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# Community Grants Policy

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## CONTROL:

Policy Type:	Community
Authorised by:	Council
Head of Power:	Section 195 of the Local Government Regulation 2012
Responsible Officer:	Chief Executive Officer
Responsibilities:	Ensure application of the Community Grants Process
Adopted / Approved:	25 June 2019; Resolution 2019/113
Last Reviewed:	June 2019
Review:	June 2021 Note: This Policy is reviewed when any of the following occur: <ol style="list-style-type: none"><li>1. The related information is amended or replaced.</li><li>2. Other circumstances as determined from time to time by the Chief Executive Officer.</li></ol> Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.

## 1. INTRODUCTION

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### 1.1 PURPOSE:

The purpose of this Policy is to ensure a clear and concise approach is undertaken in respect to the Community Grants program run by Council.

### 1.2 POLICY OBJECTIVES:

The objectives of this Policy are to ensure that Council can provide grants to encourage and support individuals and groups in the community to make a positive contribution to the Shire's economic development, social and cultural life, and environmental sustainability and that such grants are consistent in all instances.

### 1.3 COMMENCEMENT OF POLICY:

This Policy will commence on adoption. It replaces all other specific Community Grant policies of Council (whether written or not).

### 1.4 SCOPE:

This policy applies to all Council employees, particularly the Chief Executive Officer, Accountant, Finance Officer and Community Service Manager.

## 2. POLICY

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### 2.1 POLICY STATEMENT:

The Council is committed to supporting not-for-profit community organisations that provide positive contributions within the Bulloo Shire.

Organisations must agree to take responsibility for the receipt, application and acquittal of the assistance provided.

## 3. STANDARDS AND PROCEDURES

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### 3.1 KEY PRINCIPLES

**3.1.1** Council will allocate funds in the annual budget to assist the community in meeting their desire for positive contributions within the Bulloo Shire.

**3.1.2** Funding Categories

3.1.2.1 Funding is available through the following categories;

3.1.2.1.1 Sport and Recreation;

3.1.2.1.2 Community Activities;

3.1.2.1.3 Events;

3.1.2.1.4 Environment; and

3.1.2.1.5 Individuals

**3.1.3** Funding Limit for all categories EXCEPT Individuals

Council will provide a maximum of 50% of total project funding to successful applicants up to a maximum of \$5,000, with the lower limit of \$500.

### 3.2 CONSIDERATIONS

**3.2.1** **General Eligibility Criteria**

3.2.1.1 In order to be eligible for a grant, your organisation must satisfy the following criteria;

3.2.1.1.1 Operate within the Shire boundaries or demonstrate that it provides services to members, clients or residents of the Bulloo Shire;

3.2.1.1.2 Is a non-profit incorporated body or sponsored by an incorporated body;

- 3.2.1.1.3 Has appropriate insurance;
  - 3.2.1.1.4 Has satisfactorily acquitted all previous Council grants;
  - 3.2.1.1.5 Has policies and practices that encourage participation regardless of gender, age, race, or ability; and
  - 3.2.1.1.6 Demonstrate that remaining project costs will be covered through other funding sources.
- 3.2.1.2 Applications from organisations must include the following supporting documentation;
- 3.2.1.2.1 Receipt from the Office of Fair Trading indicating current Incorporation;
  - 3.2.1.2.2 Audited Financial Statements for the past year;
  - 3.2.1.2.3 A copy of the minutes confirming the decision to seek financial assistance and expend organisational funds on the specific project; and
  - 3.2.1.2.4 Certificate of Currency for Public Liability Insurance.

### **3.2.2 Individual applicants**

- 3.2.2.1 In order to be eligible for a grant, you must satisfy the following criteria;
- 3.2.2.1.1 Reside within the Shire boundaries
  - 3.2.2.1.2 Has satisfactorily acquitted all previous Council grants;
  - 3.2.2.1.3 Written proof of selection into representative sport/sporting team from the Official Sporting Body
  - 3.2.2.1.4 Funding Limits
  - 3.2.2.1.5 Council will provide a maximum of \$2,500 to successful individual applicants, with a tiered system listed below:  
  
Funding Tiers:  

Regional Representation	\$ 500
State Representation	\$1,500
Australian Representation	\$2,500

### **3.2.3 Ineligible Activities**

- 3.2.3.1 The Council Grants Program does not fund;
  - 3.2.3.1.1 The purchase of land;

- 3.2.3.1.2 The core business of schools, churches and hospitals;
- 3.2.3.1.3 The development of privately owned facilities;
- 3.2.3.1.4 Projects that do not meet Australian design standards where appropriate;
- 3.2.3.1.5 Events, programs, or services run for commercial purposes;
- 3.2.3.1.1 The purchase of trophies, ribbons and prizes
- 3.2.3.1.2 Prize money
- 3.2.3.1.3 The purchase of food and beverages
- 3.2.3.1.4 Projects that have already been completed; or
- 3.2.3.1.5 Ongoing operational funding for organisations except where a special agreement has been developed with the Chief Executive Officer and approved by Council. In these circumstances additional grant conditions and eligibility criteria will apply.

### **3.3 SPECIFIC AND STANDARD**

#### **3.3.1 Specific Funding Priorities**

- 3.3.1.1 Council's grants funding is linked to its priorities as detailed in the Corporate Plan, Applicants need to demonstrate how their project will contribute to Council's broad priorities.

#### **3.3.2 Assessment Criteria**

- 3.3.2.1 All grants will be assessed using the following criteria;
  - 3.3.2.1.1 Benefit to the Bulloo Shire community;
  - 3.3.2.1.2 Ability of applicant to meet the priorities stated in Council's corporate documents;
  - 3.3.2.1.3 The ability of a project to become self-sustaining and/or develop community partnerships;
  - 3.3.2.1.4 Extent to which the application demonstrates the need for the project, including evidence of consultation;
  - 3.3.2.1.5 Capacity of the applicant to successfully undertake the proposal;
  - 3.3.2.1.6 Justification of the project budget; and
  - 3.3.2.1.7 Level of funding contributed by the applicant and/or others towards the project.

**3.3.3 Application Requirements**

- 3.3.3.1 Application kits, including application forms and guidelines are available on Council's website or by phoning Council.
- 3.3.3.2 All applications must be submitted on the application form and be received by Council by the due date.

**3.3.4 Application Closing Dates**

- 3.3.4.1 Advertisements calling for applications are to be placed in the local media and on the Council website.
- 3.3.4.2 Two funding rounds will be called each year in March and September.

**3.3.5 Letters of Support and Commitment**

- 3.3.5.1 Letters of Support from organisations and individuals directly involved with the project for which funding is being sought are a highly regarded criteria in considering applications.
- 3.3.5.2 Letters of support from Councillors or Council Officers will not be accepted.

**3.3.6 Assessment Process**

- 3.3.6.1 When an application is received, the following process will be undertaken;
  - 3.3.6.1.1 On receipt, all applications are registered and an acknowledgment sent within two (2) weeks;
  - 3.3.6.1.2 In the week after the closing date applications are checked to ensure eligibility;
  - 3.3.6.1.3 The relevant area in Council then considers the applications, using the above assessment criteria, and prioritises an order of merit;
  - 3.3.6.1.4 Applications are considered and approved by Council;
  - 3.3.6.1.5 Unsuccessful applicants are notified within two (2) weeks of Council's decision;
  - 3.3.6.1.6 Council staff negotiate service agreements or grant disbursement arrangements with successful applicants; and
  - 3.3.6.1.7 Unsuccessful applicants will be provided with feedback by the assessment panel, upon request.

**3.3.7 Consultation**

- 3.3.7.1 Applicants are to be advised that as a general rule, they should discuss their application with the relevant Council Officer or Councillor prior to submitting their application.

**3.3.8 Accountability**

3.3.8.1 For all funding applications, the signature on the application form constitutes agreement to the conditions of the grant, including, but not limited to:

3.3.8.1.1 Funds being used for the purpose for which they were granted. Any variations are to be approved in advance by Council and confirmed in writing;

3.3.8.1.2 An acquittal statement being provided to Council within 2 months of funds being expended or the project being completed;

3.3.8.1.3 The funds must be expended within the financial year stated on the application form.

3.3.8.2 Grant recipients who fail to comply with these basic accountability requirements will be expected to reimburse Council in full for the grant received.

**3.3.9 Acknowledgement of Council**

3.3.9.1 Organisations and individuals in receipt of funds under the Council’s Grants Program are required to acknowledge Council's contribution in any publications or publicity material or signage associated with the funded activities.

**3.3.10 Further Information**

3.3.10.1 The information pack to applicants should include a Council contact should further information be sought.

**4. REFERENCE AND SUPPORTING INFORMATION**

**4.1 DEFINITIONS:**

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	means Bulloo Shire Council.

**4.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:**

Links to supporting documentation
Section 195 of the Local Government Regulation 2012;

Council's Corporate Plan;



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## APPLICATION FORM

**Please read the Guidelines thoroughly before completing this application form. Faxed copies and incomplete application forms will not be considered.**

**1. WHICH GRANTS CATEGORY ARE YOU MAKING APPLICATION TO? Tick ONE only.**

- Sport & Recreation
- Events
- Community Development
- Environmental

**2. ORGANISATION'S/INDIVIDUAL'S DETAILS – this section must be completed**

Organisation name *Provide the name of the organisation undertaking the project/activity.*

Contact Person for the project

Does your organisation have an ABN? Yes  Give ABN   
No  Please attach a "Statement by Supplier" form.

Is your organisation GST registered? Yes  No

Postal Address

  

Email

Status of Organisation

- Incorporated Association Give Certificate Number
- Company Limited by Guarantee
- Other Give details ***If not incorporated, you will need to complete Q.3***

Number of members

Does your organisation have Open Membership? No  Yes

**Grant Amount Requested**  
*(from budget on page 7)*

**Total Project Budget**  
*(from budget on pg 7)*





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**3. SPONSOR'S DETAILS** *If your organisation is not incorporated you need a sponsor – an incorporated body to accept the legal and financial responsibility for the project. Please ensure you attach a letter of agreement from the sponsor organisation confirming acceptance of responsibility for the project.*

Sponsor Organisation's name

Does this organisation have an ABN?  Yes Give ABN

No *Please attach a "Statement by Supplier" form*

Is this organisation GST registered?  No  Yes

Postal Address

  

Status of Sponsor

Incorporated Association Give Certificate number

Company Limited by Guarantee

Other *Give details*

**4. PROJECT OVERVIEW – Please complete. Do not write "see attached". You may wish to attach further information, but this section must be completed.**

Provide a detailed description of the project, including:

a) Title of Project

b) Brief description

  
  
  

c) Date/s of project/event

d) Where the project/event will take place – *Street address, Town*



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e) List who will be involved – *including any partnering organisations*


f) Objective the project aims to achieve


### 5. FINANCIAL & LEGAL DOCUMENTATION *Attach copies of the following documentation*

- Certificate of Incorporation (*for applicant organisation or sponsor organisation*)
- Latest Audited Financial Statement
- Current Public Liability Insurance Policy/Certificate
- Where applicable – a letter from the sponsor organisation confirming acceptance of responsibility for the project.
- A copy of the Statement by a Supplier form, where an organisation does not have an ABN.

### 6. CONTACT PERSON'S DETAILS *For enquiries relating to the application*

Title

Mr  Mrs  Ms  Dr  Other

Full name

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Position in organisation

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Business hours phone number

Mobile phone number

Fax number

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Email

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## 7. ASSESSMENT CRITERIA Refer to guidelines – Page 2

How will your project address Council's identified priorities (as stated in corporate documents)?


## 8. COMMUNITY BENEFIT

How will the community or sector benefit from the project?




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### 9. CONSULTATION

Who has been consulted in development of this project?

Who supports the proposal?


### 10. MARKETING & PROMOTION

How will your project be promoted and marketed to the broader community?

How will you share what you have learnt with others?




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### 11. PROJECT PLAN *Provide brief and succinct points.*

<b>Project Tasks</b> <i>Brief description of task</i>	<b>Task Responsibility</b> <i>Who will perform task</i>	<b>Time Frame</b> <i>Approx date when task to be performed</i>	<b>Costs</b> <i>Costs required to complete task</i>



Bulloo  
Shire

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**BUDGET List proposed expenditure and income for your project. Only include costs which relate to this project.**

**WHEN APPLYING FOR THE PURCHASE OF EQUIPMENT OR CONSTRUCTION OF ASSETS, APPLICANTS ARE REQUIRED TO PROVIDE 2 RECENT QUOTES**

N/A	Budget Item	Total Cost <i>Inc. GST</i>	N/A	Budget Item	Total Cost <i>Inc GST</i>
	<b>Project Expenditure</b>	<b>\$</b>		<b>Income</b>	<b>\$</b>
	Project staff / contractors/coaches			Organisation's contribution to project	
	Materials and equipment			Projected project revenue/income	
	Venue hire			Donations/Sponsorship	
	Travel costs			Contributions from other funding schemes ( <i>see Q.13</i> )	
	Administration costs			Grant – Bulloo Shire Council Which budget items are to be covered by the grant?	
	Insurance for event/project				
	Approvals ( <i>see Q.13</i> )				
	Training				
	Advertising & Marketing				
	Other ( <i>please list</i> )				
	Other ( <i>please list</i> )				
	<b>Total Project Expenditure</b>	<b>\$</b>		<b>Total Project Income</b>	<b>\$</b>

**NB: PROJECT EXPENDITURE AND INCOME MUST BE THE SAME AMOUNT**

### 12. CONTRIBUTIONS FROM OTHER FUNDING SCHEMES

Provide details of any other funding body that may contribute to this project

Organisation's name	Approved		Pending	Amount \$
	Yes	No		



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### 13. RELEVANT APPROVALS *Your project may require approvals from various authorities. Have these approvals been obtained?*

Agency	Approval Required	Approval Obtained
Council's Building Approval		
Environmental authorities		
Liquor Licensing		
Land Owner		
Lease Holder		
Native Title		
Other ( <i>please specify</i> )		

### 15. CERTIFICATION

To be signed by the President/Chair Chief Executive of the organisation.

- I certify that to the best of my knowledge the statements made in this application are true.
- I understand that if the Bulloo Shire Council approves a grant, I will be required to accept the conditions of grant in accordance with Bulloo Shire Council's audit requirements
- I consent to the information contained within this application being disclosed to or by Bulloo Shire Council for the purpose of assessing, administering and monitoring my current and any future Bulloo Shire Council grant applications.

Name: \_\_\_\_\_ Position in Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Congratulations! You have finished.  
Please forward with required documentation to:***

**The Chief Executive Officer  
Community Grants  
Bulloo Shire Council  
PO Box 64  
Thargomindah QLD 4492**



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### CHECKLIST FOR ORGANISATIONS

Please check you have included the following information or documents, where applicable:

- Certificate of Currency for Public Liability Insurance
- Receipt from the Office of Fair Trading indicating current incorporation
- Audited Financial Statements for the past year
- A copy of the minutes confirming the decision to seek financial assistance and expend organisational funds on the specific project.
- Copies of quotations (at least 2 quotations) for capital works or purchases of capital items, equipment etc
- Letters of support
- Names of proposed contractors/artists, including a summary resume, or details on how suitable staff will be identified to be engaged in the project.





# Bulloo Shire Council Community Grants Program

## Acquittal Form – to be completed at the end of your project

### Important information about your Bulloo Shire Council Community Grants Program Acquittal.

- Please ask Council for assistance if you are unsure about how to complete any part of this report.
- This is a legal document. It is your responsibility to ensure that all amounts and information recorded on this form and other related documents are accurate and can be justified.
- Any Bulloo Shire Council Community Grant money not used for the project will need to be returned to the Council with this report if you have not already done so.
- All receipts/invoices relating to the Bulloo Shire Council Community Grants Program money you spent on your project, must be attached to this Acquittal Form.
- Acquittal Forms must be postmarked or hand delivered to your local Council NO LATER than two months after the completion of your project.

### GRANT RECIPIENT'S DETAILS

Organisation

Contact Person's Name

Phone Number

Fax Number

### FINANCIAL SUMMARY

Project Expenditure Items	What you expected to spend (refer to your copy of the application form)	Amount actually spent
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

Is there any BSCCGP money to be returned?

(Bulloo Shire Council Community Grant Program)

Yes \$ \_\_\_\_\_

No

### PROJECT SUMMARY

Please attach a project summary to this report (no more than one page)

Project summary should include a brief description of the project, results achieved and any information they could be useful for other organisations undertaking similar projects. Support material such as photos may also be included.

### GRANT RECIPIENT'S DECLARATION

- I certify that to the best of my knowledge, information and belief, the details provided in this report (and relevant attachments) are true and correct.
- I understand I may need to provide the Bulloo Shire Council with additional information on the funded activity if required.

Grant Recipient's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_