

Community Grants Program – Guide for Applicants

1. INTRODUCTION

Burdekin Shire Council values the contribution that community, sporting and not-for-profit groups and organisations make within our community.

One of the ways Council recognise and support this contribution is through a series of grants and assistance programs.

The following document has been designed to assist in writing and submitting an application for funding assistance from Burdekin Shire Council. Applicants are strongly encouraged to read the following important information before completing the application form and if you have further questions to contact Council's Community Development team.

This information can be accessed from Council's website: [Community Grants Program | Burdekin Shire Council](#).

2. COMMUNITY GRANTS PROGRAM

The Community Grant Program Aims to: “create an inclusive, welcoming and healthy environment that offers a high quality of liveability for Burdekin residents.”

The objectives of the Community Assistance Policy are to provide support to organisations, groups, and individuals by:

- Assisting local groups to build capacity, foster independence and skill development to respond to challenges in hosting community activities.
- Supplementing the funds that organisations have raised themselves for projects.
- Assisting the development and quality of service delivery.
- Promoting increased access and usage of community resources, services, and facilities.
- Facilitating the establishment of projects and services; and
- Providing a grant as an initiating contribution for an organisation, where the organisation has demonstrated that its programs are in response to an emerging need in the community and where it can be reasonably assumed that the organisation will become established and sustainable as a result of this grant.

The Community Grants Program provides up to \$3,000 (excl GST) to eligible community groups and organisations. Funding will generally only be provided for applications that target the following types of projects:

- Developing new or existing programs or activities within the Burdekin Shire
- Local festivals or events that have broad community benefit
- Projects or events that support civic pride and enhanced social and local economic activity.

2.1. COMMUNITY GRANTS PROGRAM ROUND DATES

Applications will be sorted and assessed quarterly, by Council's Community Grant Assessment Panel, resulting in four funding rounds for the financial year.

ROUND	OPEN	CLOSE
Round 1	1 July	14 July
Round 2	1 October	14 October
Round 3	1 January	14 January
Round 4	1 April	14 April

The Process:

- Grant assessment panel will meet following closure of each round
- Decisions made by panel will be presented at following Council meeting for endorsement
- Applicants will be notified of the outcome following endorsement at Council meeting

All community and sporting groups wishing to apply for the Community Grants Program must ensure their applications are submitted in full (including all required attachments) within the 'round dates' above. This includes requests for in-kind assistance also. Cash applications submitted outside of these dates will not be accepted.

3. HOW TO MAKE AN APPLICATION

Online application forms for the grants program mentioned within these guidelines can be found at www.burdekin.qld.gov.au under Community Information, Grants and Sponsorship. Alternatively, hard copies can be obtained from Burdekin Shire Council Customer Services office or Burdekin Library (Ayr and Home Hill branches).

All requests for funding or in-kind assistance must be completed on the official application form relevant to your request.

To ensure adequate processing time, funded activities must commence no earlier than four weeks after the grant round closes.

4. ELIGIBILITY AND CONDITIONS OF GRANT FUNDING

4.1. Eligibility

Groups and organisations based within the Burdekin Shire or organisations based outside the municipality, but with a project proposal delivering services, activities, or events to residents of the municipality are eligible to submit proposals through the Burdekin Shire Council Community Grants Program.

Funding will only be provided to community organisations which:

- Are incorporated (if your group is not incorporated, you will need an auspicing body)
- Provide access to Burdekin residents either as members, participants, or supporters
- Operate for the benefit of the community
- All successful organisations must ensure adequate legal and insurance requirements are met e.g., Public Liability insurance coverage

4.2. Examples of ineligible projects/expenses

- Purchase of capital items (e.g., Computers, laptops and other electronic equipment, office furnishings, shade structures, white good, PA systems)
- Salaries, wages, and ongoing related costs
- Funding for individuals
- Catering costs
- Gifts, prize money or purchase of trophies
- Retrospective costs – projects/activities which have already taken place or began prior to the application being approved by Council
- Reimbursement of costs already incurred

4.3. Grant Funding Conditions

- Applicant organisations are expected to demonstrate a co-contribution in either cash or 'in-kind' or a combination of both
- Funding will not be provided for works already commenced, or completed by the organisation, unless Council's prior written consent has been received
- No change can be made to your grant project without a proposal for a variation being submitted to Council in writing for approval. Variations may be in the form of a letter or email to Council
- At the end of the project period, you must provide an acquittal of your grant within 6 weeks of completion including receipts of all eligible grant expenses
- As funds are limited all applications may not be funded or funded to the amount requested
- Projects linked to the Council's Corporate Plan will be a priority
- Projects which support local businesses where purchases are made will be looked upon favourably
- If the event/project is cancelled, sponsorship funds must be returned to Council
- Applicants can only apply once in a financial year
- If it is necessary to postpone your event, please advise Council as soon as possible
- Successful applicants should not donate any surplus funds from Council's sponsorship to charity
- All unspent funds are to be returned to Council
- Any organisation who has been successful in obtaining a RADF grant shall be deemed ineligible for a Community Assistance Grant for the same event in the same financial year

5. ASSESSMENT AND EVALUATION

5.1. How will the application be assessed?

Applications will be assessed by the Community Grants Panel, a committee comprising of Senior Council Officers and Councillor representatives. Each application will be assessed on its merits and the following factors will be taken into account to determine priorities for funding:

- Alignment with Council Strategic priorities
- The organisation has demonstrated that its programs are in response to an emerging need in the community and where it can be reasonably assumed that the organisation will become established and sustainable as a result of this grant
- Development of organisation/project to build capacity, foster independence, and skill development
- Community reach and promoting increased access and usage of community resources, services, and facilities
- Number of active members / numbers attending event; program or activity
- The immediate and future contribution the project will make to support community capacity building, development, and resilience
- Any other evidence of demand – *how much is the project needed?*
- Repeat applications and long-term viability of the applicant/organisation
- Level of cash or in-kind contribution – *what is the organisation contributing to the project? Are they contributing in-kind?*
- Availability of other funding source(s)
- Prior receipt and utilisation of grants – *has the organisation acquitted all previous community grants to the satisfaction of the Council?*

6. HOW TO CLAIM YOUR GRANT

6.1. Community Grant Agreement

Before claiming grant funding, organisations will need to sign a funding agreement with Council. The agreement confirms the organisation agrees to abide by the conditions of the grant funding.

Formal funding agreements will be emailed to successful groups/organisations as soon as possible following the successful applications being endorsed at a formal Council meeting. Grants will not be paid to these groups/organisations until Council is in receipt of a duly executed funding agreement.

If you have any questions relating to GST on your community grant, please contact the Burdekin Shire Council's Community Development team on (07) 4783 9800.

7. HOW TO SUBMIT YOUR APPLICATION

Completed applications for community grants can be lodged in the following ways:

BY POST	EMAIL	IN PERSON
Community Development Burdekin Shire Council PO Box 974 AYR QLD 4807	communitygrants@burdekin.qld.gov.au	Deliver to: Community Development Office 108 Graham Street Ayr

8. ENQUIRIES AND FURTHER INFORMATION

For further information on Burdekin Shire Council's Community Grants Program, please contact Community Development on (07) 4783 9800 or email communitygrants@burdekin.qld.gov.au.