



# **DOUGLAS SHIRE COUNCIL COMMUNITY GRANTS PROGRAM**

Community Grants – Grants Overview and Frequently Asked Questions

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# Douglas Shire Council Community Grants Program

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## Overview

### Objectives of the Community Grants Program

- Provide identified and measurable social, community or economic benefits to the Douglas Shire communities.
- Align with Council’s Corporate Plan 2019-2024

### The Community Grants Program is intended to:

- Provide community organisations with support to meet identified community needs
- Build community skills, capacity, and resilience
- Develop and maintain community infrastructure
- Provide opportunities for community organisations to leverage Council’s assistance to obtain funding from other sources
- Provide opportunities for community organisations to assist Council to deliver on Councils strategic goals and identified key initiatives.

## Community Grants and Support Available

Grant Type	Expression of Interest Required	EOI - Opens	EOI - Closes	Application - opens	Application - closes	Funding Amount Available Annually
<b>Competitive Rounds</b>						
<b>Community - Facilities Grant</b>	Yes	Annually on a date nominated by Council	One month after EOI opens	1 week after EOI round closes	As agreed	Maximum \$10,000
<b>Community – Activities and Events Grant</b>	Yes	Annually on a date nominated by Council	One month after EOI opens	1 week after EOI round closes	As agreed	Maximum \$10,000
<b>Responsive Rounds</b>						
<b>Community Micro Grant</b>	YES	Open all year	Open all year	Open all year	Open all year	Maximum \$1000
<b>Community Sponsorship</b>	NO	NA	NA	Open all year	Open all year	As agreed
<b>In-kind Assistance</b>	NO	NA	NA	Open all year	Open all year	Up to \$2000
<b>Fee Reduction / Waiving</b>	NO	NA	NA	Open all year	Open all year	Up to \$2000

**For the waiving of fees and charges in Council's Fees and Charges Schedule do not complete a Council Grants Program application form. Contact Douglas Shire Council's Customer Service Officers on 4099-9444 and they will advise you of the process for this request.**

### **Who can apply to Council's Community Grants Program?**

All organisations applying for funding will be required to read the program guidelines to confirm eligibility under each program.

### **Who cannot apply to Council's Community Grants Program?**

- Profit making organisations (Businesses).
- Individuals (unauspiced)
- Organisations who have outstanding Council grant acquittals
- Organisations who have outstanding payments to Council
- Government departments and agencies
- Schools and affiliated parents' associations
- Kindergarten and childcare organisations
- Churches
- Political groups
- Unincorporated community groups (unauspiced)
- Not-for-profit community organisations with a liquor-licensed supporter / associated club, gaming licence or that commercially trades seven days a week

### **Unsuccessful Applications**

All applications are assessed in line with Councils Community Grants Policy and criteria. Funding decisions are considered and endorsed by Council, CEO or delegated staff member. Applicants may write to Council to seek clarification if they believe that their application was incorrectly assessed.

### **How is my application assessed**

Assessment Criteria - All applications are assessed against:

- Evidence of community need for the planned event or project
- Evidence of community support for the planned event or project
- Demonstrated Community benefit from the planned event or project
- Alignment with funding priorities and themes and goals in Council's Plans and Strategies

### **Funding agreements – All successful applications agree to –**

- Enter into a funding agreement with Council
- Acknowledge Council's support
- Complete Council's acquittal requirements within 8 weeks of project or event completion
- Any special conditions of funding
- Return Letters of Offer to Council within four weeks

## What are the acquittal requirements

To demonstrate the grant has been used for the intended purpose acquittal requirements include:

- Completed Outcome Report within **eight (8) weeks** of project completion.
- Proof that the project, activity, or program took place, including at least two high resolution photos of the completed works and/or participants and audiences.
- Signed consent forms from of all people identifiable in photos (and their parent/guardian if person is under 18 years of age), permitting Council to use images for Council promotional purposes.
- Proof of expenditure: **copy of invoices and receipts for all eligible items funded by the grant \$500 and over a list of all expenditure items for purchases under \$500.**
- Unexpended funding (if applicable)
- Evidence of public acknowledgement of funding (e.g. social media, website, event program, newsletter, verbal acknowledgement at launch)
- Your feedback on the grant program.

**Recipients will not be considered for further assistance until previous grants have been acquitted.**

## Frequently Asked Questions

### What if we have received Council funding for an activity in a previous round?

If you have received Council funding previously for an activity, you cannot apply again for the same project or if you have an unacquitted Council grant outstanding.

### What if we answer No to one of the questions on the Eligibility Checklist?

Please contact Council prior to completing an application form to discuss applicant and / or project eligibility.

### What in-kind support is available from Council?

Where you are seeking the reduction/waiving of fees and charges in Council's Fees and Charges Schedule and no other support, please do not complete a Council Grants Program application form. Customer Service Officers will advise the process for this request. 4099-9444

### What are community benefits?

Community benefits of your proposed project considers social, environmental, and economic benefits. Please contact Councils Grant Officer should you need assistance in discussion this area.

### How can we demonstrate, community need and public benefit?

Letters of support, petitions, survey results, meeting minutes, newspaper articles, screen shots of social media posts and comments, statistics and data, strategic documents, and photos.

## Do I need to consult Council about my planned Event/Program/Project and /or grant?

YES, if your project will involve any of the following, please contact Council at the outset via [grants@douglas.qld.gov.au](mailto:grants@douglas.qld.gov.au) or M: 0419 867 280.

### Physical Development

- Change to area of grounds used – e.g. area increased
- Physical change to grounds used - e.g. new / upgraded courts, fencing
- Infrastructure – new / upgrade
- Buildings – new / upgrade / extension
- Club kitchen – new / upgrade

### Events

- Use of Council Park / Hall / Sporting Ground
- Food / Alcohol
- Fireworks
- Road Closures

### What supporting documents can I include?

- Evidence of need to do the project (e.g. photos, meeting minutes, statistics, club data etc.)
- Demand for the activity (e.g. surveys, social media posts, Expressions of Interest etc.)
- Letters of Support must include contact details of the author
- For activities taking place on Council land, please contact Council's Property Team.
- Letter from the property owner where the proposed project, program or activity will occur, consenting to the activity occurring on their property. This is required even if the applicant leases the property.

### Budget - Written quotes –

- one quote for items over \$500 to less than \$5,000 (GST Exc),
- two quotes for items \$5,000 to less than \$15,000 (GST Exc)
- three written quotes \$15,000 to less than \$200,000 (GST Exc).

### Project planning

- Proposed milestones / timelines
- Evidence of Risk Management / Workplace Health and Safety / Working with Children Check (where applicable).
- Protocols e.g. For proposals involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children or young people, evidence protocols have been followed in obtaining support / confirmation of involvement from relevant communities and organisations.

### Support material required **if funded**:

- **Public Liability Certificate of Currency** or an undertaking to obtain appropriate insurance coverage (in total and per event) based on the level of risk. Insurance must remain current for the term of the Project.
- **Letter from Bank or bank statement** excerpt confirming bank account number is in name of grant applicant (or auspice organisation if applicable); and

- **Risk/Event Management Plan/Facilities Improvement Works Form** (if applicable).

### Where do I find Council documents that the project can align with?

When developing your project please consider how your project aligns with themes, goals, or priorities from: Douglas Shire Council's Corporate Plan – themes and goals [Welcome to Douglas Shire](#)

### Number of applications

- **In-kind applicants** - may submit multiple applications at any time during the financial year to a combined total of \$2,000 GST Exc
- **Community Sponsorship applicants** - may submit multiple applications at any time during the financial year to a combined total of \$2,000 GST Exc
- **Micro Grant applicants** - may submit multiple applications during the financial year up to a combined total of \$1,000 GST Exc previous microgrants must be acquitted.
- **Community Activities and Events Grant applicants** - may submit multiple applications for the round but will only be awarded a maximum of \$10,000 GST Exc in a financial year.
- **Community Facilities Grant applicants** - may submit multiple applications for the round but will only be awarded a maximum of \$10,000 GST Exc in a financial year.
- **Applicants can apply across the two grant streams** - each application will be assessed within the grant stream criteria.

### How do I complete the budget?

If you are seeking a grant for financial assistance, please complete the budget. The budget is not required if the application is only seeking In-kind Assistance. The Assessment Panel will review budget for completeness and contributions from applicant and /or project partners. Round to whole dollars

- **Total Expenditure and Total Income must be equal**
- Applicants registered for GST must include GST Exclusive figures
- Applicants not registered for GST must include the total cost (including GST)

### Quotes

Written quotes are required.

- one quote for items over \$500 to less than \$5,000 (GST Exc),
- two quotes for items \$5,000 to less than \$15,000 (GST Exc)
- three written quotes \$15,000 to less than \$200,000 (GST Exc).

### Expenditure

List all the possible expenses associated with the activity even if not intended to be covered by the grant, to reflect the total project cost. **Check the *Guidelines* for costs that are eligible under the Council Grants Program.**

- Successful grant applicants are encouraged to support local businesses where possible by procuring goods and services locally / regionally.
- Items purchased from overseas suppliers are ineligible (unless impossible to source from Australian businesses).

## Income

List all **possible** income associated with your activity.

The following are examples so only include what is **appropriate** for your project.

- Projected Income - Merchandise sales - Workshop fees - Ticket sales/admission fees
- Contribution from applicant and others
- Other Grants
- Sponsorships, fundraising & donations

## What value do I place on volunteer time?

For consistency use \$45 per hour for general volunteering and industry/professional rates if specialised voluntary services are required for the project.

## What should I do before lodging an application?

- Read Guidelines
- Check your organisation and your project or event are eligible for funding
- Discuss your project or event with Council's Grants Officer prior to completing an expression of interest or application form via [grants@douglas.qld.gov.au](mailto:grants@douglas.qld.gov.au) or P: (07) 4099 9549
- Align project with funding objectives, assessment criteria, Council plans and strategies
- Be aware of the acknowledgement and reporting requirements
- Clarify project elements still to be confirmed, and which are still in negotiation
- Assume assessors know nothing about you or your project and explain everything clearly
- Have your support material to back up your statements ready to attach before starting the online application or attach support material to the hardcopy version if applicable
- Sign Application (President/CEO if the applicant is an organisation)

## Who is the Assessment Panel?

Members of the Panel comprise up to three Council Officers (depending on the Assistance Stream), adhering to Council's Code of Conduct.

Assessment Panel members and Councillors are required to declare conflicts-of-interest at the commencement of any meetings and are required to withdraw from the meeting and decision-making and discussions around the application.

## Can we start our project before we hear about our application?

**No.** Projects **cannot** commence until a successful applicant signs a funding agreement accepting the offer and the terms and conditions of the assistance. Please note Funding Agreements must be accepted within four weeks of receiving a letter of offer.

### **How is feedback provided?**

Applicants have the right to request feedback on their grant applications, whether successful or not: over the phone, in person or in writing. To assist in providing feedback assessment panels must have an agreed position as to why a grant applicant was successful or not, based on the criteria of the funding program. This agreed position is recorded as documents are subject to the *Judicial Review Act 1991, Right to Information Act 2009* and *Information Privacy Act 2009*.

### **How are disputes resolved?**

Disputes over the management of Council's funding program are resolved locally with applicants encouraged to contact Council Officers about any disagreement or conflict with an application and to obtain feedback on their application. The Local Government Association (LGAQ) may be able to recommend trained mediators to assist in resolving conflict between stakeholders if required.

### **If we are successful with our Council grant, can we apply to other funding bodies for our project?**

Applicants may apply to other funders for their project (but not for the same element funded by the Council Grants Program.)

### **Is GST Paid?**

If the successful applicant's Australian Business Number (ABN) is registered for Goods & Services Tax (GST), 10% GST will be added to the grant awarded. If the applicant is not registered for GST, no GST will be added to the grant awarded.

### **What insurance do I require?**

Applicants are to seek advice from insurers about insurance needs for their proposed project as requirements may vary according to each project. (E.g. Public Liability, Volunteer, Professional Indemnity etc.). **Certificates of Currency must be provided before funding is disbursed.**

### **How do I acknowledge Council's support?**

Council support (financial and in-kind) is to be acknowledged with Council's logo on all promotional materials. For public events and activities verbal acknowledgement is required. Successful applicants are encouraged to invite the Mayor to attend as Council's representative.

### **What if the project must be changed?**

Please submit a letter outlining the proposed change to the project and reason behind proposed change, for consideration by the Chief Executive Officer. A written response to your variation request will be provided.

For any further questions please contact Councils Grants Officer, via [grants@douglas.qld.gov.au](mailto:grants@douglas.qld.gov.au) or P:(07) 4099 9549