

Community Assistance Program Community Awards Scheme Application Form



Privacy Notice: Council deals with your 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 requesting financial support for awards for high achievement. Please refer to the Community Awards factsheet for further information.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.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:
Other grant funding received from Council: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide details:	
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:
Award Details	
Achievement:	<input type="checkbox"/> Tertiary education <input type="checkbox"/> Regional community pursuit <input type="checkbox"/> Regional cultural pursuit <input type="checkbox"/> Regional sporting pursuit
Who is eligible:	
Date of presentation:	
Location of presentation:	
Type of award:	<input type="checkbox"/> Money <input type="checkbox"/> Trophy – please provide details and quote for manufacture:
Supporting Documentation	
Please ensure that all required attachments are 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 Certificate of Incorporation; and	
<input type="checkbox"/> Copy of relevant quotes.	

FACT SHEET

Community Awards 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 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 event; including meeting deadlines for grant expenditure and acquittal requirements.

Community Awards Scheme

Council offers financial assistance to community organisations for the provision of awards or trophies for high achievement in tertiary education, regional community, cultural and sporting pursuits. There will be a maximum of \$500 per award, with a limit of one award per organisation per year.

Applications will be assessed against the following criteria:

- Benefit to the community within the Region;
- Recognition of high achievement; and
- Accessibility to wider community.

Funding Rounds

Applications for the Community Awards 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 Awards 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 Community Services department of Council on telephone 07 4936 8368 or email CAP@rrc.qld.gov.au.