



GRANTS PROGRAM – GUIDELINES COMMUNITY SUSTAINABILITY GRANT

OVERVIEW

Grant Purpose

The Community Sustainability Grant provides financial assistance to Not-For-Profit community groups and organisations with initiatives, projects and events aimed at raising awareness and taking action for sustainability in the Cairns region. The funding supports projects and educational activities that further the Grant Objectives of saving water, reducing waste, supporting biodiversity, sustainable travel, low carbon energy and food production, as well as building local capacity for best practice in sustainability.

Maximum Amount: \$5,000 per Applicant

Submission Period: details available online: www.cairns.qld.gov.au/grants

Assessment Criteria

- Demonstration of how the project will educate and deliver outcomes in one or more of the Grant Objectives (40% weighting)
- Demonstrate community need and benefit resulting from the project (30% weighting)
- Describe how the project outcomes will be measured (10% weighting)
- Provide evidence of the capability of the Organisation to plan, manage and deliver the project and acquit grant funds. (10% weighting)
- Description of how the expenditure budget represents the best value for money- please provide evidence with quotations. (10% weighting)

Grant Assessment & Approval

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

ELIGIBILITY

Eligible Applicants must:

- submit the organisation's previous two years financial statements (as submitted to the Office of Fair Trading) or the latest treasurer's report covering the previous 24 months and
- provide evidence of the organisation's current bank balance at the time of application

Applicants must not be:

- requesting additional assistance on top of that already received through another Council grant program for the project or event;
- request funding retrospectively for an activity that has already occurred;
- support an individual's pursuit, private and/or commercial ventures without community benefit;
- request support for projects that do not benefit the community of the Cairns region;
- for routine maintenance or general operating costs;
- for projects, events or activities that are the subject of litigation; or
- for the purchase of land, buildings or facilities.

Eligible Applications shall:

- be an incorporated association or auspiced by an incorporated organisation

APPLICATION PROCESS

1. Contact the Strategic Planning & Sustainability Unit on 40443384 or email: Sustainability@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 Strategic Planning and Sustainability Unit. These recommendations will be submitted to Councillors for consideration. This process may take up to two months to complete, so please factor that in to 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 OF GRANT FUNDING

Successful grant recipients will be required to:

- sign a Funding Agreement;
- submit an invoice for the funded amount or agree to a Recipient Created Tax Invoices (RCTI);
- complete the project within 12 months of the funding approval date;
- notify Council in writing of any planned or anticipated changes to the approved project before these changes occur (if different to those declared in the application);
- 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 the preparation of all publicity material prepared in relation to the activity. Each use of Council's logo in marketing and communications materials relating to the program must comply with Council's brand standards and be endorsed by Council's Marketing and Communications unit: marketing@cairns.qld.gov.au and;
- notify the Strategic Planning and Sustainability Unit and your local Councillor of any event dates related to the project.

GRANT ACQUITTAL REQUIREMENTS

Grant recipients will be required to acquit the grant funding within two months of the activity end date and will be required to provide:

- proof that the project, activity or event took place (e.g. photographs of attendees participating, attendee registration form, photograph of the items purchased and installed, works done etc.);
- proof of expenditure (e.g. copy of receipts);
- proof of the acknowledgment of Council funding assistance (e.g. including Cairns Regional Council logo on website, event publicity, newsletter or plaque); and
- proof of performance - by providing the actual values and outcomes from the project.

APPLICATION SUBMISSION

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

Grants@cairns.qld.gov.au

ENQUIRIES

For enquiries, contact the Strategic Planning & Sustainability Unit

Phone: (07) 4044 3384

Email: Sustainability@cairns.qld.gov.au

For further information on Council grants, please visit the Community Grants page on the Council website www.cairns.qld.gov.au/grants

SECTION 1 APPLICANT DETAILS

ORGANISATION DETAILS			
Organisation Name			
ABN & ACN			
GST registered		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>			
Registered Trading Name			
Alternate Name (if applicable)			
Street Address			
Postal Address (if different)			
Locations of Project, Activity or Event relating to this Application			
Website			
Payment information (used if successful)	Account Name		
	Bank Details		
	BSB Number		
	Account Number		
Which Officer did you discuss your application with at Cairns Regional Council?			
APPLICANT DETAILS			
First Name		Surname	
Position in organisation			
Postal Address			
Email Address			
<i>(Providing your email address, provides Council your consent to send all correspondence in relation to your grant electronically)</i>			
Contact Phone Number			
MANAGER/ PRESIDENT DETAILS			
First Name		Surname	
Postal Address			
Email Address			

SECTION 2 PROJECT DETAILS

PROJECT DETAILS			
Name of Project, Activity or Event:			
Expected Project Start Date: <i>Please allow at least 2 months after the grant application closing date before starting.</i>		Expected Completion Date:	
Description of Project, Activity or Event <i>This may be published in Council promotion of the Community Sustainability Grant.</i>			
How would the Community Sustainability Grant funds be used? <i>Please list the specific items, goods and/or services to be funded through this grant</i>			

GRANT OBJECTIVES

The project must deliver outcomes and education that aligns with at least one of the following Grant Objectives:

Low Carbon Energy	Reducing energy consumption from fossil fuels (e.g. energy efficiency upgrades and renewable energy installation).
Saving Water	Reducing water consumption (e.g. water efficiency upgrades and rainwater storage).
Reducing Waste	Reducing waste going to landfill (e.g. improved recycling, organics waste recovery).
Low Carbon Travel	Reducing fossil fuels associated with transport (e.g. car-sharing, bicycle education).
Sustainable Food Production	Reducing 'food miles' and producing local, sustainably grown food (e.g. community gardens, local food education and seed saving).
Supporting Biodiversity	Improving local habitat projects flora and fauna biodiversity (e.g. community tree planting, research).
Cultivating Community	Initiatives that build capacity and promote best practice in sustainability (e.g. professional development for industry or community).

SECTION 3 FINANCIAL INFORMATION AND APPROVALS

Please fill out one of the following tables depending on whether your organisation is registered for GST or not.

NON GST REGISTERED BUDGET		
	Specifics (e.g., Community Sustainability Grant, ticket sales)	Amount (Inc GST)
INCOME (complete Specifics applicable)		
Cairns Regional Council		
Organisation Provided Funding		
Other Grant/s (including applications pending and to be lodged at a later date)		
Project Income		
Fundraising		
In-Kind Support		
Other		
Total income		

EXPENDITURE		
Expenditure Items (e.g. workshop presenter fees, infrastructure, tools etc.) <i>Please list itemised costs</i>	Funded By (e.g. Cairns Regional Council, Fundraising, Project Income etc.) <i>Please list if you are applying for Council funding for this item</i>	Amount (Inc GST)
Total Expenditure		
Total Income minus Total Expenditure		

GST REGISTERED BUDGET				
	Specifics (e.g. Community Sustainability Grant, grant ticket sales)	Amount (ex GST)	GST	Total
INCOME (Complete Specifics if applicable)				
Cairns Regional Council				
Organisation Provided Funding				
Other Grant/s (including applications pending and to be lodged at a later date)				
Project Income				
Fundraising				
In-Kind Support				
Total income				
EXPENDITURE				
Expenditure Items (e.g. workshop presenter fees, infrastructure, tools etc.) <i>Please list itemised costs</i>	Funded By (e.g. Cairns Regional Council, Fundraising, Project Income etc.) <i>Please list if you are applying for Council funding for this item</i>	Amount (Inc GST)		
Total Expenditure				
Project Profit/Loss				

Does your organisation intend to apply for other Council funding (cash or in-kind) for the proposed project, event or activity? <i>(If yes please include details and the application status, including lodgement at a later date)</i>	YES	NO	
Project Approvals			
What are the land ownership and/or lease details where the activity, event or project will take place? <i>(If relevant)</i>			
Have approvals been sought from the owner and/or Council? <i>(If relevant. Yes, please attach approvals, if not please explain)</i>	YES	NO	
Are you aware of any environmental, conservation or heritage issues/impacts? <i>(If yes, what are they?)</i>	YES	NO	
Are there any Council permits/fees applicable to this project, activity or event? <i>(e.g. park hire, food permits, temporary entertainment permit etc. If yes, please attach)</i>	YES	NO	

SECTION 4 PROJECT INFORMATION AND ASSESSMENT

ASSESSMENT
Provide evidence of the capability of the organisation to plan, manage and deliver the project and acquit grant funds. <i>(10% weighting)</i>
Demonstrate how the project will educate and deliver outcomes in one or more of the Grant Objectives. <i>(e.g.: saving water, reducing waste, supporting biodiversity, sustainable travel, low carbon energy and food production, as well as building local capacity)</i> <i>(40% weighting)</i>
Demonstrate community need and benefit resulting from the project. <i>(30% weighting)</i>
Describe how the project outcomes will be measured. <i>(10% weighting)</i>

Description of how the expenditure budget represents the best value for money. Provide evidence with quotations attached. (10% weighting)

SUPPORTING DOCUMENTATION

All supporting documents are required for this application to be assessed.

- Quotations for items or works to be done as part of the proposed project (provide at least two (2) quotes for expenditure items over \$1,000).
- Previous two years financial statements or the latest Treasurer's report cover the previous 24 months
- Evidence of the organisations current bank balance at time of application

Recipient Created Tax Invoice (RCTI) – Registered for GST only

I agree to an RCTI:

The Recipient and the Supplier declare that this agreement relates to the above supplies. The Recipient will issue tax invoices in respect of these supplies. The Supplier will not issue tax invoices in respect of these supplies. The Supplier acknowledges that it is registered for GST and that it will notify the Recipient if it ceases to be registered. The Recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered. Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of the terms of this written agreement. Both parties to this supply agree that they are parties to an RCTI agreement as outlines in GSTR 2000/10. The supplier agrees to notify the recipient if the supplier does not wish to accept the proposed agreement.

SECTION 5 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 confirm that the appropriate level of Public Liability Insurance will be arranged for the project described in this application.

Name

Signature

Position

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.