



GRANTS PROGRAM – GUIDELINES

COMMUNITY SERVICES GRANT

OVERVIEW

Intent/Purpose

To enable community groups and organisations to design, implement and complete projects that enhance the lives of the communities of the Cairns Regional Council area. Specifically the purpose of the grants is to:

- Improve the capacity and wellbeing of groups within the community that experience disadvantage and/or have difficulty being heard;
- Improve the quality and opportunities for use, accessibility and/or safety of community spaces across the region;
- Provide opportunities to develop social cohesion, connection and harmony.

Assistance Type

Assistance will be of a purely financial nature and be provided as a cash contribution. The minimum amount per application is \$400 and the maximum amount per application is \$4,000.

Grant Categories

There are five categories these being:

- Community Services Grant. This is a once a year competitive round depending on available budget. Projects and activities to commence and be completed within twelve months of the approval date;
- Youth Week – Available for activities held during Youth Week. One funding round per financial year in the period leading up to Youth Week;
- NAIDOC – Available for activities held during NAIDOC Week. One funding round per financial year in the period leading up to NAIDOC Week;
- Multicultural Month – Available for activities held during Multicultural Month. One funding round per financial year in the period leading up to Multicultural Month;
- Disability Action Week – Available for activities held during Disability Action Week. One funding round per financial year in the period leading up to Disability Action Week.

Assessment Criteria

- How does your project/event/activity benefit your community? (20% weighting)
- How will your project benefit the broader Cairns community? (30% weighting)
- How is your project/event/activity relevant to the grant category you are applying for? (20% weighting)
- Capacity of your organisation to plan, manage and deliver your project/event/activity? (30% weighting)

Assessment & Approval Responsibilities

- The application will be assessed by Council Officers.
- The delegation for all funding decisions will be the full Council.

ELIGIBILITY

Eligible Applications shall:

- If an incorporated association or established community group, be registered with Council's Go Clubs Program.
- If unincorporated or new groups, must be auspiced by a Go Clubs registered organisation or a Not For Profit organisation*. <http://www.cairns.qld.gov.au/goclubs/home>

**A not for profit organisation is an entity which is not operated to make a profit for its members. The entity itself may generate profits as long as that money is put back towards the purposes of the organisation and does not flow into the pockets of the members or operators of the organisation.*

Eligible Applicants must:

- Submit the organisation's previous 2 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; and
- Provide a one year financial forecast for the organisation.

<p>Applicants must not:</p> <ul style="list-style-type: none"> • Have outstanding Council grants that have not been acquitted within required timeframes, or grants that have previously not been satisfactorily acquitted; • 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 education institution; • Be an individual. 	<p>Applications must not be:</p> <ul style="list-style-type: none"> • Requesting funding or support for a project, event or activity that has already occurred; • For projects, events or activities that are the subject of litigation; • For general operating costs; • For projects that duplicate existing services or programs; • For interstate or international travel costs; • For projects with a sole religious or political purpose; • For projects, events or activities outside the boundaries of Cairns Regional Council; • Requesting additional assistance on top of that already received through another Council grant program for the project or event.
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APPLICATION APPROVAL PROCESS

- The application will be prepared by the applicant using the Community Services grant application form. It is recommended that applicants consult with the Council contact officer for advice and guidance on filling out the application.
- The completed application will be submitted by the applicant to the Council email address (refer below), within the designated application submission timeframe.
- 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.
- 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. The applicant has one opportunity to alter and resubmit the application. The resubmission must be received within five working days of the applicant being notified of the incomplete or ineligible application.
- Collated applications will be submitted for assessment to the designated selection panel. Once assessed a list of recommendations will be produced indicating the order of preference for approving the applications.
- Recommendations will be submitted to the delegated authority 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.
- The Council contact officer will complete arrangements for successful applications.

GRANT ACQUITTAL REQUIREMENTS

- Grant recipients will be required to acquit the funding received within three months of the completion of the funded activity, event or project by providing:
- proof that the project, activity or event took place (e.g. photograph of attendees participating);
 - 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 flyers);
 - proof of performance - by providing the actual values that eventuated (such as numbers of participants) as key performance indicators.

CONDITIONS

- Successful grant recipients will be required to:**
- Sign a funding agreement and provide Council with applicant organisation bank details for payment of the funding.
 - Complete the activity or event within the agreed timeframe.
 - 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, activity or event.
 - Conduct a risk assessment and obtain Public Liability Insurance cover (if the project, activity or event includes participation by members of the general public).
 - Undertake that no changes to the approved project, activity or event (that will alter the level of community benefit that will be delivered compared to that declared in the application) will be made without the prior agreement of Council.

ENQUIRIES AND APPLICATION SUBMISSION

<p>Contact the Business Support Team: Application must be completed and submitted electronically as an email attachment to:</p>	<p>Phone: 1300 69 22 47 BPAS_Correspondence@cairns.qld.gov.au</p>
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GRANTS PROGRAM – APPLICATION FORM COMMUNITY SERVICES GRANT

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					

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 <https://www.ato.gov.au/Business/GST/> for further information.

Organisation's main aims/objectives

Does the applicant organisation have an office or membership base within the Cairns Regional Council Local Government area?							
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Go Clubs Registration Username							
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APPLICANT CONTACT DETAILS:

Applicant Contact Name			Position in Organisation					
Postal Address			Suburb		State		Postcode	
Phone		Mobile		Email				
Alternative Contact Name			Position in Organisation					
Phone		Mobile		Email				
Name of President or CEO								
Phone		Mobile		Email				

APPLICATION DETAILS:

Grant Type: (Select the grant type you are applying for)				
Name of project, activity or event		Start Date ___/___/___	Completion Date ___/___/___	Proposed Event Date ___/___/___

Description of project, activity or event

Please indicate the total dollar amount you are seeking from this grant (min. \$400, max. \$4,000) and how grant funds will be used (attach quotations where appropriate).

Proposed location(s) of the project, activity or event?	
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Please provide details of any external funding for the project, event or activity, including the status of external funding (e.g. approved, application pending)

What is the applicant organisation's intent to apply for other Council funding (cash or in-kind) for the project, event or activity? Please include the status of the application e.g. (approved, application pending, application to be lodged at a later date).

What Council permits/ fees are applicable to this project, activity or event? (E.g. park hire, food permits, temporary entertainment permit, Council facility venue hire etc.)

PROPERTY TENURE DETAILS

What are the land ownership and/or lease details (if relevant)?

Have approvals been sought from owner(s) and/or Council (if applicable)?
Please attach approvals, if not please explain

Are you aware of any Environmental, Conservation or Heritage issues that may impact on your project, activity or event? If yes, what are they?

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

Description of how your project/event/activity benefits your community? (20% weighting)

Description of how your project will benefit the broader Cairns community? (30% weighting)

Evidence of how your project/event/activity is relevant to the grant category you are applying for? (20% weighting).

Evidence of the capability of your Organisation to plan, manage and deliver the project/event/activity? (e.g. description of previous successful projects/events/activities, previous grant acquittals) (30% weighting).

INCOME ITEMS <i>(Please specify all income items for the Project, Event or Activity)</i>	GST	Amount (\$) Incl. GST
Community Assistance Grant from Cairns Regional Council <i>(Please specify the Cash \$ value)</i>		
In-Kind Assistance from Cairns Regional Council <i>(Please specify the In-Kind \$ value)</i>		
Grant from other source 1 <i>(Please specify from what source)</i>		
Grant from other source 2 <i>(Please specify from what source)</i>		
Sponsorship from external source 1 <i>(Please specify from what source)</i>		
Sponsorship from external source 2 <i>(Please specify from what source)</i>		
Ticket Sales <i>(If applicable)</i>		
Merchandise Sales <i>(If applicable)</i>		
Other (please specify)		
TOTAL INCOME		

EXPENDITURE ITEMS <i>(Please specify the expenditure items for the project, event or activity. Any expenditure items that will be covered using CRC grant funding needs to also be identified in the spaces provided below).</i>	GST	Amount (\$) Incl. GST
Please list what expenditure items will be covered using the CRC grant funding:		
TOTAL EXPENDITURE		
TOTAL AMOUNT OF THE GRANT BEING REQUESTED FROM CRC (Min. \$400, Max. \$4,000)		

SUPPORTING DOCUMENTATION**Checklist:**

Submit the organisation's previous 2 years financial statements (as submitted to the Office of Fair Trading) or the latest treasurer's report covering previous 24 months

Provide evidence of the organisation's current bank balance at the time of application

Provide a one year financial forecast for the organisation

A copy of the organisation's Certificate of Incorporation (if applicable)

Please list below any other supporting documentation attached to this application:

DECLARATION/ AUTHORISATION

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 and disclose full and accurate information of expenditure and activity 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.

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 event that is described in this application.

Name:

Signed

Date ___/___/___

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.