5.2. BUSINESS DEVELOPMENT FUND GUIDELINES REVIEW

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DEPARTMENT: CEO Unit

RECOMMENDATION

That Council resolve to:

1. **note and adopt the revised Business Development Fund Guidelines 2016 - 2017; and**

2. **delegate authority to the Mayor and Chief Executive Officer in accordance with the Local Government Act 2009 to finalise any minor amendments in relation to the Business Development Fund program.**

EXECUTIVE SUMMARY

Council's Business Development Fund Guidelines were workshopped with Elected Members on 16 August 2016. Changes to the Guidelines have been made based on feedback at the briefing workshop. This report is for noting the revisions to the Business Development Fund Guidelines.

BACKGROUND

At the 24 November 2015 Council meeting, the Business Development Fund Guidelines were noted by Council
http://douglas.qld.gov.au/download/council_meetings/meeting_agendas/5.11%20-%20Business%20Development%20Fund.pdf . This new funding stream opened the first Monday in December 2015 and closed the last Friday in February 2016.

The Business Development Fund Guidelines provide support and guidance to applicants in regards to who can apply for funding, the types of projects and initiatives which are eligible for funding; and the types of items or expenses which can be funded.

The guidelines also provide Council with criteria to assist the assessment and approval process.

The 2016 - 2017 funding round of the Business Development Fund is scheduled to open with Council's other grant programs (Community Support Program, Event Funding Program) on Monday 5 September 2016 and close Friday, 28 October, 2016.

COMMENT

The Business Development Fund Guidelines have been monitored and evaluated with an approach of ongoing review and improvement. Feedback obtained from Council Officers, previous applicants and Elected Members has been incorporated into the latest draft of the Business Development Fund Guidelines 2016 - 2017.

A number of changes are proposed to improve the application, assessment and administration processes detailed within the draft Business Development Fund Guidelines 2016 – 2017 which include:

- the inclusion of an additional point to be included with the **'Objectives'** (pg4): *"Supporting, promoting, complementing and protecting the region's natural and built environments; and rich cultural heritage";*
- a new inclusion to **'Ineligible Items'** (pg8): *"statutory and necessary licences/permits/; and/or for services and fees where Council, State and/ or Federal Governments may be required to regulate and/ or approve";*
- to assist with the Assessment process applicants will be required to attach a copy of a project/business plan to support their application; especially for new business enterprises or Start-ups; and
- generally, the Guidelines are more comprehensive and better align with subject headings and formats detailed within other guidelines for Council funding streams.

PROPOSAL

That Council note and adopt the revised Business Development Fund Guidelines 2016 – 2017.

FINANCIAL/RESOURCE IMPLICATIONS

Funding has been allocated to the Business Development Fund in the 2016 - 2017 budget.

RISK MANAGEMENT IMPLICATIONS

The risks in relation to allocating public money through the Business Development Fund are:

Failure to acquit funds

Risk Management procedures in relation to outstanding Outcome Reports will consist of the following steps:

- Requests for extension of project timelines and/or Outcome Report deadlines are to be submitted in writing to Council.
- Council permits an extension of project timelines and/or Outcome Report deadlines on a case by case basis when such requests are deemed justified
- Council Officer contacts grantee who have obtained extensions on their project on a regular basis to monitor progress

Conflict

There may be a risk of conflict arising between an applicant and Council staff, or with an elected member. Applicants will be encouraged to contact the Council Officer about any disagreement or conflict with their grant application. If requested, applicants will be provided with relevant and constructive feedback on their funding submission to assist future grant application opportunities.

SUSTAINABILITY IMPLICATIONS

Economic: The Business Development Fund will support business growth, diversity, innovation and sustainability.

Environmental: The natural environment and cultural heritage values of the Douglas region are of significant and intrinsic value for residents and visitors. The Business Development Fund will support business growth and innovation, while encouraging the promotion, sustainability and conservation of the natural and cultural environments.

Social: The Business Development Fund provides the ability to increase employment and training opportunities in both commercial and not-for-profit sectors.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

Corporate Plan 2014-2019 Initiatives:

Theme 2 - Building a Sustainable Economic Base

2.2.5 - Expand tourism and agricultural business opportunities and benefits through collaborative planning and promotion.

2.3.1 - Promote the area for film opportunities.

2.3.2 - Investigate opportunities for sports and cultural tourism.

2.3.4 - Develop positive partnerships with economic development organisations and work proactively towards achieving mutually agreed goals and objectives.

2.4.1 - Collaborate and support Indigenous communities to identify opportunities for social enterprise.

2.4.2 - Collaborate with communities in the north of the Shire to identify and pursue opportunities for increased tourism market share.

COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

Part-Funder   Sharing the cost of a program or activity with other organisations.

CONSULTATION

Internal: Councillors' Workshop - 16 August 2016
Council Officers involved in the Assessment Process

External: Previous Business Development Fund applicants

ATTACHMENTS

Attachment 1 -   Business Development Fund Guidelines 2016 - 2017

Business Development Fund Guidelines 2016 -2017

Contents

Business Development Fund Guidelines

Before starting the application

Please read the guidelines before applying and discuss your proposal with a Community and Economic Development Officer prior to submitting an application.

Please consider how your proposed project aligns with the:

- objectives of the Economic Development Fund;
- themes and goals of Council's Corporate Plan;
- Council's Role in Economic Development General Policy; and
- Assessment Criteria.

Applications will be evaluated on merit against eligibility and assessment criteria, in a transparent and equitable manner in accordance with assessment criteria.

Please note the grant assessment process may take up to three months from when the funding round closes and will need to be factored into project planning.

Applicants successful through previous rounds of Council's various grants programs must acquit their current grant before applying for further funding.

Applicants must contribute 50% in cash contribution towards the cost of the project. The applicant's contribution may be derived from self-generated funds by fundraising, sponsorship or from other grants. In-kind or volunteer contributions will not be considered as part of this matched funding by Council.

Although an application may meet the eligibility requirements and assessment criteria, grants are highly competitive. Approval will depend on available funds, the quality of applications and Council's priorities under the Corporate and Operational Plans therefore applicants may be fully, partially or not funded.

What is the Business Development Fund?

The purpose of the Business Development Fund is to provide assistance to groups or organisations that are either constituted not-for-profits; or for-profit organisations, such as businesses or companies. Funded projects should not focus on returning profits in the immediate or short term; however preference will be given to projects which are able to demonstrate long term viability, financial sustainability and the prospects of business expansion, and/or employment and industry growth. Not-for-profit organisations, businesses, associations, chambers of commerce, industry networks or industry clusters are welcome to apply for the Business Development Fund, which is aligned with the following goals of Council's Corporate Plan:

- To support the growth of local business and industry, and to encourage commercial investment in the Shire.
- Expand tourism and agricultural business opportunities and benefits through collaborative planning and promotion.
- To increase opportunities to promote the Shire as a destination of choice.

- Promote the area for film opportunities.
- Develop positive partnerships with economic development organisations and work proactively towards achieving mutually agreed goals and objectives.
- Investigate opportunities for sports and cultural tourism.
- Improve the social and economic outcomes and opportunities for our communities.

Objectives

The objective of the Business Development Fund is to assist not-for-profit organisations, businesses and companies to develop programs, projects or activities that benefit the economic environment of the Douglas Shire by:

1. Assisting with the establishment, development, growth and diversification of individual businesses, industries and specific business sectors within the region;

2. Enhancing the skills and professional development of micro – small – medium business owners and employees to enable businesses to be more sustainable and prosper within the region;

3. Creating economic development and investment opportunities which support social enterprises and employment opportunities for long-term unemployed; as well as engage and provide opportunities for vulnerable and marginalised groups;

4. Supporting, promoting, complementing and protecting the region's natural and built environments; and rich cultural heritage.

How much can you apply for?

Eligible applicants may apply for up to $10,000 (GST Exclusive) in grant funding. Please note applicants will be required to contribute 50% cash, towards the cost of the project as Council does not fund 100% of any project. In-kind or volunteer contributions by the applicant will not be considered as part of this matched funding by Council.

What does the Business Development Fund look like?

Eligible applicants may apply for funding to assist with conducting eligible projects, activities or programs.

To summarise:

- Minimun funding amount: $1,000 (excluding GST)
- Maximum funding amount: $10,000 (excluding GST), aligned to related quotes and costings.
- Applicant must contribute at least 50% cash towards the total project cost (cash/ fundraising/sponsorship/other grants).
- Incorporated organisations, may submit only one application. Projects should not focus on returning profits in the immediate or short term; however preference will be given to projects which are able to demonstrate long term

viability, financial sustainability and the prospects of business/ industry expansion, diversification and/or employment growth.

- For-profit organisations such as incorporated businesses or companies with the Australian Securities and Investments Commission (ASIC) and have a current/ active ABN/ ACN may submit only one application. Projects should not focus on returning profits in the immediate or short term; however preference will be given to projects which are able to demonstrate long term viability, financial sustainability and the prospects of business/ industry expansion, diversification and/or employment growth.
- An incorporated association or group working in a particular industry or representing a particular business sector may submit only one application. Projects should not focus on returning profits in the immediate or short term; however preference will be given to projects which are able to demonstrate long term viability, financial sustainability and the prospects of business/ industry expansion, diversification and/or employment growth.
- Business Development Fund applications must be received in hardcopy by Council by the closing time and date of the funding round, not post-marked the closing date.
- The funding round will open the first Monday in September and close on the last Friday in October for projects commencing in that financial year.
- Project must be completed within 12 months of receipt of funding.
- Funding will be provided on a 'project' or 'program' basis.
- Funding will not be recurrent (cannot apply for funding in subsequent rounds/years to run the same project or activity).
- Applicants must specify how Council funding will be publicly acknowledged if the application is successful. (eg Douglas Shire Council logo on website and/or Facebook page, event program, newsletter, verbal acknowledgement at launch)
- Applications must be **signed** by the **President/CEO** of the eligible not-for-profit organisation; or **signed** by an **authorised representative** of a for-profit organisation such as a business or company
- Applications are subject to the eligibility requirements, supporting documentation and assessment criteria. The level of assistance is limited by Council's budget decisions and priorities in the Corporate and Operational Plans.

Am I eligible to apply?

Eligibility determines who can apply for the Business Development Fund and how they can use the grant funding.

Eligible applicants

An eligible not-for-profit applicant is an organisation, that:

- is a properly constituted and compliant (incorporated) not-for-profit organisation; or a charitable organisation registered or sanctioned under the *Collections Act 1966*;
- has a majority of members residing in the Douglas Shire;
- operates within the Douglas Shire;
- has successfully acquitted all previous Douglas Shire Council grants (as an applicant and/or as an auspice);
- does not have overdue outstanding rates, fees or debts with Douglas Shire Council; and
- has current public liability insurance.

Incorporated organisations may only submit one application in their own right.

An eligible for-profit applicant organisation, business or company that:

- has a current/ active ABN or ACN and is incorporated with the Australian Securities and Investments Commission (ASIC);
- operate and/or are based within the Douglas Shire;
- has successfully acquitted all previous Douglas Shire Council grants (as an applicant);
- does not have overdue outstanding rates, fees or debts with Douglas Shire Council; and
- has current public liability insurance.

Ineligible applicants

Applications will be deemed **ineligible** if the **application form is altered** in any way.

An ineligible not-for-profit applicant is an organisation, that:
- is unincorporated; or
- has a majority of members residing outside of the Douglas Shire; or
- operates only outside the Douglas Shire; or
- is not compliant with the Office of Fair Trading; or
- has received the maximum funding amount this financial year; or
- has not successfully acquitted all previous Douglas Shire Council grants; or
- has overdue outstanding rates, fees or debts with Douglas Shire Council; or
- has no current public liability insurance.
- is a government agency or department of local, state or federal government; or
- is a political organisation; or
- is a discriminatory organisation; or
- is a school, P&C Association, university or TAFE college; or
- is supported by gaming machine income.

An ineligible for-profit applicant organisation, business or company that:
- does not have a current/ active ABN or ACN; and is not incorporated with the Australian Securities and Investments Commission (ASIC); or
- only operates and/ or is based outside the Douglas Shire; or
- has received the maximum funding amount this financial year; or
- has not successfully acquitted all previous Douglas Shire Council grants; or
- has overdue outstanding rates, fees or debts with Douglas Shire Council; or
- has no current public liability insurance; or
- is supported by gaming machine income.

What are eligible projects

Eligible projects, activities and programs may:

- occur within the Douglas Shire; and
- clearly demonstrate community and economic need;
- benefit and support business sustainability, diversification and growth;
- support and encourage industry sector sustainability, growth, diversification and development;
- encourage and promote commercial investment within the Douglas Shire;
- support and develop opportunities for future sporting and cultural tourism;
- benefit and support Douglas residents in relation to employment and training opportunities;
- support, promote, complement and protect the region's natural and built environments; and rich cultural heritage;

- clearly demonstrate measureable improvements toward at least one of the Business Development Fund program objectives;
- match Council's contribution with cash.

Eligible projects are those that will support business and industry sustainability, growth and development; with opportunities for attracting and delivering commercial investment, training and employment.

Examples of projects and activities that may be eligible for the program:

- Provide specialised support training and skills development for business owners and/or employees currently working in a particular industry work sector which are not funded by other industry skills programs.
- Support research and the development of feasibility studies and business cases which will contribute to regional investment; and provide a roadmap for business/ industry development, growth and diversification.
- Contribute to the planning and development of social enterprises which provide employment opportunities for long-term unemployed; as well as engage and provide opportunities for vulnerable and marginalised groups.
- Be relevant to regional economic development and/or support, promote, complement and protect the regions natural and built environments; and rich cultural heritage.

These are examples only. Before completing an application and discussing your project with a Council Officer, consider how your proposed project will align with Council's:

- Business Development Fund objectives (Page 4);
- Events Strategy (if applicable);
  http://douglas.qld.gov.au/download/publications__reports/Events-Strategy-2015-2020.pdf
- Corporate Plan themes and goals;
  http://douglas.qld.gov.au/download/publications__reports/Douglas-Shire-Council-Corporate-Plan-2014-2019.pdf
- Role in Economic Development General Policy;
  http://douglas.qld.gov.au/download/policies/Councils-Role-In-Economic-Development-General-Policy_2.pdf
- Assessment Criteria Matrix (Page 14).

Ineligible projects, activities and programs

Projects, activities or programs are ineligible for funding if they:

- have already taken place; or
- are subject to litigation; or
- are the core business of educational, religious and political organisations; or
- are exclusive to group members and not open community activities; or
- are capable of being self-funded by the organisation; or
- duplicate existing services or programs in the Shire; or
- for running or hosting of events (see Council's Event Funding Program)
- require Council to contribute more than 50% to the overall project cost; or
- do not provide indirect or direct economic benefits to residents and/or region of the Douglas Shire; or
- are for the purchase of equipment or facilities only; (equipment that is integral to the running of the project/activity or program may be considered); or
- are for the purchase of catering only; (catering that is integral to the running of the project/activity or program may be considered); or

Eligible items

The project budget must include ALL expenditure relating to the project.

Some examples of items eligible for the Business Development Fund are:
- Advertising and promotion costs for workshops or forums;
- Facilitator/Instructor Fees;
- Feasibility studies or research which will contribute to economic, investment and employment growth for the region;
- Specialist and consultancy fees; and
- Venue and/or equipment hire.

The following items *may* be eligible for funding, depending on whether they are integral to the overall project:
- Equipment purchase (e.g. as it might relate to staff training and employment); and
- Catering. (e.g. meeting of local businesses to discuss a particular issues in relation to the project)

Please discuss project costs with Council when completing your budget.

Ineligible items

The project budget must include ALL expenditure relating to the project however the following items are ineligible for the Business Development Fund:
- project costs incurred outside the funding period;
- project items purchased before the applicant has been notified in writing of the outcome of their Business Development Fund application;
- items where costs appear excessive/unreasonable;
- existing or ongoing seasonal / regular activities or events (see Council's Event Funding Program);
- membership /program participation fees for individuals;
- training /activities that can be accessed and provided for by State or Federal Government agencies;
- organisation's normal operating costs or own hire/ service fees, utilities, administration costs (postage, stationery, office supplies), annual / regular venue hire, rent and lease costs or insurance costs;
- statutory and necessary licences/permits/; and/or for services and fees where Council, State or Federal Governments may be required to regulate and/ or approve;
- grant writing, administration, and acquittal costs;
- repairs and maintenance costs;
- prizes, giveaways, trophies, gifts;
- alcohol & catering (catering that is integral to the running of a project/activity or program may be considered);
- salaries, wages and employment costs;
- consumables (items that can be used only once);
- vehicles;
- equipment purchases (equipment that is integral to the running of the project/activity or program may be considered);
- facility purchases or upgrades;
- land and/or buildings purchases or upgrades;

- capital works or fixed structures;
- one off, seasonal or regular bookings of Council facilities;
- travel (unless for a facilitator to deliver a program may be considered);
- repayment of debts or loans;
- project costs already supported through other funding.

How do I apply?

Applicants may type or neatly handwrite on the application form and must include relevant support materials.

Applicants must submit a completed funding application form, including a budget and support materials by 4.30pm of the closing date. Late or incomplete applications will not be accepted.

Applicants are encouraged to attend an information session or contact a Community & Economic Development Officer who can answer questions about the application process.

When should I apply?

Program opening and closing dates for applications, turnaround time for assessment and notification of outcomes are especially important milestones for applicants.

As a general guide, the Grant Round will open the first Monday in September for a period of 8 weeks, closing the last Friday in October. Projects must commence during that financial year, and be complete within 12 months of receiving the funding. The Fund supports one-off projects with defined start and end dates. The opening and closing dates for the Round will be advised in the local newspaper, Council's website and Facebook page, and email networks. Funding decisions are advised approximately three months after the round closes. Please note applications will not be eligible if proposed activities occur before announcement date and retrospective funding requests will not be supported.

Key dates, including information session times, will be promoted to the community via email networks, local media, Council's website and Facebook page. Successful applications will be publicly announced via media releases, Council's Facebook page and website.

Key dates for 2016-17

Milestone	Key date
Business Development Fund (BDF)	
BDF 2016-2017 grant applications open	5 September 2016
Applications close	4.30pm 28 October 2016
Assessment and moderation of applications	November - January 2016
Funding announced	January - February 2017
Funding contracted	January/ February 2017
Outcome Reporting by successful applicants	8 Weeks after project completion

What supporting documents should I include with my application?

Applicants are required to provide relevant support material with the application.

Compulsory

- If a not-for profit organisation a Certificate of Incorporation/Charity Status of applicant
- If a for-profit organisations such as a business or company evidence of a current/ active ABN or ACN and proof it is currently incorporated with the Australian Securities and Investments Commission (ASIC);
- Public Liability Certificate of Currency or an undertaking to obtain appropriate public liability insurance coverage (in total and per event) based on the level of risk. Insurance must remain current for the term of the Project of applicant.
- A copy of a sound and comprehensive Business or Project Plan to support an application (especially for new business enterprises or start-ups).
- If applicable, a letter from the **property owner** where the proposed project, program or activity will occur, consenting to the activity taking place on their property. This is required even if the property is leased by the applicant. For activities taking place on Council land please contact Council.
- Written quotes - one quote for items in the budget $500 to less than $1500 (GST Exclusive) and two quotes for items $1,500 (GST Exclusive) and over.
- Most recent bank statement in the name of the applicant
- If a for-profit organisation such as a business or company to provide accountant prepared financial statements for the previous two (2) financial year plus year-to-date interim figures and forward budgets where applicable.
- If a not-for-profit organisation provide audited or verified financial statements of the most recent financial year submitted to the Office of Fair Trading with your Annual Return
- In the absence of audited or verified financial statements (because applicant is newly incorporated not-for-profit organisation), minutes of the general meeting of incorporation, management committee details and current membership details.

Highly Recommended

- Letters of Support (not required from the Douglas Shire Council Mayor or Councillors) demonstrating demand for/ interest in your project, and details of other contributors/partners/funding secured by the applicant towards the project. If projects are related to a particular business or industry sector, the application will need to include evidence of engagement with, or support from this group or stakeholders.

The application budget

The Assessment Panel will analyse the application budgets to determine if applicants have demonstrated sound financial partnership capacity and have committed a reasonable amount of support towards the project.

Applicants will be required to support their budget with one written quote for each item in the budget $500 to less than $1500 (GST Exclusive) and two written quotes for items $1,500 (GST Exclusive) and over.

How do I address the assessment criteria?

Applicants are strongly encouraged to refer to the Assessment Matrix on the last page of the Guidelines to present the strongest application possible. Each application will be assessed on criteria and scaled from "Not evident" to "Excellent".

How do I lodge my application?

Business Development Fund Application forms are available from:
http://douglas.qld.gov.au/business-development-fund/ ; Council's Administration Office, 64-66 Front Street, Mossman; and Port Douglas Customer Service Office, Port Douglas Community Hall, Mowbray Street Port Douglas.

Your grant application may be typed or neatly handwritten and must be received by Council before 4.30pm of the closing date for the round (**not** postmarked the closing date). Late, faxed or emailed applications will not be assessed.

A USB device may be submitted in addition to the hardcopy of the application containing your support material. USB devices cannot be returned to applicants as they form part of the record of your application.

By post:	**In person:**
Douglas Shire Council	Douglas Shire Council
PO Box 723	64-66 Front St
MOSSMAN QLD 4873	MOSSMAN QLD 4873

Applicants will receive an acknowledgement email within five working days of the closing date. Please contact Council if you have not received an acknowledgement email.

How is the Assessment Panel selected?

Members of the Assessment Panel comprise three Council Officers who are required to adhere to Council's Code of Conduct, which includes conflict-of-interest and confidentiality guidelines.

Assessment Panel members and Councillors are required to declare a conflict-of-interest at the commencement of the Assessment Meeting, Councillors Workshop and Council meeting and are required to withdraw from the meeting and decision-making around the application.

How are applications assessed?

Assessment of public grants programs need to be fair and transparent and is conducted as follows:

Grant applications are assessed by an Assessment Panel comprising three Council Officers. The Panel will make recommendations to Council for consideration for Councillors' approval. The application assessment process is as follows:

• Applicant completes appropriate form and submits to Council within timeframe.

• Applications are collated and reviewed by a Community & Economic Development Officer for eligibility and completeness. Applicants will be notified within five working days that their application has been received. The Council officer liaises with applicants should clarification or correction of applications be required and applicants will be given five working days to provide further information.

- Business Development Fund applications will be submitted to a panel of three impartial Council Officers and assessed against the Assessment Matrix. Members of the Assessment Panel (Three Council Officers) individually assess and rank applications prior to an assessment meeting where applications are discussed and moderated in accordance with: available funding; Business Development Fund objectives; eligibility; and Council priorities.

- Assessment panel recommendations will be workshopped with Mayor and Councillors prior to a report being prepared for an ordinary Council meeting, with Council decisions recorded in a resolution.

- After Council has approved the funding recommendations and minutes of the Ordinary Council Meeting have been approved, all applicants will be advised in writing of the outcome of their application and the public will be advised of successful grant recipients in a Council Media Release.

- Successful applicants will receive a letter of offer and a reporting template from Council. Successful applicants are required to return a letter of acceptance, invoice and completed EFT form to receive payment.

- Unsuccessful applicants will be advised in writing of the outcome of their application and are invited to contact Council for feedback on their application.

What is the funding process?

Successful grant applicants will be required to:

- Enter into a funding agreement with Council, noting specified allocation of funding, payment schedule, contractual responsibilities and conditions of funding;
- Submit a Tax Invoice (if registered for GST) for the amount of the Grant plus GST or an Invoice (if not registered for GST) for the amount of the Grant, noting Not Registered for GST;
- Undertake that no changes to the approved project, activity or program (that will alter the benefit and scope of the project to what will be delivered, compared to that declared in the application) will be made without the prior agreement of Council;
- If applicable, conduct a risk assessment and obtain appropriate Public Liability Insurance cover (in total and per event) based on the level of risk if the project, activity or program includes participation by members of the general public. Evidence of these are required prior to commencement of the project;
- If applicable, obtain all statutory and necessary licences/permits/approvals and insurances relating to the project for which the grant is awarded, with evidence of these forwarded to Council prior to receipt of funding;
- Use the funds for the purpose for which they are granted in accordance with the Conditions of Funding, within 12 months of the receipt of funds;
- Provide a funded activity Outcome Report to Council including outcome data with feedback from either the general or business communities and acquit funding, within eight weeks of completing the project to demonstrate the grant has been used for the intended purpose;
- Return unexpended funds (if applicable) within eight weeks of completing the project.

What are the reporting/acquittal requirements?

All grant recipients are required to complete a Project Outcome Report, provided by Council to successful applicants with their letter of Offer in hard copy. An electronic version will be available on request.

Depending on the type of project or activity successful grant applicants **must** capture audience/participant/partner feedback from their project (eg: Social media comments, surveys, interviews, comment box, stakeholder debrief) and provide details in the Outcome Report.

Acquittal requirements include:

- Completed Outcome Report within eight weeks of completing project;
- 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 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);
- Unexpended funding (if applicable);
- Evidence of public acknowledgement of funding (eg social media, website, event program, newsletter, verbal acknowledgement at launch);
- Audience, participant and partner feedback;
- Your feedback on the Business Development Fund program.

The information, photos and community feedback in the Outcome Report will be incorporated into Council's Business Development Fund in Review publication to promote the public and economic value of the program within the community and inform Council stakeholders of the outcomes of funded activities.

How do I acknowledge the funding?

All activities funded by Council's Business Development Fund, must acknowledge Douglas Shire Council in all promotional material and publications (website and/or Facebook page, event program, newsletter, verbal acknowledgement at launch) by including the acknowledgement text "Supported by" and Council's logo.

Council's logo is available in a range of versions and colours. Douglas Shire Council's logo will be provided by Council Officers in the digital format requested.

Where can I find help to complete my application?

Applicants are strongly encouraged to attend an information session or contact Council's Community & Economic Development Officer who can answer questions about the application process.

Contact details and further information:
- Website: http://douglas.qld.gov.au/community/community-grants/community-support-program-csp/
- Facebook: https://www.facebook.com/douglasshirecouncil
- Telephone: (07) 4099 9444 or toll free 1800 026 318
- Email: enquiries@douglas.qld.gov.au
- In person: 64-66 Front Street Mossman Qld 4873
- Post: PO Box 723 Mossman Qld 4873

Before lodging an application

Prior to lodging an application, please go through the following checklist.

- Guidelines and application form read
- Discussed project with Council Officer prior to completing application
  - How does the project align with the BDF objectives, Corporate Plan goals and the assessment criteria?
  - Are you and/or your project eligible for funding?
  - What expenditure items are eligible for funding?
  - Have you consulted the Assessment Matrix to present the strongest application possible?
  - Are you clear and succinct about what you intend to do and what your project aims to achieve?
  - Are you aware of the acknowledgement and reporting requirements if your application is successful?
- Application signed by President/CEO of the applicant organisation (if applicable)
- Application signed by an authorised/ agreed representative of a for-profit organisation such as a business or company
- Support Material attached including Project/ Business Plan
- Copy of application retained for your own records
- Application is NOT bound
- Application received in hardcopy by Council before 4.30pm on the closing date for Community Support (Grant) program **(not post-marked the closing date)**.

Assessment Criteria Matrix

	Assessment Criteria	Not evident (0)	Evident (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
1	The application **aligns with Council's Corporate Plan**; **Business Development Fund Objectives and Guidelines**; and **Council Role in Economic Development General Policy**? **Other?**	Unclear and/not evident.	Evident.	Clear.	Clear, convincing, but not distinctive.	Clear, convincing and distinctive.	Very clear, convincing and distinctive.
2	There is a demonstrated **need** for project, activity or program. *Survey results/research/statistics /Other evidence?*	Unclear and/not evident.	Evident.	Clear.	Clear, convincing, but not distinctive.	Clear, convincing and distinctive.	Very clear, convincing and distinctive.
3	There is evidence of effective **consultation and partnerships** undertaken during project planning. *Extent of consultation? Number of partnerships & who are they?*	Unclear and/not evident.	Evident.	Clear.	Clear, convincing, but not distinctive.	Clear, convincing and distinctive.	Very clear, convincing and distinctive.
4	The project, activity or program has **economic and social benefits**. *Direct and indirect economic impact/ jobs and/ or training for industry sectors, unemployed and vulnerable members of the local community?*	Not evident, unconvincing.	Evident.	Some attempt to identify short term benefits to the community.	Clearly identifies short term benefits to the community.	Clearly identifies and justifies realistic short term benefits to the community.	Very clearly identifies and justifies realistic short term benefits to the community.
5	The project, activity or program has **support**. Businesses and industry demonstrating their support for the project. *Letters of support/other evidence (research/ surveys)?*	Unclear and/not evident.	Evident.	Clear.	Clear, convincing, but not distinctive.	Clear, convincing and distinctive.	Very clear, convincing and distinctive.
6	The applicant has the **ability to deliver** the project, activity or program. *Quotes/Relevant approvals/risk management/ Project costs – reasonable? Project milestones – reasonable? Appropriately qualified providers engaged? Ready to deliver within timeframe?*	Unclear and/not evident.	Evident.	Clear.	Clear, convincing, but not distinctive.	Clear, convincing and distinctive.	Very clear, convincing and distinctive.
7	The project, activity or program will be **measured and/or evaluated** to determine success in achieving desired outcomes. How to measure success and identify needs for improvement. *Pre/post activity feedback? Participation /result statistics? Other?*	Not evident, unconvincing.	Evident.	Some attempt to identify measurement tools and processes.	Clearly identifies realistic measurement tools and processes.	Measurement and evaluation processes are comprehensive and sound.	Measurement and evaluation processes are comprehensive and sound, with clear systems in place to assess success.
8	Extent of proposed **public acknowledgement of Council** assistance or funding?	Unclear and/not evident.	Evident.	Clear.	Clear, convincing, but not distinctive.	Clear, convincing and distinctive.	Very clear, convincing and distinctive.