

Regional Community Event Sponsorship Application Form

Community Assistance Program



Privacy notice: Council deals with 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 up to \$10,000 for Regional Community Events such as a craft fair, writers festival, regional or state competition. Please refer to the Guidelines for Community Assistance Programs factsheet for further information.

P: 07 4936 8368 | E: CommunityServicesSponsorship@rrc.qld.gov.au | W: 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Organisation Not For Profit?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Incorporation Number:	
If not Incorporated – Name of Organisation Auspicing:	
Incorporation number of Auspicing Organisation:	
Do you have any outstanding debt with Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously received sponsorships, grants or funding from Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide year and amount:	
Are there other funding options for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:	
Public Liability Insurance <small>(Please note a copy of your public liability insurance and indemnity statement must be provided)</small>	
Name of insurer:	Policy number:
Policy limit:	Expiry date:
Event Details	
Event name <small>(as it will be advertised)</small> :	
Event Venue/Location <small>(include Street Address)</small> :	

Event Date (include start and finish dates):

Selection Criteria

1. Community Benefit

Event description and the community benefits: (for example: list benefits – including number of organisations/groups to benefit)

How would you categorise your event? (please select all that apply)

- | | | | |
|---|-----------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Community | <input type="checkbox"/> Group | <input type="checkbox"/> Sports | <input type="checkbox"/> Musical |
| <input type="checkbox"/> Cultural | <input type="checkbox"/> Religion | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Charity |
| <input type="checkbox"/> Health and Wellbeing | <input type="checkbox"/> National | <input type="checkbox"/> State | |
| <input type="checkbox"/> Other: (Please provide detail) | | | |

Expected Attendance:

- | | | | |
|--|--------------------------------------|--|--|
| <input type="checkbox"/> < than 500 | <input type="checkbox"/> 500 – 1,000 | <input type="checkbox"/> 1,000 – 2,000 | <input type="checkbox"/> 2,000 – 3,000 |
| <input type="checkbox"/> 3,000 – 4,000 | <input type="checkbox"/> 5,000 + | <input type="checkbox"/> 10,000 + | <input type="checkbox"/> 20,000 + |

Will the event involve any other organisations or groups in the Rockhampton Region?

- Yes No

If yes, please indicate:

Will your event provide local economic and/or tourism benefits to the area?

- Yes No

If yes, please advise how: (for example, motels, petrol stations, restaurants, retail, sports, advertising the Region, stock, etc.)

2. Ability and Capacity to Deliver

Is there a project plan in place? Yes (please attach) No

Do you require permits/approvals? Yes (please attach) No

Please describe ability to deliver: (for example, financial, history or experience in delivering similar events)

Capacity to sustain the event beyond the terms of funding:

Yes

No

If yes, please explain:

3. Value for Money

How will the event be advertised/promoted? *(for example, social media, radio, newsletters, posters, etc.)*

How will Council's funding/support be acknowledged? *(for example, media, newspaper, radio, flyers, programmes, etc.)*

What impact will the funding/support have on the event budget and the ability to deliver the event without funding?

Acknowledgement

Successful applicants will be expected to:

- Acknowledge the support of Council in delivery of event;
- Register the event on Council's Event calendar: <https://www.rockhamptonregion.qld.gov.au/CommunityEvents>
- 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.

Event Budget

Income Please list all event related amounts: <i>(For example: Cash contributions, in-kind contributions, fees, sales, etc)</i>	\$ value	Expenses Please list all event related costs: <i>(For example: Permits/approvals/licenses, equipment purchase/hire, venue hire, materials/goods/services, contractors, marketing, travel and accommodation, 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>	\$ value
Organisations contribution	\$		\$
RRC funding requested	\$		\$
In-kind – RRC funding requested <i>(please detail – applicant must supply RRC quotes)</i>	\$		\$
Other sponsorship	\$		\$
	\$		\$
	\$		\$
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	\$		\$
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	\$		\$
	\$		\$
Total Income:	\$	Total Event Costs:	\$

Please note: Event costs should not be greater than the income amount.

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"/> Copy of any completed plans for the event <i>(business, marketing, etc).</i> |
| <input type="checkbox"/> Australian Taxation Office – Statement by a Supplier Form <i>(if no ABN provided).</i> | |

Declaration

I submit this form with the relevant supporting documentation as required. 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.

Definitions

Acquittal	Finalising the terms of the Funding Agreement
Auspicing	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.
CAP	The Community Assistance Program
Community Organisation	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 CommunityServicesSponsorship@rrc.qld.gov.au .
Community Services	Community Services is the Community, Culture, Environmental Sustainability, Parks and Facilities Units within Council
Council	Rockhampton Regional Council
Financial Assistance / Support	The provision of cash or in-kind contributions to help community organisations deliver their projects, in accordance with CAP guidelines.
Funding Agreement	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.
Region	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

Purpose	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.
Amount	\$3,000 maximum per event
Eligible Projects	Australia Day events
Availability	Annually

Community Development Grants

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

Community Local Event Sponsorship

Purpose	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.
Amount	<ul style="list-style-type: none">Up to 100% of project costs\$2,000 maximum
Eligible Projects	<ul style="list-style-type: none">Community festivals, fairs and celebrationsSporting carnivals and competitions (excluding school-run events)Performances and entertainment activitiesOpen daysCommemorative events
Availability	Within Rounds

FACT SHEET

Guidelines for Community Assistance Program

Community Regional Event Sponsorship

Purpose	This program is a sponsorship arrangement to assist in the delivery of 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.
Amount	<ul style="list-style-type: none">Up to 100% of project costs\$10,000 maximum
Eligible Projects	<ul style="list-style-type: none">Community festivals, fairs and celebrationsSporting carnivals and competitions (excluding school-run events)Performances and entertainment activitiesState, Interstate and National events
Availability	Within Rounds

Community Multiyear Event Sponsorship

Purpose	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.
Amount	<ul style="list-style-type: none">Set by Council
Eligible Projects	<ul style="list-style-type: none">Community annual festivals, fairs and celebrationsPerformances and Eisteddfods activitiesShows
Availability	Determined by Council (Recognised for three (3) years or as otherwise stated)

Environmental and Sustainability Grants

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

FACT SHEET

Guidelines for Community Assistance Program

Insurance Support

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

FACT SHEET

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.

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.

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.