



GRANTS PROGRAM – GUIDELINES

INDUSTRY AND ECONOMIC DEVELOPMENT FUND

OVERVIEW

Intent/Purpose

To guide the delivery of Council’s Industry and Economic Development Fund (IEDF) Grant Policy which provides financial and in kind assistance to organisations in support of specific industry and economic development activities.

FUND VALUE: Up to \$15,000 financial or in-kind assistance or a combination of the two

KEY DATES: Applications can be made at any time until the fund is exhausted



Assessment & Approval Responsibilities

Application will be received by the Grants team and assessed based eligibility in line with the Community Grants Policy.

Council Officers will prepare a report to Council with recommendations on whether the grants should be approved or declined.

Authority of approval is full Council.

ELIGIBILITY

Eligible Applicants must:

- be based within the boundaries of the Cairns Regional Council area;
- be a properly constituted not-for-profit organisation that has the majority of its members living/based in the Cairns Regional Council area; and
- have a valid Public Liability Certificate to a value considered appropriate with regard to the organisation’s operations;
- be a discretely identifiable project;
- a project resulting in clear development outcomes for a particular industry/ies and/or must result in clear positive impacts for economic growth and/or economic diversification for the Cairns region;
- be for a project that is consistent with and complementary to Council’s Economic Development Strategy.

Provide Council with:

- 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 current bank balance at the time of application;
 - copy of Public Liability Insurance Certificate;
 - evidence of the organisation’s not-for-profit status;
 - a three-year financial forecast; and
 - details of all other external funding (e.g. Approved or application pending).
 - A budget for the project detailing how Council’s proposed contribution to the project (and contributions from others) will be spent.

Applicants must not:

- must not be a political group or political organisation;
- must not be a discriminatory group or discriminatory organisation;
- must not have outstanding Council grants that have not been acquitted within the required timeframes or Council grants that have not previously been satisfactorily acquitted;
- must not have overdue outstanding payments to Council for rents, rates, fees, council guarantor loan repayments etc; or
- must not be an individual.
- must not be an organisation that own, lease, manage or operate premises with poker machines.

Applications must not be for:

- ongoing salaries/wages for staff however if a position is created for the length of a project, funding may be considered;
- recurrent costs associated with day-to-day operations of the organisation/group;
- items/programs that are the core business of a Government Department;
- projects involving the construction of infrastructure or purchase of capital equipment; or
- training.

APPLICATION APPROVAL PROCESS

1. The application will be prepared by the applicant using the appropriate Application Form whilst liaising with Council's Economic Development Team via economicdevelopment@cairns.qld.gov.au. Applications must be lodged prior to the project date and allow time for the approval process.
2. The completed application together with supporting documents are to be submitted by the applicant to the Council Grants email address grants@cairns.qld.gov.au.
3. Applications will be received and collated by Council's Grants Team.
4. Applications will be reviewed by the Grants Team for completeness and to ensure eligibility as per the Community Grants Policy.
5. The application will be assessed by the Economic Development Team. Recommendations will be submitted to the full Council for approval or rejection. This process may take up to 2 months to complete, so please factor that into your project timeline.
6. The Economic Development Team will inform the applicant of the approval or rejection of their application once final decision has been made.
7. The Grants Team will complete arrangements for successful applications.

GRANT ACQUITTAL REQUIREMENTS

Grant recipients must complete and submit an Acquittal Report following the completion of the project on the provided Acquittal form. Applicants will be required to provide:

- proof that the project took place;
- proof of project revenue and expenditure (IEDF monies and other contributions, copy of receipts/ remittances);
- proof of the acknowledgment of Council assistance

APPLICATION SUBMISSION

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

Grants@cairns.qld.gov.au

ENQUIRIES

Enquiries contact the Economic Development Team

Phone: (07) 4044 3347

Email: Economicdevelopment@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>



GRANTS PROGRAM – APPLICATION FORM

INDUSTRY AND ECONOMIC DEVELOPMENT FUND

SECTION 1 APPLICANT

APPLICANT DETAILS			
Organisation Name			
ABN & ACN			
GST registered	YES	NO	
<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>			
Registered Trading Name			
Alternate Name			
Street Address			
Postal Address			
Location/s			
Website			
Have you received any prior grants or funding from Council? If yes, please provide detail:			
PROJECT CONTACT (if different from above)			
First Name			
Surname			
Position/ Title			
Email Address			
Contact Numbers			
ORGANISATION STRUCTURE			
Organisation Structure			
Key Persons			
Years of trading	Total:		By current owner:
Employees	Full Time		Part Time
ABOUT YOUR ORGANISATION			
Provide a brief history of your organisation			
Describe the nature of your organisation, its core products and Services			

<p>What are the future goals and objectives for your organisation</p>	
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SECTION 2 PROJECT DETAILS

PROJECT TITLE	
ABOUT YOUR PROJECT	
<p>Describe your project and tell us why you think there is a need for your idea or project</p>	
<p>Provide details of any planning, studies or research undertaken in preparation for this project</p>	
<p>Who are your key project stakeholders and what role will they play?</p>	
<p>Describe the relevant capabilities, skills and expertise of your key personnel and/or contractors, that will ensure the success of this project</p>	

<p>What government or external stakeholder consultations have taken place in relation to this project?</p>	
<p>Provide details of alignment with CRC documents including: -</p> <ul style="list-style-type: none"> ▪ CRC Corporate Plan ▪ CRC Economic Development Strategy 2018-2022 <p>If applicable, please provide details of alignment with other relevant plans or strategies.</p>	
<p>What are the key risks associated with the project and what mitigation strategies are in place?</p>	

SECTION 3 UNDERSTANDING THE BENEFITS OF YOUR PROJECT

ECONOMIC IMPACT	
<p>What benefit will the project generate for your organisation?</p>	
<p>What are the supply-chain flow-on benefits of your proposed project?</p>	

ADDITIONAL COMMUNITY, CULTURAL, AND ENVIRONMENTAL IMPACTS

Describe how the project will benefit the local community, if applicable.

Describe how the project will manage cultural heritage impacts or foster greater cultural awareness, if applicable.

Describe how the project will manage any short and long term impacts on the natural environment, if applicable.

Describe how the project will conserve or restore the natural environment, if applicable.

PROJECT OUTCOMES

Please include project outcomes where applicable:

- Jobs Created

- Jobs Sustained

- New Investment

- Skills and Training Opportunities

- Increased domestic and international profile/marketing

- New international exports

- Funds Leveraged or in-kind support

*** Council's Economic Development Unit may be able to assist with calculating economic impact**

SECTION 4 WORKING THROUGH THE DETAIL & DATA

PROJECT FUNDING			
Project Cost	Total Project Cost (Excluding GST)	\$	Total IEDF funding amount requested (Excluding GST)
To what extent is your project being internally-funded?			
To what extent is your project being externally-funded (project funding sources)?			

PROJECT COST BREAKDOWN							
Project Activity/ Task	Provider	Proposed Activity Start Date	Proposed Activity Finish Date	Total Activity Cost	Applicant Cash Funding	Other Sources Funding	CRC Funding Sought
TOTAL PROJECT COST				\$	\$	\$	\$

FINANCIAL HISTORY			
Please provide accountant prepared financial statements and for the previous financial year plus year-to-date interim figures and forward budgets where applicable			
Comment on financial performance and history			
Financial History for the last two years including year-to-date	Year 1	Year 2	YTD
Sales	\$	\$	\$
Net Profit	\$	\$	\$
Net Assets	\$	\$	\$

SECTION 5 YOUR PROJECT IMPLEMENTATION & MILESTONES

PROJECT TIMEFRAME			
How long will the project take?	Commencement:	Completion:	
PROJECT MILESTONES			
Deliverable	Estimated Due Date		

PREVIOUS FUNDING ASSISTANCE	
Have you in the past 3 years applied for any other Federal or State business grants?	If "Yes" please complete the following section.
Funding Assistance Details	Agency and Scheme

SECTION 6 DOCUMENTATION REQUIREMENTS

All documentation requirements must be submitted with the application form. There will be no opportunity to submitted additional documents after the application has been submitted.

SUPPORTING DOCUMENTATION	
All supporting documents are required for this application to be assessed.	
Checklist:	
	Application form - completed and signed by the authorised person/s
	All relevant quotes to support project costing
	Previous two years financial statements OR your latest treasurer's report covering previous 24 months and current bank balance at the time of application
	Evidence of the organisations current bank balance at the time of application
	Details of all other external funding (eg approved or application pending)
	Three year financial forecast
	Public Liability Certificate - Have a valid public liability certificate to a value considered appropriate having regard to the organisation operations
	Proof of your not-for-profit organisation status
	Three year financial forecast
	A budget for the project detailing how Council's proposed contribution to the project (and contributions from others) will be spent.

SECTION 6 DECLARATION

DECLARATION/ AUTHORISATION

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.

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 will agree to ensure that all relevant permits, permissions and statutory and legislative requirements are met as part of the project.

I confirm that the appropriate Insurances will be arranged for the project that is described in this application.

I agree that I/we have met all eligibility criteria and are not subject to litigation.

Applicant Name

Signature:

Date

Executed by the Recipient by its Chairperson and Secretary

Director/Secretary

Signature:

Date

Director

Signature:

Date

In the presence of:

Witness Name

Signature:

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. Cairns Regional Council and its offices are subject to the Queensland Right to Information Act 2009.