



GRANTS PROGRAM – GUIDELINES

COMMUNITY SERVICES GRANT THEMED WEEKS

OVERVIEW

Intent/Purpose

The Community Services Grant is designed 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.
- There is one funding round per financial year. Projects and activities must be completed in the funding year applied for.
- You may not request additional assistance on top of that already received through another Council grant program for the event or project.

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 made by the full Council.

GRANT CATEGORIES

The Grant streams below are open to community service providers, groups or organisations. Applicants are encouraged to contact the Community Services Unit on 4044 3095 OR community_development@cairns.qld.gov.au to discuss their application prior to submission.

Youth Week

Youth Week is an annual celebration of the achievements, vitality, and strength of young people aged 12-25 years. Youth Week is an opportunity to encourage youth participation and celebrate young people's positive contribution to our community.

NAIDOC Week

Celebrations are held annually across Australia in July. Celebrating the history, culture, and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC Week is an opportunity to participate in activities and events that support the local Aboriginal and Torres Strait Islander community. This grant stream is open to Not for Profit Community groups and individuals who wish to create an event that celebrates the history, culture, and achievements of Aboriginal and Torres Strait Islander people.

Multicultural Month

Multicultural Month is held each year during August, to celebrate the region's rich cultural diversity and promote a sense of belonging and inclusiveness. This grant stream is open to community groups, organisations, and associations that wish to create an event that celebrates diversity and promotes a sense of acceptance, belonging and connectedness of diverse cultures within the Cairns community.

Disability Action Week

Disability Action Week is held annually in September with the aim of empowering people with disability, raising awareness of disability issues, and improving access and inclusion throughout the wider community.

ELIGIBILITY

Application Eligibility:

- Not-for-profit organisations; or
- Charitable organisations registered or sanctioned under the Collections Act 1966; or
- Groups that undertake activities for a public purpose or whose primary objective is not directed at making a profit; or
- Groups that demonstrate strong community benefit or need and support for a project or activity.

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.

Applicants must not:

- 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.

Applications must not be:

- 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.

It is recommended that applications shall:

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

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

A detailed outcomes report must be submitted within six weeks of the completion of the event.

Applicant must provide"

- 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 six weeks 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

Contact the Community Services Unit for enquiries:
Application must be completed and submitted electronically as an email attachment to:

Phone: 4044 3095

Grants@ Cairns.qld.gov.au



GRANTS PROGRAM – APPLICATION FORM COMMUNITY SERVICES GRANT

ORGANISATION (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 [Click here](#)

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 [Click here](#) for further information.

Are you a member of Go Clubs? If yes please provide your 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

I am applying for	
Youth Week	Multicultural Month
NAIDOC Week	Disability Action Week

Name of project, activity or	Start Date ____/____/____	Completion Date ____/____/____	Proposed Event Date ____/____/____
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Description of project, activity or event

Location of project, activity or event

Is this the first time your organisation has planned an event?

NATURE OF FUNDING REQUESTED (All amounts exclusive of GST)

Total amount requested from Council

\$

Short Description of Funds

Amount

e.g. Equipment hire

\$2,000

COUNCIL FUNDING HISTORY

Have you previously received funding from Cairns Regional Council?

Year

Amount

Funding Uses

e.g. 2014

\$10,000

Marketing and Promotions

Other budget relieving funding sources (all figures are GST exclusive)

Details of funding

Amount

Cash or In-Kind

Confirmed?

e.g. Sponsorship from xxx

\$2,500

cash

Yes

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).

REVENUE INCOME	Cash	In kind or Sponsored
Council Community Services Grant Funding		
Other Grant funding (please list separately)		
Sales (revenue from tickets, merchandise, food and beverage etc.)		
Sponsorships – (please list separately)		
Donations – (please list separately)		
Other		
TOTAL INCOME		

EXPENDITURE ITEMS	Cash	In kind or Sponsorship
TOTAL EXPENDITURE		
NET GAIN / LOSS		
VOLUNTEER TIME (PLEASE ESTIMATE HOURS OR MONETRY VALUE)		

SUPPORTING DOCUMENTATION**All supporting documents are required for this application to be assessed.****Checklist:**

	Certificate of Public Liability Insurance
	Documented evidence of type of organisation
	Provide evidence of the organisation's current bank balance at the time of application
	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 a one year financial forecast for the organisation
	A copy of the applicant's Certificate of Incorporation (if applicable)

I have also attached the following supporting documentation (Please list)

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.