



Cloncurry Shire Council
Community Grants Guidelines

CD 0011

Cloncurry
Shire Council

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WHAT IS THE COMMUNITY GRANTS PROGRAM?

Cloncurry Shire Council's Community Grant's Program is designed to demonstrate Council's commitment to supporting communities in the region by providing financial and / or in-kind assistance to activities that build community capacity, encourage participation, and make a positive and ongoing contribution to the region.

Council will provide grants only when it is satisfied that:

- The applicant meets the eligibility criteria set out in these guidelines, and in the policy for the specific program.
- The grant will be used for a purpose that provides community benefit.
- The grant will meet a community and / or social need in the community.
- Council approval – at monthly council meeting

DEFINITIONS

Applicant:	The organisation / group who will be implementing the proposed program, project, or activity.
Auspicings:	An agreement from one organisation to apply for funding on behalf of a second organisation. The auspicings organisation agrees to act legally and financially on the applicant's behalf.
Council:	Cloncurry Shire Council (CSC).
Donation:	The act of giving to a fund or cause. This may include bursaries for individuals / groups which represent Cloncurry Shire Council.
Incorporated Organisation:	An organisation whose status is registered with the Office of Fair Trading and operates within the scope of the Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999.
In-Kind Contribution:	A donation of goods and services, time, or expertise, rather than cash or appreciated property.
Not-For-Profit Organisation:	An organisation that is not operating for the profit or gain of its members.
Recurrent Nature:	An agreement to provide financial or in-kind support on more than one occasion over a specific period of time to achieve a specific outcome.
Sponsor:	The incorporated organisation which supports the program, project, or activity.

HOW ARE APPLICATIONS ASSESSED?

The high demand for funding under the Cloncurry Shire Council's Community Grants Program will mean that not all grant applications can be approved. Although an application may meet the assessment criteria; approval will depend on available funds and the number and quality of applications.

All funding submissions will be assessed against the selection criteria with recommendations submitted to Council for a decision based on selection criteria response.

All applicants will receive written notification of their applications outcome. Successful applications may also be acknowledged as part of Council's publications.

Please note:

- All eligibility and selection criteria must be met (essential).
- The level of assistance available is limited by Council's budget allocation and its priorities. No application can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.
- The grants program aims to provide limited financial assistance in relation to development of program, project, and / or activity, and is not intended to be relied upon as a primary source of funding. Council encourages co-funding from other sources and reserves the right to part fund a grant application.
- Community Grant applications are at the discretion of Council.
- Incomplete or late applications outside allocated round periods will not be accepted.
- Previous grants approved by Council that have not acquitted will result in future grant applications being declined for consideration.
- Only one successful grant application is permitted per financial year.

SUBMISSION TIMEFRAMES

Submissions will be considered on a quarterly basis at Ordinary Council Meetings:

Round	Opening Date	Closing Date	Applicants notified of outcome	Timeframes for completed acquittal (if successful)
1	1 January	20 January	25 February	12-weeks from date of program, project and / or activity completion.
2	1 April	20 April	25 May	
3	1 July	20 July	25 August	
4	1 October	20 October	25 November	

Note: Applications outside scheduled rounds will not be accepted.

GRANT CATEGORIES

Applications must submit on the correct application form, in the following categories to the maximum indicated:

Category	Grant Description	Maximum (Cash or In-Kind)
Major	Community Activities / Events Development <i>Grants are offered under this category to assist organisations with the planning and development of local community events that will assist in building community capacity and promoting community cohesion. If your event is an annual event to raise money for charity, it is expected that sufficient funds would be retained to cover expenses for the following year.</i>	\$5,000
Major: Hallmark Signature Events	Community Activities / Events Development <i>These events are recurring events whose identity is linked with the host destination as a result they form an important part of its image and branding. These events provide and feed off place identity e.g., Curry Merry Muster Festival, Stockman's Challenge and Campdraft, Cloncurry and District Show (As per above description for Community Activities / Events Developments).</i>	> \$5,000
Major	Sport and Recreation Development <i>A grant under this category is for the support of community-based sporting organisations / associations in the development of sport and recreation projects and activities for residents in the Cloncurry region. Capital purchases deemed necessary for the development, support or administration of the proposed sporting activity may also be submitted under this category.</i>	\$5,000
Major	Community Cultural Development <i>The aim of the Community Cultural Development Grant is to develop the capacity of local groups to broaden the opportunities that may be available to participate in cultural activities.</i>	\$5,000
Major	Activities contributing to the 'Economic Vitality of Cloncurry' <i>This category is to encourage activities, other than those in previous categories that can be seen to be contributing to the economic viability of the area. For example: a contribution towards a one-off event that attracts a high number of visitors to the area.</i>	\$5,000
Bursary	Special Interest Programs: Training / Program Attendance, Travel & Accommodation <i>A financial contribution towards training / program attendance, travel, and accommodation to participate in programs in arts and culture, education, and sport. Applicants will be required to demonstrate how their program attendance / training will benefit the applicant. Applications will be accepted from individuals and groups.</i>	Up to \$2,000
Minor	Small Equipment <i>The small equipment category is to provide financial assistance for the purchase of equipment which will support the development of the organisation or its volunteers. For example: computers, office equipment or kitchen appliances etc.</i>	Up to \$1,000

Minor	Community BBQ Support <i>The community BBQ support fund is to provide financial assistance for the purchase of goods / provisions to host a BBQ (excluding alcohol). Community BBQ support is available for an event or community function.</i>	Up to \$500
Minor	Community Printing and In-Kind Assistance Program <i>Open to non-profit clubs / organisations located in Cloncurry Shire. Up to the value of \$200 to provide support for the reproduction of programs, agendas, reports, newsletters.</i>	Up to \$200
Waiver	Venue Hire Fee <i>Council has the ability to provide assistance via the waiving of venue and park hire fees for council owned and coordinated venues and public spaces. The waiving of these fees is to assist organisations to make a positive contribution to the quality of life for Cloncurry residents, events, and producers through the provision of social services and community development activities, projects, and programs.</i>	On Application

ELIGIBILITY CRITERIA

Major Category

(\$5,000 and above)

A community organisation or community member will be eligible to receive a grant from Council under this policy if the organisation or member demonstrates the following:

- Members of the organisation / group reside and operate in Cloncurry Shire Council boundaries.
- Have acquitted any previous Cloncurry Shire Council grant satisfactorily.
- Be free of debt with Cloncurry Shire Council.
- Be an incorporated 'not-for-profit' organisation or company limited by guarantee that has been endorsed by the Australian Taxation Office (ATO) as a charity, tax exempt fund or deductible gift recipient. Unincorporated individuals / groups are eligible to apply, providing that their application demonstrates support through an appropriate incorporated body for the program, project, or activity.
- Have relevant public liability insurance cover.
- Uses the Community Grant for a purpose that Council considers providing a community benefit.
- Demonstrate a clear need for financial support and show that other avenues of financial support have been explored (e.g., other grant funding, sponsorship, etc.).
- Submit the organisation's most current financial statement (e.g., as submitted to the Office of Fair Trading or latest treasurer's report covering 12-month period).
- Submit a detailed budget for the program, project and / or activity.

Special Interest Program: Bursary

(Up to \$2,000).

A community organisation or community member will be eligible to receive a bursary from Council in areas of arts and culture, education, and sport under this policy if the organisation or member demonstrates the following:

- Resident/s of the Cloncurry Shire.
- An Australian citizen / permanent resident.
- Have acquitted any previous Cloncurry Shire Council grant satisfactorily.
- Not receiving another bursary (e.g., employer).
- Demonstrate the benefits the bursary will provide for the applicant.
- Demonstrate a clear need for financial support.
- Submit a budget and program for the bursary application.
- 'Letters of Support' should be included with your application. (e.g., coach, teacher, etc.)

Minor Category

(Community Printing & In-Kind Assistance Program up to \$200; Community BBQ up to \$500; Small Equipment up to \$1,000; Request for Venue Hire Fee Waiver for Council Venues).

The organisation or member is requested to demonstrate the following:

- Applicants reside and operate in Cloncurry Shire Council boundaries.
- Have acquitted any previous Cloncurry Shire Council grant satisfactorily.
- Demonstrate a clear need for support (cash and in-kind).
- Uses the Community Grant for a purpose that Council considers providing a community benefit.
- Submit a budget for the requested activity.
- Venue Hire Applicants required to submit a program of the event / activity.

Applicants Outside of Cloncurry Shire

(May include cash and in-kind support).

Council may consider grant applications that demonstrate community benefit and assist in conducting any activity that contributes to the economic vitality of Cloncurry. The community organisation or individual will be required to demonstrate the following:

- Uses the Community Grant for a purpose that Council considers providing a community benefit and /or contributes to the economic vitality of Cloncurry.
- Have acquitted any previous Cloncurry Shire Council grant satisfactorily.
- Be free of debt with Cloncurry Shire Council.
- Be an incorporated 'not-for-profit' organisation or company limited by guarantee that has been endorsed by

the Australian Taxation Office (ATO) as a charity, tax exempt fund or deductible gift recipient. Unincorporated individuals / groups are eligible to apply, providing that their application demonstrates support through an appropriate incorporated body for the program, project, or activity.

- Have relevant public liability insurance cover.
- Demonstrate a clear need for financial support and show that other avenues of financial support have been explored (e.g., other grant funding, sponsorship, etc.).
- Submit the organisation's most current financial statement (e.g., as submitted to the Office of Fair Trading or latest treasurer's report covering 12-month period).
- Submit a detailed budget for the program, project and / or activity.

INELIGIBLE APPLICANTS

- Political groups.
- Businesses and commercial organisations.
- Schools (public or independent) – unless sponsored by eligible community organisation / group.
- Organisations or groups who were successful in attaining a council grant in the previous round.
- Government agencies.
- Organisations whose capital and operating requirements are met directly from Federal or State Governments or this Department, or from Government owned corporations unless they demonstrate that there is a clear community need that cannot otherwise be met.

WHAT YOU CAN'T APPLY FOR

- Ongoing salaries / wages for staff.
- Recurrent costs associated with day-to-day operations.
- Retrospective funding – programs, projects and / or activities that have commenced or completed prior to acknowledgement of grant outcomes.
- Items / program that are the core business of a Government Department, tourism, or economic development organisations.
- Programs, projects and / or activities that do not involve the Cloncurry Shire community.
- Payment of debt.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Assets where Council have an unacceptable risk of being damaged, lost, causing injury, or quickly losing value.
- Freight, merchandise, prizes, and raffles (unless demonstrated essential to program, project, or activity).
- Programs, projects, or activity that do not benefit Cloncurry Shire.
- Insurance costs

SELECTION CRITERIA

Each application will be assessed against the following criteria:

Major Category

- | | | |
|----------|--|--------------|
| A | That the community project provides a direct or indirect benefit, including social and economic, for the community. What is the main reason you are applying for this funding and how does it meet a need in the community? | (50%) |
| B | The applicant / organisation is contributing a minimum of 20% of the financial cost of the project. Please demonstrate in your budget in item (D) . | (20%) |
| C | Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g., raffles, fundraising initiatives, other grants, or subsidies applied for. Describe your current and future plans for existing funds including submission of a financial statement for the past 12-months. | (20%) |
| D | Complete and attach a program plan / schedule and associated information which may include quotes to support your budget, letters confirming partner / sponsor support, etc. for program, project and / or activity, including a detailed budget, timeline, and risk management. | (10%) |

Special Interest Program: Bursary

- | | | |
|----------|--|--------------|
| A | What is the main reason you are applying for this funding and how does it meet a need in arts or culture, education, or sporting? Demonstrate how attendance and / or training will benefit the applicant. Please include 'Letters of Support' for your application. | (50%) |
| B | The applicant / organisation is contributing a minimum of 20% of the financial cost of the project. Please demonstrate in your budget in item (D) . | (20%) |
| C | Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g., raffles, fundraising initiatives, other grants, or subsidies applied for. | (20%) |
| D | Complete and attach a program of the activity, competition, training you are attending including a budget and timeline / schedule for the proposed activity. | (10%) |

Minor Category

- | | | |
|----------|---|--------------|
| A | That the community project provides a direct or indirect benefit, including social and economic, for the community. What is the main reason you are applying for this funding and how does it meet a need in the community? | (50%) |
| B | The applicant / organisation is contributing a minimum of 20% of the financial cost of the project. Please demonstrate in your budget in item (D) . | (20%) |
| C | Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g., raffles, fundraising initiatives, other grants, or subsidies applied for. | (20%) |
| D | Complete and attach a budget that may include quotes for grant request. Applicants applying for Venue Hire Fee Waiver, please include a program of your event / activity. | (10%) |

Applicants Outside of Cloncurry Shire

A	That the community project provides a direct or indirect benefit, including social and economic, for the community. What is the main reason you are applying for this funding and how does it meet a need in the community?	(50%)
B	The applicant / organisation is contributing a minimum of 20% of the financial cost of the project. Please demonstrate in your budget in item (D) . Describe your current and future plans for existing funds including submission of a financial statement for the past 12-months.	(20%)
C	Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g., raffles, fundraising initiatives, other grants, or subsidies applied for.	(20%)
D	Complete and attach a program plan / schedule and associated information which may include quotes to support your budget, letters confirming partner / sponsor support, etc. for program, project and / or activity, including a detailed budget, timeline, and risk management.	(10%)
E	Identify cash request, in-kind (e.g., Venue Hire Fee Waived) support or a combination of both.	NIL

NEXT STEPS

Council staff involved in the administration of the Community Grants Program are available to provide general guidance to assist with the preparation of your application. If you require assistance, please contact Cloncurry Shire Council on (07) 4742 4100 to speak with a Community Support Officer prior to completing your application.

- Submit the application form digitally at www.cloncurry.qld.gov.au/grants-sponsorship

ACKNOWLEDGEMENT REQUIREMENTS

Recipients of Cloncurry Shire Council Community Grant funding programs are required to acknowledge Council's contribution to the activity that is being funded.

Should any of the following be implemented as part of a program / activity, Cloncurry Shire Council's logo and the words 'Proudly Supported by Cloncurry Shire Council' should be implemented relating to the associated event, program, or activity.

- Press / Media releases.
- Social Media communications.
- Promotional materials.
- Media advertising and signage.
- Acknowledgement in speeches.
- Hashtags

Grant recipients may be required to provide evidence of Council's acknowledgement.

ACQUITTAL PROCESS

At completion of a funded program, project and / or activity an acquittal report is required 12-weeks from date of program, project and / or activity completion.

Major Category

Acquittal includes the following requirements:

- Project summary
- A brief description of the project, program, or activity, include any variations from your initial application form.
- Direct / indirect benefits to CSC
- Copies of invoices
- Proof of payment (invoices / receipts)
- Support material (press clippings, photographs, social media activity, etc.)
- Program, project and / or activity results – reach (postcode); economic; (overnight stays); demographics; etc.

Special Interest Program: Bursary

Acquittal includes the following requirements:

- Training / Program summary.
- A brief description of the project, program, or activity, include any variations from your initial application form.
- Copies of invoices
- Proof of payment (invoices / receipts)
- Support material (press clippings, photographs, social media activity, etc.)
- Direct / indirect benefits for the candidate.

Minor Category

Acquittal includes the following requirements:

- Project summary.
- A brief description of the project, program, or activity, include any variations from your initial application form.
- Copies of invoices.
- Proof of payment (invoices / receipts)
- Support material (press clippings, photographs, social media activity, etc.)
- Direct / indirect benefits for the community and CSC

Applicants Outside of Cloncurry Shire

Acquittal includes the following requirements:

- Project summary.
- A brief description of the project, program, or activity, include any variations from your initial application form.
- Direct / indirect benefits to CSC
- Copies of invoices
- Proof of payment (invoices / receipts)
- Support material (press clippings, photographs, social media activity, etc.)
- Program, project and / or activity results – reach (postcode); economic; (overnight stays); demographics; etc.

Venue Hire Fee Waiver

Acquittal includes the following requirements:

- Project summary (this only needs to be brief).
- A brief description of the project, program, or activity, include any variations from your initial application form.
- Direct / indirect benefits for the community and Cloncurry Shire.
- Support material (press clippings, photographs, social media activity, etc.