

# COMMUNITY PARTNERSHIPS GRANT

EVENTS



SPORTING



ACTIVITIES & PROGRAMS



ARTS & CULTURAL



COMMUNITY



APPLICATIONS  
NOW  
OPEN

Assisting community organisations to deliver arts, cultural, sporting and community events, activities and programs in the Cairns region.

For further information contact the Community Partnerships team at [communitygrants@cairns.qld.gov.au](mailto:communitygrants@cairns.qld.gov.au) or 1300 69 22 47  
Application forms available [www.cairns.qld.gov.au/grants](http://www.cairns.qld.gov.au/grants)



## What is the Community Partnerships Grant?

The Community Partnerships Grant assists community groups and organisations to deliver events, activities and programs that enhance the lives of local communities, celebrate important community occasions and provide opportunities to develop social cohesion and connection in the Cairns region.

The events, activities and programs Council support are intended to:

- Drive community and social outcomes to enhance the quality of life in local communities
- Contribute to the region's balanced portfolio of community, arts, cultural and sporting events
- Celebrate the rich traditions of communities and the importance of these to the Cairns region
- Drive future growth and sustainability of local events, activities and programs
- Improve the capacity and wellbeing of groups that experience disadvantage and or/have difficulty being heard.

## Grant details

This grant provides assistance through cash and the hiring of Council venues and resources. The maximum amount per application is \$25,000 (ex GST).

## What are the funding opportunities?

Community groups wishing to apply for any cash support or assistance with the hiring of Council Venue and resources above \$5,000 must apply through a funding round.

There are usually four (4) funding rounds available per financial year. For the latest rounds please check the [Council website](#).

### 2021/2022 funding rounds

ROUND	APPLICATION CLOSING DATE	EVENT, ACTIVITY OR PROJECT TIMEFRAMES
2	23 December 2021	1 April 2022 - 30 April 2023
3	31 March 2022	1 July 2022 - 31 July 2023
4	30 June 2022	1 October 2022 - 31 October 2023

### **Requests for the hiring of Council venues and its associated resources \$5,000 or under**

Community groups can apply for \$5,000 and under assistance with the hiring of Council venues and its associated resources anytime throughout the year.

Ideally your application should be received a minimum of six weeks prior to the event, activity or program occurring.

It is essential that you check the availability of the Council facility and obtain a quotation (if applicable) for the hire prior to applying for Council support.





## Contacting Council is essential

It is essential that your application is discussed with Council officers prior to submission.

Please contact a member of the Community Partnerships team to discuss your event, activity or program. Phone **1300 692 247** or email [communitygrants@ Cairns.qld.gov.au](mailto:communitygrants@ Cairns.qld.gov.au).

Draft applications are encouraged and will be accepted no later than one week prior to the closing date of the grant round.

## Who can apply for assistance?

Applicants must be a registered not-for-profit organisation.

A not-for-profit is defined as any association, club, state or national organisation, who holds incorporated status under the Associations Incorporation Act 1981 or is a company limited by guarantee under the 2001 Corporations Act and does not operate for the profit or gain (either direct or indirect), of its individual members either from ongoing operations or on its winding up.

To be eligible applicants must not:

- Have outstanding Council grants that have not been acquitted within required timeframe or grants that have previously not been satisfactorily acquitted
- Have overdue outstanding payments to Council (e.g. rents, rates, fees, Council guarantor loan repayments)
- Be a political party or discriminatory group
- Be a school, university or TAFE college
- Be an individual
- Be an organisation that own, lease, manage or operate premises with poker machines.

## What you can't apply for

- Support for a program, event or activity that has already occurred
- Support for seasonal or regular bookings of Council managed facilities
- Programs, event or activities that are the subject of litigation
- Usual business operating expenses
- Programs that duplicate existing services or programs
- Programs with a sole religious or political purpose
- Programs, events or activities outside the boundaries of Cairns Regional Council
- Gifts
- Prize money
- Alcohol and tobacco products



## Logistics

Many events, activities and programs require permits to be issued from Council. Often this is for venue hire, food vendors and entertainment or the closure of roads and footpaths. It is recommended that you find out if your event, activity or programs will require permits. How do you do this? Contact council on **1300 692 247** or the following email addresses:

For licencing and approvals contact [regadmin@cairns.qld.gov.au](mailto:regadmin@cairns.qld.gov.au)

For traffic management contact [imenquiries@cairns.qld.gov.au](mailto:imenquiries@cairns.qld.gov.au)

## What happens next?

All applications will be assessed by a panel of two Council Officers. Decisions will be made by the Full Council unless delegated.

You will receive notification if your grant application has been successful as soon as possible. If you are successful then you will receive a funding agreement which confirms details of the event, activity or program which will be funded as well as details on when funding will be received and reporting requirements.

## After your event, activity or program

Once your event, activity or program has occurred you may be required to attend a debrief with a Council officer. This is a great opportunity to discuss the success of your event, activity or program and ensure that you have the correct information to complete your post-event report.

Post-event reports are called Acquittals. They provide Council with the opportunity to evaluate your event, activity or program as well as provide proof of the expenditure of council funding (provide receipts). Acquittals are usually required to be submitted to Council within two (2) months of your event, activity or program taking place.

## Questions? Contact us

Phone **1300 692 247** or email [communitygrants@cairns.qld.gov.au](mailto:communitygrants@cairns.qld.gov.au)





# COMMUNITY PARTNERSHIPS GRANT APPLICATION FORM

## SECTION 1 – ABOUT THE APPLICANT

APPLICANT DETAILS			
Organisation Name		Website	
Principle Place of Business		Postcode	
Contact Name		Position	
Email Address		Phone	
Postal Address		Postcode	
ABN		<b>Do not have an ABN</b>	
<small>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 <a href="http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf">http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf</a></small>			
Is the organisation GST registered?		Incorporation Number	
<small>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 <a href="https://www.ato.gov.au/Business/GST/">https://www.ato.gov.au/Business/GST/</a></small>			
Is the organisation registered with Go Clubs?		Go Clubs Username	
<small>Go Clubs is a Council program which provides support for Community Clubs and organisations. It is recommended that applicants are registered with Council's Go Club's Program. See <a href="http://www.cairns.qld.gov.au/goclubs">http://www.cairns.qld.gov.au/goclubs</a></small>			
EVENT ORGANISER DETAILS (if this application is being auspiced on behalf of the applicant)			
Organisation Name		Website	
Principle Place of Business		Postcode	
Contact Name		Position	
Email Address		Phone	
Postal Address		Postcode	
ABN		<b>Do not have an ABN</b>	
Is the organisation GST registered?		Incorporation Number	
<small>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 <a href="https://www.ato.gov.au/Business/GST/">https://www.ato.gov.au/Business/GST/</a></small>			

## SECTION 2 – ABOUT THE EVENT

EVENT/ACTIVITY/PROGRAM DETAILS			
Event/Activity/Program Name			
Start and End Dates		Location	
Expected Number of Participants			
<small>Consider all participants involved such as spectators, support staff, sponsors, officials, stall holders, volunteers, athletes or performers</small>			

## SECTION 3 – ASSESSMENT CRITERIA

### 1. Please describe your event, activity or program in detail (25% weighting)

*Suggestions to include in your answer:*

*What is the purpose of your event, activity or program and has it been delivered before? If held before, what was the event, activity or program like and what improvements and changes are you planning to make? How many people participated? Why have you chosen this event location? What do you hope to achieve? What components do you have to the event, activity and program (i.e. entertainment, guest speaker, kid's activities etc.)? Is the event free and accessible to all? Please attach photos if this event has been held before.*

**2. How does your event, activity or program benefit our community, foster community pride and improve the quality of life for the resident of the Cairns region? (45% weighting)**

*Suggestions to include in your answer:*

*Does your event, activity or program enhance the quality of life for your local community or the region? Does it celebrate the rich traditions of communities? Does it provide any economic benefits to the region? Does your event, activity or program drive community and social outcomes to enhance the quality of life in local communities? Is there a genuine community need for the event, activity or program?*

**ADDITIONAL APPLICANT DETAILS**

**President/Chairman**

**Treasurer**

**Secretary**

**Other committee/board members (please list)**

**3. Demonstrate your experience and ability to plan, manage and deliver the event, activity or programs (25% weighting). Please attach a draft site plan for your event.**

*Suggestions to include in your answer:*

*Provide a list of events, activities and programs which the organisation has completed. Detail any experience that members of the organisation may have in previous roles. Are you planning to employ an event manager or specialist to assist with delivering your event, activity or program?*

**(Tick if applicable)**

<input type="checkbox"/>	Yes, I am having food stalls/vendors/entertainment at my event
<input type="checkbox"/>	Yes, I think I may need a Road Closure or traffic management at my event



**4. Demonstrate how your event, activity or program has no adverse environmental impact (5% weighting)**

*Suggestions to include in your answer:*

*Tell us how your event will appear more environmentally friendly through waste management and recycling, the promotion and/or use of public transport and minimising water and energy consumption. Are you aware of any environment, conservation or heritage issues that may impact your event, activity or program? If yes, what are they?*

## SECTION 4 – FUNDING REQUESTED

FUNDING REQUESTED FROM COUNCIL	
Cash (excl GST)	\$
Hiring of Council Venues and Resources (please attach quotation) (excl GST)	\$
Total amount requested (excl GST)	\$

ADDITIONAL SUPPORT		
Often events, activities and programs receive support by way of non-cash sponsorship, discounts, donations, materials and volunteer time. Please specify estimated figures below.		
Organisation	Description	Estimated value
<i>E.g. FNQ Volunteers</i>	<i>Volunteer time 40 hours @ \$25 per hour</i>	<i>\$1,000</i>
<i>Radio 2GB</i>	<i>50% discount on advertising package</i>	<i>\$1000</i>
<b>TOTAL</b>		

## SECTION 5 – BUDGET

Please complete ONE of the following budgets for your event, activity or program

<b>BUDGET 1</b>			
For organisations <b>registered for GST</b> , please complete this budget only			
<b>REVENUE/INCOME</b>	<b>AMOUNT</b>	<b>GST</b>	<b>TOTAL</b>
Requested grant from Council			
Organisation's cash contribution			
Other cash grants (please list individually)			
Sales (e.g. merchandise, food and beverage, entry tickets, raffles, stall holder registration)			
Other cash sponsorships / donations (please list individually)			
<b>TOTAL INCOME</b>			
<b>EVENT EXPENSES</b>	<b>AMOUNT</b>	<b>GST</b>	<b>TOTAL</b>
<b>E.g. venue hire, equipment hire, marketing, etc.</b>			
<b>TOTAL EXPENSES</b>			
<b>PROFIT / (LOSS)</b>			

**BUDGET 2**For organisations **NOT registered for GST**, please complete this budget

<b>REVENUE/INCOME</b>	<b>AMOUNT</b>
Requested grant from Council	
Organisation's cash contribution	
Other grant sources (please list individually)	
Sales (e.g. merchandise, food and beverage, entry tickets, raffles, stall holder registration)	
Other cash sponsorships / donations (please list individually)	
<b>TOTAL INCOME</b>	
<b>EVENT EXPENSES</b>	<b>AMOUNT</b>
<b>E.g. venue hire, equipment hire, marketing, etc.</b>	
<b>TOTAL EXPENSES</b>	
<b>PROFIT / (LOSS)</b>	

## SECTION 6 – MANDATORY SUPPORTING DOCUMENTATION

**The following mandatory documentation is required to be submitted with your application (unless applying for \$5,000 and under for the hiring of Council venues and resources. Please see table below).**

	If you are intending to utilise a Council facility, venue or location, evidence of this booking and quotation of use (if applicable) is required
	Evidence of not-for-profit status
	Financial statements from the previous two financial years as submitted to the Office of Fair Trading  <b>OR</b> Latest Treasurers Report covering the previous 24 months and current bank statement at the time of application
	Certificate of Public Liability Insurance (for \$20,000,000 and has Council listed as an interested party)
	My event, program or activity will be listed in Council's What's On Calendar <a href="#">Submit your event</a>

**Applicants requesting \$5,000 and under for the hiring of Council venues and associated resources are required to submit the following documents with this application**

	Quotation for any use of the Council venue, facility or location
	Evidence of not-for-profit status
	Certificate of Public Liability Insurance (for \$20,000,000 and has Council listed as an interested party)
	My event, program or activity will be listed in Council's What's On Calendar <a href="#">Submit your event</a>



## SECTION 7 – CHECKLIST

Before submitting this application, please check that you have:	
	Discussed this application with the Community Services Department Phone: 1300 692 247 Email: <a href="mailto:communitygrants@cairns.qld.gov.au">communitygrants@cairns.qld.gov.au</a>
	Completed Section 5 – Budget
	Attached all supporting documents listed above

## SECTION 8 – DECLARATION

DECLARATION AUTHORISATION			
<p>I/We, as the undersigned, authorise Cairns Regional Council to undertake any necessary due diligence and hereby certify that all details provided in this application are true and correct and understand the Council's policy on confidentiality, commercial in-confidence and privacy statement.</p> <ul style="list-style-type: none"><li>• I certify that I am authorised by the organisation to prepare and submit this application.</li><li>• I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this is correct.</li><li>• I have disclosed full and accurate information of income and expenditure for the program proposed.</li><li>• I agree to provide Council with any additional information required to assess this application.</li><li>• I agree to comply with all requirements of the grant funding stream and will return any unspent grant monies.</li></ul>			
<b>SIGNED for and on behalf of _____ by its duly authorised representative</b>			
<b>Name:</b>	<input type="text"/>	<b>Position:</b>	<input type="text"/>
<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<p><i>Cairns Regional Council is collecting your personal information for the purpose of processing your grant application. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law. Cairns Regional Council and its offices are subject to the Queensland Right to Information Act 2009.</i></p>			