



GRANTS PROGRAM – GUIDELINES COMMUNITY SUSTAINABILITY GRANT

OVERVIEW

Intent/Purpose

The Community Sustainability Grant provides financial assistance to non-profit community groups and organisations with initiatives, projects and events aimed at raising awareness and taking action on sustainability issues in the Cairns region. The funding supports projects and educational activities that further the Grant Objectives of saving water, reducing waste, supporting sustainable travel, low carbon energy and food production, as well as building local capacity for best practice in sustainability.

Grant Pool: \$25,000 per Financial Year
 Maximum Amount: \$5,000 per Applicant
 Submission Times: 1 June- 31 July Annually
 Applicable Period: Activities are to be completed within the twelve months of the approval date.

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)

Assessment & Approval Responsibilities

- 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 previous 24 months;
- 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 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 incorporate association or auspiced by an incorporated organisation

APPLICATION APPROVAL PROCESS

1. The application will be prepared by the applicant using the appropriate Application Form whilst liaising with Council's Strategic Planning and Sustainability Unit. By signing the application, applicants will be agreeing to the Funding Agreement terms and conditions in line with the Community Grants Policy and Community Sustainability Grant Policy. Application's must be lodged prior to the project date and allow time for the approval process.
2. The completed Application Form will be submitted by the Applicant to the Council Grants email address.
3. Applications will be received and collated by the Business Support Team. After the application is received, the Business Support Team will acknowledge receipt of application.
4. Applications will be reviewed by the Business Support Team to determine eligibility as per the Community Grants Policy.
5. The application will be submitted for assessment to the Strategic Planning and Sustainability Unit. Recommendations will be submitted to the full Council for approval or rejection. This process may take up to two months to complete so please factor that in to your project timeline.
6. The Strategic Planning and Sustainability Unit will inform applicant of the approval or rejection of their application once final decision has been made.
7. The Business Support Team will complete arrangements for successful applications.

GRANT ACQUITTAL REQUIREMENTS

Grant recipients will be required to acquit the assistance received within two months of the activity 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 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 program, newsletter or plaque); and
- proof of performance - by providing the actual values that eventuated for Key Performance Indicators.

CONDITIONS

Successful grant recipients will be required to:

- submit an invoice for the agreed amount or agree to a Recipient created tax invoices (RCTI);
- complete the project within 12 months of the approval date;
- notify the Council in writing of any planned or anticipated changes to the approved activity/project before these changes occur if different to those declared in the application.
- submit the agreed grant acquittal documents within two months of the project completion date (as specified in the funding agreement) to demonstrate that the grant has been utilised for the intended purpose;
- applicant will reimburse Council with any unspent Grant funding. Council will issue an invoice to your organisation if applicable at the time of acquittal report assessment;
- acknowledge the support of Cairns Regional Council in all publicity material prepared in relation to the activity; and
- notify the Council and Councillors of any Launch events.

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 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 COMMUNITY SUSTAINABILITY GRANT

SECTION 1 APPLICANT

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		
If applicable, who is your current contact person at Cairns Regional Council?			
APPLICANTS 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:		
Project Start Date:		Expected Completion Date:
Description of 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 as per the table below).</i>		
Grant Objectives		
The project must deliver outcomes and education that aligns with at least one of the following Grant Objectives:		
	Low Carbon Energy Saving Water Reducing Waste Low Carbon Travel Sustainable Food Production Supporting Biodiversity Cultivating Community	Reducing energy consumption from fossil fuels (e.g. energy efficiency upgrades and renewable energy installation). Reducing water consumption (e.g. water efficiency upgrades and rainwater storage). Reducing waste going to landfill (e.g. improved recycling, organics waste recovery). Reducing fossil fuels associated with transport (e.g. car-sharing, bicycle education). Reducing 'food miles' and producing local, sustainably grown food (e.g. community gardens, local food education and seed saving). Improving local habitat projects flora and fauna biodiversity (e.g. community tree planting, research). Initiatives that build capacity and promote best practice in sustainability (e.g. professional development for industry or community).

SECTION 3 FINANCIALS & DATA

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

NOT GST REGISTERED		
BUDGET 1		
Please indicate if you are applying for Council funding with this item	Specifics (e.g., Community Sustainability Grant, grant ticket sales)	Total
Income (complete if applicable)		
Cairns Regional Council		
Organisation Funding		
Other Grant(s) including applications pending and to be lodged at a later date		
Project Income		
Fundraising		
In-Kind Support		
Total income		

Expenditure Items (e.g. workshop presenter fees, infrastructure, tools etc.)	Funded By (e.g., Cairns Regional Council, Fundraising, Project Income etc.)	
Total Expenditure		
Project Profit/Loss		

GST REGISTERED				
BUDGET 1				
Please indicate if you are applying for Council funding with this item	Specifics (e.g., Community Sustainability Grant, grant ticket sales)	Amount (ex GST)	GST	Total
Income (Complete if Applicable)				
Cairns Regional Council				
Organisation Funding				
Other Grant(s) including applications pending and to be lodged at a later date				
Project Income				
Fundraising				
In-Kind Support				
Total income				
Expenditure Items (e.g. workshop presenter fees, infrastructure, tools etc.)	Funded By (e.g., Cairns Regional Council, Fundraising, Project Income etc.)			
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>	<input type="checkbox"/>	<input type="checkbox"/>	
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>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you aware of any Environmental, Conservation or Heritage issues/impacts? <i>(If yes, what are they?)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
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>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 4 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. <i>(10% weighting)</i>

SUPPORTING DOCUMENTATION	
All supporting documents are required for this application to be assessed.	
Checklist:	
	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
	One year financial forecast

CERTIFICATION

FUNDING AGREEMENT

Agree to the Grant Funding Agreement of the Community Sustainability Grant. This grant is subject to the following Terms and Conditions and any additional schedules listed specific to this grant stream.

- Council will provide funding to the Recipient, and in consideration, the Recipient will comply with the all Terms and Conditions imposed by Council;
- the Recipient must only use the Funding towards the operation of the Activity and in the specific manner set out in section three of this Agreement;
- the Recipient must notify Council of any variations to the Project or Activity that may differ from the original proposal;
- the Recipient must acknowledge the support of Council in all relevant promotional and printed material;
- notify the Council and Councillors of any Launch events;
- the Recipient must submit an Acquittal Report within two months of completion of the project using Councils Grant Funding Acquittal Template, detailing financials relating to the Activity;
- council reserves the right to query the expenditure of any funding itemised on the Acquittal Report to ensure appropriate usage and can request reimbursement of any unspent or misused funding;
- the Recipient must reimburse Council with any unspent Grant funding. Council will issue an invoice to your organisation if applicable at the time of acquittal report assessment; and
- the Recipient must use funds within 12 months of the approval date.

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

I agree to an RCTI: Yes/No

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.

DECLARATION/ AUTHORISATION

I/We have read the Funding Agreement Terms and Conditions and understand that if a financial incentive is approved, I/we are agreeing to the funding agreement outlined in this form. I/We understand that the approved funding may differ from the original request and in this case will be notified by Council of any variations. I/we acknowledge that if the approved amount is no longer required, I/we will notify Council.

I/We understand that:

- submission of a signed application does not guarantee financial incentive approval for either all or part of the incentive being sought; and
- project costs incurred prior to the date the final signed application form is lodged with the Council are not eligible for reimbursement and are incurred at the applicants own risk.

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.

OFFICE USE ONLY:

SIGNED for and on behalf of **CAIRNS REGIONAL COUNCIL** by its duly authorised representative,

Name

Position

Signature:

Date