



GRANTS PROGRAM – APPLICATION FORM

ARTS & CULTURAL INFRASTRUCTURE GRANT

OVERVIEW

Intent/Purpose

To provide financial assistance to arts and cultural organisations that wish to pursue building or material enhancements to their premises.

Specifically the purpose of the grant is to:

- Enhance the organisation's capacity to provide ongoing services through improved building works;
- Improve the capacity and wellbeing of groups who primarily engage in arts and cultural activities; and
- Increase community participation in arts and cultural activities.

For the purposes of this grant, arts and cultural organisations means - an entity that controls and operates a building or premises in which it programs a wide range of arts and cultural events and activities for the purpose of:

- Enabling Cairns residents and groups to present local community, arts and cultural events and activities; and
- Providing popular entertainment and culturally enriching events and experiences for residents and visitors to the region.

Assistance Type

Assistance will be in the form of either:

- A cash payment to the organisation, or
- Advice on alternative means of securing appropriate funds.

The minimum amount per application is \$1,000; the maximum amount per application is \$50,000.

In order to build stronger, sustainable and long-term relationships between Council and community groups, Council will favour applicants that financially contribute to the project.

Logistics

The Arts and Cultural Infrastructure Grant will be ongoing and will be open all year.

Assessment & Approval Responsibilities

- The applications will be assessed by a panel of Council Officers.
- Recommendations will be then made to the full Council for approval.

ELIGIBILITY

Applicants must:

- Be applying for assistance for infrastructure within the local government area of Cairns
- Be of a cultural, arts or performing arts nature, or a community group that offers a range of artistic programming for wider community access, not a sporting or other community group
- Have security of tenure over their land, either freehold or with a long-term lease of at least 5 years
- Provide Council with a relevant detailed project plan, clear and detailed budget, three quotes per item and financial statements for applications over \$10,000 dollars.
- Complete the project within 12 months of the approval date with any amendments to be negotiated with Council as soon as the applicant becomes aware of an emergent issue.

Applicants must not:

- Have outstanding Council grants that have not been acquitted satisfactorily
- Have overdue outstanding payments to Council (e.g. rents, rates, fees, Council guarantor loan repayments etc.)
- Be a registered political party
- Be a school, University or TAFE College or other form of an educational institution
- Be an individual or private business.

Applications must not be:

- For a project that has already occurred
- For projects that are the subject of litigation
- For general operating costs
- For projects with a sole religious or political purpose
- Fully funded by other levels of Government.

APPLICATION APPROVAL PROCESS

1. The application will be prepared by the applicant using the appropriate Application Form. The applicant is advised to consult with the Council contact officer for advice and guidance on filling out the application.
2. The completed application will be submitted by the applicant to the Council email address.
3. Applications will be received and collated by the designated Council contact officer. After the application is received, the Council contact officer will acknowledge receipt of application.
4. Applications will be reviewed by the Council contact officer to determine eligibility and completeness. The Council contact officer will notify the applicant if it is considered ineligible or appears incomplete.
5. Collated applications will be submitted for assessment to the designated selection panel.
6. Recommendations will be submitted to the full Council for approval or rejection. The Council contact officer will inform all applicants of the approval or rejection of their application once final approval has been made.
7. The Council contact officer will complete arrangements for successful applications.

GRANT ACQUITTAL REQUIREMENTS

- Proof of expenditure (e.g. copy of receipts)
- Proof of the acknowledgement of Council assistance (e.g. including Cairns Regional Council logo on website, event program, newsletter or plaque)
- Building application or certificate of occupancy following completion of construction
- Photographs of the finished project.

CONDITIONS

Successful grant recipients will be required to:

- Sign a funding agreement
- Submit an invoice for the agreed amount
- Complete the project within 12 months of the approval date
- Submit the agreed grant acquittal documents within the agreed timeframe (as specified in the funding agreement) to demonstrate that the grant has been utilised for the intended purpose
- Return any unspent grant funds to Council within twenty one days of the completion of the project
- Conduct a risk assessment and obtain Public Liability Insurance cover
- Ensure that all relevant permits, permissions and statutory and legislative requirements are met
- Undertake that no changes to the approved project will be made without the prior agreement of Council

APPLICATION SUBMISSION

Send the completed application form (as an attachment) to email address:

BPAS_Correspondence@cairns.qld.gov.au

ENQUIRIES

General enquires contact the Business Support Team (Council contact officer)

Phone: (07) 4044 3044

Email: BPAS_Correspondence@cairns.qld.gov.au

For further information of available Council grants please visit the Community Grants page on the Council website <http://www.cairns.qld.gov.au/payments/grants>.



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APPLICATION (GRANT BENEFICIARY) DETAILS:

Organisation Name							
Principle Place of business		Suburb		State		Postcode	
Postal Address		Suburb		State		Postcode	
Email		Website					
Does the organisation have an ABN?		ABN		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			

If no, include a 'Statement by Supplier' form advising why an ABN has not been quoted. Council is required to withhold 48.5% tax if an ABN or a Statement by Supplier form is not supplied. See http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf

Is the organisation GST Registered?		Incorporation No	
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Note that even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the activity or event as per federal legislation. See <http://www.ato.gov.au/Business/Bus/GST-for-small-business/> for further information on GST.

Provide a brief description of your Organisation, including vision, mission and mandate.

APPLICANT CONTACT DETAILS:

Applicant Contact Name		Position in Organisation					
Postal Address		Suburb		State		Postcode	
Phone		Mobile		Email			

PROJECT DETAILS:

Type of Project Planning <input type="checkbox"/> Minor Capital Improvement <input type="checkbox"/> Major Capital Improvement <input type="checkbox"/>		Estimate Start Date	Estimated Completion Date
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Describe the nature of your building i.e. workshop, gallery, performance space, venue for hire

Describe the proposed project, including scope of work to be undertaken and/or procurement of goods and services. (max 150 words - Note please attach a more detailed project plan to your application)

Describe how the project aligns with the intent of the funding stream (max 150 words)

Has your group managed government grants and acquittals?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If NO, how do you intend to manage this grant if successful?	
Is the project part of a larger, phased work program?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please describe the full program and how this phase fits within the larger program of works	
Does the project address any safety/structural or access issues?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please explain	
Total project costs	\$
Total amount of funds requested from this Grant program	\$
Does the application include matched funding?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please provide details	
If CRC is unable to fully fund your application, would you be able to use partial funding in preference to no funding at all?	YES <input type="checkbox"/> NO <input type="checkbox"/>
How would partial funding impact your project?	
Will your proposed project require Council permits, development applications, permissions etc.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please provide details	
PROPERTY INFORMATION	
Address of property	
Is the property owned by the applicant?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If the property is not owned by the applicant please provide the name, address and phone number of the registered owner.	
Is there a secure tenure over the land/premises? Either Freehold or with a long-term lease? (minimum 5 year lease)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please provide details	
Do you have approval in writing from the building owner to undertake this project?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Note: you are required to attach this to your application.	

APPLICATION ASSESSMENT *(Please describe how the application meets the assessment criteria in the spaces provided below.)*

How many community members use the premises, and which sectors of the community do they belong to? (20% weighting)

How will this project benefit your organisation and its members and/or users of the facility (40% weighting)

How will this project add to the value and longevity of your building? (20% weighting)

Is your organisation financially contributing to the project? (20% weighting)

PROJECT BUDGET *(Please provide a detailed budget for the project)*

Budget items listed below are examples only and can be deleted if not applicable

INCOME ITEMS			EXPENDITURE ITEMS		
	AMOUNT EX GST	AMOUNT INCL GST		AMOUNT EX GST	AMOUNT INCL GST
Grant from CRC			Specify project costs -		
In Kind Support					
Funds from own resources					
Other Sponsorships					
Other Community Groups					
Other -			Other -		
TOTAL			TOTAL		

