

## FREQUENTLY ASKED QUESTIONS

**Q: What's the timeline for Rounds?**

A: Current rounds can be found on the Council's website. Processing and assessment of applications to be completed within 4 weeks from closing date and therefore applicants should receive notification approximately 6 weeks from round closing. This timeframe is dependent also on volume of applications and may be quicker if small number received.

**Q: Can you still apply for funding when you don't know the exact dates for your event?**

A: Yes you can still apply, however explain the situation when applying. Get in early, and if you miss out on funding in the first round, apply again in the second round, should timing of your event allow.

**Q: Can the same organisation apply for different events in both funding rounds?**

A: Yes you can, just not two events in the same round.

**Q: Can you apply for funding if the event is in the next financial year?**

A: Yes, you can apply in the second round of previous financial year.

**Q: Is there someone to speak with to receive help with the application?**

A: Yes, you can speak with a team member by contacting Community Services Directorate on 4936 8368 or emailing [CAP@rrc.qld.gov.au](mailto:CAP@rrc.qld.gov.au)

**Q: Is there still parts of the program to receive funding for maintenance etc.?**

A: Council no longer has available the 'Community Grant' Scheme. However, you may be eligible under the 'Community Development Grants' Scheme where you apply for up to a maximum amount of \$1000.

**Q: Do you need to do a separate application for in-kind support?**

A: No, you will note this on your application. It is a requirement of the application that you organise the in-kind support and supply quotes for the assistance you require.

**Q: Is the education bursary for high school students?**

A: No, it is a specific bursary that is applicable only to CQUniversity.

**Q: Do lighting upgrades fall under the Environmental Sustainability Grant?**

A: If there is potential for community efficiencies you can apply.

**Q: What are the number of times you can apply to each category/financial year?**

A: You can apply once every round. If applying again in the next round, it must be for a different project/event.

**Q: Can an individual or school apply?**

A: Individuals and schools cannot apply, however P&C or P&F association can on behalf of the school if all eligibility criteria is met.

**Q: How will rounds be advertised – who will be notified?**

A: Rounds will be advertised via newsletters, media, and Council's website. You will be notified if subscribed to the newsletter.

**Q: Do I need to supply copies of the incorporation certificate and insurance statement?**

A: Yes, they must be attached to your application.

**Q: What happens when my project/event costs come in significantly different to what I budgeted?**

A: For events the funding amount is treated like a sponsorship so you will get to keep the funds provided as long as the event was held and other objectives of the event were achieved – you need to explain to us what changed and the impact it had. If the result is largely different and you have not explained why, this may damage your chance for future grants.

**Q: Can you apply for funding outside of a CAP round?**

A: No, applications received outside the rounds will not be accepted. We suggest looking at other funding eg. Stanwell, Aurizon, RACQ Foundation, Benefit Gambling Funds, Gladstone Ports Corporation, FRRR (Foundation for Rural Regional Renewal), etc.

**Q: What happens if the event/project is cancelled?**

A: You must notify Council immediately and Council will provide details on how to return the funding.

**Q: Can I change the date of the event/project?**

A: Yes, but before you organise any changes you must seek approval from Rockhampton Regional Council. You can seek approval by emailing [CAP@rrc.qld.gov.au](mailto:CAP@rrc.qld.gov.au)