

OVERVIEW**Intent/Purpose**

Our Community Services grant provides the opportunity for community groups and organisations to deliver events, activities or projects which benefit the lives of our local Cairns community. The purpose of the grant 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; and
- provide opportunities to develop social cohesion, connection and harmony.

This opportunity is open to community service providers, groups or organisations interested in planning events, activities or projects which celebrate community themed initiatives such as Youth Week, First Peoples events (eg. MABO Day, Reconciliation Week), Multiculturalism and Disability. Community programs and projects are also encouraged to apply for funding under this grant stream.

It is essential that applicants contact the Community Services Unit on 4044 3095 or community_development@cairns.qld.gov.au to discuss their application prior to submission.

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
- This opportunity is for events, activities and projects held within the specified timeframes of the open grant round.
- You may not request additional assistance on top of that already received through another Council grant program for this event activity or project.

Logistics

The events, activities and projects which are being applied for are to occur within the eligible timeframes specified within each grant round. To find out which grant round is available please check the Council website: <https://www.cairns.qld.gov.au/online/grants>

Assessment Criteria

- How does your project/event/activity benefit our community, foster community pride and improve the quality of life for the residents of our region? (70% weighting)
- Please describe the organisations experience and capacity to plan, manage and deliver your project/event/activity?

Assessment & Approval Responsibilities

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

ELIGIBILITY**Application Eligibility:**

- not-for-profit organisations;
- charitable organisations registered or sanctioned under the Collections Act 1966;
- 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 treasure'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.

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

<p>Applications must not be:</p> <ul style="list-style-type: none"> • 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 projects with a sole religious or political purpose; • for projects, events or activities outside the boundaries of Cairns Regional Council; or • requesting additional assistance on top of that already received through another Council grant program for the project or event. 	<p>Applicants must not:</p> <ul style="list-style-type: none"> • 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; or • be an individual.
<p>FUNDING ITEMS - You can apply for the following items:</p>	
<p>If you are planning an EVENT or ACTIVITY, you can apply for the following items:</p>	<p>If you are planning a PROJECT</p>
<ul style="list-style-type: none"> • Engagement of short-term specialised personnel • Equipment hire • Marketing and promotional expenses • Venue hire and associated costs • Appearance fees and travel costs • Entertainment 	<ul style="list-style-type: none"> • Items are approved upon an individual basis. Please discuss your request with the Community Services Unit prior to applying

<p>APPLICATION SUBMISSION</p>	
<p>Send the completed application form and supporting documents (as an attachment) to email address:</p>	<p>Grants@cairns.qld.gov.au</p>
<p>ENQUIRIES</p>	
<p>Enquiries contact the Community Services Unit</p>	<p>Phone: (07) 4044 3095 Email: Community_development@cairns.qld.gov.au</p>

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 SERVICES GRANT

SECTION 1 – APPLICANT

ORGANISATION (GRANT BENEFICIARY) DETAILS			
Organisation Name			
Principle Place of business		Postcode:	
Postal Address		Postcode:	
Email Address		Website	
Does the organisation have an ABN?		Number	
<i>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 http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf</i>			
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>			
Is the organisation registered with Council's "Go Club's" program?		Go Clubs Username	
<i>Go Clubs is a Council program aimed at providing our sporting clubs with a professionally managed club development and support program. It is recommended that applicants are registered with Council's Go Club's Program. See http://www.cairns.qld.gov.au/goclubs</i>			
Payment information	Account Name		
	Bank Details		
	BSB Number		
	Account Number		
APPLICANT CONTACT DETAILS			
Applicant Contact Name		Position in Organisation	
Postal Address		Postcode	
Contact Number/s		Email Address	
Alternative Contact Name		Position in Organisation	
Contact Number/s			
Name of President or CEO			
Contact Number/s		Email Address	
EVENT/ACTIVITY/PROJECT DETAILS			
Name of event, activity or project			
Event/activity/project Start Date		Event/activity/project End Date	
Location of your event, activity or project			

Expected number of participants attending your event/activity or project?

Description of your event, activity or project

PROPERTY TENURE DETAILS

What are the land ownership and/or lease details (if relevant)?

**Have approvals been sought from owner(s) and/or Council (if applicable)?
Please attach approvals, if not please explain**

Are you aware of any Environmental, Conservation or Heritage issues that may impact on your project, activity or event? If yes, what are they?

SECTION 2 – ASSESSMENT CRITERIA

How does your project/event/activity benefit our community, foster community pride and improve the quality of life for the residents of our region? (70%weighting)

Please describe the organisations experience and capacity to plan, manage and deliver your project/event/activity? (30% weighting)

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SECTION 3 – FUNDING REQUESTED

NATURE OF FUNDING REQUESTED (All amounts exclusive of GST)		
Total amount requested from Council	\$	
Short Description of Funds Requested		Amount
<i>e.g. Equipment hire</i>		<i>\$2,000</i>
COUNCIL FUNDING HISTORY		
Have you previously received funding from Cairns Regional Council?		
Year	Funding Use	Amount
<i>e.g. 2014</i>	<i>Marketing and Promotions</i>	<i>\$10,000</i>

IN-KIND SUPPORT		
Often events, activities and projects receive support by way of sponsorships, discounts, donations and volunteer time which are not cash contributions. This is called In-kind. Please describe any In-Kind assistance received for this event, activity or project and the estimated value.		
ORGANISATION	DESCRIPTION	ESTIMATED VALUE
<i>Examples FNQ Volunteers</i>	<i>Volunteer time 40 hours @\$25 per hour</i>	<i>\$1,000</i>
<i>Radio 2GB</i>	<i>50% discount on advertising package</i>	<i>\$1000</i>
TOTAL IN-KIND		

SECTION 4 – BUDGET

Please complete only one of the following budgets. If your organisation is **registered for GST**, please complete **Budget 1** only. If your organisation is **not registered for GST**, please complete **Budget 2**.

BUDGET 1 – GST Registered organisations			
REVENUE/INCOME	AMOUNT	GST	TOTAL
Council Grant funding requested			
Organisation cash contribution			
Other grant sources (please list individually)			
Projected sales from activity (i.e. merchandise, food and beverage, entry tickets, raffles)			
Cash Sponsorships/donations (please list individually)			
TOTAL INCOME			
EVENT EXPENSES			
E.g. venue hire, equipment, marketing and promotions, signage			
TOTAL EXPENSES			
PROFIT/(LOSS)			

BUDGET 2 – Organisations NOT registered for GST	
REVENUE/INCOME	AMOUNT
Council Grant funding requested	
Organisation cash contribution	
Other grant sources (please list individually)	
Projected sales from activity (i.e. merchandise, food and beverage, entry tickets, raffles)	
Cash Sponsorships/donations (please list individually)	
TOTAL INCOME	
EVENT EXPENSES	
E.g. venue hire, equipment, marketing and promotions, signage	
TOTAL EXPENSES	
PROFIT/(LOSS)	

SECTION 5 – MANDATORY SUPPORTING DOCUMENTATION

All supporting documents are required to be submitted	
<input type="checkbox"/>	Certificate of Incorporation
<input type="checkbox"/>	Documented evidence of your type of organisation (if not an incorporated organisation)
<input type="checkbox"/>	Certificate of Public Liability Insurance
<input type="checkbox"/>	Financial statements from the previous two financial years (as submitted to the Office of Fair Trading) or the latest treasurers report covering the previous 24 months
<input type="checkbox"/>	Current bank statement at the time of application
<input type="checkbox"/>	One year financial forecast for the organisation

SECTION 6 – CHECKLIST

Before submitting this application please check that you have:	
<input type="checkbox"/>	Discussed this application with the Community Services Unit Phone: (07) 4044 3095 Email: Community_development@cairns.qld.gov.au
<input type="checkbox"/>	Completed the budget section
<input type="checkbox"/>	Attached all the supporting documents listed above
<input type="checkbox"/>	Signed the application- Declaration/Authorisation section

SECTION 7 – FUNDING AGREEMENT

Should your application be successful, this document becomes your **Funding Agreement**. It is important that you agree to the Terms and Conditions listed below and sign the Declaration/Authorisation.

TERMS AND CONDITIONS

This grant is subject to the following Terms and Conditions and any additional schedules listed specific to this grant stream.

- The Recipient must only use approved funding towards the operation of the event, activity or project as specified in this agreement and in the specific manner set out in section four of this Application.
- The Recipient must provide a valid tax invoice to Council or agree to a Recipient Created Tax Invoice (RCTI) in order to receive funding.
- The Recipient must, prior to the commencement date of the event, activity or project take out or maintain insurance for the Term of the event, activity or project for public liability to the value of \$20,000,000 noting Council's as an interested party.
- The Recipient must complete the event, activity or project within the Term and must conduct the event, activity or project in accordance with the Funding Application.
- It is the responsibility of the Recipient to monitor approved funding and ensure full and clear records of income and expenditure is kept, including receipts, invoices etc.
- The Recipient must acknowledge the support of Council in all relevant promotional and printed material and seek approval from Council officers prior to printing and/or distribution.
- The Recipient must complete and submit an Acquittal Report within three months of completion of the event, activity or project. The Community Services Acquittal Form template is to be used for this purpose and will be supplied to you.
- The Recipient must notify Council of any variations to the Project that may differ from the original proposal in writing within seven days of the change. Advice must be given in writing and you may be required to discuss these changes with Council Officers as it may have an effect on your grant eligibility or acquittal requirements.
- Council reserves the right to query the expenditure of any funding itemised in the Acquittal Report. Recipients who do not provide an acceptable Acquittal Report may be required to return grant monies to Council and will be ineligible to apply for further funding until the matter has been resolved to the satisfaction of Council's Chief Executive Officer.

RECIPIENT CREATED TAX INVOICE (RCTI)

What is an RCTI?

If you are registered for GST, you may agree for Council to create an RCTI on your behalf. This means that you do not have to provide an invoice – Council will create one, send you a copy and process the invoice quickly.

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 outlined 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
- Event, activity or 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
- Incomplete applications cannot be processed

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.

SIGNED for and on behalf of _____ by its duly authorised representative,

Name	<input type="text"/>	Position	<input type="text"/>
Signature:	<input type="text"/>	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	<input type="text"/>	Position	<input type="text"/>
Signature:	<input type="text"/>	Date	__/__/__

SECTION 8 – GENERAL INFORMATION

APPLICATION APPROVAL PROCESS

It is essential that all applicants contact the Community Services Unit to discuss your event, project or activity prior to submitting your application as applications may not be changed once submitted to the Business Support Team.

1. By signing this application, applicants will be agreeing to the Funding Agreement terms and conditions in line with the Community Grants Policy. Application's must be lodged prior to the event, activity or project date to allow time for the approval process. The completed application will be submitted by the applicant to the Council Grants email address Grants@cairns.qld.gov.au.
2. Applications will be received by the Business Support Team (BPAS). After the application is received, the Business Support Team will acknowledge receipt of application.
3. Applications will be reviewed by the Business Support Team to determine eligibility and completeness and will notify the applicant if it is considered ineligible or incomplete.
4. Applicants may have 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.
5. Applications will be submitted for assessment to the designated selection pane with recommendations submitted to the full Council for approval or rejection.
6. The Council contact officer will inform all applicants of the outcome of their application in a timely manner.

GRANT ACQUITTAL REQUIREMENTS

Grant recipients are required to:

1. Attend a debrief with Council within six weeks of the event, activity or project taking place.
2. Submit an Acquittal within three months of the event, activity or project taking place.

What is a debrief?

A debrief is a meeting held with Council and the applicant following the conclusion of the event, activity or project. It provides a useful opportunity to discuss your event, activity or project and can be used to receive guidance with your acquittal documentation. Debriefs are held within six weeks of your event, activity or project concluding at a mutually agreeable time.

What is an acquittal?

Acquittals describe the success of your event, activity or project. They also provide evidence that the event, activity or project took place and confirms what the Council funding was spent on. Successful applicants are emailed an acquittal kit to be completed. It includes a summary of project and requires the applicant to provide receipts for expenditure, which asks for

REQUIREMENTS OF FUNDING

Successful grant recipients will be required to:

1. Conduct a risk assessment and obtain Public Liability Insurance cover (if the event, activity or project includes participation by members of the general public);
2. Complete the activity or event within the agreed timeframe;
3. Attend a debrief and complete an acquittal of the event, activity according to timeframes.
4. Return any unspent grant funds to Council within three months of the completion of the event, activity or project;
5. undertake that no changes to the approved event, activity or project (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;