

# Community Development Grants Application Form

## Community Assistance Program



**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 a community organisation or group is requesting financial support for delivery of services, programs and activities that benefit the community. Please refer to the [Guidelines for Community Assistance Programs factsheet](#) for further information.

P: 07 4936 8368 | E: [CommunityServicesSponsorship@rrc.qld.gov.au](mailto:CommunityServicesSponsorship@rrc.qld.gov.au) | W: [rockhamptonregion.qld.gov.au](http://rockhamptonregion.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

### Applicant Details

Organisation name:

ABN:

Organisation's Contact Person:

Position held in the Organisation:

Postal address:

Preferred contact number:

Email:

Is the Organisation Incorporated:  Yes  No

Is the Organisation Not For Profit:  Yes  No

Is the Organisation a Company limited by guarantee that has been endorsed by the ATO as a charity, tax exempt fund or deductible gift recipient:  Yes  No

Incorporation number or sponsoring organisation details:

Do you have any outstanding debt with Council?  Yes  No

Have you previously received sponsorships, grants or funding from Council?  Yes  No

If yes, please provide dates and amounts:

### Public Liability Insurance (a copy of your public liability insurance and indemnity statement must be provided)

Name of insurer:

Policy number:

Policy limit:

Expiry date:

### Project Details

Project name:

Project description:

Project description *(continued)*

Project date/s: *(if applicable, project start and end dates, date of activity or intended purchase, etc)*

Project location: *(if applicable)*

## **Selection Criteria**

Please address the community benefits the project will provide:

Please detail your ability and capacity to deliver the project successfully:

Please outline how the project provides value for money:

Have you delivered similar projects in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will this project involve any other groups or organisations in the Rockhampton Region? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, name the groups or organisations:			
Are there other funding options for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, list details:			
<b>Project Budget</b>			
<b>Income</b>		<b>Expenses</b>	
Please list all project related amounts: <i>(For example: Cash contributions, in-kind contributions, fees, sales, etc)</i>		Please list all project related costs: <i>(For example: Planning/design, permits/approvals/licenses, equipment purchase/hire, venue hire, materials/goods/services, contractors, marketing, etc)</i>  <i>Example of Ineligible Costs: Additional wages, prizes/money, contingencies cost/plan, bookkeeping/accountant's fees, donation to charity, payment of debts or loans</i>	
	<b>\$ Value</b>		<b>\$ Value</b>
Organisations contribution	\$		\$
RRC funding – Cash/EFT	\$		\$
RRC funding – In-kind (please detail – applicant must supply RRC quotes)	\$		\$
Other sponsorship	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Income:</b>	<b>\$</b>	<b>Total Project Costs:</b>	<b>\$</b>
<i>Please note: Project costs should not be greater than the income amount.</i>			

## Acknowledgement

Successful applicants will be expected to:

- Ensure your organisation (if local and not for profit) is registered on Council's Community Directory:  
<https://www.rockhamptonregion.qld.gov.au/CommunityEvents/MyCity-Community-Directory>
- Participate in a Council-coordinated media opportunity upon request.

## Supporting Documentation

The following attachments must be provided to allow for consideration of your application:

- |  |  |
|--|--|
| <input type="checkbox"/> Application form fully completed and signed.  | <input type="checkbox"/> Copy of required permits/approvals.   |
| <input type="checkbox"/> Current Public Liability Insurance and Indemnity Statement.                             | <input type="checkbox"/> Copy of relevant quotes and/or evidence of recent similar expenses <i>(please note, quotes or professional estimates must include the contact details of the quote provider).</i> |
| <input type="checkbox"/> Certificate of Incorporation.   |  |
| <input type="checkbox"/> Australian Taxation Form – Statement by a Supplier Form<br><i>(if no ABN provided).</i> |  |

## Declaration

I certify that:

- I have read and accept the Guidelines for Community Assistance Programs factsheet;
- The information provided in this application is true and correct; and
- I am authorised to make this application on behalf of the community organisation or group.

Name:

Signature:

Position in organisation:

Date:

# FACT SHEET

## Guidelines for Community Assistance Program

### Community Assistance Program Objective

To help create inclusive, vibrant communities that make Rockhampton 'One Great Region'.

### About CAP

Through the Community Assistance Program (CAP), Rockhampton Regional Council (Council) provides support to community organisations and groups whose activities provide community, social and environmental benefits to the Rockhampton Region.

There are a number of assistance programs within CAP that provide financial and/or in-kind support to help community organisations and groups purchase equipment, deliver activities and programs, or host events that make Rockhampton a great place to live, work and play.

This factsheet will provide information about how to apply for assistance from Council. We encourage you to visit [Council's website](#) for information about current funding rounds.

If you have any questions about these guidelines, please contact: [CommunityServicesSponsorship@rrc.qld.gov.au](mailto:CommunityServicesSponsorship@rrc.qld.gov.au).

### Definitions

<b>Acquittal</b>	Finalising the terms of the Funding Agreement
<b>Auspicing</b>	An agreement from one organisation to apply for funding on behalf of a second organisation. The Auspicing organisation agrees to act legally and financially on the applicant's behalf.
<b>CAP</b>	The Community Assistance Program
<b>Community Organisation</b>	An entity that carries on activities for a public purpose or whose primary objective is not directed at making a profit. Examples include: sporting, leisure, cultural, education, not-for-profit, and service/volunteer clubs and organisations. If you are uncertain about whether your organisation or group is eligible, please contact Council at <a href="mailto:CommunityServicesSponsorship@rrc.qld.gov.au">CommunityServicesSponsorship@rrc.qld.gov.au</a> .
<b>Community Services</b>	Community Services is the Community, Culture, Environmental Sustainability, Parks and Facilities Units within Council
<b>Council</b>	Rockhampton Regional Council
<b>Financial Assistance / Support</b>	The provision of cash or in-kind contributions to help community organisations deliver their projects, in accordance with CAP guidelines.
<b>Funding Agreement</b>	A contract between Council and the funding recipient (community organisation) that details how support will be provided and what the recipient is obliged to do to receive the support.
<b>Region</b>	Area defined by the electoral boundaries of Rockhampton Regional Council.

# FACT SHEET

## Guidelines for Community Assistance Program

### Programs

CAP is made up of a number of grant, sponsorship and assistance programs. Each program has its own set of requirements and processes, as well as timeframes for funded projects and events.

#### Australia Day Community Event Grants

<b>Purpose</b>	This program provides funding to support community organisations and groups to deliver Australia Day celebration event services, programs and activities that benefit the community and encourage connectedness.
<b>Amount</b>	\$3,000 maximum per event
<b>Eligible Projects</b>	Australia Day events
<b>Availability</b>	Annually

#### Community Development Grants

<b>Purpose</b>	This program provides funding to support community organisations and groups to deliver services, programs and activities that benefit the community.
<b>Amount</b>	<ul style="list-style-type: none"><li>Up to 100% of project costs</li><li>\$1,000 maximum</li></ul>
<b>Eligible Projects</b>	<ul style="list-style-type: none"><li>Workshops</li><li>Professional development or training courses</li><li>Consultants, speakers or expert advisors</li><li>Program or service development</li><li>Equipment or resources (excluding items that benefit members such as jersey, personalised sporting equipment etc)</li></ul>
<b>Availability</b>	All year

#### Community Local Event Sponsorship

<b>Purpose</b>	This program is a sponsorship arrangement to assist in the delivery of events that provide community development outcomes for the broad community and tangible benefits to Council through enhanced corporate image and/or revenue potential.
<b>Amount</b>	<ul style="list-style-type: none"><li>Up to 100% of project costs</li><li>\$2,000 maximum</li></ul>
<b>Eligible Projects</b>	<ul style="list-style-type: none"><li>Community festivals, fairs and celebrations</li><li>Sporting carnivals and competitions (excluding school-run events)</li><li>Performances and entertainment activities</li><li>Open days</li><li>Commemorative events</li></ul>
<b>Availability</b>	Within Rounds

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## Guidelines for Community Assistance Program

### Community Regional Event Sponsorship

<b>Purpose</b>	This program is a sponsorship arrangement to assist in the delivery of large events that attract a significant portion of attendees from outside the Region and provide community development outcomes for the broad community and tangible benefits to Council through enhanced corporate image and/or revenue potential. These events have a noticeable economic impact from the visitation to the region.
<b>Amount</b>	<ul style="list-style-type: none"><li>Up to 100% of project costs</li><li>\$10,000 maximum</li></ul>
<b>Eligible Projects</b>	<ul style="list-style-type: none"><li>Community festivals, fairs and celebrations</li><li>Sporting carnivals and competitions (excluding school-run events)</li><li>Performances and entertainment activities</li><li>State, Interstate and National events</li></ul>
<b>Availability</b>	Within Rounds

### Community Multiyear Event Sponsorship

<b>Purpose</b>	This program is a sponsorship arrangement to assist in the delivery of annual large events that attract attendees from outside the Region and provide community development outcomes for the broad community and tangible benefits to Council through enhanced corporate image and/or revenue potential.
<b>Amount</b>	<ul style="list-style-type: none"><li>Set by Council</li></ul>
<b>Eligible Projects</b>	<ul style="list-style-type: none"><li>Community annual festivals, fairs and celebrations</li><li>Performances and Eisteddfods activities</li><li>Shows</li></ul>
<b>Availability</b>	Determined by Council (Recognised for three (3) years or as otherwise stated)

### Environmental and Sustainability Grants

<b>Purpose</b>	This program encourages community-led environment and sustainability initiatives that align with and deliver on the objectives of <a href="#">Council's Sustainability Strategy</a> .
<b>Amount</b>	<ul style="list-style-type: none"><li>Up to 100% of project costs</li><li>\$3,000 maximum</li></ul>
<b>Eligible Projects</b>	Projects that align with Council's Sustainability Strategy including: <ul style="list-style-type: none"><li>Education, awareness and capacity-building activities</li><li>Equipment or resources that support local programs</li><li>Practical community projects and hands on activities that support local environment and sustainability outcomes</li><li>Targeted energy, water or waste management improvements</li></ul>
<b>Availability</b>	Within Rounds

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## Guidelines for Community Assistance Program

### Insurance Support

<b>Purpose</b>	This program provides financial support to assist community organisations with the cost of maintaining insurance cover on <b>pre-approved rural community facilities</b> below: <ul style="list-style-type: none"><li>▪ Alton Downs Hall Association</li><li>▪ Bajool School of Arts Committee</li><li>▪ Bouldercombe Hall</li><li>▪ Gogango Recreation Hall</li><li>▪ Kalapa Hall and Sports Committee</li><li>▪ Ridgeland Hall</li><li>▪ Stanwell Hall</li><li>▪ Upper Ulam Recreation and Sporting Association</li><li>▪ Westwood Hall</li><li>▪ Wycarbah Hall and Sports Association</li></ul>
<b>Amount</b>	Funds up to \$500
<b>Availability</b>	All year

### Organisation Eligibility Requirements

Organisations submitting an application must:

- Be located and or/primarily providing services within the Rockhampton Region;
- Be **at least one** of the following:
  - (a) A constituted and incorporated entity;
  - (b) A company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity;
  - (c) A tax exempt fund; or
  - (d) A deductible gift recipient (holding DGR status).
- Be free of debt to Council;
- Hold appropriate public liability cover for the project for which funding is being sought;
- Have properly acquitted previous sponsorships, grants or other funding arrangements with Council; and
- Have a demonstrated capacity to successfully manage the project as outlined in the Funding Agreement where one is required.

An organisation cannot receive funding from multiple assistance programs for the same project.

Where a community organisation or group does not meet one or more of the above, an application can be auspiced on their behalf by another eligible organisation. The application must explicitly state this.

### Project/Event Costs

For applications that require budget details, project/event costs must:

- Be directly related to the delivery of the project/event.
- Not have been incurred before the grant has been awarded (retrospective payments, reimbursement for past expenses, etc).
- Have evidence to support the expenses listed in the application (quotes, evidence of recent similar expenses). Quotes or professional estimates must include the contact details of the quote provider. Where quotes or other documentation cannot be provided, an explanation of how the expense has been estimated must be provided.
- Not be of material benefit to individual members of the organisation (for example, t-shirts, uniforms, personalised equipment).
- Not be towards costs associated with prizes, goods or services that are awarded to others.
- Not include salaries or regular operational expenses (for example, bookkeeping fees, utilities).
- Not include costs or portions of the project/event that have been funded by other Council grants or financial support.



## Guidelines for Community Assistance Program

### How to Submit an Application

The following process relates to Community Local Event Sponsorship, Community Regional Event Sponsorship and the Environment and Sustainability Grants:

- The closing dates for CAP funding rounds are on [Council's website](#). No late applications will be accepted.
- Applicants must complete the relevant application form for the Community Assistance Program from which they are seeking funding.
- The completed application form includes the necessary details, supporting documentation, attachments and any other evidence required.
- Completed applications should be emailed to: [CommunityServicesSponsorship@rrc.qld.gov.au](mailto:CommunityServicesSponsorship@rrc.qld.gov.au).

If you have any questions about completing an application, you can contact Community Services on 07 4936 8368 or email [CommunityServicesSponsorship@rrc.qld.gov.au](mailto:CommunityServicesSponsorship@rrc.qld.gov.au).

### Assessment, Selection and Notification Processes

After round closing date, Community Services administration will assess your application to establish its eligibility.

Community Local Event Sponsorship, Community Regional Event Sponsorship and the Environment and Sustainability Grants will be evaluated by an Assessment Panel convened by Community Services.

Community Development Grants and Insurance Support will be administered by Community Services in line with CAP objectives.

### Assessment Criteria Examples

Applications will be assessed on three fundamental criteria:

1. The project/event will provide community benefits. Applications will demonstrate:
  - (a) Alignment with CAP purpose and funding round focus and priorities; and
  - (b) Clear explanation of who within the community will benefit from the project/event and what those benefits are.
2. The applicant has the ability and capacity to deliver the project/event successfully. Applications will demonstrate:
  - (a) There is a project plan in place;
  - (b) The organisation has a history or experience in delivering similar projects/events; and
  - (c) The organisation has the capacity to sustain a program or activity beyond the terms of funding (where applicable).
3. The project/event provides value for money for Council and the Rockhampton Region. Applications will demonstrate:
  - (a) The impact that funding will have on the project/event budget; and
  - (b) The ability to deliver the project/event without funding.

Note: Applications that demonstrate the applicant has sought support from other organisations or community support through co-contributions (cash and/or in-kind) will be considered favourably.

### Selection

Applications will be prioritised based on satisfaction of the selection criteria and funds available.

For applications for funding through Community Local Event Sponsorship, Community Regional Event Sponsorship and the Environment and Sustainability Grants, a Selection Panel will make recommendations to the General Manager of Community Services.

Requests for assistance through Community Development Grants and Insurance Support are assessed by Community Services as they are received.

Community Services may ask the applicant for further information before making an assessment.

# FACT SHEET

## Guidelines for Community Assistance Program

### Notification

Applicants will be notified in writing of the outcome of the selection process within eight (8) weeks of the round closure.

### Acknowledgement

Successful applicants will be expected to:

- Acknowledge the support of Council in delivery of the project/event.
- Register any associated community events on Council's events calendar.
- Ensure their organisation is registered on Council's community directory (if a community organisation).
- Participate in a Council-coordinated media opportunity upon request.

### 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 by a Supplier' Form indicating the reason for not quoting an ABN. Without an ABN or a Statement by a Supplier Form, Council will be required to withhold and forward 48.5% of any approved grant to the ATO.

All grant amounts are GST exclusive. Where a grant applicant is registered for GST, the grant amount awarded to the applicant will be adjusted for GST (for example, a \$1,000 grant will be paid as \$1,100 GST inclusive). For further advice about GST issues, Statement by a Supplier forms or any general enquiries about GST issues, please contact the ATO.

### Reporting and Acquittal

Funding recipients are expected to:

- Keep track of their activities and expenditure (for example, by keeping diary entries, photo monitoring and receipts).
- Provide a final acquittal report (where required), which must contain an outcomes statement about the project/event that was delivered, copies of receipts for expenses and be supported by photographs, copies of any print media coverage, publications, or other forms of documentation.
- A final report must be returned to Council within eight weeks of the project/event completion.
- Any organisations with outstanding acquittals will not be eligible for further funding from Council.
- Prompt acquittals will demonstrate capacity to successfully deliver the project and provide evidence for subsequent applications for funding.