if full amount of funding requested is not obtained. 	
Value for money	Please complete the budget template on the next page. Please include details of projected income for the event (eg. tickets, other sales, etc).

Event Budget *(Must include details of all costs relevant to the event)*

Income		Expenditure	
Source	\$	Expense	\$
Organisation contribution		Venue hire	
Grant requested from RRC		Food/beverage	
Other cash grants or sponsorship <i>(please list)</i>		Merchandise for sale	
		Permits/approvals/licenses	
		Entertainment	
In-kind sponsorship <i>(please detail)</i>		Travel and accommodation	
		Equipment hire	
Entrance fee		Marketing and promotion	
Workshop/session fees <i>(please list)</i>		Additional wages <i>(other than staff already employed)</i>	
		Other <i>(please list)</i>	
Food/beverage sales			
Merchandise/product sales			
Other income including raffles, etc. <i>(please list)</i>			
Total income:	\$	Total expenditure:	\$

FACT SHEET

Minor Sponsorship 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, etc). 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; and
- Have the capacity to successfully manage the project/event; including meeting deadlines for grant expenditure and acquittal requirements.

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 at least two quotes for all items to be funded.

Funding Rounds

There will be three funding rounds per annum for the Minor Sponsorship 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.

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.

FACT SHEET

Minor Sponsorship Scheme

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.

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

Accountability for Funds Received – Acquittal Report

As a condition of funding, all recipients will be required to complete 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 information contained in acquittal reports help Council to understand the outcome of your project/event and its benefits to the community.

Before starting your funded project/event, it is recommended that you read through the acquittal report to ensure that you are familiar with the information that will be required when you complete this report.

It is recommended that you refer to your copy of the original application you made to Council in order to complete your acquittal report. The final report must be returned to Council within **eight weeks** of the project/event completion and all receipts relating to the expenditure of Council funds must be attached.

Unspent Council Funding

Any money not spent on the approved items in the funded project/event must be returned to Council with the acquittal report. Prior approval must be sought for any change to expenditure not in accordance with the signed Funding Agreement.

Further Information

For any further information in relation to the Community Assistance Program, or for assistance with completing your application or acquittal report, please contact the Community Services department of Council on 07 4936 8368 or email CAP@rrc.qld.gov.au.