

ORDINARY MEETING	
16 JUNE 2015	5.9

COMMUNITY SUPPORT PROGRAM POLICY AND GUIDELINES REVIEW

Helen Coulthard: Community And Economic Development Officer

Kerrie Hawkes: Executive Officer/Policy & Strategy Coordinator # 433068

RECOMMENDATION:

That Council:

- 1 note and adopt the revised Community Support Program General Policy and Guidelines; 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 Community Support Program.**

EXECUTIVE SUMMARY:

Council's Community Support Program revisions were workshopped at the Elected Member Briefings on 19 May 2015 and 9 June 2015. Changes to the program were made further to the feedback at the briefings. This report is for noting revisions to the Community Support Program General Policy and Guidelines.

BACKGROUND:

Council's Community Support Program was first implemented in April 2014, and has since been monitored and evaluated in accordance with legislative requirements and good practice.

In order to allocate grants to community organisations, Council must adopt a community grants policy consistent with the requirements of sections 194-195 of the *Local Government Regulation 2012*.

At Council's Ordinary Meeting 1 April 2014 a report on the Community Support Program Policy and Guidelines was presented. Before adopting the Policy and Guidelines Councillors requested the community be given two weeks to provide feedback on the documents. Taking into account comments received, the Community Support Program Guidelines were amended and Council adopted the community grants Policy and Guidelines at the 29 April 2014 Ordinary Meeting. The Policy was due for review 29 April 2015.

The policy was first adopted 29 April 2014 in order to allocate grants to community organisations, in accordance with the requirements of sections 194-195 of the *Local Government Regulation 2012* and section 4 of the *Local Government Act 2009*.

The Community Support Program Policy has been reviewed, with minor changes to wording. The Guidelines have been reviewed, with a number of changes being proposed after taking into account feedback from staff and the community after the two funding rounds of the 2014-2015 program. The amendments were presented at the Councillors' Briefing and Workshops on 19 May 2015 and 9 June 2015.

COMMENT:

A number of changes are proposed to improve processes and the Community Support Program:

- One Round instead of two;
- One funding stream (\$500 to \$10,000) instead of two;
- Incorporated organisations may submit one application in their own right and one application as an auspice for an unincorporated organisation per funding round;
- The funding round will open on the first Monday in August and close on the last Friday in September. This two-month timeframe will provide potential applicants with sufficient time to prepare their application;
- Applicants must contact Council to discuss their project prior to completing an application;
- Applicant must contribute at least 50% towards the total project cost (cash/inkind/fundraising/sponsorship/other grants);
- Evidence of public acknowledgement of Council support through inkind assistance will be required should applicant wish to be considered for further Council support;
- Guidelines are more detailed in defining which activities and items are eligible and ineligible;
- Assessment Matrix – more detail as to what panel considers when assessing applications;
- In-kind Assistance applications will be reviewed by one Council Officer (instead of two) with their recommendation submitted to the Chief Executive Officer for final consideration;
- Listing compulsory and optional supporting documentation;
- Application Checklist more detailed;
- Applications must be posted, hand delivered or emailed (not faxed) and received by Council by 4.30pm of the closing date for Community Support (Grant) **(not post-marked the closing date)** or two months prior to inkind assistance being required.

Also to provide as many applicants with the opportunity to attend Council's information session, two sessions will be conducted, one of which will be held after hours.

PROPOSAL:

The proposal is for Council to note and adopt the revised Community Support Program Policy and Guidelines.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:

Douglas Shire Council Corporate Plan 2014 -2019

- Celebrating our communities
- Improve environmental performance
- Engage, plan, partner

Community Support Program Policy adopted 29 April 2014.

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:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Provider	Advocate	Facilitator	Agent	Part Funder	Asset Owner
					<input checked="" type="checkbox"/>
					Fully Responsible
					<input checked="" type="checkbox"/>
					Regulator

Information Provider: Providing access to information to assist communities and organisations.

Facilitator: Bringing people together to develop solutions to problems.

Fully Responsible: Funding the full cost of a program or activity.

Regulator: Meeting the responsibilities associated with regulating activities through legislation or local law.

FINANCIAL/RESOURCE IMPLICATIONS:

The costs associated with running the Community Support Program are to be provided for in the budget for the 2015-2016 financial year.

A Council Officer will be responsible for administering the Community Support Program and reporting to Council on funding recommendations as well as listing unsuccessful applications. Three impartial Council officers will be responsible for assessing applications after the funding round closes. A Council officer will be responsible for transferring funds to successful applicants on return of signed funding agreements and following up Outcome Reports and acquittal of funding.

RISK MANAGEMENT IMPLICATIONS:

The risks in relation to allocating public money through the Community Support Program are:

1 Failure to acquit funds

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

- Requests for extension of project timelines and/or Outcome Report deadlines are to be submitted in writing to appropriate Council officer.
- Council grants extensions of project timelines and/or Outcome Report deadlines on a case by case basis when such requests are deemed to be justified.
- Council officer contacts grantees who have obtained extensions on projects on a regular basis to monitor progress.

At times grantees may face circumstances beyond their control which impact on project timelines so Council officers will try to support artists and organisations in such situations to achieve the original outcomes of awarded projects.

2 Conflict

There may be a risk of conflict arising between applicants, Council staff, or elected members. Applicants will be encouraged to contact the Council officer about any disagreement or conflict with the grant application. Applicants will have the right to request a meeting with Council staff to obtain feedback about their application or to view the minutes of assessment meetings.

To mitigate this risk minutes will clearly document Assessment Panel comments as to why an application should or should not be funded, with suggestions on where application could be improved for future submissions. In addition, feedback forms have been developed to gauge feedback from the people attending community workshops and from people who submitted applications so that Council can refine processes, presentation tools and other practices to improve the program.

SUSTAINABILITY IMPLICATIONS:

ECONOMIC: One of the objectives of the Community Support Program is to assist not-for-profit organisations develop programs, projects or activities that provide economic benefits to the Shire including promoting employment and volunteering opportunities.

ENVIRONMENTAL: One of the objectives of the Community Support Program is to assist not-for-profit organisations develop programs, projects or activities that encourage environmental protection and sustainability.

SOCIAL: One of the objectives of the Community Support Program is to assist not-for-profit organisations develop programs, projects or activities that encourage community involvement and participation.

INTERNAL/EXTERNAL CONSULTATION:

Relevant Douglas Shire Council staff

Councillors' Briefing and Workshops 19 May 2015 and 9 June 2015

Community members – formal and informal feedback after each Round of the 2014/2015 Community Support Program

ATTACHMENTS:

Community Support Program Policy

Community Support Program Guidelines

DOUGLAS SHIRE COUNCIL

General Policy**COMMUNITY SUPPORT PROGRAM**

Intent To implement, monitor and evaluate the community support program in accordance with legislative requirements and good practice

Scope This policy applies to Council staff, Elected Members and grant applicants.

REFERENCE

Legislation:
Local Government Act 2009
Local Government Regulation 2012

PROVISIONS

Council provides assistance to not-for-profit organisations through the Community Support Program, which is aligned with the following themes of Council's Corporate Plan 2014 – 2019:

- Celebrating our Communities
- Improve environmental performance
- Engage, Plan, Partner

A community organisation is defined by the *Local Government Regulation 2012* as an entity that carries on activities for a public purpose, or another entity whose primary objective is not directed at making a profit.

Council recognises that supporting community organisations through financial and in kind assistance is essential in helping develop and deliver programs, activities and events that provide cultural, recreational, environmental, community and economic development opportunities in the Douglas Shire.

Objectives

The objective of Council's Community Support Program is to assist not-for-profit organisations develop programs, projects or activities that will benefit the Douglas Shire communities by:

- Encouraging community involvement and participation in a diverse range of sport and recreational, cultural and artistic, environmental and community activities
- Fostering an understanding and appreciation of the Shire's history and cultural diversity
- Promoting and encouraging environmental protection and sustainability
- Supporting and building relationships with disadvantaged or vulnerable groups in our communities
- Providing economic benefits to the Shire including promoting employment and volunteering opportunities
- Promoting the Shire as an area of opportunities for families, lifestyle and business

- Facilitating strong, sustainable and resilient communities
- Developing community resources
- Enhancing communications and partnerships with community organisations and Council
- Increasing opportunities for use of public space and facilities across the Shire
- Supporting the development and growth of community activities and events across the Shire

Process

Information regarding eligibility (applicants and projects), funding streams, funding rounds, assessment criteria, assessment Matrix, supporting documentation, application, approval and acquittal processes, conditions and lodgement is detailed in Council's Community Support Program Guidelines document.

This policy is to remain in force until otherwise determined by Council.

Manager Responsible for Review:

Executive Officer, CEO Unit

ADOPTED: ~~20/04/2014~~ 29/04/2014
 DUE FOR REVISION: ~~16/06/2018~~ 16/06/2018
 REVOKED/SUPERSEDED: 16/06/2015



Community Support Program - Guidelines

Table of Contents

Overview	1
Before you start.....	1
Objectives	1
Eligibility	2
Eligible Applicants:	2
Ineligible applicants:.....	3
Eligible projects, activities and programs:	3
Eligible Items.....	4
Ineligible projects, activities and programs:	5
Ineligible Items.....	5
Types of funding	6
Community Support (In kind Assistance).....	6
Community Support (Grant).....	7
Funding Rounds.....	8
Acknowledgement of Council Support	8
Assessment Criteria	8
Supporting documentation	10
Assessment Application and approval process	10
Acquittal requirements	11
Conditions.....	11
Lodgement.....	12
Contact and assistance details	13
Checklist	13

Overview

Council provides assistance to not-for-profit organisations through the Community Support Program, which is aligned with the following themes of Council's Corporate Plan:

- Celebrating our communities
- Improve environmental performance
- Engage, Plan, Partner

A community organisation is defined by the *Local Government Regulation 2012* as an entity that carries on activities for a public purpose, or whose primary object is not directed at making a profit.

Council recognises that supporting community organisations through financial and in kind assistance is essential in helping develop and deliver programs, activities and projects that provide cultural, recreational, environmental, community and economic development opportunities in the Douglas Shire.

Before you start

Please thoroughly read and understand the funding guidelines and the application form before applying. Please discuss your application with an appropriate Council officer prior to completing your application to make sure your project falls within the guidelines.

Although an application may meet the assessment criteria, grants are highly competitive and approval will depend on available funds, the quality of applications and Council's priorities. Applicants cannot be guaranteed funding nor guaranteed to receive the full amount requested.

Applications will be evaluated on merit against eligibility and assessment criteria, in a transparent and equitable manner in accordance with Council's Community Support Program Policy.

Applicants need to be aware that the grant assessment process may take up to three months from the closure of the grant funding round, or up to two months from application lodgement (for in-kind applications). This should be factored into the planning of your project.

Applications that were successful through previous rounds of the Community Support Program must acquit the current grant before applying again.

Objectives

The objective of the Community Support Program is to assist not-for-profit organisations develop programs, projects or activities that benefit the Douglas Shire Council communities by:

1. Encouraging community involvement and participation in a diverse range of sport and recreational, cultural and artistic, environmental and community activities;

2. Fostering an understanding and appreciation of the Shire's history, heritage and cultural diversity;
3. Promoting and encouraging environmental protection and sustainability;
4. Supporting and building relationships with disadvantaged or vulnerable groups in our communities;
5. Providing economic benefits to the Shire including promoting employment and volunteering opportunities;
6. Promoting the Douglas Shire as an area of opportunities for families, lifestyle and business;
7. Facilitating strong, sustainable and resilient communities;
8. Developing community resources;
9. Enhancing communications and partnerships with community organisations and Council;
10. Increasing opportunities for use of public space and facilities across the Shire; and
11. Supporting the development and growth of activities and programs across the Shire.

Eligibility

Eligible Applicants:

An eligible applicant is an organisation that:

- 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;
- is a properly constituted and compliant (Incorporated) not-for-profit organisation; or a charitable organisation registered or sanctioned under the *Collections Act 1966* or is auspiced by an Incorporated organisation; and
- has current public liability insurance.

Incorporated organisations may submit one application in their own right and one application as an auspice for an unincorporated organisation per funding round.

Ineligible applicants:

An ineligible applicant is an organisation that:

- has a majority of members residing outside of the Douglas Shire; or
- operates outside the Douglas Shire; or
- is not compliant with the Office of Fair Trading; or
- unincorporated (UNLESS auspiced by a compliant incorporated organisation or registered charity); or
- is commercial in nature; 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
- 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, universities or TAFE college; or
- is supported by gaming machine income.

Eligible projects, activities and programs:

Eligible projects, activities and programs must:

- occur within the Douglas Shire; and
- clearly demonstrate community need, benefit and support for residents of the Douglas Shire; and
- clearly demonstrate measureable improvements toward at least one of the program objectives; and
- match Council's contribution with cash and/or in kind support (eg volunteer hours).

Eligible projects are those that will improve delivery by sport and recreational; arts and cultural; community development; or environmental organisations and/or assist those organisations in attracting new active members and volunteers.

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

- Development of volunteers
- Training and accreditation courses
- Membership Drives
- Promotional strategies
- Recognising local, national or international days or weeks of significance (Eg International Women's Day, National Youth Week, NAIDOC Week, Children's Week, Seniors Week, International Day of People with a Disability.)

These are examples only. Please discuss your proposed project with a Council Officer prior to completing an application. It is important to consider how your proposed project aligns with:

- the objectives of Council's Community Support Program (Page 1-2);
- Council's Events Strategy;
http://douglas.qld.gov.au/download/policy_and_plans/Events_Strategy_2014_-_2019.pdf and
- the themes of Council's Corporate Plan.
http://douglas.qld.gov.au/download/policy_and_plans/Douglas%20Shire%20Council%20Corporate%20Plan%202014-2019.pdf

Eligible items

The project budget must include ALL expenditure relating to the project. The following items are eligible for Community Support Program funding:

- Advertising;
- Promotion;
- Facilitator/Instructor Fees; and
- Venue Hire for the project.

The following items may be eligible for funding, depending on whether they are integral to the overall project:

- equipment; and
- catering.

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
- generate profits for distribution to individuals within the organisation; or
- support private and/or commercial ventures; or
- require Council to contribute more than 50% of the project cost; or
- do not provide direct benefits to residents 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
- have been previously funded by Douglas Shire Council's Community Support Program.

Ineligible items

The project budget must include ALL expenditure relating to the project however the following items are ineligible for Community Support Program funding:

- project costs incurred outside the funding period;
- project items purchased before the applicant has been notified in writing of the outcome of their Community Support Program funding application;
- items where costs which appear excessive/unreasonable;
- existing or ongoing competition/seasonal/regular activities or events;
- membership/program participation fees for individuals;
- training/activities that can be accessed and provided for by State Government agencies (eg Building Active Community Workshops);
- organisation's normal operating costs or own hire fees, utilities, administration costs (postage, stationery, office supplies), annual/regular venue hire, rent and lease costs or insurance costs;
- grant writing, administration, auspice and acquittal costs;
- repairs and maintenance costs;

- prizes, giveaways, trophies, gifts;
- alcohol;
- 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;
- season or regular bookings of Council facilities;
- travel (unless for a facilitator to deliver a program);
- repayment of debts or loans;
- feasibility studies or research;
- project costs that are already supported through other funding.

Types of funding

Community Support (In kind Assistance)

Resources, materials and/or services, that are within Council's core business, may be available to support community projects, programs or activities, free of charge, up to the granted amount of in kind assistance. For projects and activities where Council's total delivery costs exceed the granted amount the applicant must pay the remainder of the costs.

Requests for assistance where Council has to engage other organisations and businesses to supply items or perform work are ineligible for inkind assistance.

Applicants unsure whether or not Council carries out the work you are seeking assistance with, please contact Council prior to completing an application.

- Minimum amount: \$250 (excluding GST).
- Maximum amount: \$2,000 (excluding GST).
- Applicants may submit multiple applications at any time during the financial year to a combined total of \$2,000. Applicants will need to pay for any expenses exceeding \$2000.
- In-kind applications must be lodged a minimum of two months prior to the start of the project, activity or program.

- 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).
- Applications must be signed by the President/CEO of the eligible organisation and witnessed;
- Applications are subject to the eligibility requirements and assessment criteria. The level of assistance is limited by Council's budget decisions and priorities in the Corporate and Operational Plans.

Community Support (Grant)

Eligible applicants may apply for the following to assist with conducting eligible projects, activities or programs for amounts:

- Minimum amount: \$500 (excluding GST).
- Maximum amount: \$10,000 (excluding GST).
- Applicant must contribute at least 50% towards the total project cost (cash/inkind/fundraising/sponsorship/other grants).
- Incorporated organisations may submit one Community Support Program (Grant) application in their own right and one application as an auspice for an unincorporated organisation per funding round.
- Community Support (Grant) applications must be lodged by the funding round closing time. (Applications must be received by Council by the closing time, not post-marked the closing date)
- One funding round will open first Monday in August and close last Friday in September 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 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 organisation and witnessed;
- Applications are subject to the eligibility requirements and assessment criteria. The level of assistance is limited by Council's budget decisions and priorities in the Corporate and Operational Plans.

Funding Rounds

In-kind Assistance

- Open all year round (subject to funding availability).

Community Support (Grant)

- Round opens first Monday in August and closes 4.30pm last Friday in September. (Applications must be received by Council by the closing time, not post-marked the closing date)

Acknowledgement of Council Support

In-kind Assistance

- Whilst no acquittal is required, successful applicants must provide evidence of public acknowledgment of Council's support within eight weeks of the conclusion of the project in order to be considered eligible for further requests. (eg Douglas Shire Council logo on website and/or Facebook page, event program, newsletter)

Community Support (Grant)

- Successful applicants must provide evidence of public acknowledgment of Council funding (eg Douglas Shire Council logo on website and/or Facebook page, event program, newsletter, verbal acknowledgement at launch).

Assessment Criteria

Each application will be assessed on criteria and scaled from "Not evident" to "Excellent" as per the following Matrix.

Assessment 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 and Operational Plans and objectives of the Community Support Program and Events Strategy. <i>Corporate Plan Themes? Corporate Plan Goals? CSP Objectives? Events Strategy?</i>	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. <i>Survey results/Meeting Minutes/Other evidence?</i>	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. <i>Extent of consultation? Number of partnerships?</i>	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 community benefits. <i>members/volunteers/wider community?</i>	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 community support. <i>Letters of support/other evidence?</i>	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. <i>Quotes/Relevant approvals/risk management/ Project costs – reasonable? Project milestones – reasonable? Appropriately qualified providers engaged? Ready to deliver within timeframe?</i>	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. <i>Pre/post activity feedback? Participation /result statistics? Other?</i>	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.

Supporting documentation

Compulsory supporting documentation:

Applications must include:

- Certificate of Incorporation/Charity Status of applicant (or auspicing organisation if applicable)
- 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 that is current and remains current for the term of the Project of applicant (or auspicing organisation if applicable)
- Letter from the **property owner** where the project, program or activity is proposed to take place 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 Exc) and two quotes for items \$1,500 (GST Exc) and over. (Not required for Community Support In-Kind applications.)
- Most recent bank statement in the name of the applicant (or auspicing organisation if applicable) (Not required for Community Support In-Kind applications.)
- Audited or verified financial statements of the most recent financial year completed and your auspice's financial statements if applicable that were submitted to the Office of Fair Trading with your Annual Return. (Not required for Community Support In-Kind applications.)
- In the absence of audited or verified financial statements because applicant is newly incorporated, minutes of the general meeting of incorporation, management committee and current membership details are required.

Recommended supporting documentation:

- Letters of Support from potential participants and partners in the project (not required from the Douglas Shire Council Mayor or Councillors)

Assessment Application and approval process

The assessment process will be carried out as follows:

1. Applications must be completed using the appropriate form and submitted to Council within the designated timeframe.
2. Applications will be received and collated by the Community and Economic Development officer.

3. Applications will be reviewed to determine eligibility and completeness. Applicants will be notified within five working days that their application has been received by Council. If an application is incomplete applicants will be given five working days to provide further information.
4. Community Support (Grant) applications will be submitted to a panel of three impartial Council Officers where each application will be assessed against the selection criteria on the Assessment Matrix.
5. In-kind Assistance applications will be reviewed by one Council Officer with their recommendation submitted to the Chief Executive Officer for final consideration.
6. Recommendations from the assessment process of Community Support (Grant) applications will be submitted in a report to Council for final approval, at the next ordinary Council meeting, with Council decisions recorded in a resolution.
7. All applicants will be informed of the outcome of their application within five working days of a decision being made.
8. Arrangements for successful applications will be made within six weeks of approval.

Acquittal requirements

Acquittal requirements for Community Support (Grant) include:

1. Completed acquittal form within eight weeks of completing project;
2. Proof that the project, activity or program took place, including at least two high resolution photos of the completed works or participants attending;
3. Consent form of all people identifiable in the photos to use photos for promotional purposes;
4. Proof of expenditure (copy of invoices and receipts for all eligible items that were funded by the Community Support Program grant);
5. Unexpended funding (if applicable); and
6. Evidence of public acknowledgement of Council funding (eg Douglas Shire Council logo on website, event program, newsletter, verbal acknowledgement at launch).

Community Support (In-kind) assistance is not required to be acquitted, however successful applicants must provide evidence of public acknowledgment of Council's support within eight weeks of the conclusion of the project in order to be considered eligible for further requests.

Conditions

Successful applicants will be required to:

- Sign a funding agreement; (not required for In-kind Assistance)

- 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 GST not applicable. Successful organisations without an ABN will be required to complete a Statement of Supplier obtained at http://ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf Council is required to withhold 48.5% tax if an ABN or a Statement by Supplier form is not supplied; (not required for in-kind assistance)
- Undertake that no changes to the approved project, activity or program (that will alter the level of community benefit that will be delivered compared to that declared in the application) will be made without the prior agreement of Council; (not required for In-kind assistance)
- 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, with evidence of these required prior to commencement of the project;
- 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 Community Support (Grant) Program Conditions of Funding, within 12 months of the receipt of funds; (not required for In-kind assistance)
- Community Support (Grant) acquittal documents to be submitted within eight weeks of completed project, activity or program to demonstrate that the grant has been used for the intended purpose;
- Community Support (Inkind Assistance) evidence of public acknowledgement of Council's support to be submitted within eight weeks of completed project, activity or program;
- Community Support (Grant) unspent funds must be returned to council within eight weeks of the completed project, activity or program, if applicable.

Lodgement

Applications should be typed or neatly handwritten on the form provided. DO NOT bind the application. Please lodge completed applications and supporting documentation by:

Post	Douglas Shire Council Community Support Program PO Box 723 MOSSMAN QLD 4873	In person	Douglas Shire Council Community Support Program 64-66 Front St MOSSMAN QLD 4873
Email	ceounit@douglas.qld.gov.au		

FAXED APPLICATIONS WILL NOT BE ACCEPTED

Contact and assistance details

For further information on the Community Support Program or submitting an application, please contact Council's Community & Economic Development Officer.

Telephone: (07) 4099 9444

Email: ceounit@douglas.qld.gov.au

Checklist

- ☐ Community Support Program Guidelines read
- ☐ Applicant Eligibility Checklist completed
- ☐ Council Officer consulted prior to completing application
 - o How does your project align the objectives of Council's Community Support Program, Events Strategy and Corporate Plan goals?
 - o Is your project eligible for funding?
 - o What expenditure items are eligible for funding?
 - o Are you clear and succinct about what you intend to do and what your project aims to achieve?
 - o Have you considered the short-term and long-term outcomes of your project and how the project will benefit the local community?
 - o Have you consulted the Assessment Matrix to present the strongest application possible?
- ☐ Application signed by the President/CEO and witnessed
- ☐ Compulsory support material included:
 - o Certificate of Incorporation/Charity Status of applicant (or auspicing organisation if applicable)
 - o Public Liability Certificate of Currency
 - o Letter from the property owner
 - o Written quotes - one quote for items in the budget \$500 to less than \$1500 (GST Exc) and two quotes for items \$1,500 (GST Exc) and over. (Not required for Community Support In-Kind applications.)
 - o Most recent bank statement in the name of the applicant (or auspicing organisation if applicable) (Not required for Community Support In-Kind applications.)
 - o Audited or verified financial statements of the most recent financial year completed and your auspice's financial statements if applicable that were submitted to the Office of Fair Trading with your Annual Return. (Not required for Community Support In-Kind applications.)

- If newly incorporated, minutes of the general meeting of incorporation, management committee and current membership details
- Optional support material included:
 - Letters of Support from potential participants and partners in the project (not required from the Douglas Shire Council Mayor or Councillors)
- Copy of application retained for records
- Application received by Council at 4.30pm on the closing date for Community Support (Grant) program (not post-marked the closing date) or two months prior to inkind assistance being required.

DRAFT