



DOUGLAS SHIRE COUNCIL COMMUNITY GRANTS PROGRAM

Community Activities and Events Grant Guidelines

Contact:

Community Development Officer

E: comdev@douglas.qld.gov.au



Douglas Shire Council Community Grants Program

Community Activities and Events Grant Guidelines

Supports community Not for Profit organisations to deliver self-sustainable local community, cultural, sporting, and environmental activities in the Douglas Shire Region

Overview

Community Activities and Events Grant	
Description	Supports community not for profit organisations to deliver self-sustainable local community, cultural, sporting, and environmental activities in the Douglas Shire Region
Examples of projects	Promote participation in community life. Provide opportunities for residents to participate in arts and cultural activities Encourage residents to share, develop and acquire new skills and knowledge.
Maximum grant amount	\$10,000
Applicant Co-contribution required	A 20% co-contribution (cash or in-kind) from the community organisation is required under this grant
Application Dates	Opens Annually - on a time nominated by Council and advertised on the DSC Website
Expression of Interest (EOI) Application	EOI Round -opens first Monday of the month nominated by Council EOI Round - closes last Friday of the month nominated by Council
Invitation to Apply – Application	Application Round -opens first Monday of the month nominated by Council Application Round - closes last Friday of the month nominated by Council
Application process	Online EOI via Douglas Shire Council Website. Invitation to apply
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices/receipts and photos of completed project. Acknowledgement of funding.

Grant Priorities

The **Community Events/Activities Grant** supports organisations to undertake activities or programs that contribute to one or more of the following:

- Support active, vibrant communities
- Support safe, connected communities
- Encourage partnerships and collaboration between community groups
- Contribute to the local and regional economy
- Demonstrate sound event management principles and planning

Funding Amount and Applicant Co-contribution

Grant	Maximum Grant Funding Amount Per Annum Per Organisation
Community Activities and Events Grant	• \$10,000 GST exclusive) maximum funding • A 20% co-contribution from the community organisation is required under this grant- can be cash or in-kind • Retrospective funding of projects is not available

Assessment and Notification

Grant	Assessment Process	Acquittal Required
Community Activities and Events Grant	Officer – Assessment Panel – Council Meeting	Yes

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. Incomplete or late applications will not be considered.

Grant	Application Stages	Acquittal Required
Community Activities and Events Grant	• EOI Form • Invited to Apply • Application Received • Eligibility Check • Assessment • Decision • Funding Agreement • Funding Acquittal	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.

Assessment Criteria Applicant and Project – Community Activities and Events Grant	Weighting
Applicant Eligibility	If applicant answers NO to any mandatory criteria their application cannot proceed
Applicant Eligibility Mandatory 1. Not-for-profit community organisations or individual if under the auspices of a Not-for-profit organisation 2. Be based in the Douglas Shire Region 3. Have a current ABN 4. Have no overdue Douglas Shire Council grant acquittals 5. Have no overdue Douglas Shire Council payments 6. Have a valid public liability certificate of currency with a minimum \$20 million coverage. Application to proceed 1. Organisation must provide a copy of certificate of Incorporation 2. Organisation has provided letter of support from Committee 3. Organisation has completed current Event Management Plan to a standard deemed by Douglas shire Council 4. Organisation is compliant with Office of Fair Trade at closing date of funding program 5. Provided a copy of current Public Liability Insurance (\$20 million) 6. Not-for-profit community organisation does not operate a liquor-licensed supporter / associated club, gaming licence or that commercially trades seven days a week 7. Organisation has not already received the maximum funding of \$10,000 per annum 8. Quotes -Applicants must attach at least two comparable quotes from local businesses for the required products and meet Douglas Shire Council procurement guidelines. 1 quote for items \$500 to \$5,000. 2 quotes for items \$5,000 to less than \$15,000 9. 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 10. Funds must be expended in the financial year they are granted. 11. Funding Acknowledgement - Douglas Shire Council requires relevant acknowledgement of financial support for sponsorship. 12. Enter Formal Agreement - If approved organisations will be required to sign a formal agreement and submit an invoice Council for the approved amount within 30 days of offer. If not received the grant will be cancelled and may be reallocated. 13. Organisations are required to contribute a minimum 20% contribution to the total project cost. This maybe in cash or in-kind or combination of both.	

Project Assessment Criteria	Weighting
<i>Strategic</i> • The project/s aligns with the Douglas Shire Council's Corporate Plan • The proposal has been discussed with a Community Development Officer	40%
<i>Need/Benefit</i> • The application demonstrates need/demand for the project/s and benefit for the Douglas community • The project has demonstrated beneficial community outcomes and community support	30%
<i>Financial/Capacity to Deliver</i> • Applications project demonstrates good value for money • Applicant demonstrates that the project can be delivered within the timeframe and budget proposed in the community organisation's application.	30%

Eligible Applicants

Grant	Eligible Applicants	
Community Activities and Events Grant	1. Not-for-profit community organisations or individual if under the auspices of a Not-for-profit organisation 2. Be based in the Douglas Shire Region 3. Have a current ABN 4. Have no overdue Douglas Shire Council grant acquittals 5. Have no overdue Douglas Shire Council payments 6. Have a valid public liability certificate of currency with a minimum \$20 million coverage.	

Ineligible Applicants

Grant	Ineligible Applicants
Community Activities and Events Grant	1. Individuals 2. Profit making organisations (Businesses). 3. Government departments and agencies 4. Schools and affiliated parents' associations 5. Kindergarten and childcare organisations 6. Churches 7. Political groups 8. 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. 9. Organisations that hold a gaming machine licence 10. Organisations that commercially trade 7 days a week with a liquor license

Ineligible Projects and Expenses

Grant	Ineligible Projects and Expenses
Community Activities and Events Grant	Ineligible Projects • Projects that do not meet the requirements of Council's Community Grants Policy or these guidelines • An activity that has a commercial purpose • Activities with the primary objective of fundraising • Activities that are exclusively for the members of the community organisation or are considered its core business • Projects that have been funded previously under the <i>Community Grants Program</i> irrespective of whether it is a different group delivering the project. Ineligible Expenses • Ongoing administrative and operational costs (salaries and wages, rates, rent, insurance, utilities) • Gifts, alcohol, and prizes (e.g. money, trophies, gift cards, vouchers, etc. • Purchase of equipment (unless directly related to the eligible project) • Purchase of capital items • Retrospective funding of projects is not available

--	--

Eligible Projects and Expenses

Grant	Eligible Projects and Expenses
Community Activities and Events Grant	• Increase the use of parks, open space, and natural areas by the wider community • Promote participation in community life • Increase the use of Council's community halls and centres by the wider community • Enhance the safety of local neighbourhoods • Protect, enhance, and showcase the region's natural environment and biodiversity • Provide opportunities for residents to participate in arts and cultural activities • Encourage residents to share, develop and acquire new skills and knowledge • Promote volunteering for community organisations • Encourage residents to participate in an active and healthy lifestyle • Assist residents to prepare, respond and recover from a natural disaster • 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

Supporting Documents

Grant	Supporting Documents Required
Community Activities and Events Grant	Mandatory: 1. Bank statement header (including Name of Bank, Name of Account and BSB and Account numbers) 2. Current public liability insurance certificate 3. Quotes 4. Project details/ Milestones 5. Evidence of funds e.g. Bank statement 6. Proof of not or profit status 7. Written confirmation from auspicng organisation (if applicable). Desired: 1. Letters of support 2. Current Annual Report or Business plan

Terms and Conditions

Grant	Terms and Conditions
Community Activities and Events Grant	• Successful applicants are required to comply with the terms and conditions associated with Council's financial support. • Funded projects cannot commence prior to receiving written notification from Council. Successful applicants will be required to: 1. Use the funding for the project / purpose as approved in the Funding Agreement. 2. Complete the project within the dates specified in the funding application. 3. Do not use the funds for anything other than the approved project without the written consent of Council. 4. Advise Council of any changes or variations to the approved project, and receive approval for these, before implementing the proposed changes. 5. Maintain appropriate insurance cover for the duration of the funded project. 6. Ensure all employees (paid and volunteer) have the required skills and licences. 7. Meet all relevant workplace health and safety requirements. 8. Obtain all necessary permits and approvals prior to the beginning of the project. 9. Appropriately acknowledge Council for the funding in all publicity relating to the funded project. 10. Use of Council's logo must be in accordance with the corporate style guide. 11. Council reserves the right to promote projects funded through Community Grants Program. 12. Acquit the funds by the due date as advised in the Letter of Offer. 13. Unspent funds must be returned at the time of the acquittal. 14. Council may request receipts, tax invoices and other evidence of project expenditure up to 12 months from the acquittal due date. 15. The offer of funding will lapse if not accepted within the timeframe indicated in the Letter of Offer. 16. Adhere to any special conditions referred to in the Letter of Offer.