

Community Assistance Program Major Sponsorship 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 for major events. Please refer to the Major Sponsorship 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:	
Incorporation number: <i>(if not an incorporated association please provide name and incorporation number of sponsoring organisation)</i>		
Membership numbers:		
Full members:	Associate/social members:	
Other grant funding previously received from Council:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide details:		

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

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.

(Note: This form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for the project or event.)

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:

- Application form fully completed and signed by two executive officers;
- Copy of current Public Liability Insurance and Indemnity Statement;
- Copy of Certificate of Incorporation/Certificate of Registration of a business name;
- Copy of relevant quotes (at least two for all expenditure items);
- Copy of any completed plans for the event (business, marketing, etc); and
- Copy of required permits/approvals.

Event Details	
Event name:	
Event location:	
Event date and time:	
Event description: <i>Response must include full details of:</i> <ul style="list-style-type: none"> ▪ <i>Event objectives; and</i> ▪ <i>What event will do.</i> 	
Needs and Outcomes	
Need for event: <i>Response must include:</i> <ul style="list-style-type: none"> ▪ <i>Need and how it was determined;</i> ▪ <i>Similar events already held and how this is different or builds on;</i> ▪ <i>Cooperation with other groups in developing proposal of event; and</i> ▪ <i>Which community sectors will be involved eg. youth, seniors, etc.</i> 	
Community outcomes: <i>Response must include:</i> <ul style="list-style-type: none"> ▪ <i>Details of Community or economic benefits to region;</i> ▪ <i>Number of expected participants, including visitors from outside Rockhampton Regional Council area;</i> ▪ <i>Number of visitors requiring paid accommodation and length of stay; and</i> ▪ <i>How Council's contribution will be acknowledged.</i> 	
Organisational capacity: <i>Response must include:</i> <ul style="list-style-type: none"> ▪ <i>How organisation will manage the event – detailed project plan;</i> ▪ <i>Experience with similar events;</i> ▪ <i>Details of any required plans or approvals (eg. traffic management, food and liquor licensing);</i> ▪ <i>How event will be marketed (marketing plan required); and</i> ▪ <i>How event will proceed if full amount of request funding not obtained.</i> 	
Value for money	Please complete the budget template on the next page. Please include details of projected income for the event (eg tickets, other sales, etc).

Event Budget *(Must include details of all costs relevant to the 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	
		Entertainment	
In-kind sponsorship <i>(please detail)</i>		Travel and accommodation	
		Equipment hire	
Entrance fee		Marketing and promotion	
Additional ticket sales, including workshops/ activities <i>(please list)</i>		Additional wages <i>(other than staff already employed)</i>	
		Cleaning	
Food/beverage sales		Other <i>(please list)</i>	
Merchandise/product sales			
Other income including raffles, etc. <i>(please list)</i>			
Total income:	\$	Total expenditure:	\$

FACT SHEET

Major Sponsorship 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.

Major Sponsorship Scheme

The Major Sponsorship Scheme provides financial assistance to organisations for events designed to attract significant numbers of participants including visitors to the region. This may be in cash or in-kind support.

To be eligible to receive funding from the scheme, the following criteria must be met:

The organisation must:

- Be located and/or primarily operate within the Region;
- Be properly constituted and incorporated (if a community organisation);
- Be free of debt to Council;
- Hold public liability insurance cover of \$20,000,000 for the event for which assistance is sought;
- Have properly acquitted 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.

The event must:

- Provide significant identifiable economic and community development outcomes for the Region;
- Be open for participation by the general community;
- Attract a significant number of visitors, including from outside the Region;
- Promote a positive image of the Region as a 'destination'; and
- Have a solid business and marketing plan.

Applications will be assessed against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events, relevant approvals and permissions required;
- Community need or desire for the event and how this was determined;
- Economic and community outcomes anticipated from the event;
- Number of participants, including out of area visitors; and
- Value for money, including realistic budget with projected cost recovery, and quotes for items of expenditure.

Funding Rounds

Applications for the Major Sponsorship Scheme will be accepted at any time, at least six months prior to the date of the event.

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.

FACT SHEET

Major Sponsorship Scheme

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).

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 helps 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.

FACT SHEET

Community Grants and Sponsorship

Council Support Options

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.

Support is available through the following:

Category	Assistance Available
Community Grants Scheme	Capital works up to 50% of costs (with a cap of \$20,000)
Minor Sponsorship Scheme	Up to \$10,000 for regional events and \$3,000 for local events
Community Organisation Support	Considered on a case by case basis
Small Projects Scheme	Projects up to \$1,000 cash and in-kind support
Awards	Up to \$500 per organisation per year
Community Facility Insurance Scheme	Pre-approved sites only, up to \$500 per organisation per year
Environment and Sustainability Scheme	Up to 50% of costs (with a cap of \$3,000 per initiative)
Major Sponsorship Scheme	Considered on a case by case basis

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.

Categories

Community Grants Scheme

This scheme provides financial assistance to community organisations for up to 50% (with a cap of \$20,000) of the costs of projects that are capital works (including building renovations, equipment and furnishings), and will have a lasting benefit to the broad community. An organisation may only be funded for one such project per annum, and preference will be given to projects that provide for multi-purpose or multi-organisational use.

Applications will be assessed against the following criteria:

- Applicant's ability to undertake the project including obtaining any relevant approvals and permissions;
- Community need for the project and potential for use by other groups;
- Community outcomes expected from the project, including any positive promotion of the local area; and
- Value for money with realistic scope and at least two quotes for all works.

FACT SHEET

Community Grants and Sponsorship

Minor Sponsorship Scheme

This scheme offers financial assistance to community organisations for events that provide identified economic or community development outcomes for the broad community, and tangible benefits to Council through enhanced corporate image and revenue potential.

Applicants will be limited to funding for one event per year to a maximum of \$10,000 for regional events and \$3,000 for local events.

Council does not guarantee funding the same event in subsequent years.

Applications will be assessed against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events and ability to obtain relevant approvals and permissions;
- Wide community need for the event and how this was determined;
- Community outcomes expected from the event, including number of participants;
- Positive promotional outcomes for the local area; and
- Value for money, including realistic budget and cost recovery, with quotes for all items to be funded.

Community Organisation Support

This scheme provides financial support to assist community organisations to deliver a community service or activity for the benefit of the residents of the Region. Funding will not be provided for payment of debt, salary related costs for staff, or costs that fall within the core business of State or Federal Government including, but not limited to, education, employment assistance, housing and homelessness.

Council does not guarantee ongoing support for the service or activity.

Applications will be assessed against the following criteria:

- Applicant's capacity to sustain and deliver the service or activity beyond the support provided by Council;
- Inability to source other funding for the service or activity;
- Community need for the service or activity; and
- Value for money in the delivery of the service or activity.

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

Awards

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.

FACT SHEET

Community Grants and Sponsorship

Community Facility Insurance Scheme

This scheme provides financial support of up to \$500 to assist community organisations with the cost of maintaining insurance cover on community facilities that are deemed to be primarily for hire to the public.

Environment and Sustainability Scheme

This scheme aims to encourage community-led environment and sustainability initiatives that align with, and deliver on the objectives of, [Council's Environmental Sustainability Strategy](#). This may include initiatives that:

- (a) Protect, maintain and enhance our natural environment including:
- Community education and awareness activities that increase the community's understanding and value of our natural environment;
 - Works projects that improve natural habitat, riparian corridors and waterways; or
 - Conservation of native flora or fauna species.
- (b) Strengthen our community capacity to live sustainably including:
- Community education and awareness activities that increase the community's understanding of local environmental sustainability issues, impacts and opportunities;
 - Capacity-building workshops and events;
 - Targeted energy, water or waste efficiency programs; or
 - Practical community projects.

Applicants may apply for grants of up to \$3,000. Council funding should make up not more than 50% of the expected project costs. The applicant's contribution may be in the form of cash, other funding assistance or in-kind support (such as voluntary labour).

For further information on the Environment and Sustainability Scheme, please contact Council's Customer Service Centre on 1300 225 577 or email sustainability@rrc.qld.gov.au.

Major Sponsorship Scheme

The Major Sponsorship Scheme provides financial assistance to organisations for major events that provide significant benefit to the Region. This may be in cash or in-kind support.

To be eligible to receive funding from the scheme, the organisation must:

- Be located and/or primarily operate within the Region;
- Be properly constituted and incorporated (if a community organisation);
- Be free of debt to Council;
- Hold public liability insurance cover of \$20,000,000 for the event which assistance is sought;
- Have properly acquitted previous grants and/or sponsorship provided by Council; and
- Have the capacity to successfully manage the project; including meeting deadlines for grant expenditure and acquittal requirements.

The event must:

- Provide identifiable economic and community development outcomes for the Region;
- Be open for participation by the general community;
- Attract a significant number of visitors, including from outside the Region;
- Promote a positive image of the Region as a 'destination'; and
- Have a solid business and marketing plan.

FACT SHEET

Community Grants and Sponsorship

Applications will be assessed against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events, relevant approvals and permissions required;
- Community need or desire for the event and how this was determined;
- Economic and community outcomes anticipated from the event;
- Number of participants, including out of area visitors; and
- Value for money, including realistic budget with projected cost recovery.

Funding Rounds

Applications for assistance will be invited as follows:

- There will be three funding rounds per annum for the Community Grants Scheme, Community Organisation Support, Minor Sponsorship Scheme and the Environment and Sustainability Scheme. Each round will be advertised publicly at appropriate times of the year and at least four weeks prior to a round closing. Applications received outside of these rounds will be assessed at the next round.
- Applications for the Major Sponsorship Scheme, Small Projects Scheme, Awards and Community Facility Insurance 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.

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.

Application forms are available on Council's website or by contacting the Customer Service Centre on 1300 225 577.

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.

Accountability for Funds Received

Successful applicants will be expected to:

- 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;

FACT SHEET

Community Grants and Sponsorship

- Keep track of their activities and expenditure (for example, by keeping diary entries, photo monitoring and receipts); and
- Provide 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 final report must be returned to Council within eight weeks of the project or event completion.

Further Information

For any further information in relation to the Community Assistance Program please contact the Community Services section of Council on telephone 07 4936 8368 or email CAP@rrc.qld.gov.au.