MAYOR’S DISCRETIONARY FUND
APPLICATION FORM

Email: BPAS_Correspondence@cairns.qld.gov.au

Postal Address:
PO Box 359, Cairns Q 4870
Tel: 4044 3083

Guidelines

1. The Mayor’s Discretionary Fund is an annual amount provided in each budget to enable the Mayor to respond to emergent requests for financial assistance from community organisations. **It is capped at $500.00 for each organisation.**
2. Grants are available for individual community organisations to apply for, once only per financial year, to enable the grant monies to be spread between eligible community organisations.
3. Grants to community organisations must be in accordance with Council’s **Community Grant Policy.**
4. The Chief Executive Officer will be responsible for ensuring compliance in accordance with Division 3 Discretionary funds in the **Local Government Regulation 2012.**
5. Funds for the Mayor’s Discretionary Fund are limited, each application is assessed on merit, and not all eligible applications can be funded.
6. Successful applications and amount funded are listed in Council’s Annual Report each year, Council’s website and displayed in Council’s Customer Service Centre.
7. Your application will be subject to consideration of what other funding applied for (either successful or unsuccessful) through Cairns Regional Council’s other Grant Programs, or external grant programs.

Eligibility

Applicants **must:**
- Be based within the boundaries of Cairns Regional Council
- Be a community or not-for-profit organisation (in accordance with the Local Government Regulation 2012)

Applicants **must not:**
- Have outstanding Council grants that have not complied with the acquittal process
- Have overdue payments to Council for rents, rates, fees, Council guarantor loan repayments etc
- Be a commercial organisation
- Be a political group or organisation
- Be a discriminatory group or organisation
- Be a school, university, TAFE, Parents and Citizens group, or any educational institution
- Be eligible for and/or better suited to other Council grant streams
- Request funding or support retrospectively for a project, event or activity that has already occurred

Applications **must not:**
- Support private and/or commercial ventures
- Be for projects, events or activities that are the subject of litigation
If the proposed request is ineligible under this funding stream, alternative Council and non-Council grant streams may be available. For more details on other Council grant streams, please visit the Council website: [http://www.cairns.qld.gov.au/community-information/community-grants](http://www.cairns.qld.gov.au/community-information/community-grants)

### Approval Process

1. The application will be prepared by the applicant using the requisite application form.
2. Applications will be assessed by the Personal Assistant to the Mayor to determine eligibility and completeness. The Personal Assistant to the Mayor will acknowledge receipt of the application within 5 working days.
3. Applications that meet the eligibility requirements will be submitted to the Mayor for approval or rejection. The Personal Assistant to the Mayor will inform applicants within 5 working days from the Mayor’s decision.
4. The Personal Assistant to the Mayor will complete funding arrangements for successful applications within 30 working days from approval date.

### Acknowledgement of Funding

The applicant is encouraged to acknowledge the financial support received from the **Mayor’s Discretionary Fund**. In acknowledging this support the applicant will inform the community about how public funding is spent. Organisations that are funded for a project may use the following acknowledgement statements:

1. **Projects funded solely by the Mayor’s Discretionary Fund:**  
   "This project was proudly funded by the **Mayor’s Discretionary Fund**".

2. **Projects funded in partnership with other organisations:**  
   "This project was proudly funded by the **Mayor’s Discretionary Fund** and the (insert name of other organisation)."

### Acquittal Process

1. An Acquittal Report form must be completed within **4 weeks** of event, once all money provided by the **Mayor’s Discretionary Fund** has been spent.
2. Details of what items were purchased with funds awarded need to be included, along with relevant tax invoices/receipts.
3. An Acquittal Form will be sent to the applicant at the time of provision of funding.
4. Failure to complete an acquittal will jeopardise future funding / support from Cairns Regional Council.
5. All unspent monies must be returned to Council.
### APPLICATION DETAILS – MAYOR’S DISCRETIONARY FUND

| **Name of Organisation applying:** |
| **Number of Members:** |
| **Brief background on organisation’s purpose:** |

| **Postal address:** |
| **Location of organisation (if different from postal address):** |
| **Contact person – name and position:** |
| **Contact telephone number:** |
| **Email:** |
| **Organisation details:** |

Is your organisation a not-for-profit community organisation

☐ Yes  ☐ No (ineligible)

| **Other Grants applied for:** |
| Have you applied for funding through another of CRC’s Grants: ☐ Yes  ☐ No |

If yes, please indicate which funding program:

If successful, please indicate how much was awarded **(in the current financial year and/or the previous financial year)**, and what was the funding used for?:

$_______________

As Council has limited funding available for these programs, please provide justification for allocation of funds from across Council’s grant programs:

Have you applied for funding from another external funding source in this current financial year? If yes, please advise which program, how much applied for, and how much was provided, and what it was for. Please advise if it was unsuccessful.

$__________________

If successful please provide justification for additional or matching funds from CRC:
Please indicate the total dollar amount you are seeking from the Mayor’s Discretionary Fund (capped at $500.00):
$ _____________________

Describe how the funds will be used:
(Please attach supporting documentation. Where possible provide a breakdown of different components of funding sought)

Date/timing of event/activity:

Banking Details:
Please provide your organisation's banking details for payment of successful applications:

Bank:
Account Name:
BSB:
Account No:

Declaration and agreement: (This declaration requires the signature of the organisation’s representative).

I certify that I am the authorised representative to prepare and submit this application for the Mayor’s Discretionary Fund.

I certify that to the best of my knowledge the information provided in this form is correct.

I agree to provide any additional information required to assess this application.

Name (print): __________________________________________________________
Signature: ____________________________________________________________
Date: __________________________________________________________________

INTERNAL USE ONLY

APPROVED AMOUNT $ _____________________

_________________________________________  ______________________
Personal Assistant to the Mayor   Date

_________________________________________  ______________________
Chief Executive Officer    Date

Cairns Regional Council Privacy Statement:
Cairns Regional Council is collecting your personal information for the purpose of assessing your application to the Mayor’s Discretionary Fund. The collection of this information is authorised under the Local Government Act 2009. All approved funding must be publicly available. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.