



# **DOUGLAS SHIRE COUNCIL COMMUNITY GRANTS PROGRAM**

Community Micro Grant Guidelines

Contact:

Grants Officer

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# Douglas Shire Council Community Grants Program

## Community Micro Grant

Funding for Not-for-Profit community organisations to support local projects and initiatives for a community purpose that provide a demonstrated benefit.

### Overview

Community Micro Grant	
<b>Description</b>	Funding to not-for-profit community organisations to support local projects and initiatives for a community purpose and provide a demonstrated benefit. Grant applications can be made at any time throughout the year until funding budget is exhausted.
<b>Examples of projects</b>	Smaller community events which encourage participation from the wider community
<b>Maximum grant amount</b>	\$1000
<b>Applicant Co-contribution required</b>	No
<b>Application dates</b>	Open all year
<b>Application process</b>	Online Application Form via Douglas Shire Council Website. Incomplete applications will not be considered
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project. Acknowledgement of funding.

## Grant Priorities

The **Community Micro Grant** supports organisations that undertake projects that contribute to one or more of the following

- Celebrate the diversity of our community
- Encourage inclusiveness and accessibility
- Enhance the liveability of our beautiful Shire
- Promote health, well-being, and safety in the community
- Recognise days or weeks of national significance

## Grant Funding Timetable

Grant	Open	Close	Applicant Co-Contribution required	Notification	Grant Funding Range (GST Exc)
<b>Community Micro Grant (Non-competitive)</b>	Open all year	NA	Not required	4 weeks after application received	Up to \$1000

## Funding Amount and Applicant Co-contribution

Grant	Maximum Grant Funding Amount Per Annum Per Organisation
<b>Community Micro Grant</b>	<ul style="list-style-type: none"> <li>• \$1000 -No co-contribution required</li> <li>• An eligible community organisation can receive up to a maximum of \$1000 (GST inclusive) through the Community Micro Grant program in a financial year.</li> <li>• Retrospective funding of projects is not available</li> </ul>

## Assessment and Notification

Category	Assessment Process	Notification
<b>Community Micro Grant</b>	Officer - 2nd Officer	Email

## Grant Application Stages

Community Grant Application Forms are available online at the Douglas Shire Councils Webpage, hard copies from the Douglas Shire Council's Mossman Administration Office 64-66 Front St, Mossman.

Grant	Application Stages	Acquittal Required
<b>Community Micro Grant</b>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Application Received</li> <li>• Eligibility Check</li> <li>• Decision</li> <li>• Funding Agreement</li> <li>• Funding Acquittal</li> </ul>	Yes – Grant Recipients are required to complete and submit a Council grant Outcome Report template within 8 weeks of activity completion. Including a summary of income and expenditure, including copies of invoices/receipts

		and photos of completed project. Acknowledgement of funding.
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## Assessment Criteria

Assessment Criteria Applicant and Project– Community Micro Grant	Weighting
<b>Applicant Eligibility</b>	If applicant answers NO to any mandatory criteria their application cannot proceed
<p><b>Applicant Eligibility Mandatory</b></p> <ol style="list-style-type: none"> <li>1. Not-for-profit community organisations or individual if under the auspices of a Not-for-profit organisation</li> <li>2. Be based in the Douglas Shire Region</li> <li>3. Have a current ABN</li> <li>4. Have no overdue Douglas Shire Council grant acquittals</li> <li>5. Have no overdue Douglas Shire Council payments</li> <li>6. Have a valid public liability certificate of currency with a minimum \$20 million coverage</li> </ol> <p><b>Application to Proceed</b></p> <ol style="list-style-type: none"> <li>1. Organisation must provide a copy of certificate of Incorporation</li> <li>2. Organisation has provided letter of support from Committee</li> <li>3. Organisation is compliant with Office of Fair Trade at closing date of funding program</li> <li>4. Provided a copy of current Public Liability Insurance (\$20 million)</li> <li>5. The applicant has sought and submitted at least one written quote for the project/s</li> </ol>	
<b>Project Assessment Criteria</b>	<b>Weighting</b>
<p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>• The project/s aligns with the Douglas Shire Council’s Corporate Plan</li> <li>• The proposal has been discussed with a Community Development Officer</li> </ul>	40%

<p><b>Need/Benefit</b></p> <ul style="list-style-type: none"> <li>The application demonstrates need/demand for the project/s and benefit for the Douglas community</li> <li>The project has demonstrated beneficial community outcomes and community support</li> </ul>	30%
<p><b>Financial/Delivery</b></p> <ul style="list-style-type: none"> <li>Applications project demonstrates good value for money</li> <li>Applicant demonstrates that the project can be delivered within the timeframe and budget proposed in the community organisation's application.</li> </ul>	30%

### Ineligible Applicants

Grant	Ineligible Applicants
Community Micro Grant	<ol style="list-style-type: none"> <li>Individuals unless under the auspices of a Not-for-profit organisation</li> <li>Profit making organisations (Businesses).</li> <li>Government departments and agencies</li> <li>Schools and affiliated parents' associations</li> <li>Kindergarten and childcare organisations</li> <li>Churches</li> <li>Political groups</li> <li>Unincorporated community groups may apply through an auspice who accepts legal and financial responsibility. The auspice organisation must meet the above criteria and not be an ineligible organisation type.</li> <li>Organisations that hold a gaming machine licence</li> <li>Organisations that commercially trade 7 days a week with a liquor license</li> </ol>

### Ineligible Projects and Expenses

Grant	Ineligible Projects and Expenses
Community Micro Grant	<p><b>Ineligible Projects</b></p> <ol style="list-style-type: none"> <li>Projects that do not meet the requirements of Council's Community Grants Policy or these guidelines</li> <li>An activity that has a commercial purpose</li> <li>Activities with the primary objective of fundraising</li> </ol>

	<ol style="list-style-type: none"> <li>4. Activities that are exclusively for the members of the community organisation or are considered its core business</li> <li>5. Projects that have been funded previously under the <i>Community Grants Program</i> irrespective of whether it is a different group delivering the project.</li> </ol> <p><b>Ineligible Expenses</b></p> <ol style="list-style-type: none"> <li>1. Ongoing administrative and operational costs (salaries and wages, rates, rent, insurance, utilities)</li> <li>2. Ongoing operational or recurrent costs including seasonal venue hire</li> <li>3. Project management costs</li> <li>4. Gifts, alcohol, and prizes (e.g. money, trophies, gift cards, vouchers, etc.</li> <li>5. Purchase of equipment (unless directly related to the eligible project)</li> <li>6. Purchase of capital items</li> <li>7. Retrospective funding of projects is not available</li> <li>8. Projects that do not meet the requirements of Council's Community Grants Policy or these guidelines</li> <li>9. Expenditure that is the core business of other levels of Government</li> <li>10. Improvements to land and/or facilities owned and controlled by other levels of Government or ineligible organisation types</li> <li>11. Support for school achievement or recognition awards and events</li> <li>12. Salary/wages, insurance, utilities, rates, administration and rent</li> <li>13. Alcohol, cash and cash equivalents (e.g. gift cards, vouchers)</li> <li>14. Council may not approve in-kind support or fee reduction for hiring of Council facilities. These costs are to be applied for separately to the grant application</li> </ol>
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**Eligible Projects and Expenses**

Grant	Eligible Projects and Expenses
<b>Community Micro Grant</b>	<p>Projects supported must be for a community purpose and may include local projects that:</p> <ul style="list-style-type: none"> <li>• Support community arts and cultural events and activities</li> <li>• Contribute to community safety</li> <li>• Contribute to improved health and well-being</li> <li>• Create opportunities for residents to be involved in their community</li> </ul>

	<ul style="list-style-type: none"> <li>• Encourage residents to share, develop and acquire new skills and knowledge</li> <li>• Promote volunteering for community organisations</li> <li>• Encourage residents to participate in an active and healthy lifestyle</li> <li>• Assist residents to prepare, respond and recover from a natural disaster</li> </ul>
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## Supporting Documents

Grant	Supporting Documents Required
<b>Community Micro Grant</b>	<p><b>Mandatory:</b></p> <ol style="list-style-type: none"> <li>1. Bank statement header (including Name of Bank, Name of Account and BSB and Account numbers)</li> <li>2. Current public liability insurance certificate</li> <li>3. Quotes</li> <li>4. Project details</li> <li>5. Evidence of funds e.g. Bank statement</li> <li>6. Proof of not or profit status</li> <li>7. Written confirmation from auspicng organisation (if applicable).</li> </ol> <p><b>Desired:</b></p> <ol style="list-style-type: none"> <li>1. Letters of support</li> </ol>

## Terms and Conditions

Grant	Terms and Conditions
<b>Community Micro Grant</b>	<ul style="list-style-type: none"> <li>• Successful applicants are required to comply with the terms and conditions associated with Council’s financial support. <b>ADD link to schedule 1</b></li> <li>• Funded projects cannot commence prior to receiving written notification from Council.</li> </ul> <p><b>Successful applicants will be required to:</b></p> <ol style="list-style-type: none"> <li>1. Enter into a funding agreement and adhere to the conditions of the agreement. Additional funding conditions may be applied to your project during assessment.</li> </ol>

	<ol style="list-style-type: none"><li>2. Spend the grant money only as stated in the original application. Variations to projects and change of project dates must be sought in writing and permission received, prior to any changes commencing. This includes requests for extensions of time to acquit the project.</li><li>3. Expend funds within 12 months of signing a Funding Agreement, unless written approval has been given for an extension.</li><li>4. Acquit funds within 8 weeks of identified project completion, unless written approval has been given for an extension</li><li>5. Return any underspent and excess funding to Douglas Shire Council when submitting the Acquittal form.</li><li>6. Liaise with Coordinator Building Facilities and obtain all necessary approvals.</li><li>7. Applications from Sport and Recreation Clubs for projects on Douglas Shire Council Land must contact Douglas Shire Council's Facilities Coordinator to discuss their project. (Community Facilities grant applications only)</li><li>8. Liaise with Douglas Shire Council's Events Officer to ensure that the relevant Event Permit Conditions have been met a minimum 30 days prior to your event.</li><li>9. Approval of funding does not constitute permission to deliver your event. It remains your responsibility to seek the appropriate permissions and approvals to deliver the event. (Event applications only)</li></ol>
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