

Community Assistance Program Small Projects 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 of up to \$1000 for projects or events. Please refer to the Small Projects 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>	
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; and <input type="checkbox"/> Copy of relevant quotes (at least two for all relevant items).	

Project/Event Details	
Project/event name:	
What is the project/event:	
When will it be undertaken:	
Where will it be undertaken:	
Who will be involved:	
Needs and Outcomes	
<p>What is the need and how was it determined?</p> <p><i>Were other groups consulted or involved in developing the project/event?</i></p>	
<p>What are the expected community outcomes:</p> <p><i>Response must include:</i></p> <ul style="list-style-type: none"> ▪ <i>Number of expected participants for event;</i> ▪ <i>Number of users for project;</i> ▪ <i>How Council will be acknowledged; and</i> ▪ <i>How project/activity will be promoted.</i> 	
Value for money	Please complete the budget template on the next page.

Project/Event Budget *(Must include details of all costs relevant to the project/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	
		Materials <i>(please list)</i>	
		Contractors <i>(please list)</i>	
In-kind sponsorship <i>(please detail)</i>		Other <i>(please list)</i>	
Entrance fee			
Food/beverage sales			
Merchandise/product sales			
Other income including raffles, etc. <i>(please list)</i>			
Total income:	\$	Total expenditure:	\$

FACT SHEET

Small Projects 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.

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/event; and
- Community outcomes, including number of participants.

Funding Rounds

Applications for the Small Projects 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.

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).

FACT SHEET

Small Projects Scheme

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.