

Community Assistance Grant Application Form

What are Community Assistance Grants?

Somerset Regional Council assists the community by allocating a set amount of funds, each financial year, to be distributed to various community groups and individuals through its Community Assistance Grants budget.

Who can apply for a grant?

Community organisations can apply for a grant to assist with costs associated with projects, events, services or remission of some Council fees.

Community organisations means (as defined in the Local Government Regulation 2012):

- (a) An entity that carries on activities for a public purpose; or
- (b) Another entity whose primary object is not directed at making a profit.

When can I apply?

Please see below excerpt from Community Assistance Grant Policy C/001 for further information.

4. SCOPE

4.1 What this policy applies to

This policy covers:

- (a) direct financial support for community organisations, projects, events or services;
- (b) payment of general rates and Council cost recovery fees, on behalf of community organisations;
- (c) assets given to community organisations;
- (d) payments to individuals as representative sportspersons.

4.2 What this policy does not apply to

- (i) This policy does not apply to grants or concessions requested by commercial organisations or individuals other than those referred to in 4.1(d) above;
- (ii) For example, applications will not be considered for the payment of insurance premiums, water supply and sewerage accounts from Queensland Urban Utilities, other utility accounts such as electricity and telecommunications, hire charges for Council buildings or the following charges levied with Council general rates:
 - Utility charges;
 - Separate rates and charges;
 - Special rates and charges; and
 - State Government Emergency Levy.

POLICY

The main process

In granting direct financial support for community organisations, projects, events or services, Council will use the following process:

- At budget time, an amount will be decided which is available for making grants to community organisations. This may specify amounts for the different types of grants covered by this policy. A limit for individual grants may be set.
- Advertisements will be placed in local media, for funding rounds each financial year (including rates remission applications for that financial year), advertising the availability and requesting applications, by a specified date, addressing the selection criteria. However, organisations may be limited to two (2) applications per financial year.
- Applicants shall meet one of the following classifications:
 - (a) a sporting/leisure/cultural organisation which is a non-profit group whose primary aims are to advance the social, cultural, leisure or sporting needs of its members and/or the residents of the Somerset Region;
 - (b) a charitable organisation that is a non-profit group whose primary aim is to improve the quality of life of under-privileged sections of the community;
 - (c) a community service provider whose primary aims are to provide a community service to all or specific sections of the community;
 - (d) an educational institution.
- Applicants for community assistance grants must be either incorporated entities or the grants must be auspiced by an incorporated organisation
- When the advertisement has been issued, Councillors and Council staff may encourage organisations to apply, but should not indicate if an application is likely to succeed.

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The following criteria may be used to assess grant applications:

- additional consideration may be provided to grant applications that benefit a larger number of Council residents
- additional consideration may be provided to grant applications that involve a co-contribution from the applicant and/or where the applicant has sought additional grant funding, sponsorship or donations from other sources for the relevant project
- because Council's intent is to use grants to enhance its profile in the community, Council would prefer not to provide funding for fundraising events but rather fund the cause that is the subject of the fund-raising event directly where appropriate
- Council would prefer to not fund general recurrent costs of community organisations such as uniforms, insurance or salaries
- Council would prefer not to fund government entities through community assistance grants
- Council will not fund entities that operate more than 30 gaming machines through community assistance grants

Applicants shall be required to:

- (a) demonstrate the community benefit that the project, event or service will provide;
- (b) provide a copy of the organisation's most recently audited financial statements;
- (c) provide details of the organisation's status in relation to GST;
- (d) provide quotations, where applicable, to support the amounts included in the application;
- (e) provide details that any other approvals required for the application have been obtained. For example, where the application is for funding the building of a shed on Council land, the applicant must obtain an approval from Council, as the property owner, prior to lodging the funding application;
- (f) provide details of any financial contribution to be made by the organisation or from another grant program, as preference may be given to applications that include such co-contributions;
- (g) acknowledge their understanding that where a community assistance grant is provided for the purchase of a non-current asset and the asset is sold within 12 months after the date on which Council grants the funds for the purchase, the grant provided must be repaid to the Council.
 - Applications that do not include all supporting documentation will not be considered further.
 - After the closing date, the Chief Executive Officer (CEO) or delegate will consider all the applications and assess them against the criteria. In this process the CEO or delegate may request additional information from the applicants and may conduct interviews.
 - The CEO or delegate will make recommendations of the grants to be awarded. The Council will consider the recommendations and decide what grants are to be awarded.
 - Notwithstanding the closing dates of funding rounds, applications submitted outside of funding rounds may be considered by Council where the community organisation can demonstrate reasonable grounds for making the application outside of specified funding rounds.
 - Councillors have no discretionary funds available to them, and cannot individually make a decision regarding the allocation of community grants.

Acknowledgements

Grant recipients are required to acknowledge that Council has made a donation towards the organisation in any promotion for the event or service and at the event.

Acquittals

Successful applicants will be required to lodge an acquittal statement for the expenditure of the grant. Acquittal statements are to be lodged prior to the end of the financial year for which the grant was awarded, unless an extension is granted for the expenditure of the funds. Successful applicants will be precluded from receiving further grants until previous grants have been acquitted.

Time limit on claiming grants

Grantees are required to claim grants via a tax invoice within three months of the date of approval unless an extension is sought and granted. Grants after this period where no extension has been approved will be considered to be cancelled.

Somerset Excellence Bursaries

The Council may decide to make grants to individuals in order to encourage academic, cultural and sporting excellence. A separate application form is available from Somerset Regional Council website www.somerset.qld.gov.au

Grant guidelines will not support projects, events or services that commence prior to the grant application being approved.

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Section One - Organisation Details

Date of application			
Name of organisation			
Contact person	Given name:	Surname:	
Postal address		
Contact number	Phone:	Mobile:	
Email address			

	Yes	No
Is your group a community organisation? <small>(As defined in Local Government Regulation 2012)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation incorporated?	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation auspiced / sponsored?	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation registered for GST?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Australian Business Number (ABN)?	<input type="checkbox"/>	<input type="checkbox"/>

My ABN is _ _ _ _ _

Copy of organisations most recent Audited Financial Report attached? <small>(including balance sheet)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation operate more than 30 gaming machines?	<input type="checkbox"/>	<input type="checkbox"/>

Sponsoring / auspicing organisation <small>(if applicable)</small>			
Contact person	Given name:	Surname:	
Postal address		
Contact number	Phone:	Mobile:	
Email address			

When will the project, event or service commence?

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When will the project, event or service end?

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Section Two – Project / Event Details

Describe the project / event / service for which you are seeking funding.

(If you require more space, please attach a separate sheet to this page).

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How does your project benefit and contribute to the community?

(If you require more space, please attach a separate sheet to this page).

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Yes

No

Does the project require ongoing support?

If yes – please describe how this will be funded in the future.

(If you require more space, please attach a separate sheet to this page).

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Application Checklist

Please ensure that you have attached all MANDATORY supporting documentation.

Information Checklist

- Have you attached your last audited Financial Reports (including balance sheet)?
- Have you attached any quotes to substantiate expenditure / costs related to this application?
- Have you answered all the questions as completely as possible?
- Is the application signed by the appropriate authorised representative?
- Have you included any letters of support for this project?
- Have you kept a copy of the application for your own records?
- Have you listed all income and expenditure on the project budget?

If your application is submitted late, is incomplete or does not contain all necessary documentation, it may be ineligible for funding.

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Projected Budget – Income and Expenses

Please provide a detailed budget of the expected costs of the project. Please attach all written quotes to verify costs.

Expenditure (costs):

Project Costs:	
Rates Remission:	
Council Fees:	
Total Expenditure \$	

Income (Earnings):

Project Earnings:	
Other grant income, sponsorship or donations:	
Your own contribution (in-kind):	
Total Revenue \$	

Total Community Assistance Grant funding sought:

Total \$	

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Certification

To be signed by the chair, president or representative of the applicant organisation.

- I certify that to the best of my knowledge the statements made in this application are true and correct;
- I certify that I have read and understood the grants process as described in the Somerset Regional Council Community Grants Policy;
- I understand that if the Somerset Regional Council approves a grant, I will be required to accept the conditions of the grant in accordance with the Council's Community Grants Policy;
- I consent to the information contained within this application being disclosed to the Somerset Regional Council for the purpose of assessing, administering and monitoring the organisations current and any future Council grant applications;
- I understand that if the Somerset Regional Council approves the grant, I will be bound by the contents of the application to carry out the projects as described and the application will form part of the funding agreement with Council.

Contact person	Given name:	Surname:
Position		
Signature		Date

Declaration of Sponsoring Organisation

Only complete this declaration where you are being sponsored / auspiced by another organisation.

I declare that, should funding be approved, I will take full responsibility for the financial management of the grant and will ensure that the project is delivered in accordance with the terms outlined in the funding agreement and that the conditions are met.

Contact person	Given name:	Surname:
Position		
Signature		Date

Please forward this form and supporting documents to:

Chief Executive Officer
Somerset Regional Council
PO Box 117
ESK QLD 4312

Or send to: mail@somerset.qld.gov.au

For further information please phone Somerset Regional Council on (07) 5424 4000