ORDINARY COUNCIL MEETING 1 APRIL 2014	**4**

COMMUNITY SUPPORT PROGRAM POLICY

Helen Coulthard: Community and Economic Development Officer

Kerrie Hawkes: Executive Officer/Policy & Strategy Coordinator (# 418103)

RECOMMENDATION:

That Council:

1   **endorse the Community Support Program Policy;**

2   **adopt the Community Support Program; and**

3   **delegate authority to the 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 was workshopped at the Elected Member Briefing on 18 March 2014. Changes to the program were made further to the feedback at the briefing.

BACKGROUND:

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.*

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

Council has designed a Community Support Program to be implemented, monitored and evaluated in accordance with legislative requirements and good practice.

In particular, Council must comply with the local government principles contained in section 4 of the *Local Government Act 2009* which are:
- transparent and effective processes, and decision making in the public interest
- sustainable development and management of assets and infrastructure, and delivery of effective services
- democratic representation, social inclusion and meaningful community engagement

- good governance of, and by, local government
- ethical and legal behaviour of councillors and local government employees.

Section 189 of the *Local Government Regulation 2012* requires that Council's annual report contains a summary of its expenditure on grants to community organisation for the year.

PROPOSAL:

The proposal is for Council to endorse the Community Support Program Policy.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:

Douglas Shire Council Operational Plan January 2014 - June 2014
- Develop and implement a community grants and resources program and policy.

FINANCIAL/RESOURCE IMPLICATIONS:

The costs associated with running the Community Support Program are to be provided for in the budget for the 2014/15 financial year.

INTERNAL/EXTERNAL CONSULTATION:

- Relevant Douglas Shire Council staff
- Douglas Shire Council Elected Members

ATTACHMENTS:

Community Support Program Policy
Community Support (Major and Minor) Program Administration Timeline
Community Support Program Forms

ATTACHMENT 1 – COMMUNITY SUPPORT PROGRAM POLICY

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 strategic direction:

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

A community organisation is defined by the *Local Government Regulation 2012* to be 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 (human, financial and infrastructure)
- 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 activities and events across the Shire

Process

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

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

Manager Responsible for Review: **Executive Officer, CEO Unit**

ADOPTED: Click here to enter a date.
DUE FOR REVISION: Click here to enter a date.
REVOKED/SUPERSEDED: Click here to enter a date.

ATTACHMENT 2 – COMMUNITY SUPPORT (MINOR & MAJOR) PROGRAM (CSP) ADMINISTRATION TIMELINE

Time	Task	Resources
Two months prior to closing date	**Open round and promote CSP** ▪ Promote funding round through advertisements, flyers, Council website and word of mouth ▪ Ensure that social justice considerations are met eg what additional mechanisms can be used to raise awareness of CSP in the community	▪ CSP posters
Prior to closing date	**Information for prospective applicants** ▪ Hold community information sessions, one on one meetings, telephone calls with prospective applicants	
Within 2 weeks following closing date	**Receive applications** ▪ Check each application prior to closing date to ensure that it is signed and has required support material. This allows time for the application to be successfully completed before assessment ▪ Record applicant information on Excel workbook ▪ Copy and collate application forms and assessment sheets and forward to CSP Assessment Panel	▪ Excel workbook ▪ An assessment sheet template for CSP Assessment Panel
Approximately 2 weeks following closing date	**Assessment meeting** ▪ Hold assessment meeting to discuss applications and develop recommendations for funding to Council ▪ Record minutes of meeting ▪ Retain all signed Assessment Sheets ▪ Enter all recommendations in Excel workbook ▪ Prepare report for Council on recommendations for CSP funding	▪ When setting the date for this meeting, make sure that Assessment Panel members have sufficient time to read and pre-assess applications ▪ Note: all documentation is available to applicants under the *Right to Information Act 2009* ▪ Council Report Template
First available Council meeting	▪ Present report to Council for ratification	
Following Council meeting	**Contact all applicants** about the results of their application: • Include constructive feedback for unsuccessful applicants ▪ Send letter of offer to successful applicants (grantees) including any special conditions on funding set at assessment meeting ▪ Include an Outcome Report with the letter of offer	▪ All letter templates ▪ Outcome Report template (acquittal form)
	Publicise outcomes ▪ Arrange Media Release re outcomes of CSP funding round	▪ Media Release templates

	▪ Completion and return by grantees of signed letter of offer and other relevant forms	
Upon receipt of the signed acceptance and other forms from grantees	**Release CSP funding** ▪ Make payments to grantees –posting a cheque, part of a ceremony at the start of the next Council meeting, or a more public event or direct credit to a bank account	
Within timeframe identified in application form	**CSP projects** ▪ Grantees undertake funded project ▪ Remind grantees that all promotional material, posters, flyers, invitations, media releases created by grantee should contain appropriate Council acknowledgement ▪ Encourage grantees to invite Councillors to attend events where relevant	
	Change of purpose ▪ Grantees must seek permission for any changes to funded projects, including time frame. Requests must be made to Council in writing before changes are implemented. Requests are considered by the CSP Assessment Panel and permission is given in writing (email is acceptable)	
No later than 4 weeks after approved completion date of project	▪ Grantees complete Outcome Report and submit to Council Officer	▪ Outcome Report template
After 4 weeks from completion of project	▪ Send receipt of Outcome Report letter ▪ Send out reminder notices for any overdue Outcome Reports and continue to monitor	▪ Template letters
Ongoing	▪ Receive Outcome Reports and record in Excel workbook ▪ Copy Outcome Report and forward to CSP Assessment Panel members	
Next CSP Assessment Panel meeting	▪ Schedule meeting to assess Outcome Reports (this could be in conjunction with Assessment meeting for the next round of funding)	
	▪ Send Approval of Outcome Report letters to grantees	▪ Template letters
	Follow up actions ▪ Write media release regarding projects with quality outcomes	▪
	▪ Continue to follow up any overdue Outcome Reports. After 3 unsuccessful reminder letters send Notice of Ineligibility to Apply and record grantees' details as ineligible until an acceptable Outcome Report is received	▪ Template letters

ATTACHMENT 3 – COMMUNITY SUPPORT PROGRAM FORMS

DOUGLAS
SHIRE COUNCIL

Community Support Program - Guidelines

Douglas Shire Council
Community Support Program Guidelines

Table of Contents

Overview

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

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

A community organisation is defined by the *Local Government Regulation 2012* to be an entity that carries on activities for a public purpose, or another entity 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 events 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. You may wish to discuss your project with an appropriate Council officer prior to completing your application to make sure it falls within the guidelines.

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

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 funding round, or from application lodgement (for in-kind applications). This should be factored into the planning for your project.

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

Objectives

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

- Providing economic benefits to the Shire including promoting employment and volunteering opportunities

- Promoting the Douglas Shire as an area of opportunities for families, lifestyle and business

- Facilitating strong, sustainable and resilient communities

- Developing community resources (human, financial and infrastructure)

- 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 activities and events across the Shire

Eligibility

Eligible Applicants:
- An organisation that has a majority of members based within the Douglas Shire; and

- A properly constituted (incorporated) not-for-profit organisation; or a charitable organisation registered or sanctioned under the *Collections Act 1966*

A group that is not a properly constituted organisation must source an eligible applicant to apply on their behalf.

Ineligible applicants:
- Individuals; or

- Commercial organisations; or

- Successful applicants that have received the maximum funding amount this financial year; or

- An organisation or group that has not finalised acquittal requirements of previous Council funding; or

- An organisation or group that has overdue outstanding debts to Council for rents, rates, fees; or

- A government agency or department of local, state or federal government; or

- A political group or organisation; or

- A discriminatory group or organisation; or

- A school, university or TAFE college; or

- An organisation or group supported by gaming machine income

Eligible projects, activities and events:

- Sport and Recreational; or

- Arts and Cultural; or

- Community Developmental; or

- Environmental; and

  - occur within the Douglas Shire; and

  - demonstrate strong community benefit, need and support; and

  - demonstrate measureable improvements toward at least one of the program objectives.

Ineligible projects, activities and events:

Projects, activities or events that:

- have already taken place; or

- are subject to litigation; or

- are for religious or political purposes; 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

- do not provide a direct benefit to residents of the Douglas Shire; or

- are for general operating and maintenance costs, prizes, wages, travel, repayment of debts; or

- are for land, buildings or facility purchases; or

- have been previously funded by Council's Community Support Program; or

- are seasonal or regular bookings of Council facilities.

Types of funding

In kind Assistance

Council resources and capabilities may be available to support community projects and activities for sport, recreation, community, environmental, arts and cultural organisations through In Kind Assistance. This means Council contributes resources, materials and/or services, that are within Council's core business, to a project or event, free of charge, up to

the granted amount. For projects and events where Council's total delivery costs exceed the granted amount the applicant must pay the remainder of the costs.

- Please note requests for assistance for services **that Council contracts to other organisations and businesses** are **ineligible** (except wheelie bins)

- Minimum amount: $250 (excluding GST)

- Maximum amount: $2000 (excluding GST)

- Applicants may submit multiple applications at any time during the financial year to a combined total of $2000. Applicants will need to pay for any expenses exceeding $2000

- Applications must be signed by a duly elected Office Bearer or Manager with appropriate delegation

- This funding program is a competitive process. All applications will be 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.

- In-kind applications must be lodged a minimum of two months prior to the start of the project, event or activity

Community Support (Minor)

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

- Minimum amount: $500 (excluding GST)

- Maximum amount: $2000 (excluding GST)

Community Support (Major)

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

- Minimum amount: $2001 (excluding GST)

- Maximum amount: $10000 (excluding GST)

For both Minor and Major Community Support Programs:

- Organisations may lodge ONE Community Support (Minor) and ONE Community Support (Major) application per funding round so long as funding is not for the same project, activity or event

- Eligible applicants who have not previous received funding under this program this financial year are strong encouraged to apply

- All applications must be signed by a duly elected Office Bearer or Manager with appropriate delegation

- This funding program is a competitive process. All applications will be 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.

- Applications must be lodged by the Funding Round Closing deadline

- Initial funding round will occur in May each year for projects proposed to be undertaken in the upcoming financial year, with a subsequent round to be called in the second-half of the new financial year, subject to funds availability.

- 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

Funding Rounds

In-kind Assistance

- Open all year round (subject to budget)

Community Support (Minor)

- Initial round opens 1st May and closes 31st May
- Second round opens in second half of financial year (subject to funds availability)

Community Support (Major)

- Initial round opens 1st May and closes 31st May
- Second round opens in second half of financial year (subject to funds availability)

Project, activity or event definition

Applicants must provide specific details of the project, activity or event in need of Council's support on the application form.

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.	Unclear and/not evident.	Evident	Clear.	Clear, convincing, but not distinctive.	Clear, convincing and distinctive.	Very clear, convincing and distinctive.
2	The applicant has the ability to deliver the project, activity or event.	Unclear and/not evident.	Evident	Clear.	Clear, convincing, but not distinctive.	Clear, convincing and distinctive.	Very clear, convincing and distinctive.
3	The project, activity or event has a demonstrated need.	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 event has community support.	Unclear and/not evident.	Evident	Clear.	Clear, convincing, but not distinctive.	Clear, convincing and distinctive.	Very clear, convincing and distinctive.
5	The project, activity or event has community benefits.	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.
6	There is evidence of effective consultation and partnerships undertaken during the project development.	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 event will be measured and/or evaluated to determine whether it has been successful in achieving its desired outcomes.	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.

Supporting documentation

Applications should include:

- Letters of Support from community (not required from Mayor or Councillors)

- A copy of the applicant's Certificate of Incorporation/Charity Status

- A copy of a Certificate of Currency for 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

- Property owner approval if applicable

- Quotes to support expenditure

- Latest signed, audited financial statement for the organisation (not required for In-Kind)

- All statutory approvals required for planned works, if applicable

Application and approval process

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 of receipt of the application, if it is deemed ineligible or appears incomplete. The applicant has one opportunity to alter and resubmit the application. The resubmission must be received within five working days of the applicant being notified.

4. All eligible and complete applications will then be submitted to a panel of three impartial Council Officers where each application will be assessed against the selection criteria.

5. Recommendations from the assessment process of Community Support Minor and Major 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.

   Recommendations from the assessment process of In-kind applications will be submitted to the Chief Executive Officer for final approval.

6. All applicants will be informed of the outcome of their application within five working days of a decision being made.

7. Arrangements for successful applications will be made within six weeks of approval.

Acquittal requirements

Acquittal requirements for Community Support (Minor) and Community Support (Major) programs include:

1. Completed acquittal form

2. Proof that the project, activity or event 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 receipts);

5. Unexpended funding; and

6. Proof of the acknowledgement of Council funding (eg Douglas Shire Council logo on website, event program, newsletter, verbal acknowledgement at launch; or invitations for Councillors to attend functions)

In-kind assistance is not required to be acquitted.

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 State by Supplier form is not supplied; (not required for In-kind assistance)

- Undertake that no changes to the approved project, activity or event (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 event includes participation by members of the general public, with evidence of these required prior to commencement;

- Obtain all necessary permits/approvals and insurance cover relating to the project for which the grant is awarded, with evidence of these required prior to commencement;

- Use the funds for the purpose for which they are granted in accordance with the Community Support Program Conditions of Funding, within 12 months of the receipt of funds; (not required for In-kind assistance)

- Submit the required acquittal documents within one month of completed project, activity or event to demonstrate that the grant has been used for the intended purpose; (not required for In-kind assistance)

- Return unspent grant funds to council within one month of the completed project, activity or event. (not required for In-kind assistance)

Lodgement

Completed applications and supporting documentation may be lodged 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
Fax	(07) 4098 2902

Contact and assistance details

For further information on the Community Support Program, or to obtain assistance with completing the application, please contact Council's Community & Economic Development Officer.

Telephone:	(07) 4099 9444
Email:	ceounit@douglas.qld.gov.au

Checklist

- ❒ Read Guidelines and application in full

- ❒ Identify if you are eligible to apply for funding

- ❒ Identify if your project is eligible for funding

- ❒ Consult with an appropriate Council officer for clarification if required

- ❒ Complete the appropriate Application Form

- ☐ Ensure your application is submitted by the closing deadline, if applicable, or at least two months before your project for in-kind assistance

- ☐ Be clear and succinct about what you intend to do and what your project aims to achieve

- ☐ Consider the short-term and long-term outcomes of your project and how the project will benefit the local community

- ☐ Ensure all aspects of the project described in your application are eligible

- ☐ Ensure application includes all quotes and supporting information if required

- ☐ Retain a copy of your application for your records

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Community Support Program - Application

Applicant	
Organisation Name:	
Organisation's main aims/Objectives:	
Type of non-profit organisation: ☐ Community ☐ Sport & Rec ☐ Arts & Cultural ☐ Environment ☐ Other	
Number of members:	**Number of volunteers:**
Street Address of principal place of business:	
Suburb:	**Postcode:**
Postal Address:	
Suburb:	**Postcode:**
Incorporation No:	**ABN:**
Public Liability Insurance details:	**GST Registered? Yes/No**

Contact details	
Contact Name for application:	**Position in Organisation:**
Phone:	**Mobile:**
Fax:	**Email:**
Name of President/CEO of organisation:	
Phone:	**Mobile:**
Fax:	**Email:**

Project details	
Name of project/event/activity:	
Description of project, activity or event:	
Start date: (dd/mm/yy)	**Completion date:**
Location where project, activity or event is to be held:	

Douglas Shire Council Community Grant Application

Land ownership/lease details:		☐ Owner Consent obtained if applicable
Are you aware of any environmental, conservation or heritage issues/impacts?	Detail if applicable	
Purpose of project, activity or event:		
Expected number of: Participants: Volunteers: Partnerships formed:		
Demonstrated need for project:		
Community support for project:		
Community benefit of project:		
How will you measure and/or evaluated to determine whether the project/activity/event has been successful in achieving its desired outcomes		
How will you acknowledge Council's support if successful with your application?		

Project Management

Who is involved in the planning and running of your project? How are they involved?
How will you let the community know about your project?
What skills and experience does your organisation have to successfully deliver this project?
List your project partners and their contact details

What is your organisation contributing to this project? (Please tick)
 	
      ☐ Volunteer hours to be contributed to the project
 	
      ☐ Cash
 	
      ☐ In kind Support – details:

Indicate how funds will be used (please include all forms of in kind support)				
Income items	Amount (exc GST)	Expenditure items (exc GST)	Amount (exc GST)	GST
Total INCOME (exc GST)		Total EXPENDITURE		
Amount requested from Council (exc. GST)	$	❏ Community Support (Minor) Program ❏ Community Support (Major) Program		
Please provide at least two quotes for expenses over $1000.00				
Have you met all acquittal conditions of previous Local, State and/or Federal funding?			❏ Yes ❏ No	

Declaration

Please read each statement and sign to confirm your acknowledgement and agreement to these terms:

- I certify that I have the appropriate delegation, as authorised by the applicant, to prepare and submit this application on behalf of the applicant
- I have read the guidelines relating to the Community Support Program and certify to the best of my knowledge the information provided in this form is correct and disclose full and accurate information of expenditure and activities proposed.
- I understand that approval of funding is subject to mutual agreement between Douglas Shire Council and the applicant.
- I agree to ensure all necessary approvals/permits are obtained prior to the project, program or event taking place.
- I agree to provide Douglas Shire Council with any additional information required to assess this application.
- I will provide a certificate of currency for public liability insurance of an appropriate amount (in total and per event) based on level of risk that is current and remains current for the term of the to cover the proposed project
- I agree to abide by all relevant health and safety standards. I understand that Douglas Shire Council does not accept any liability or responsibility for the proposal in the application.
- I understand that if Douglas Shire Council approves the application, I will be required to accept the conditions of the grant in accordance with Douglas Shire Council requirements.
- I agree that if funded, I will supply and acquittal form (including a copy of all required receipts within one month of the completion of the project, activity or event.
- I will acknowledge the support of Douglas Shire Council in all relevant promotional and printed material.
- I acknowledge that Douglas Shire Council may publish details of this application and subsequent project, activity or event, in promotional material or by way of civic and/or legislative requirements.

Applicant Name:	Signature:
Position:	Date:
Witness Name:	Signature

Attachments:

- ☐ Letters of Support (not required from Mayor and/or Councillors)
- ☐ Two written quotes for expenditure items over $1000
- ☐ Copy of Public Liability Insurance Certificate of Currency
- ☐ Copy of applicant's Certificate of Incorporation/Charity Status

In kind Assistance - Application

Applicant

Organisation Name:

Organisation's main aims/Objectives:

Type of non-profit organisation:

☐ Community	☐ Sport & Rec	☐ Arts & Cultural	☐ Environment	☐ Other

Number of members:	Number of volunteers:

Street Address of principal place of business:

Suburb:	Postcode:

Postal Address:

Suburb:	Postcode:

Incorporation No:	ABN:

Public Liability Insurance details:	GST Registered? Yes/No

Contact details

Contact Name for application:	Position in Organisation:
Phone:	Mobile:
Fax:	Email:

Name of President/CEO of organisation:

Phone:	Mobile:
Fax:	Email:

Project details

Name of project/event/activity:

Description of project, activity or event:

Start date: (dd/mm/yy)	Completion date:

Location where project, activity or event is to be held:

Purpose of project, activity or event:
Expected number of participants:
Demonstrated community benefit:

In-kind assistance requested	Details – Name of facility/quantities
❑ Use of Community Hall/Facility/Park/Foreshore **(not for regular or seasonal bookings)**	
❑ Provision of bins, marquees, barricading	
❑ Assistance with Council fees and charges related to running event	
❑ Banner Pole/s	❑ Mossman ❑ Port Douglas
❑ Other – please detail	

How will you acknowledge Council's in-kind support if successful with your application?

Declaration

Please read each statement and sign to confirm your acknowledgement and agreement to these terms:

- I certify that I have the appropriate delegation, as authorised by the applicant, to prepare and submit this application on behalf of the applicant
- I have read the guidelines relating to the Community Support Program and certify to the best of my knowledge the information provided in this form is correct and disclose full and accurate information of activities proposed.
- I understand that approval of the in-kind assistance is subject to mutual agreement between Douglas Shire Council and the applicant.
- I agree to ensure all necessary approvals/permits are obtained prior to the project, program or event taking place.
- I agree to provide Douglas Shire Council with any additional information required to assess this application.
- I will provide a certificate of currency for public liability insurance of an appropriate amount (in total and per event) based on level of risk that is current and remains current for the term of the to cover the proposed project
- I agree to abide by all relevant health and safety standards. I understand that Douglas Shire Council does not accept any liability or responsibility for the proposal in the application.
- I understand that if Douglas Shire Council approves the application, I will be required to accept the conditions of the support in accordance with Douglas Shire Council requirements.
- I will acknowledge the support of Douglas Shire Council in all relevant promotional and printed material.
- I acknowledge that Douglas Shire Council may publish details of this application and subsequent project, activity or event, in promotional material or by way of civic and/or legislative requirements.

Applicant Name:	Signature:
Position:	Date:
Witness Name:	*Signature*

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Community Support Program Outcome Report

Grant Recipient	
Organisation Name:	
Postal Address:	
Suburb:	Postcode:
Contact details	
Contact Name for acquittal:	Position in Organisation:
Phone:	Mobile:
Fax:	Email:
Funded project details	
Name of completed project/event/activity:	
Start date: (dd/mm/yy)	Completion date:
Actual number of: Participants: Volunteers: Partnerships formed:	

Expenditure details

Please detail how funds were expended (Please attach receipts)

Expenditure items from Council funding	Amount
Total amount expended	$
Total amount of Council funding	$
Balance of unexpended grant funds	$
Unexpended funds to be returned with Outcome Report	

Douglas Shire Council Community Support Program Outcome Report

Evidence and Funding Acknowledgement			
How was funding acknowledged? (Please attach evidence)			
Declaration			
• I certify that I have the appropriate delegation to prepare and submit this acquittal on behalf of the grant recipient.			
Declarant Name:		Signature:	
Position:		Date:	
Lodgement			
Post:	**In Person:**	**Fax:**	**Email**
Douglas Shire Council Community Support Program PO Box 723 MOSSMAN QLD 4873	Douglas Shire Council Community Support Program 64-66 Front St MOSSMAN QLD 4873	(07) 4098 2902	ceounit@douglas.qld.gov.au

Attachments:

- ☐ Proof of expenditure (Receipts)
- ☐ At least two high resolution photos of event (emailed to ceounit@douglas.qld.gov.au)
- ☐ Signed Talent Release Forms
- ☐ Evidence of funding acknowledgement (Media articles/Flyers or other promotional material)