

OVERVIEW

Intent/Purpose

To assist local sport, recreation, arts, culture and community organisations with the development of improved facilities.

Objectives

This grant aims to support renewed or upgraded community infrastructure that:

- Ensures club assets remain relevant and continue to meet relevant standards.
- Enhances accessibility of community facilities to increase use and promote inclusion.
- Improves club capacity and viability.
- Contributes to greater community safety.

Minimum Amount: \$1,500 per Application

Maximum Amount: \$25,000 per Application

Applicable Period: Activities are to be completed within the twelve months of the approval date.

Only one funding stream from Council will be successfully approved per project.

Applications for vehicles and equipment are ineligible.

Assessment Criteria

- Detail how your project aligns with the objectives (60%)
- Does your project provide broad community benefit? If so, how? (20%)
- Demonstrate how this project is a priority for your organisation (10%)
- Evidence of capability of the organisation to plan, manage and deliver the project (10%)

Assessment & Approval Responsibilities

- The application will be assessed by a panel of two Council Officers; and
- The delegation for all funding decisions will be Full Council unless delegated.

ELIGIBILITY

Eligible Applicants must:

- Be registered with Council's Go Clubs Program and eligible as defined by the Community Grants Policy.
- Be a registered Not-for-Profit organisation (defined as: any local organisation, club, state or national organisation, who Holds incorporated status under the Associations Incorporations Act 1981, or is a company limited by guarantee under the Corporations Act 2001, 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)
- Occupy a facility that is owned in freehold by the club or subject to a long-term non-commercial lease arrangement.
- **If applying for over \$5,000 either:**
 - Submit the organisation's previous two years' financial statements (as submitted to the Office of Fair Trading)
 - OR**
 - The latest treasurer's report covering previous 24 months and provide evidence of the organisation's current bank balance at the time of application.

Applicants must not be:

- have an outstanding Council grant that has 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 owns, leases, manages or operates premises with poker machines;
- requesting funding for a project that has already occurred;
- requesting funding for seasonal or regular bookings of Council managed facilities;
- for usual business operating expenses;
- for projects that are the subject of litigation;
- for projects that duplicate existing services or programs;
- for projects with a sole religious or political purpose; and
- for projects, events or activities outside the boundaries of Cairns Regional Council

APPLICATION APPROVAL PROCESS

1. Contact Go Clubs (Club Development Officer) on 1300 69 22 47 or email: goclubs@cairns.qld.gov.au to discuss the proposed project and application process.
2. Submit the application and supporting documents to the Council Grants email address grants@cairns.qld.gov.au before the closing date listed on the Community Grants webpage.
3. Applications will be reviewed by the Grants Team for completeness and to ensure eligibility as per the Community Grants Policy.
4. The application will be assessed by the Community Services unit. Recommendations will be submitted to the full Council for approval or rejection. This process may take up to 4 months to complete, so please factor that into your project timeline.
5. The Grants Team will inform you of the final decision made by Council. If successful, there may be amendments to the funding amount or to the items and activities Council will fund.

CONDITIONS

Successful grant recipients will be required to:

- sign a Funding Agreement;
- submit an invoice for the funded amount;
- submit a copy of Certificate of Public Liability Insurance (\$20 million with Council noted as an interested party);
- complete the project within 12 months of the funding approval date;
- notify the Council in writing of any changes to the approved project;
- submit the grant acquittal documents within two months of the project completion date to demonstrate that the grant has been used for its intended purpose;
- reimburse Council with any unspent Grant funding;
- acknowledge the support of Cairns Regional Council in all publicity material prepared in relation to the project. Each use of Council's logo in marketing and communications materials must comply with Council's brand standards and be endorsed by Council's Marketing and Communications unit: marketing@cairns.qld.gov.au (07) 4044 3020.

APPLICATION SUBMISSION

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

grants@cairns.qld.gov.au

ENQUIRIES

Contact Go Clubs (Club Development Officer)

Phone: 1300 69 22 47

Email: goclubs@cairns.qld.gov.au

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

SECTION 1 APPLICANT

ORGANISATION DETAILS			
Organisation Name			
Site Address			Postcode:
Postal Address			Postcode:
Does the organisation have an ABN?	Yes / No	Number	
<i>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</i>			
GST registered	Yes / No	Incorporation Number	
<i>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 https://www.ato.gov.au/Business/GST/</i>			
Is the organisation registered with Council's "Go Club's" program?	Yes / No	Go Clubs Username	
<i>Go Clubs is a Council program aimed at providing our sporting clubs with a professionally managed club development and support program. To be eligible to apply for a grant you must be registered with Council's Go Club's Program. See http://www.cairns.qld.gov.au/goclubs</i>			
Does your organisation own, lease, manage or operate premises with poker machines?			Yes/ No
Payment information			
Account Name		BSB Number	
Bank Details		Account Number	
LESSEE/TENANT STATUS			
Does your organisation hold tenure at this location? Please tick			
Yes ▶	<input type="checkbox"/> Lease <input type="checkbox"/> License/Permit <input type="checkbox"/> User Agreement <input type="checkbox"/> Other (please specify)		
No ▶	if your organisation is a sub-tenant please attach letter of support from the head-lessee		
Who is your contact person at CRC?			
APPLICANT CONTACT PERSON'S DETAILS			
Contact Name		Position in organisation:	
Phone:		Email:	
Alternative Contact Name:			
Phone:		Email:	

SECTION 2 PROJECT DETAILS

PROJECT DETAILS	
Project Name:	
Estimated Start Date:	Expected Completion Date:
Site Contact Name:	Phone:
Project Description: <i>(Please provide a detailed description of the project)</i>	

Please indicate how the grant funds will be used:	
Location(s) of the project: <i>NOTE: the organisation must occupy a facility that is situated Council owned or controlled land.</i>	
Total funding amount requested from Council: <i>(Min \$1,500 Max \$25,000)</i>	\$

SECTION 3 FINANCIALS & DATA

NOT GST REGISTERED		
BUDGET 1		
Please indicate if you are applying for Council assistance with this item	Item	Total
Income		
	Cairns Regional Council grant funding	
	Cash at bank (allocated for the project)	
	Cash Donations / Sponsorship	
	Other (please Specify)	
	Total income	
Expenditure (e.g. Materials, Hire Services etc.)		
	Total Expenditure	
	Profit/Loss	

GST REGISTERED				
BUDGET 1				
Please indicate if you are applying for Council assistance with this item	Item	Amount (ex GST)	GST	Total
Income (Complete if Applicable)				
	Cairns Regional Council grant funding			
	Cash at bank (allocated for the project)			
	Cash Donations / Sponsorship			
	Other (please Specify)			
	Total income			
Expenditure (e.g. Materials, Hire Services etc.)				
	Total Expenditure			
	Profit/Loss			

SECTION 4 ASSESSMENT

APPLICATION ASSESSMENT *(Describe how the application meets the assessment criteria in the spaces provided below)*

Detail how your project aligns with the objectives. *(60% weighting)*

Detail how your project provides broad community benefit. *(20% weighting)*

Detail how your project is a priority for your organisation. *(10% weighting)*

Provide detail on the evidence of capability of the organisation to plan, manage and deliver the project. *(10% weighting)*

SECTION 5 CHECKLIST

SUPPORTING DOCUMENTATION <i>(All supporting documents are required for this application to be assessed).</i>	
Checklist:	
<input type="checkbox"/>	Financials including cash balance (for application over \$5,000 only) <ul style="list-style-type: none"> • submit the organisations previous two years financial statements (as submitted to the Office of Fair Trading) OR • the latest treasurers report covering previous 24 months; AND organisation's current bank balance at the time of application.
<input type="checkbox"/>	Aerial Map (<i>google map</i>) of the site and project location.
<input type="checkbox"/>	Building Plans / Engineered designs/compliance with Australian Standards (if applicable).
<input type="checkbox"/>	Quotes: Less than \$5,000 1 x quote \$5,000 to less than \$15,000 2 x quotes \$15,000 and above 3 x quotes
<input type="checkbox"/>	Proof of Not for Profit status (certificate of incorporation).
<input type="checkbox"/>	Public Liability Insurance (up to \$20 million with Cairns Regional Council noted as an interested party).
<input type="checkbox"/>	Current Annual General Meeting (AGM) minutes.
<input type="checkbox"/>	Letter of "in principle support" of project from Cairns Regional Council (when project is in a facility leased from Cairns Regional Council). In order to request "in principle support" please submit an Application for Improvement works form - ImproveWorks.pdf (cairns.qld.gov.au) and allow up to 4 weeks for a response.
<input type="checkbox"/>	Provide a copy of written consent from Landowners if on a Non-Council site.
<input type="checkbox"/>	Other Letters of support (if applicable) e.g – support from another community group/club etc. which will benefit from your proposed project.

SECTION 6 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> <p>I certify that I am authorised by the organisation to prepare and submit this application. 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. I have disclosed full and accurate information of income and expenditure for the project proposed. I agree to provide Council with any additional information required to assess this application. I agree to comply with all requirements of the grant funding stream and will return any unspent grant monies. I will acknowledge the support of Council in all relevant promotional and printed material. I confirm that the appropriate level of Public Liability Insurance will be arranged for the project described in this application.</p>	
Name: <input style="width: 90%;" type="text"/>	Signature: <input style="width: 90%;" type="text"/>
Position: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" 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>	